

Healthy At School

Entrance Protocol

Everyone is required to wear a face mask when entering the school.

Faculty and Staff -

- COVID affects people differently. If you are experiencing any of the common symptoms such as fever, cough, shortness of breath, loss of taste or smell, immediately leave the building and text the principal that you cannot work today.
- If the faculty member has a child who is a registered student at Mary Queen School and they are exhibiting any signs of COVID, you must immediately leave the building and text the principal that you cannot work today.
- If the faculty member has a child or other family member with them that is not a registered student at Mary Queen School and they are exhibiting any signs of COVID, you must immediately leave the building and text the principal that you cannot work today.

Substitutes -

- Substitute teachers will enter the building through the front school doors and go directly to the school office. If you are experiencing any of the common symptoms such as fever, cough, shortness of breath, loss of taste or smell, immediately leave the building. Staff on duty must notify the principal.

Students-

Students will utilize 3 points of entry into the school in the morning. Entry points will be determined by last name of youngest sibling. Parents are discouraged from entering the building and must wear a mask in the building, vaccinated or not.

- Elevator Doors – for preschool students and siblings only
- Mary statue doors - K-8 last names A-K
- Front school doors - K-8 last names L-Z

7:00 - 7:30 am Before School Care - Front school doors

- As students arrive, they will ring the doorbell and a staff member will let them into the building.
- Before School Care will be held in the Media Center.

- Students will sit at individual tables, family members may share a table.
- If a student has a temperature greater than 100.4 degrees or exhibits signs of COVID, they will be sent home.
- Students requesting breakfast may participate in the grab and go opportunity. Breakfast will not be eaten in the Media Center but can be taken to the classroom at 7:30 to be consumed.

7:30 - 8:00 am On Time Arrival

Preschool students and their family members will enter through the elevator doors.

- Spots will be outside to help families to maintain their physical distancing
- Students will enter one family at a time. A staff member will be available to help our youngest students get to their classrooms.
- If a student has a temperature greater than 100.4 degrees or exhibits signs of COVID, they will be sent home.
- Students will go directly to their classrooms, place their materials in their cubby, and sanitize their hands.
- After sanitizing hands, students may begin to unpack their backpacks. After backpacks are unpacked, students will wash their hands with soap and water at the sink in the classroom and follow morning classroom procedures.

K-8 students without preschool siblings will enter either through the front school doors, elevator doors or the Mary statue doors depending upon last name.

- Spots will be outside to help students /families to maintain their physical distancing
- Students will enter one student/family at a time.
- If a student has a temperature greater than 100.4 degrees or exhibits signs of COVID, they will be sent home.
- Students will go directly to their classrooms, place their materials on their desks, then go sanitize their hands.
- After sanitizing hands, students may begin to unpack their backpacks. After backpacks are unpacked, students will wash their hands with soap and water in the sink in their classroom and follow morning classroom procedures.

Late Arrivals/Drop off of materials

- Students arriving after 8 am must enter the school through the front school doors.
- Spots will be outside to maintain physical distancing. Students will enter the lobby area one student/family at a time, they will receive a tardy slip and be sent directly to the classroom. In the case of our youngest students, a staff member will walk them back to

their classroom. If a student has a temperature greater than 100.4 degrees or exhibits signs of COVID, they will be sent home.

- Forgotten materials can still be dropped off in the school lobby. We will have a table in the space where materials can be placed and labeled, a staff member will collect the materials and deliver them to the classroom.

Visitors

- Visitors will enter the building through the front school doors and go directly to the school office. Once in the school office, a staff member will ask a set of health screening questions.
- All visitors, regardless of vaccination status, must wear a mask.

Pick-up and Drop Off for appointments

- Students leaving the school during the school day is discouraged
- Parents are asked to call the school office at 859-277-3030 to let the school know when you are in the parking lot so that we can call your child's teacher to send them to the office for pick up.
- Parents will have to come into the school lobby to sign their student out and wait in the provided chairs in the lobby. Students will be called to the office and delivered to their parents in the lobby.
- Students will have to go through morning protocol when returning to school.

Health Checks

Faculty and Staff -

Faculty and Staff need to stay home if they are sick or if they are the caretaker of an ill child. As soon as you know you will be staying home sick, you need to text the school secretary and the principal. Preschool staff text the Preschool Director and principal. You must be fever free for 24 hours without fever reducing medication before returning to work. A doctor's note is required for return to work if sick longer than 48 hours.

Staff that have tested positive to COVID-19

- The teacher must notify the principal immediately. The teacher will remain in quarantine until they are released by the Lexington-Fayette County Health Department or the health department in the county of residence to return to school. A copy of the documentation provided by the county health department is required for a return to campus. Currently,

per Lexington-Fayette County Health Department guidelines, we are not accepting a physician's return to school/work. All documentation must be from a county health department. The county health department will be conducting all contact tracing outside the school building, School Administration will be conducting contact tracing inside the school building. Families in our school community may be contacted by a health department official based on their findings. If you feel you have been exposed to an individual who has COVID-19, please contact the health department at 1-859-899-2222 and follow their directives.

- The Lexington-Fayette County Health Department and the Diocesan Safety Officer will be notified of the positive case of COVID-19.

Staff who have been exposed to someone who has tested positive for COVID-19 and are fully vaccinated.

- Do not have to quarantine due to exposure unless symptomatic. If symptomatic, then a 14 day quarantine is required.

Staff who have been exposed to someone who has tested positive for COVID-19 and are not fully vaccinated.

- The staff member must notify the principal immediately. The staff member will remain in quarantine, following one of the below protocols depending upon the situation.

10 days of quarantine without COVID-19 testing required to return to work.
Should the staff member exhibit any symptoms during any day of quarantine, a negative test will be required to return to work.

14 days of quarantine without COVID-19 testing required to return to work.
Should the staff member exhibit symptoms during any day of quarantine, a negative test will be required to return to work.

Students

Students need to be kept home if they were sick the night before or the morning of school. Students must be temperature free for 24 hours without fever reducing medication before returning to school. A doctor's note is required for students who have a temperature exceeding 100.4 degrees before returning to school.

If a student reaches a temperature greater than 100.4 degrees during the school day, they will be taken to the health room immediately and a parent will be contacted for pick up.

Students who have tested positive for COVID-19

- The student's parent or guardian must notify the main office immediately. The student will remain in quarantine until they are released by the Lexington-Fayette County Health Department or the health department in the county of residence to return to school. A copy of the documentation provided by the county health department is required for a return to campus. Currently, per Lexington-Fayette County Health Department guidelines, we are not accepting a physician's return to school/work. All documentation must be from a county health department. The county health department will be conducting all contact tracing outside the school building and School Administration will be conducting contact tracing inside the building. Families in our school community may be contacted by a health department official based on their findings. If you feel you have been exposed to an individual who has COVID-19, please contact the health department at 1-859-899-2222 and follow their directives and call the school at 1-859-277-3030.

Students who have been exposed to someone who has tested positive for COVID-19.

- The student's parent or guardian must notify the main office immediately. The student will remain in quarantine, following one of the below protocols depending upon the situation.
 1. 10 days of quarantine without COVID-19 testing required to return to school. Should the student exhibit any symptoms during any day of quarantine, a negative test will be required to return to school.
 2. 14 days of quarantine without COVID-19 testing required to return to school. Should the student exhibit symptoms during any day of quarantine, a negative test will be required to return to school.
 4. Students who have been fully vaccinated, do not have to quarantine unless exhibiting signs of COVID. A copy of the vaccination record must be provided to the office in advance of a quarantine situation.

Substitutes and Visitors

Substitutes and visitors need to stay home if they are sick or if they are the caretaker of an ill child. Substitutes need to contact the school secretary as soon as you know you will not be able to fulfill your assignment. You must be fever free for 24 hours without fever reducing

medication before returning to substituting. A doctor's note is required for return to work if sick longer than 48 hours.

Substitutes and Visitors that have tested positive to COVID-19

- The substitute or visitor must notify the main office immediately. The substitute or visitor will remain in quarantine until they are released by the Lexington-Fayette County Health Department or the health department in the county of residence to return to school. A copy of the documentation provided by the county health department is required for a return to campus. Currently, per Lexington-Fayette County Health Department guidelines, we are not accepting a physician's return to school/work. All documentation must be from a county health department. The county health department will be conducting all contact tracing outside the building, School Administration will be conducting the tracing inside the building. Families in our school community may be contacted by a health department official based on their findings. If you feel you have been exposed to an individual who has COVID-19, please contact the health department at 1-859-899-2222 and follow their directives.

Substitutes who have been exposed to someone who has tested positive for COVID-19 and are fully vaccinated. A copy of the vaccination record is required for this protocol.

- Do not have to quarantine due to exposure unless symptomatic. If symptomatic, then a 14 day quarantine is required.

Substitutes who have been exposed to someone who has tested positive for COVID-19 and are not fully vaccinated.

- The substitute must notify the principal immediately. The staff member will remain in quarantine, following one of the below protocols depending upon the situation.
 1. 10 days of quarantine without COVID-19 testing required to return to work. Should the substitute exhibit any symptoms during any day of quarantine, a negative test will be required to return to work.
 2. 14 days of quarantine without COVID-19 testing required to return to work. Should the substitute exhibit symptoms during any day of quarantine, a negative test will be required to return to work.

Physical Distancing

Classrooms will be set up for appropriate physical distancing, with all students facing the same way during whole group instruction. Small group instruction will take place, with caution and care for all.

Per Directive, all students must wear masks at all times while indoors except when eating.

- Students, staff and visitors are required to bring their own mask daily and to wear their mask at arrival, dismissal, and when out of the classroom.
- Masks/face coverings should fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restrictions
- Be able to be laundered and machine dried without damage or change to shape
- Cover both the nose and mouth
- Masks are not toys and must not be played with
- Masks are worn at all times by staff and students
- Messages or pictures on the mask must be appropriate for a Catholic School. Mary Queen reserves the right to make that determination. Replacement masks will be available in the health room for those students who will require a replacement mask for the day.
- No gator masks or masks with vents may be worn

Students will be assigned lockers that are physically distanced and will be allowed to keep coats, backpacks, etc. in the lockers and will go to the lockers at the end of the day in an orderly, staggered manner.

Outside Recess

Students must wear their masks until they get outside. Masks will then be placed in an individual marked bag and given to the supervising teacher. At the end of outdoor recess, each student will receive their mask back in their baggie, put their mask back on their face and return back to the classroom.

General

Students will stay with their grade level groupings all day.

Classroom desks, chairs and commonly touched places will be sanitized at a minimum before students arrive to school, before transitioned students are seated, at the end of the day and deep cleaned in the evening.

Enrichment classes will be held in their classrooms with tables wiped down between classes. .

Computer classes will be held to practice our typing skills. Keyboards, desks and chairs will be sanitized before and after use.

Students will be divided into two groups for weekly Mass, so that students can be physically distanced. Mass will be for student body only. At this time, preschool aged students will only attend Mass virtually.

Restrooms will be cleaned and sanitized regularly throughout the day by our Day Porter. Restroom breaks will be scheduled and individual needs and emergencies will be addressed.

Emergency drills – fire, tornado, lockdown drills will continue with students masked.

Ventilation of the building will outweigh inside locked doors although doors when open will be locked should they need to be shut for an emergency.

Water fountains have been shut off and are outfitted with bottle fillers. Students K-8 will need to bring their own labeled water bottle to school each day. Small disposable paper cups will be provided for PreK students for water.

Administration of Medication

Students who require the administration of medication during the school day, including prescription medication and/or over the counter drugs such as Tylenol, aspirin, cough syrup, etc., must;

- Have a current [Authorization to Dispense Medication](#) form on file in the school office. A new form must be completed whenever the physician changes the prescription. A new form must be completed each school year.
- All medication must be properly label and in its original container
- All medication is stored in a locked cabinet in the Health Room. Exception would be an inhaler; the form for a student to have them with them at all times must be on file in the school office.
- Students receiving regular daily medications will have an office personnel come to their classroom to administer the medication. They will come to the doorway of the classroom, the student will walk out into the hallway to take the medication and then

return to the classroom. This procedure will be noted with the time and date, and then documented in RenWeb.

- Students who feel unwell during the day and require a healthy visit by office personnel. The nurse or office personnel will come to the doorway and the child will be sent to the hallway for a temperature check and to conduct the healthy visit. Students are not to be sent to the office.

Mass

Wednesday Mass will be for all students either virtually or in person

- Masks will be worn at all times
- Singing will be limited to Acclamations and responses
- Students will sit physically distant, one child per pew
- Grades 5-8 will attend Mass in person together and grades K-4 will attend Mass together. If the students are not in person, they will be participating virtually.
- Only students and their teachers will be present at Mass, all others will be asked to participate virtually

Lunch

Students will eat in the cafeteria or in one of the two outside spaces prepared for them

Food service gloves must be worn by staff while helping students with food or cleaning up food.

Students will go through the food service line once, seconds and snacks will have to be purchased while in the food line.

Peanut free lunches may be brought to school. Families are encouraged to pack lunches in a completely disposable container. Non disposable items must be marked clearly with names. Unmarked and unclaimed containers at the end of the day will be thrown away.

If the weather is inclement and going outdoors is not feasible, students will eat in the classrooms. 13 gallon trash bags will be provided for each classroom to throw food away in. The bag will be tied off and placed in hallway for pick-up by cleaning staff.

All water fountains have been turned off and will not be used. A water filling station has been installed at the hallway water fountain spaces that can be used to fill labeled water bottles. Unmarked and unclaimed containers at the end of the day will be thrown away.

Dismissal

Dismissal will be on a timed basis, utilizing 3 exits. Caregivers should be prepared that it may take longer than normal which is why we are timing exits so that everyone's time is taken into consideration.

Afterschool Care

Students will be physically distanced in groups that will remain constant, assigned to a particular classroom "a pride" and supervisor with class sizes the same or smaller than during the school day. K-8 will become more of an extended day program with more structure. Appropriate ratios will be maintained. Preschool will not be mixed with K-8 population due to Child Care regulations. Preschool will stay together with creative teacher scheduling to make sure that appropriate supervision is provided

After care staff will wear a mask at all times due to the constant movement of staff for appropriate supervision. Students will also wear a mask at all times during after care unless eating snack.

Handwashing and sanitizing will be done frequently

Afternoon snacks will be provided and consumed while in their pride groups.

Each "pride" will get homework and large motor time scheduled during aftercare. Masks for 1st-8th will be worn while indoors, masks will be placed in individual bags while outdoors (weather permitting).

Students will receive a shoebox type box full of supplies such as crayons, Pencil, playdough, glue, etc. This shoe box will be marked with your child's name and kept with the after care program for your child's sole use while in aftercare. Shoe box supplies will be kept in after care.

There will be a table on the cafeteria porch check out. Parents will be asked to remain outside after signing their child out for the day and pick up students from the porch. Preschool students will exit the building at the elevator door. All other students will either exit through the cafeteria door or through the side office door. Staff will walk PK students to parent. Staff will supervise all other students to get to their parents.

We will use the three step cleaning process when cleaning and sanitizing areas and materials in the after care program. After school spaces will be cleaned and sanitized before and at the end of after care and as needed during the program. Materials, toys and storage baskets will be sanitized daily and between use when required.

There will be a fee of \$25.00, this will be charged on the first day of attendance regardless of how many following classes you will take advantage of. This fee will help us to develop and maintain individual supply boxes.

Group sizes are limited and enrollment is based on first come first serve. Consistent attendance will ensure a spot. Drop in needs should be cleared with Mrs. Cobb prior to attendance.

Cleaning Protocols

We will follow a three step process for cleaning contacted surfaces. Materials will be prepared each day and bottles emptied at the end of the day to dry overnight.

1. A detergent and water solution will be sprayed on the surface and wiped up with a paper towel. The paper towel will be thrown away after use on each surface.
2. A water only bottle spray will be used to clean off any soap and wiped up with a paper towel. The paper towel will be thrown away after use on each surface.
3. A diluted household bleach solution will be used for sanitizing. This will be sprayed on all cleaned surfaces and left to dry.
4. Preschool only will have a disinfectant spray step after the sanitizing step.

Frequently touched surfaces will be sanitized in the morning before students arrive, when/if classroom is empty midday and again at the end of the teaching day. Students may help with the detergent and water steps of cleaning but no student may help with the sanitizing step.

Bathrooms

Main hallway bathrooms and gym bathrooms will be cleaned regularly by Day Porter.

Students who need to use the restroom outside of the class bathroom break will have to sign out and sign back in each time they leave the classroom.

Contact Tracing

Teacher schedules will be available in RenWeb.

Visitor, student pick-up and substitute logs will be printed off at the end of each week.

Teachers will sign in to classrooms when entering, regardless of the amount of time that will be spent in the classroom.

Aftercare will keep daily attendance records.

Weekly, contact tracing sheets will be brought to the office.

In building contact tracing will be conducted by administration, outside the building contact tracing will be conducted by the Fayette County Health Department.

Enrichment Class Protocol

Band Class

- Instruments will be stored in student lockers, size permitting, larger instruments will be stored in band room in an individually marked space.
- Class size will be capped such that each band student will have 6 feet of space, nine feet for trombone players.
- Band instructor will be in the doorway monitoring arrival, students will line up behind the door to the rotunda, closest to the Assistant Principal's office, physically distanced, and wait until the previous class has left the classroom before entering the room.
- Students will enter class physically distanced, place band instrument and materials at their assigned seat.
- Go to sink to sanitize hands then return to seat to prepare for class.
- Once all students are seated, band masks will be placed on their faces (they will have a slit for the mouth piece) at the end of class placed in a provided paper sack. Masks will remain on for the entire band period.
- Each seat will be physically distanced, in straight rows facing front
- No materials will be shared including sheet music, music stands, books, pencils, valve oil, etc.
- Band players will be provided with band socks for their instruments and spit pads.
- Students will sanitize their instruments at the end of class
- Students will place their classroom mask on and exit to the left, physically distant from each other, those closest to the door exiting first, band instruments stored back in lockers or designated spots in the band room.
- Band instructor will sanitize seats and music stands between classes

Media Class Protocol

- Classroom teacher will bring students to the Media room, each student will bring their own supply box/bag with them to class.
- Students will enter the Media Center with their class physically distanced, and wait with class until the Media Specialist has finished sanitizing the keyboards and seats.

- Students will sanitize hands before sitting down at their assigned seat.
- Students will exit from their seats at the direction of their classroom teacher.
- Media Specialist will sanitize seats and keyboards between classes

Book Check out Protocol

- Students grades 3-8 will use Destiny to check out books and they will be brought to the classrooms
- Students PreK - 2 will have books brought to the classroom to choose from and checked out.
- A box will be at the end of the hallways for students to drop off their return books.

Intervention Class Protocol

- Students will remain in their grade level groupings for intervention class.
- Students will have their own labeled box of supplies that will be kept and stored in the Intervention Room
- Students will enter the room physically distant, sanitize their hands when entering and exiting the classroom.
- Students will remain physically distant during class and will remain masked.
- Any manipulatives used during class will be sanitized after use.
- The interventionist will sanitize the space as per protocols before the next group arrives.

Classroom Celebrations

- Any food must be individually wrapped and peanut free
- Any items to be shared with the entire class, ie. Valentine's cards must have a container to receive the cards - no hand to hand delivery.
- Students must wash their hands before distributing items to other students
- Students must wash their hands before and after handling items given to them from other students

This report is subject to change