

Are you compliant with **state and local** public health orders about school closures (e.g. from the Governor's Office, Tribal Nations, Arizona Department of Health Services, and/or Local health departments)?

School ready to protect children and employees at high risk for severe illness? (e.g. remote learning plans) PDF Guide

HEALTH, SA

School ready to screen employees upon arrival for symptoms and history of exposure?

School has a process for daily reminders or another process to remind parents/guardians to report child screening and history of exposure.

School has adequate PPE supplies

School will comply with masks requirement for all persons five years and older

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School plan to clean, disinfect,
and ventilate are consistent with
CDC and PCHD recommendations

Ability to follow CDC and PCHD
guidance for COVID- 19 positive
employees or students

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All employees have been trained on health and safety protocols

School regularly communicates that anyone who is sick should stay home

School able to monitor student and employee absences with absentee log

School has written flexible leave policies and practices that do not require medical notes

School able to regularly update their policies and procedures for cases, contacts and exposures

School has a plan to communicate changes to local public health authorities, employees, and families

School is ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

School considers developing a mechanism to keep track of positive cases and contacts in conjunction with the local public health authority

Our Mother of Sorrows Catholic School

CRITICAL READINESS ASSESSMENT (CDC)

Yes, Our Mother of Sorrows started school remotely on August 17th and continues with distance learning. We will reopen once all three ADHS benchmarks are met in Tucson, AZ and the Pima County Benchmarks have been met. Students at high risk for severe illness, have the option to continue to learn remotely when in person instruction begins. Faculty at high risk for severe illness, may be able to use FMLA if eligible.

Mitigation strategies are being utilized to support the ongoing health and safety of all faculty, staff, and students. Due to the size of the staff, the school is unable to offer remote work for some positions. Employees are welcome to speak with administration if there he/she is unable to fulfill the duties of the job description due to being identified as high risk.

SAFETY, AND MONITORING PREPARATIONS ASSESSMENT

Monitoring at home

- Faculty and staff will monitor themselves daily for signs of a fever, shortness of breath, or cough. If any symptoms are present, the faculty or staff member will stay home. Any child(ren) of the faculty or staff member will stay home too.
- Faculty or staff member will notify his/her supervisor when he/she is sick.
- The Faculty or staff member should call his/her health-care provider for medical information including when it is safe to return to work.

Monitor upon arrival to campus

- All faculty and staff members will take their temperatures upon arrival.
- Daily upon arrival, the faculty or staff member will confirm that he/she has a temperature below 100.4 degrees Fahrenheit.
- Daily upon arrival, each faculty and staff member will confirm that he or she is free from COVID-19 symptoms including shortness of breath and cough.
- Daily upon arrival, each faculty and staff member will confirm that he or she is not living with a person who has been diagnosed with COVID-19 in the past 14 days.

- Upon arrival, each faculty and staff member will affirm that their child is not living with a person who has been tested for COVID-19 and is awaiting the results of the test.

The school website and handbook list the health information for families which can be reviewed at anytime. The entrance to the school lists the information related to exposure, COVID-19 symptoms, and when to stay home. The signs are in Spanish and English. Frequent reminders are sent to families in the principal newsletter and communication.

Yes, Our Mother of Sorrows has adequate PPE supplies (masks, gloves, eyewear, gowns, etc.) Parents and employees are asked to provide their own masks; however, disposable masks are available if needed.

Faculty and Staff

- All faculty and staff will wear face masks when children are in their presence.
- All faculty and staff will wear face masks when they are with other faculty and staff.
- Faculty and staff may remove their face masks when outside provided they remain a minimum of 6 feet from other people.

Students

- Students should wear face masks or protective face coverings to school.
- The students will wear the face masks or coverings when they are in the classroom, in the bathroom, moving in the hallways, and during arrival and dismissal.
- When playing outside, the school recommends that students remove their face masks and remain 6 feet away from other students and adults.
- To protect facemasks, students will be instructed to leave the face mask on their desk before recess and lunch.
- If a student has a medical reason he/she cannot wear a mask, please bring a medical note to the health aide.

Visitors to Campus

- All visitors to campus including parents/guardians and parish staff members must have a face mask on prior to entering the front office.
- All visitors to campus must have their temperature checked in the front office to confirm that they are fever free.
- All visitors must verbally confirm that they are free from any symptoms associated with COVID-19. The secretary will show the visitor a list of COVID-19 symptoms to review before stating “yes” or “no”

- All visitors must confirm that they are not living with a person who has been confirmed with COVID-19 in the past 14 days.

Class Size Considerations:

- In order to mitigate the risk of exposure, class size limits were implemented in order to ensure that all students could return to campus and practice social distancing. Class limits were determined by the size of the classroom.
- The preschool students will be grouped according to age in their classrooms, but due to the small size of the preschool, the students will be considered a single cohort.
- The kindergarten classrooms can each accommodate 14 desks in a room while maintaining a minimum of 6 feet between students.
- The classrooms for students in grades 1-8 can accommodate 20 desks in a room while still maintaining a minimum of 6 feet between students.
- The furniture will be set so that all students are facing the same direction.
- Students in grades K-4 will be self-contained with one teacher teaching one group of students for all core subjects.
- Students in 5th grade will remain in their classroom all day, and the two teachers will switch between the two classrooms in order to teach all core subjects.
- Students in middle school will be part of a cohort of students who will remain in their classroom all day, and the teachers will rotate in order to teach all core subjects. Some exceptions may apply depending on a student's placement in a particular program which may necessitate the student moving between two cohorts.
- Art classes will be taught in the homeroom classroom. Each student will be provided their own art supplies.
- Music classes will be taught in the homeroom classroom. When weather permits, music class may be held outside.

Playground/playing fields/gym

- The field will be divided into four quadrants in order to accommodate two grade levels at a time for recess. Students must remain in the quadrant designated for their class.
- Recess will be scheduled at designated times.
- More recess breaks will be scheduled for the students due to restricted movement within the school day.
- The large play structure will only be used by one class in grades 1-2 per day on a rotating schedule. The structure will be disinfected daily.

- The skill center will be used by the students in kindergarten and preschool on a rotating schedule. The structure will be disinfected daily.

Shared Spaces and Items

- Pens used for signing students in/out at the front desk will be used once and then sanitized. There will be two clearly marked containers, one for clean pens, the other for used pens. The used pens will be disinfected before being used again.
- In 5th-8th grade, teachers moving from one room to another will be responsible for wiping commonly touched surfaces prior to leaving the room.

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Classroom Spaces

- K-8 students will clean their own desks before lunch and at the end of the day using soap and water solution.
- Teachers will clean and disinfect the light switches, door handles, whiteboard rail, tables, and their desks/frequently touched surfaces at lunch and at the end of the day.
- K-8 teachers will disinfect student spaces each afternoon and more often if needed.
- The custodial staff will clean the classroom each evening.

Common Areas Disinfected During the School Day

- The custodial staff will disinfect the frequently touched surfaces in the mid-morning and mid-afternoon. Frequently touched surfaces include:
 - The bathrooms
 - Doors at the entrance of the buildings

 - The handles on the outside of the classroom doors and office doors
 - The office countertops
 - The health office
- The Preschool teachers will follow the CDC/Pima County Health guidelines for disinfecting/sterilizing procedures throughout the day and sterilizing of toys/items used during the day.

- The health aide will disinfect the cot and chairs after each use.
- The health aide will disinfect the door and desk after an ill student leaves the health office.

Common Areas Disinfected After School Daily

- Each evening, the school is cleaned, but special focus will be placed on frequently touched surfaces where additional disinfecting will occur.
 - All bathroom surfaces will be disinfected.
 - The floors will be mopped with a disinfectant.
 - High touch surfaces such as the doors, light switches, and white boards in the classrooms will be disinfected
 - High touch surfaces such as doors, light switches, and benches in the hallways will be disinfected
 - High touch areas on the playground structures will be disinfected.
- *All cleaning supplies have been tested for their effectiveness in killing COVID-19

Faculty and Staff

- Faculty and staff who develop symptoms during the school day should see the health aide to have symptoms checked.
- The faculty/ staff member will notify his/her supervisor that he/she is ill.
- The sick employee will leave campus as soon as possible without returning to any shared spaces. If needed, a staff member who is not ill will collect the personal items that the faculty or staff member requests.
- The faculty/staff member should call his/her health-care provider for medical information including when it is safe to return to work.

Students

- A student who develops symptoms related to COVID-19 during the school day should see the health aide to have symptoms checked.
- The health aide will notify the parent/guardian if the child has a fever over 100.4 degrees Fahrenheit, a cough, shortness of breath or other symptoms related to COVID-19.
- A student presenting with the above symptoms will be isolated until the child can be picked up.

- The parent/guardian must come to pick up a sick child as soon as possible. If a parent or guardian cannot pick-up a child, the parent/guardian must arrange for their child to be picked up.
- The student will not return to his/her classroom. If needed, a staff member who is not ill will collect the personal items for the student.
- All children living in the same household will be picked up.
- The parent/guardian should call his/her health-care provider for medical information including when it is safe to return to school.

School Protocols When Faculty, Staff, and Students Go Home Sick

- Ask student/faculty/staff where they have been on campus so that areas can be disinfected as soon as possible.
- The health office will be disinfected.
- Parent/Guardian will receive a memo at the time that they pick up a sick child outlining the procedure for self-isolation and returning to campus. To include the following options:
 - COVID-19 test results are negative, no fever for 24 hours, and all other symptoms improved
 - Doctor note with the date the student can return, no fever for 24 hours
 - 10 days isolation, no fever for 24 hours, and all other symptoms improved

Possible COVID-19 Exposure

- Ask student/faculty/staff to describe where they have been and who they have been around during the day.
- The health aide will notify pertinent families and employees that they may have been in contact with someone who has symptoms affiliated with COVID-19.
- Any notification regarding possible exposure or confirmed exposure will protect the individual's right to privacy as stated in the FERPA and COVID-19 Frequently Asked Question document from March 2020 (see Appendix A).

- In the event of possible exposure, the school administration will work with the Diocese of Tucson and Pima County Health to determine the best course of action.
- The case will be reported to the Pima County Health Department for further guidance.
- Any area where the individual in question has been will be cleaned and disinfected.

Yes, all faculty and staff were required to train on protocols during inservice before the start of school. In preparation for the return to campus, a second training is scheduled for September.

Yes. The information in on the website, the handbook, the back to school videos, the principal newsletters, and individual communications to families. The information will continue to be communicated to families throughout the year.

Yes. The health aide reviews the absent log. Any student who is absent without a documented excuse is called by the receptionist within an hour of the start of the day. Parents are expected to inform the school when the child is out of school so that documentation and tracking can occur.

Faculty: School consults with HR on all personnel leave.
Students: Students are permitted to complete the online classes if they need to be out of school due to illness, quarantine, or isolation

Our Mother of Sorrows coordinates with the Diocese of Tucson and Pima County Health Department. As policies and procedures need to be updated, the changes are made. Policy changes are communicated to families in the principal newsletter, email, and the website.

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Yes. The school coordinates with the Diocese of Tucson Superintendent of Catholic Schools and the Pima Health Department: EOCEducation@pima.gov

Yes. The health logs in Renweb track student health when at school. The health aide is tracking positive cases and contacts. In the event the the health aide is absent, the school administration will track the data.