



## **General Principles for GSC School**

### **Philosophy**

Maintaining cohorts, social distancing and frequent cleaning are the foundation premises designed to provide a safe learning environment for our children, faculty, and staff. GSC will follow the recommended practices given by the CDC and other health agencies. Therefore, some of the directives in this document are subject to change according to directives that are changed.

### **Process**

1. Visitors will be limited. Everyone entering the building must have a mask.
2. High touch surfaces will be cleaned frequently.
3. Signs will be posted in hallways and classrooms to remind everyone of good hygiene and social distancing.
4. No touch hand sanitizing machines will be in the front entrance into school, in the hallways, bathrooms, and all classrooms.
5. Students will be reminded to social distance and to practice good hygiene. Masks will be worn in the building at this time.
6. Students will need to have personal supplies: bottled water, hand sanitizer, wipes, tissues, and plastic bags. Students must also have their own school supplies each day to reduce the need to share.
7. Singing will only take place if social distancing is possible.
8. Students will use their assigned chrome book or iPads. These will be sanitized each day.
9. GSC will continue the NDS breakfast and lunch programs.
10. Breakfast and lunch will be in the cafeteria. Children will social distance at this time. Students will sit diagonally at the tables.
11. Tables will be washed and sanitized between lunch periods.
12. Students may not share food. Birthday treats may not be food.
13. Windows will be opened when possible. The large hall circulation fans will be on to help with ventilation.
14. PLEASE KEEP YOUR CHILD HOME IF THEY ARE NOT FEELING WELL.

### **Classrooms**

1. All desks will face the same direction. Desks will be 3 or more feet apart.
2. Desk shields will be available for use in classrooms.
3. Children need to have an extra mask with them in case they need to change their mask. This may be left in school.
4. **Students may not wear gator masks.**



## **Partnership**

We often say we are part of the GSC family. In this school community, we truly believe that we are stronger and better together. Our Mission Statement is based on God, Scholarship, Community, and Service.

Our faith tells us we are all many parts of the Body of Christ. This means we are more than just a family. As we prepare for this new school year, we need to form a partnership that is greater than ever before.

Our goal is to help you and your child flourish in a caring and safe atmosphere. We are preparing them to be the leaders in this life and saints in the next.

In order to keep everyone safe, it is important that you monitor your child's health daily. Please keep your child home when sick. Please follow the guidelines highlighted on page 1 of this document.

**Cohorting** This may change as positivity rates change.

Each class will make up a cohort. The students will be together for the entire day with few exceptions. Children will have lunch and outdoor recess as a cohort.

## **Social Distancing**

GSC's small class sizes allow for social distancing in the classrooms. Desks in most rooms are three feet apart. Hallways will be marked. Classes will not be moving through the hallways at the same time. We have cones to mark off areas for cohorts to gather or play. Social distancing will be observed in the classrooms, in the hallways and outside. At this time we are not planning to have the students gather outside in the morning.

## **Strategic Use of Mask**

Mask will be mandatory:

- On the school buses
- Entering and leaving the building
- In the hallway
- In the classrooms

Masks do not have to be worn outside during recess or gym.

## **Enhanced Cleaning**

All high touch surfaces (desk, doorknobs, light switches, etc.) will be cleaned throughout the day.

Children will bring bottled water to school; common water fountains will not be used.

Children will clean their desk before and after lunch.

Children will sanitize their hands often.

Hand sanitizing machines are at the entrance of school, in the hallways, classrooms, and bathrooms.

## **Health Monitoring**

Parents are responsible for monitoring the health of their children. Children with a temperature are to be kept home. Teachers will check on the students during the day. GSC will implement random temperature monitoring.



## **Catholic Identity**

### **Philosophy**

**Good Shepherd Catholic School, rooted in the traditions of the Sisters, Servants of the Immaculate Heart of Mary, is a Christ-centered environment focused on nurturing our students' commitment to God, Scholarship, Community, and Service. Our dedicated faculty and families work together to identify and develop each student's God-given talents and academic promise, preparing students for a faith-filled life of learning, leadership and love for others.**

### **Process**

- 1. GSC will maintain a strong Catholic Identity in the school environment.**
  - **Every classroom has a crucifix, statue, prayer corner, and religious bulletin boards reflecting our faith values.**
  - **Students will receive a laminated prayer card with the prayer of Pope Francis during the COVID pandemic and the Prayer to St. Michael the Archangel, in addition to the traditional IHM prayer card.**
  - **Teacher and students are encouraged to select a class patron.**
  - **Teachers will review the Standards for Ministerial Behavior at the beginning of year.**
- 2. GSC prays as a School Community at the beginning and end of each day. All teachers provide several opportunities for prayer during the day. Students are given the opportunity to pray for their own special intentions.**
- 3. Opportunities to attend Mass will continue, however, space may be limited due to seating availability. A plan for Mass attendance will be forthcoming.**
- 4. GSC promotes and participates in service opportunities.**
- 5. Social Studies teachers connect current events with Catholic Social Teachings.**
- 6. GSC provides opportunities to participate in activities and prayers for our community first responders during the school year.**
- 7. GSC will continue to support various charities.**

**If you would like to join us in prayer, the Prayer of Pope Francis during the Coronavirus is below. Students, faculty and staff will pray this prayer at the beginning of each school day.**

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7). Amen.



## **Entering the Building**

### **Introduction**

Entering the building every morning is the activity that unofficially begins the day. It is important that this is a smooth, stress free and efficient process, and is conducted in a manner that keeps children safe.

### **Philosophy**

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus is to help keep the virus from entering and spreading in the building. During entry into the building, social distancing and hand sterilization will be implemented. The frequent use of hand sanitation and social distancing are recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. Parents are responsible to take the temperatures of children before they leave home.
2. Students will immediately sanitize their hands by using sanitizers at the main doors.
3. Buses will drop the students off at the driveway; the crossing guard will be there to direct students.
4. Students arriving by car will be dropped off in the Queen of Peace Church parking lot.
5. Staff will monitor the main entrance and remind students to sanitize their hands and to social distance in the hallways.
6. Parents may not enter the building at this time.
7. A face mask will be required to enter the building.
8. Students should store their mask in a paper bag when/if they remove it.



## **Daily Monitoring of Health**

### **Introduction**

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily. To provide the healthiest environment possible for staff and students, schools should choose to implement a Daily Health monitoring system.

### **Philosophy**

Health monitoring should be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

### **Process**

- Parents will monitor the health of their children daily using the following questions:
  - Do you have the chills, cough, shortness of breath, difficulty breathing?
  - Are you tired?
  - Do you have any aches or pains?
  - Do you have a headache?
  - Do you have a sore throat, runny nose or congestion?
  - Do you have nausea or vomiting or diarrhea?
- Parents must keep students home when they experience any symptoms.
- The principal may randomly check students' temperatures.
- In the classroom, the teachers will scan students after Morning Prayer and again at lunchtime. If a student is displaying symptoms they will be sent to the office for further monitoring.
- Parents will be called if there is a concern.
- The Principal will monitor the health of the teachers, staff and students by tracking absenteeism.



## **Lunch**

### **Introduction**

Lunch in school serves multiple purposes; it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

### **Philosophy**

A foundational premise when designing a safe lunch environment is the concept of maintaining cohorts and social distancing. The CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks recommend the use of cohorts.

### **Process**

1. Students will wash/sanitize hands before lunch.
2. Students will have lunch in the cafeteria with their cohort.
3. Students will remain socially distant during lunch.
4. Students will sit diagonally at the tables.
5. Students should bring a towel or cloth napkin to cover the table.
6. The students may not share food.
7. NDS will be providing meals. Meals and utensils will be served directly to the student and prepackaged when possible.
8. If you are packing a snack or lunch for your child, please make sure it is in a package, container, or baggie that the child can open.
9. Students will wash hands after lunch.



## Recess

### **Introduction**

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to ensure our students have a safe recess.

### **Philosophy**

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities will be played.

### **Process**

1. Students will go to recess using the procedures established in school operations regarding movement in the building.
2. Students will wash/sanitize their hands before going to recess and before returning to class.
3. Students will not need to wear masks while at recess with their cohort and when they are playing socially distant activities.
4. Equipment will be wiped down before each recess.
5. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.
6. Students will wash/sanitize their hands before returning to class.
7. Practice social distancing while walking to recess.

### **Other considerations regarding the type of activities**

1. Each class will have a bin of equipment for the class. This will only be used during recess; the equipment will be cleaned after recess.
2. Students may not bring equipment from home.
3. The schoolyard will be divided into sections for each cohort.
4. Students must stay with their cohort; this will limit contact with others.



5. Weather permitting, Gym classes will be held in outside space. In case of inclement weather, Gym class will be in the school gym or classroom.
6. Students may carry personal water bottles for hydration before, during and after an activity.
7. Class equipment will be sanitized frequently.
8. Social distancing activities will be used; face coverings will be worn when social distancing is not possible.



## **Traveling Within the Building**

### **Introduction**

Movement about the building is essential and cannot be eliminated. GSC has devised a plan to allow for travel throughout the building while keeping the students and staff safe.

### **Philosophy**

Students need to travel from the bus, to their classroom, to the lavatory and other essential areas. This plan has been developed keeping in mind the strategic use of masks, social distancing and maintaining cohorts.

### **Process**

1. Everyone will wear masks while traveling within the school.
2. Directionality signs and arrows will be posted.
  - GSC will divide the hallway in two.
  - Everyone will keep right while traveling the hallways.
3. A schedule will be developed that takes into consideration the movement of cohorts around the building. Traveling will be limited.
4. Recess and dismissal travel will be organized.
5. All commonly touched items, like railings and doorknobs, will be cleaned throughout the day.
6. Doors will be open during the change of classes.



## **Library**

### **Introduction**

The use of the library has evolved over the last several years and has moved from a place where children borrow books to a research center. Keeping in mind need social distancing, GSC will provide a safe alternative to using the Library.

### **Philosophy**

Library resources continue to be an integral part of the academic program.

### **Process**

1. Library will take place in the classroom. The main source for activities such as the introduction of authors, genres and the read aloud of books will take place during Reading classes.
2. Teachers may borrow library books for their classroom.
  - a. Returned books will be isolated for 72 hours before being returned to the shelf.
  - b. The teachers will be able to select books, if they wish, based on themes in the curriculum.
3. During this time, the library room is being prepared for a transition to a media/resource center.
4. Much of the research that students do can be done electronically without entering the library.



## **Physical Education**

### **Introduction**

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through a “new normal.” Physical educators should work with their administrators to formulate protocols that fall in line with the following guidelines.

### **Philosophy**

Physical education is an integral part of the curriculum in an elementary school and essential that it continue safely.

### **Process**

1. Weather permitting, PE class will be held outside. During inclement weather, PE will take place in the gym/cafeteria. PE class may be held in the classroom, if needed.
2. Students will wash or sanitize their hands before and after the PE class.
3. Students are encouraged to bring personal water bottles for hydration before, during and after PE.
4. Our PE teacher will be trained in sanitizing protocols set out by the OCE.
5. Equipment will be sanitized between each class.
6. Each class will have a bin of equipment that only they will use for recess and PE.
7. Social distancing activities will have priority.



## **St. Raphael Room**

### **Introduction**

When students are experiencing discomfort or potential symptoms of COVID, there needs to be a place where they are isolated from others with enough room that several students could sit in the room and be six feet apart.

### **Philosophy**

The concept is to provide a safe, supervised staging area where students can wait until they can be picked up.

### **Process**

1. The nurses' office is located in the Library. This office is very small. Therefore, GSC will use a section of the Library as the place for students to wait for transportation. When the nurse is not present, a staff member or other adult will supervise this area.
2. Everyone in this area must wear a mask.
3. This area will be sanitized after each use.
4. The monitor will be provided with a mask, a face shield, and hand sanitizer.
5. This area will be supplied with:
  - a. Disposable paper towels
  - b. Tissues
  - c. Waste container with plastic liner
  - d. Alcohol-based hand sanitizer containing at least 60% alcohol
  - e. Hard-surface disinfectant
  - f. Water bottle
  - g. No touch hand sanitizing machine



## **Classroom Set-up**

### **Introduction**

The organization of the classroom is important in supporting the academic progress of students. Classroom space should provide an environment that allows teachers and students to interact comfortably and safely. Classroom furniture (tables, bookcases, etc.) may be removed from classrooms to provide maximum space for students.

### **Philosophy**

Fundamental premises when designing a safe classroom environment are the concepts of maintaining cohort and social distancing. The CDC recommends the use of cohorts. This will help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. GSC will remove non-essential furniture, materials and equipment that are not needed and store them in a place outside of the room.
2. All desks will face in the same direction.
3. Desks will be spaced 3 feet from the center of each desk to the center of the next desk.
4. Throw rugs and roll-up carpets will be removed from rooms.  
(Rugs that are a part of the learning experience in Early Childhood Classrooms will be sanitized on a daily basis.)
5. GSC will limit class sizes to accommodate students.



## **Materials Within the Classroom**

### **Introduction**

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning, including books, writing instruments and materials for special area subjects.

### **Philosophy**

Foundational premises when designing a safe classroom environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The CDC and other health agencies recommend these practices to help control the spread of any viruses and to manage any possible outbreaks.

### **Process**

1. Students may not share school supplies. Each classroom will have extra supplies. However, it is essential that each student has their own supplies daily.
2. Each student will have a plastic container to store items that do not fit in the desk.
3. Desks and materials will be cleaned during the day.
4. Students will be reminded to sanitize their hands during the day.
5. Each room has a no touch hand-sanitizing machine.