

Mary Queen of Peace School

COVID-19 GUIDELINES



2020/2021 School Year

Updated November, 2020

Letter from Pastor and Principal

Dear Parents of Mary Queen of Peace Students,

Thank you for your prayers and your patience over the last several months. We appreciate the difficult decisions all of you are facing on a daily basis, and we are grateful that you have chosen Catholic education for your child(ren).

The primary goal of Mary Queen of Peace School during the COVID-19 pandemic is to provide the best level of protection, education, and service to our students, staff, and parents while upholding the emotional, physical, spiritual and intellectual wellbeing of all in our community. We believe the best way to do that for most of our community is through in-person, on campus, full time, learning. Unlike many of our neighboring public schools, we have the space, the resources and the flexibility to meet all the guidelines. Our first day was August 19, 2020.

Attached is a lengthy document that attempts to outline as many protocols and guidelines as possible during this ever changing time. We have worked within the guidelines of the CDC, Archdiocese of St. Louis, State of Missouri, County of St. Louis and City of Webster Groves. We are also indebted to the wisdom, insight and experience of our Task Force and Consultants (medical professionals whose names are listed in this document) as well as the Board of Education and our parish and school staff who helped work through the many obstacles to ensure a safe and healthy return to school.

As excited as we are to see your children in school, we know there are families who are not ready/able to return right now. We are allowing remote learning options for those students. We are also aware that we may be facing times where siblings may have symptoms and have to stay home, or we may have to close the school for several days. We are consistently working on ways to allow for quick and seamless transitions to learning at home. Remote learning may look different to different students, depending on teacher, topic and the needs of the individual student. We will be working directly with those affected, whenever that may be.

Please know this is a “living” document that will likely be changed often, and we will be making adjustments as we begin implementing these processes and procedures. We will try to communicate those changes as accurately and efficiently as we can. Please check our website (mqpwg.org) and the MQP Weekly for any updates. If you have any questions about the COVID guidelines, please email communications@mqpwg.org so we can direct your question to the appropriate person and ensure a timely response.

For now, we encourage you to do the following:

- Pray for those affected by COVID-19 and for an end to the pandemic
- Be patient and compassionate with us, yourselves and each other
- Read this document carefully
- Practice mask wearing, lots of handwashing and social distancing with your children at home
- Please keep your children home if they show any symptoms, if they are exposed to anyone with COVID-19, or if you or someone in your household has tested and is awaiting results

We are excited to see your children in school, watch their minds grow with knowledge, and feel their hearts grow deeper in our Catholic faith.

Rev. John Vien
Pastor

Miss Julie Smith
Principal

Task Force Steering Committee

Rev. John Vien, Pastor

Miss Julie Smith, Principal

Melissa Hunter, Director of Faith Formation and Parish School of Religion

Bruce Huggins, School Maintenance

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Erin Towey, School Counselor

Mary Ann Zimmerman, R.N., School Nurse

Task Force Consultants

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MQP Parish Council

Kelly Mehan, RN, an MQP school parent

Benjamin Voss, MD, Chief of Medicine at Missouri Baptist Medical Center and a PSR parent.

Members of the Board of Education

Lizabeth Radefeld, President

Alicia Albus

Mary Barringer

Danielle Emert – Past President

Rebecca O'Connell

Yvette Pelikan

Tricia Steffens

Brad Thomas

Beth Ward

Guidance Documents

[Return to School Guidance St. Louis County Department of Health CDC Considerations for Schools](#)

[Archdiocese of St. Louis Transition 2020 Task Force Report](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School ReOpening
_____ Re-opening](#)

[Missouri Department of Elementary and Secondary Education Reopening Guidance Archdiocese of St. Louis CYC Return to Play Guidelines](#)

[CDC Reopening Guidance for Cleaning and Disinfecting](#)

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General Guidelines

- *Mary Queen of Peace will follow the health and safety directives of the Centers for Disease Control, State of Missouri, County of St. Louis, City of Webster Groves, and the Archdiocese of St. Louis, and the advice of the School Nurses' Cooperative of Cardinal Glennon Children's Hospital.*
- *School access will be limited to school faculty, staff and students only. All others will be given access only as needed, must be screened by the school nurse or appointed office personnel prior to entering the building, and must wear a mask while in the building.*
- *These guidelines are subject to change. School administration will work hard to communicate with parents often. Please check our website (mqpwg.org) and the MQP Weekly for the most up to date information.*
- *By enrolling your child(ren) at Mary Queen of Peace school, you and your child(ren) are agreeing to follow the procedures outlined in this plan. For the safety of our children, faculty and staff, failure to follow the procedures could result in your child being sent home.*

Before Entering the Building

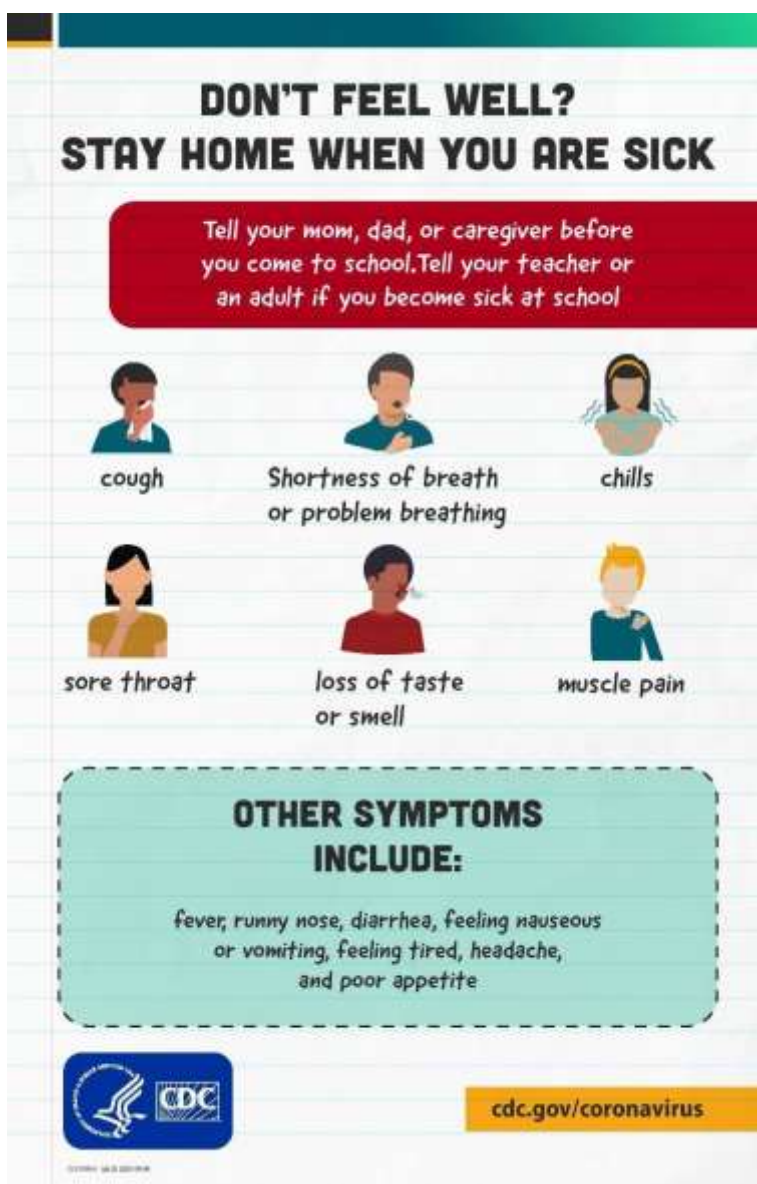
Staff Guidelines

- Staff will be required to answer a series of health screening questions and take their own temperature from home daily. A faculty or staff member who answers yes to any of the screening questions or who has a temperature greater than 100.4 degrees should not come to school. Faculty and staff will also have their temperature taken by the school nurse or other staff daily in the lobby of the school before they are allowed to proceed to their classroom. If their temperature is 100.4 degrees or higher, they will not be allowed to return to school until they display documentation proving a negative COVID-19 test, a note from their health care provider indicating they do not need to be tested and their symptoms are not due to COVID-19, or they meet the established criteria detailed in the Health Care section of this document
- If a faculty or staff member will not be at work, they must call the school office immediately so that coverage may be arranged.

Student Guidelines

- Parents will be required to provide answers to a set of screening questions for each child by **7:00 am daily**. The link to these questions is on the school's website. If the child answers yes to any of the questions, they should remain home. Their sibling(s) will be required to stay home, too.
- When arriving at school, students will not be allowed to exit their vehicles without wearing a protective mask. Parents will be required to wear a mask if they are outside their car as well.
- Once at school, if a parent has not completed the screening questionnaire, the child will not be allowed to go to class until the parent completes the questionnaire.
- All students will be required to wear masks all day, except when eating lunch, taking naps or during "mask breaks." "Mask breaks" will be as needed and determined by the teacher. Classes will be allowed outdoors or in the gym for a short period of time, maintaining social distancing, without their masks.
- Face masks may be cloth or paper, should properly cover the nose and mouth, and should tie behind the head or hook behind the ears. Gaiters, the masks that may be worn around the neck and pulled up over the mouth, and the masks with vents will not be allowed. Masks should be clearly marked with the name of the student. Students should be able to put their masks on themselves and should bring two masks to school every day.
- Staff will screen students upon arrival by taking their temperature before they enter the building.

- A student who has a temperature greater than 100.4 degrees will not be allowed to enter the building until their parents provide documentation proving a negative COVID-19 test, or a note from their healthcare provider indicating that they do not need to be tested and their symptoms are not due to COVID-19, or they have met the established criteria detailed in the Health Care section of this document. The other children in the household will also remain home until the above criteria are met.
- There may be instances where a student will need to be rescreened while a school (student begins to show symptoms even if they passed the initial screening). The teacher will notify the school nurse about concerns and student will be rescreened. In the event that the student shows a fever, they will be isolated and parents will be called to pick up their child and the other children in the household.



Symptoms	Coronavirus* (COVID-19) Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies Abrupt onset of symptoms
 Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks
 Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)
 Shortness of breath	Sometimes	No**	No**	No**
 Sneezing	No	Common	No	Common
 Runny or stuffy nose	Rare	Common	Sometimes	Common
 Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)
 Fever	Common	Short fever period	Common	No
 Feeling tired and weak	Sometimes	Sometimes	Common	Sometimes
 Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)
 Body aches and pains	Sometimes	Common	Common	No
 Diarrhea	Sometimes	No	Sometimes for children	No

*Information is still evolving. **Allergies, colds and flus can all trigger asthma, which can lead to shortness of breath. COVID-19 is the only one associated with shortness of breath on its own. Sources: *Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention.* edited 3/27/20 • aafa.org/covid19

While in Building

Staff Guidelines

- Faculty and staff are expected to be prepared and ready to supervise by 7:30 every morning.
- All faculty and staff members will wear protective masks/shields while in the school building. Masks are not required when working alone.
- Frequent hand washing and hand sanitizing is essential.
- A staff member who exhibits COVID 19 symptoms while at school will be sent home immediately and will not return until they meet the established criteria detailed in the Health Care section of this document.
- When a teacher must leave, a designated teacher or staff member will become responsible for teaching the students of that teacher.

Student Guidelines

- All students must wear masks that cover the nose and mouth to enter and exit the building, and while walking in the hallways, in the classrooms, and using the restroom. Students will not be required to wear masks while eating lunch. When not using their masks, students will clip their masks to their ID clip on their person or wear them on their elbow. Masks should be put on before hand sanitizing. We will have extra masks in case something happens to your child's mask while at school. Frequent washing (with soap for at least 20 seconds) and disinfecting of hands will be required of students throughout the day. Masks should be put on before hand sanitizing.
- Students should launder their school clothes and their cloth masks between uses.
- Students will be strongly encouraged to sneeze with their mask on and into their elbow or shoulder away from others.
- When a student displays COVID symptoms while at school, the student will be isolated and sent home immediately. The student will wait for parents (or those listed on the emergency forms) in a designated area away from others under the supervision of the school nurse or the office staff. The student will wear a mask while waiting. Siblings of the student will also be asked to leave. See Self-Quarantine under the Health Care Section of this document.

General Operations

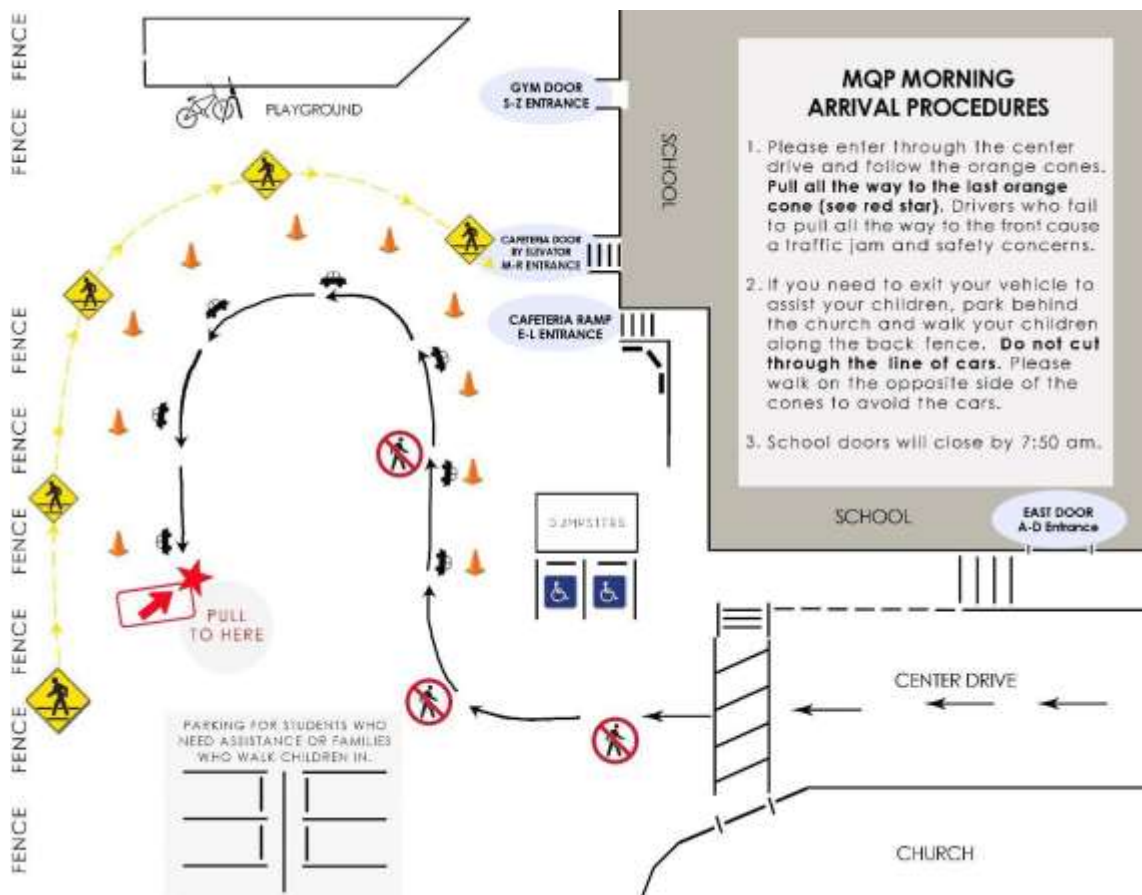
A. Arrival

- a. Families should arrive to school no earlier than 7:30 am.
- b. Families will be assigned a door at which they will drop off all their children every morning. Parents will not be allowed to drop off children at the front door unless they are a late arrival.
- c. Please stagger your arrival time and be aware of other students when allowing your children out of the car.
- d. Drop off points are as follows (alphabetized by the first letter of the last name of each family):
 - i. A - D will enter at the east door, closest to the church
 - ii. E - L will enter at the cafeteria door with the handicap accessibility ramp
 - iii. M - R will enter at the cafeteria door by the elevator
 - iv. S - Z will enter at the gym door

- e. Staff members will monitor each of the entrances to encourage physical distancing and to encourage students who are reluctant to separate from a parent. Entrance into the building will begin at 7:30am.
- f. All students must wear a mask when they exit their cars to enter the building, and all parents must wear a mask if they are walking students to the door.
- g. Pull all the way around to the last orange cone to drop off. Do not stop in the middle of the pathway to release students. Only cars in the rounded cone area are permitted to release students.
- h. If your child needs assistance exiting the car, please enter the driveway and park on the left (behind the church). These spots are dedicated to adults who need to get out and open doors for kids.
- i. If you need to walk your child, please stay behind the cones (closest to fence).
- j. After dropping your child, please proceed around the line and out.



- k. Students will proceed directly to their homerooms. There will be no gathering in the parking lot. Students should social distance while waiting in line.
- l. Faculty and staff will screen students upon arrival before entering the building.
- m. A student who has a temperature greater than 100.4 degrees will not be allowed to enter the building until their parents provide documentation proving a negative COVID-19 test, or a note from their healthcare provider indicating that they do not need to be tested and their symptoms are not due to COVID-19, or they have met the established criteria detailed in the Health Care section of this document. The other children in the household will also remain home until the above criteria are met.
- n. School begins at 7:50 am. All School Morning Prayer and Pledge begin at 7:55 am.



B. Hallways and Staircases

- a. Hallways will be marked with directional arrows.
- b. Students and staff will be asked to sanitize their hands before entering and after returning from shared spaces.
- c. Stair rails will be cleaned and sanitized by an appointed staff member frequently throughout the day.

C. Restrooms

- a. Restroom use will be limited to two students from a classroom at a time. Teachers may send one boy and one girl to the bathroom.
- b. The floor outside the restroom will be marked to encourage physical distancing.
- c. Students should sanitize their hands before leaving the classroom and upon returning.
- d. Students should wear their masks in the restrooms.
- e. Restrooms will be cleaned and sanitized frequently throughout the day. A deep cleaning will take place once a day.

D. Water Fountains

- a. Each student may bring a personal water bottle labeled with their name each day.
- b. Students will be allowed the use of water fountains only for refilling bottles.
- c. Sharing of water bottles will not be permitted.
- d. Teachers will take classes on a rotating basis to fill water bottles.

E. Lunch

Educational experts maintain that students need to move and socialize throughout the day to maintain a healthy and productive learning environment. That's why we have decided to use a combined approach of classrooms eating lunch in the cafeteria, their homerooms and outside space for lunch use.

- a. Students will wash/sanitize their hands and sanitize their space before and after eating.
- b. Classes will rotate between eating in the cafeteria, eating outside or eating in their classroom. Students will eat in the cafeteria utilizing specific social distancing protocols. Plastic shields are placed on the tables to separate students.
- c. Masks maybe removed while eating but must be worn when moving around the cafeteria/classroom.
- d. Students may purchase milk through Food Service. There will be no a la carte items, like chips, soda or other snack items and no lunch at this time; except on Fridays for Pizza Lunch.
- e. Teachers will mark through Fast Direct the names of children who are requesting milk, and the cafeteria employees will make note of the accounts. Students will not need their plastic cards as there will not be registers in the cafeterias.
- f. Students will not be permitted to use the microwaves.
- g. Students who bring their lunch may use a lunch box that is clearly marked with the child's name.
- h. There will be no food sharing allowed.

F. Recess

- a. Outdoor recess everyday (weather permitting) is essential for all students. In case of bad weather, recess will take place in individual homerooms with their homeroom teacher as coverage.
- b. The recess schedule will allow two grade levels on the blacktop per period. Each class/grade will be assigned a space on the blacktop and will be monitored by a teacher, teaching assistant, or parent volunteers that have been screened.
- c. Preschool through fifth grades may only play with those in their class. Middle school students may socialize with only those in their grade level.
- d. Groups playing together will be asked to mix with others every ten minutes, so as to make sure children are not close to each other for 15 minutes as a time (according to the public health guidance from the CDC)
- e. Physical distancing will be encouraged as much as possible. Students should only play with the playground equipment (balls, etc.,) designated for their class. All playground equipment will be cleaned frequently.
- f. Masks will be worn during recess.

G. Special Classes and Resources

- a. Students will attend PE class outside or in the gym. If PE is in the gym, students will be separated into groups and moved every 10 minutes while participating in activities like circuit training. We will follow CYC guidelines, which address the question of contact sports and the sanitation of equipment. Masks will be worn during PE class.
- b. Students will attend computer class in the computer lab.
- c. Art and Music teachers will come to individual homerooms for class.
- d. There will be no singing in music class.
- e. Students with ISPs will utilize the resource rooms.
- f. Learning Consultants, Teacher Assistants, Paraprofessionals and the School Counselor may take small groups out of the classroom, but all students in the group must be from the same homeroom.
- g. Learning Consultants, Teacher Assistants, Paraprofessionals and the School Counselor will have a classroom or designated location in the school building to meet with students that allows for social distancing.
- h. Teachers and students will sanitize their hands when they enter the location.
- i. Desks and seats will be sanitized after each use.

H. Library

- a. Students will not be allowed to check out books or other items from the library.
- b. Teachers will have their own classroom libraries in their classroom, and the books will be sanitized regularly.
- c. The library space will be used by the sixth-grade class.

I. Books

- a. If a textbook/book is required, teachers will give them to the students the first week of school (or in a timely way as it relates to the school year curriculum) and students will be responsible for their own book.

J. Mass Attendance

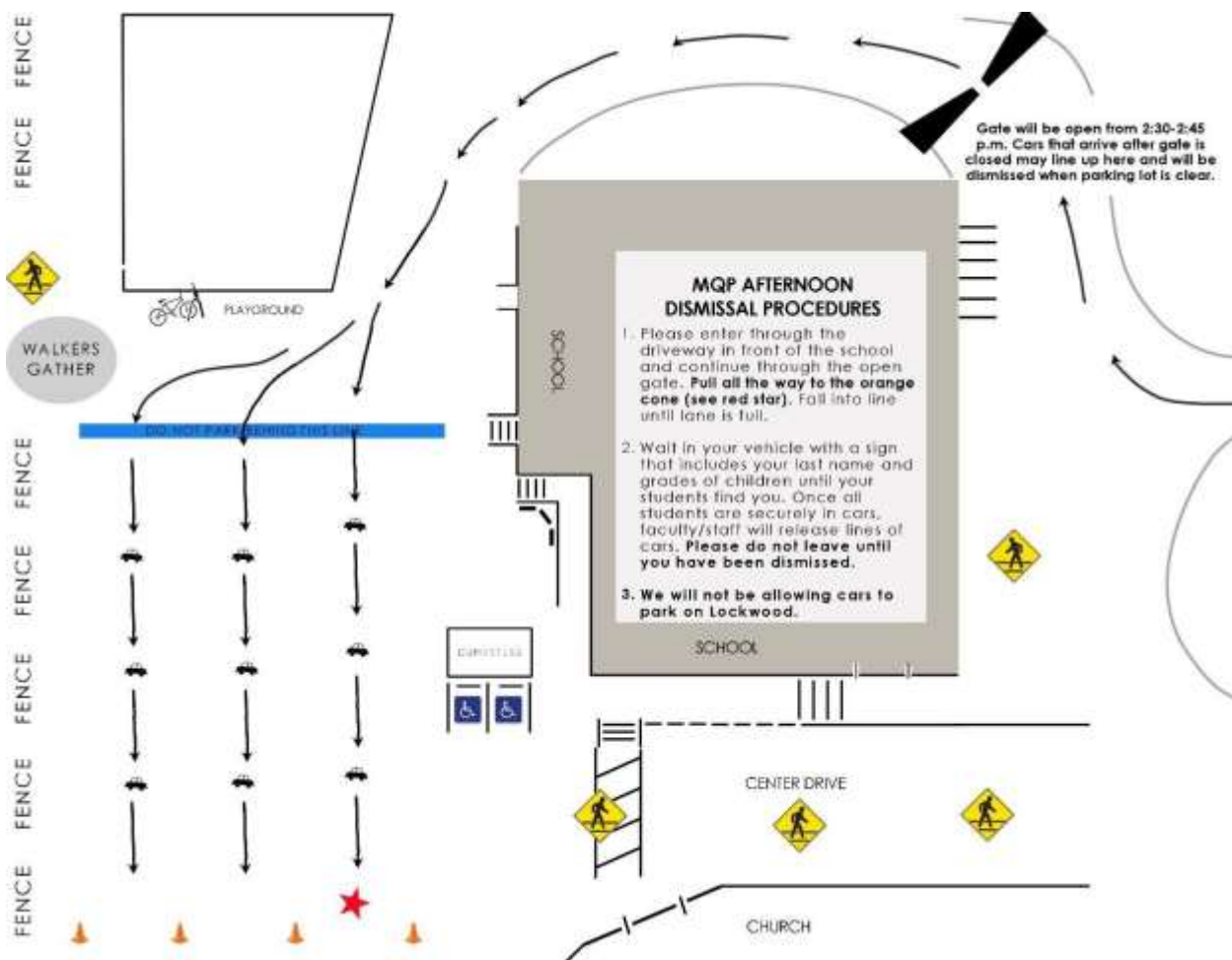
Liturgy and prayer are the central ways we connect ourselves with Christ. Parish Elementary Schools... must be mindful of how they are helping people of all ages engage and grow in their personal relationship with Christ. (Archdiocesan Transition 2020 Task Force Report, p.6)

- a. Grade levels will attend Mass on Wednesday at 9:15 am in person on a rotating schedule. They will follow the same rules all parishioners follow while attending daily and weekend Masses. Masks are required.
- b. All students not attending Mass at church will actively participate in the livestreamed Mass in their homerooms. Students will not be singing.
- c. All are expected to respect the reverence of the Mass.
- d. The Mass will be closed to the public but streamed live through Facebook. You do not need a Facebook account to watch.
- e. See Addendum A for more specific information about Mass Attendance Guidelines.

K. Dismissal

- a. We will be dismissing by grades, rather than by families.
- b. All preschool students without grade school siblings will leave through the east door at 2:30 pm. If you are a driver, pull all the way through the circle drive and wait. Staff will help the child to the car. If you are a walker, please line up on the driveway outside the east door while remaining socially distant.
- c. If you are a driver of preschool students with siblings or students K-8, you will pick up in the back parking lot. We will unlock the back parking lot at 2:30 pm and lockdown the back parking lot at 2:45 pm. If you arrive after 2:45 pm and we have locked the gate, you will have to wait until the lot is cleared (around 3 pm) for you to be allowed into the lot to pick up your children. You will not be allowed to get out of your car and walk around to get your children.
- d. If you are a walker with your children, and they are preschool students with siblings or students K-8, you will be asked to wait by the playground.
- e. Preschool 3 students with grade school siblings will leave the building through the cafeteria door #5 beginning at 2:45 pm.
- f. Preschool 4 students with grade school siblings will leave the building through the cafeteria doors #5 beginning at 2:45 pm.
- g. Kindergarten students will leave the building through the cafeteria door #6 beginning at 2:45pm.
- h. Grade 1 students will exit through the East Door #3 at 2:45 pm.
- i. Grade 2 students will exit through the cafeteria door #6 beginning at 2:50 pm.

- k. Grade 3 students will exit through the gym door #7 at 2:50 pm.
- l. Grade 4 students will exit through the gym door #7 at 2:55 pm
- m. Grade 5 students will exit through the cafeteria door #6 at 2:55 pm.
- n. Grade 6 students will exit through the East Door #3 at 2:55 pm.
- o. Grade 7 students will exit through the East Door at #3 at 2:55 pm.
- p. Grade 8 students will exit through the cafeteria door #6 at 2:55 pm
- q. Faculty and staff members will encourage students to go directly to their cars.
- r. Walkers will be directed to walk straight home.
- s. Congregating on the school grounds will not be allowed.
- t. Parents will be required to wear masks while on school property.
- u. In order for your children to distinguish your car from the others, you are encouraged to make a sign with your last name and hold it while standing at the door of your car. Please do not move away from your car. Once you have all your children, please remove your sign and wait in your car.
- v. Teachers and staff will be available to help children to their car, if needed.



L. Noon Dismissal

- a. We will be dismissing by grades, rather than by families.
- b. All preschool students without grade school siblings will leave through the east door at 11:30 am. If you are a driver, pull all the way through the circle drive and wait. Staff will help the child to the car. If you are a walker, please line up on the driveway outside the east door while remaining socially distant.
- c. If you are a driver of preschool students with siblings or students K-8, you will pick up in the back parking lot. We will unlock the back parking lot at 11:30 am and lockdown the back parking lot at 11:45 am . If you arrive after 11:45 am and we have locked the gate, you will have to wait until the lot is cleared (after 12 pm) for you to be allowed into the lot to pick up your children. You will not be allowed to get out of your car and walk around to get your children.
- d. If you are a walker with your children, and they are preschool students with siblings or students K-8, you will be asked to wait by the playground.
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- s. Parents will be required to wear masks while on school property.
- t. In order for your children to distinguish your car from the others, you are encouraged to make a sign with your last name and hold it while standing at the door of your car. Please do not move away from your car. Once you have all your children, please remove your sign and wait in your car.
- u. Teachers and staff will be available to help children to their car, if needed.

M. Substitute Teachers

- a. If a teacher is absent, we will not combine classes in the same grade level.
- b. If we do not have an available person in the school building to substitute any given day, we will draw from a list of substitutes.
- c. This list will be comprised of prescreened people with 60 hours of college experience who have undergone Protecting God's Children, which includes background checks.
- d. They will be required to follow the daily health screenings required by our teachers and staff.

N. Aftercare for Preschool Students and Siblings

- a. Aftercare will be \$15 a day per child. Payments will be billed through FACTS at the end of the month based off of days attended.
- b. Students will receive snack each day. Please bring in a refillable water bottle if your child needs a drink.
- c. Aftercare will be offered Monday through Friday. There will be NO aftercare on half days.
- d. Aftercare will begin immediately after school and will end at 5 pm. There will be a \$10 additional fee for pickup after 5:10 pm.
- e. Pick-up will be at the Cafeteria door #5, unless students are outside playing.
- f. Due to social distancing procedures, students will be spread out in the cafeteria. Siblings will be allowed to sit and play together.
- g. During aftercare, students will be able to work on homework, have free choice coloring, and outside time. Children may also bring toys or games that can be left at school for their exclusive use. A shoebox size container will be provided for each child.

Classroom Procedures

- Classrooms with the most space will be utilized for the larger class sizes to allow for social distancing.
- Teachers will take advantage of outdoor learning areas and conduct class sessions and lunch outside as often as possible.
- Teachers have removed bookshelves and other unnecessary items to allow for optimal spacing between student desks.
- In the preschool classrooms, students are split in groups of ten. In the older classrooms, desks are between three and six feet apart (per the guidelines of the Missouri Department of Elementary and Secondary Education) and are all facing the same direction. Some teachers have designed quadrants within the classroom which will allow for cohort grouping, and are keeping a seating chart to aid with contact tracing.
- The school will provide a spray bottle with disinfectant for desks and chairs, paper towels, tissues, hand sanitizer, and a trash can for each classroom.
- Faculty and staff will disinfect “high traffic” areas throughout the day that are used by the entire class (door handles, small group tables, etc.). Students will be responsible for cleaning their own desks and chairs. Faculty and staff will assist the younger students with this task.
- To abide by safety and health guidelines but optimize air circulation, windows will remain shut, interior doors will remain open, but the doorknob will remain in the locked position.

A. Student Procedure for Entering the Classroom

- a. Wear mask into the school and while entering/exiting the classroom.
- b. Student will be responsible for disinfecting their desks with the supplies provided.
- c. Place backpack on desk and unload, including water bottle. On colder days, students in grades 7th – 8th will be allowed to put their coats/books in lockers. Students in 5th Grade will use lockers for coats only.
- d. Place any belongings not needed for the day back in backpack, including lunchbox, etc., and place backpack next to desk or chair.
- e. Turn in any homework in the designated space.
- f. Use hand sanitizer.
- g. Place water bottle on desk and get what is needed to begin the morning.

B. Student Procedure for Dismissal

- a. Students gather backpacks in small groups with scattered timing to eliminate crowding.
- b. Pack up belongings.
- c. Place backpack on the floor next to desk/table.
- d. Sanitize work space and chair.
- e. Stand behind chair and wait for teacher's direction for "lining up"/dismissal (spacing between students).

C. Middle School Rotation

- a. Early adolescence is a time of rapid cognitive, physical and social changes. It is important for middle school students to periodically move during the school day. Their middle school classrooms are set up specifically for the subject they are learning in that class. So we have decided to have the students move in between some of their classes, while practicing social distancing. All classes will end five minutes before the bell to sanitize desks and seats. All students must use hand sanitizer as they leave the classroom, exiting to the right.
- b. All classes exit to the right and move down the hall on the right side. All classes move toward their classes in a counterclockwise direction down the hallway.
- c. Students will only enter a class when the previous class is completely out.
- d. We will fill classrooms as they empty from the previous class. Students will wait to be directed when they can begin moving to the next class.
- e. Students will then stay on the right side of the hall and walk to their next class with teachers directing who is next. We will mark the floor with tape separating the sides of the halls. We will be able to fill in the empty rooms starting with the class going to science.

School Building Access

A. Students Arriving Late or Leaving Early

- a. If a student needs to leave early, parents/guardians should call the office before arriving so that their child can be waiting.
- b. Parents/guardians wearing masks may enter the front door of the school and wait in the lobby.
- c. Only one parent/guardian at a time will be permitted inside. Others will need to wait outside or in their cars.
- d. Parents should sanitize their hands with the sanitizer placed inside the lobby.
- e. Parents should sign their child in or out on the sheet placed on the table in the lobby.
- f. No one will be allowed in the office.

B. Parents Needing to Drop Off or Pick Up Items

- a. As we try to minimize the number of people in the building, we are discouraging parents/guardians from dropping off forgotten items. Students will not be allowed to call home for forgotten items.
- b. When exemptions need to take place for medication or lunch, parents/guardians wearing masks may enter the front door of the school to drop off or pick up items. Items will be given to the child when time permits.
- c. Items being dropped off should be labeled with the name of the student and the homeroom teacher.
- d. Items should be placed in or picked up from the designated area in the lobby.

Office Procedures

A. Communication from Teachers to the Office

- a. Teachers will be provided an MQP folder. Teacher Assistants will collect and deliver folders to the basket outside of the main office when needed (i.e. permission slips, etc.). Once retrieved by office staff, the folder will be emptied and returned to the teacher's mailbox.
- b. Teachers needing to inform the office of maintenance items that need to be addressed should phone the office from the classroom. Please do not send students to the office.
- c. All questions or concerns that need to be communicated with the office should be phoned from the classroom or emailed.
- d. Teachers who wish to meet with the administration or secretarial office need to arrange a time with the school secretary to avoid long lines.

B. Deliveries and Mail to the School Building

- a. Mail and deliveries will be received via the front door of school.
- b. All persons entering the school must be wearing a mask before being admitted.
- c. Large deliveries may be taken to the desired location if the delivery person is wearing a mask and has sanitized their hands upon entry.
- d. Deliveries that necessitate longer than 15 minutes in the building will require the delivery person to undergo a health screen check before proceeding past the lobby.

C. Lost and Found Items

- a. All items should be clearly marked with the child's name.
- b. Found items can be given to the school office.
- c. Individual students will check with the school office for lost items. Every two weeks, these items will be donated.
- d. Small jewelry, money, or other valuable items can be placed in the small basket at the office window.

D. Students Needing to Phone Home

- a. In the case of an emergency (as a student forgot lunch or medication), the teacher will contact the office, who will then contact the appropriate parent. The office personnel will then relay any messages to the teacher, who will communicate with the student.

Mask Compliance

Students who need more than one reminder regarding the proper wearing of their masks will be asked to call his/her parent. These students may be sent home due to failure to follow instructions (even after a warning).

Cleaning and Maintenance

- a. CDC Guidelines will be followed regarding the cleaning and disinfecting of the school building.
- b. We will maintain a cleaning log to assist with contract tracing if necessary.
- c. Disposable gloves will be worn whenever cleaning and disinfecting.
- d. High touch surfaces and objects (such as tables, doorknobs, light switches, phones, desks, keyboards, faucets, etc.) will be cleaned and disinfected regularly.

Notifying the School Community

Once we are made aware of a positive COVID-19 case, whether student, faculty or staff, we will notify all parents/guardians. We will also specifically notify the affected grade/classroom.



Health Care

Taken from the CDC and St. Louis County Department of Health

A. Definition for Contact with COVID-19:

- a. A member of the same household has tested positive for COVID-19
- b. You were within 6 feet of someone who has COVID-19 for a total (or cumulative) of 15 minutes or more without a mask
- c. You provided care at home to someone who is sick with COVID-19
- d. You had direct physical contact with the person (hugged or kissed them)
- e. You shared eating or drinking utensils
- f. They sneezed, coughed, or somehow got respiratory droplets on you

B. If you have been exposed to someone who has COVID-19 symptoms:

- a. If you could have been exposed to COVID-19 by coming within six feet of a person Under Investigation for 15 minutes (in total) without a mask, you should quarantine until the Person Under Investigation is cleared by the St. Louis County Department of Health or that person is cleared by their medical provider (A Person Under Investigation is a person who has clinical features and an epidemiological risk of COVID-19 for whom testing is recommended and/or for whom test results are pending)
- b. Next steps will be determined if testing is completed

C. If you have come in close contact with someone who has Tested Positive for COVID-19:

- a. Persons who could have been exposed to COVID-19 by coming within six feet of a Positive Person for 15 minutes (in total) without a mask shall be quarantined for fourteen days starting at the time of last exposure to the Positive Person. A negative test taken by you does not supersede the 14-day quarantine as you could develop symptoms up to 14 days since exposure.

D. If you have COVID-19 Symptoms without testing:

If you have not received a test proving or disproving the presence of COVID-19 or provided a note from a healthcare provider indicating you do not need to be tested and your symptoms are not due to COVID-19, but you experience symptoms, you may return if the following three conditions are met:

- a. No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever) **and**
- b. Other symptoms have improved (for example, when coughing or shortness of breath have improved) **and**
- c. At least seven calendar days have passed since symptoms first appeared

E. If you have symptoms of COVID-19, you have been tested, and you are waiting for test results:

- a. Quarantine and wait for your test results.
- b. If you are an MQP employee, once you have received your results, contact your supervisor if you are positive for next steps regarding when you can return to work.
- c. If you are a school parent, keep your children at home until test results. Once you receive test results, please alert school if test is positive.

F. If you have Tested Negative for COVID-19 and you have symptoms:

You can be around others after:

- a. No fever for 24 hours without the use of fever-reducing medications **and**
- b. Released by your healthcare provider

G. If you have Tested Positive for COVID-19 and you have symptoms:

You can be around others after:

- a. 14 days since symptoms first appeared **and**
- b. 24 hours with no fever without the use of fever-reducing medications **and**
- c. Other symptoms of COVID-19 are improving

H. If you have a Positive COVID-19 Test, but you have no symptoms:

- a. If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive test for COVID-19 or have been released by the St. Louis County Department of Health. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends re-testing, they will let you know when you can resume being around others based on your test results.

Contact Tracing and Notification - When a Case is Identified

If an individual within a school building is tested positive for COVID-19, we will work with the St. Louis County Department of Health to identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. If specific contacts cannot be identified, we will quarantine everyone who was in the same room, or other areas.

HOW WE PLAN TO STAY STRONG!

ILLNESS & SUSPECTED COVID-19 PROTOCOL

Please note this is a living document and things are changing rapidly - we will always strive to keep this document current



STUDENT HAS SYMPTOMS AT HOME



STUDENT & SCHOOL SIBLINGS REMAIN HOME



STUDENT HAS SYMPTOMS AT SCHOOL



STUDENT & SCHOOL SIBLINGS SENT HOME



STUDENT OR FAMILY MEMBER HAS EXPOSURE TO COVID-19(+) PERSON IN LAST 14 DAYS



STUDENT HAS SYMPTOMS AT SCHOOL



STUDENT & SCHOOL SIBLINGS FOLLOW 1 OF 4 REQUIREMENT BELOW

OTHER ILLNESS IDENTIFIED

To return to school, student must provide a note from a healthcare provider confirming a non-COVID-19 illness.

Student may return to school according to school policies dictated by diagnosed illness.

*Note - if exposed to COVID-19(+) person, this is not an option.

NO COVID-19 TEST COMPLETED

Student will be **Presumed Positive**

Student may return to school once ALL are met:

- 1- After at least 14 days from start of the illness
- 2- Student has had no fever over 100 for at least 3 days.
- 3- Student's symptoms are improved.

*Siblings follow public health provider timeline

POSITIVE COVID-19 TEST

Student will isolate at home according to public health guidelines.

Student may return to school once ALL are met:

- 1- After at least 14 days from start of the illness
- 2- Student has had no fever over 100 for at least 3 days.
- 3- Student's symptoms are improved.

*Siblings follow public health protocol timeline

NEGATIVE COVID-19 TEST

Student may return to school **

**Please note, if test is being taken due to exposure or due to sibling having symptoms, be sure enough time has passed from last exposure to the COVID-19(+) Suspected Positive person for test to be accurate.

STUDENT MAY RETURN TO SCHOOL

For details on what defines exposure to further family & sibling guidelines, visit our school website

VISIT MQPWGSCHOOL.ORG FOR MORE INFO

Mass Attendance Procedures and Guidelines

Liturgy and prayer are the central ways we connect ourselves with Christ. Parish Elementary Schools... must be mindful of how they are helping people of all ages engage and grow in their personal relationship with Christ. (Archdiocesan Transition 2020 Task Force Report, p.6) **General Guidelines and Procedures:**

- † Students will attend Mass on a rotating department level schedule, based on the grade level of the homeroom assigned to Mass roles.
 - For example: If (teacher name)'s 1st grade class is assigned the Mass lectors (2 needed) for September 2nd, all Kindergarten, 1st and 2nd grade students would attend that Mass.
 - Grades K-2 (Teachers read)
 - Grades 3-5 (Teachers/students read)
 - Grades 6-8 (Students read)
- † When students are not attending Mass in person, they will livestream the school Mass in their classrooms. Teachers are responsible for creating a reverent atmosphere and attitude for Mass time. Some ideas for creating reverence and making Mass attendance more than simply watching a video:
 - Soft, gentle, reflective music playing upon entrance to the classroom on Wednesday mornings.
 - Battery operated candles, crucifix, and/or Bible on a prayer table under the smart board/clever touch.
 - For morning work, have the students record prayer petitions or intentions in their religion notebook, or use religious coloring pages or worksheets.
 - Encourage participation by singing (church only) and responding to prayers.
- † Students and staff are required to wear their masks while traveling to Mass, during Mass and on the return into the school building.
- † While in the church building, students and staff are required to abide by all Mary Queen of Peace Parish Mass attendance guidelines. These may be adjusted regularly, so staff will need to be kept up to date on the latest safety measures.
- † All will enter through the front door during staggered times to be communicated later, and will leave through the doors near the statue of St. Joseph and the statue of Mary.
- † Each classroom teacher, or aide, will bring a bottle of hand sanitizer and box of tissues for their class use. This should **not** be a student responsibility.
 - Prior to entering the pew upon arrival, and leaving the pew after Mass, all should sanitize their hands using the available hand sanitizers.
- † Students will not be permitted to use the restroom or get a drink during Mass unless an absolute emergency and necessity. This should be left up to the homeroom teacher's discretion.
- † Petitions will still be read by one student/teacher.
- † School Masses will be streamed through Facebook. Parents are encouraged to watch the different class Masses.

MARY QUEEN OF PEACE

Eagles@Home

Some of our parents have indicated they would prefer the collaboration of virtual learning with our faculty and staff to provide the excellent MQP education and sense of community. We are offering that option as well.

Student Expectations

- Students will work in Google Classroom for instruction and class discussions of learning activities they will complete on their own time.
- Primary students will have a set time when instructional videos will be posted and a time for questions.
- Pre-School will utilize their private Facebook groups.
- Students are expected to follow the MQP schedule, established between the parent and teacher, be attentive and engage in classroom lessons as if they were physically present in the classroom.
- Students will receive and return work virtually through a Learning Management System or platform: i.e. Google Classroom. Some items will need to be physically returned in a folder. These folders should be returned to the lobby on Friday by contacting the office staff. At that time, new material may be sent home.
- Students will participate and be assessed on a full curriculum of core curriculum of core and specialty subjects, the same as those learning in person.
- Students will participate in Mass and prayer opportunities virtually.
- A full uniform is not required, but students must wear a MQP uniform shirt and be properly groomed.
- Students should be seated at a desk, table or kitchen counter during Google Meets. Refrain from eating, getting up to use the restroom (unless an emergency), limit interruptions and use only appropriate

Parent Expectations

- Parents will track student assignments through Fast Direct and Google Classroom.
- Parents will provide support for directions, but NOT for answers to student work.
- Parents will oversee student digital activity through observation.
- Parents will maintain regular communication with the student's teachers.
- Parents will promote and reinforce regular attendance and completion of school activities.
- Parents will promote and reinforce respectful posture and participation.
- Parents choosing this option, will have the opportunity to move their child to in-person learning at the beginning of each quarter by informing the school in writing one week prior to the quarter's end.

Resources for Eagles@Home and Eagles@School

- Middle School students will be issued a Chromebook and thus we are becoming 1:1. Students in grades 4 – 5 will use Chromebooks. Students in grades K – 3 will use the computers in the school or personal computers at home. For those families who need a Chromebook for Eagles@Home, this request must be done in writing.
- Various on-line programming allows students to collaborate virtually or in person.
- Various digital and print resources allow students to display their learning in multiple ways, allowing for better assessment.
- Someone from our MQP Resource Team will be contacting our eagles@home weekly.

Soaring Eagles

While having students learn in person is our ultimate goal, we want to be ready in case we have to utilize Distance Learning as a school. In the event of school-wide Distant Learning, each grade level has set-up how we will proceed. Our faculty and staff will have weekly meetings to stay connected and informed.

Middle School

Student Expectation

- ❖ Students will be at their computer during scheduled Google Meets and Google Classroom and prepared with the necessary materials.
- ❖ Students will complete assignments on time.
- ❖ Microphones should be muted until called upon. Raise your hand to ask/answer a question.
- ❖ Give proper attention to the class with focus being on the screen.
- ❖ Communicate questions and concerns with the middle school teachers as they arise.
- ❖ Use an assignment notebook to keep track of daily work, along with extended projects and quizzes/tests, along with the Homework Bulletin Board.
- ❖ Be good digital citizens by following proper etiquette and following teacher direction.
- ❖ Students should wear appropriate attire.
- ❖ Students should not eat during the Google Meet.
- ❖ Students should not have private chats during the Google Meet.
- ❖ Students are advised to wear ear phones to hear better. Students must have a microphone that picks up their voice.
- ❖ Students should not change their backgrounds.
- ❖ Students should display their name (no nicknames).
- ❖ Students will complete assignments with honesty and integrity (no cheating).

Parent Expectations

- ❖ Set up a quiet, productive space for your child to engage in Google meets.
- ❖ Check your child's Google Classroom weekly.

- ❖ Check Fast Direct and Emails.
- ❖ Check Fast Direct for your child's progress.
- ❖ Communicate with your child's teacher and counselor about his/her academic and social-emotional needs.

Teacher Expectations

- ❖ Teachers will follow the student schedule as if in person through Google Meets and Google Classroom.
- ❖ Teachers will begin classes on time.
- ❖ Teachers will give clear directions and due dates for assignments.
- ❖ Teachers will take attendance at the beginning of class.
- ❖ Teachers will communicate with our middle school parents the expectations.
- ❖ Teachers will provide breaks for students from computer screen time.

Schedule

Students will follow the same middle school schedule they currently have. Students should have a copy of their schedule available to them. The middle school team will communicate to parents if any changes in the schedule need to be made.

If for some reason your child is not able to join the class during their scheduled Google Meet time, he/she should watch the video of the Google Meet after the teacher posts it to Google Classroom.

Platform

Teachers will be using Google Classroom and Google Meets. Students should have their Google Classroom Codes readily available. Parents and teachers may communicate via Fast Direct and Gmail. Students will communicate through Google Classroom.

Assignments

Teachers will assign students work through Google Classroom per subject. Assignments will be posted with due dates. Students will submit all assignments through Google Classroom.

Grades

Grades will be updated regularly.

Curriculum

Distant Learning does not provide for all of the material to be covered. Therefore, the middle school team will prioritize the most important curriculum standards and work to ensure student learning.