

Saint John the Baptist Middle School
 2020-2021 School Year
 COVID-19 Response Plan

Red Phase	High Risk/Soft School Closure
A. Delivery of Curriculum/Instruction	<p>Instruction will be delivered remotely using Canvas with integrated class/teacher interactions. Lessons will be recorded and posted for later access.</p> <p>Attendance will be taken daily with synchronous and asynchronous learning happening with daily schedules established.</p> <p>Students who participate in the Student Support Program will be serviced through Canvas based on the schedule established by the Director of Student Support Services in collaboration with the faculty/parents.</p> <p>Grading Scales & Homework Policies will remain in place.</p> <p>Individual Learning Materials Pick-Up will be by appointment; the materials will be placed outside the main entrance door.</p>
B. Authorized Personnel in School Facility	<p>The administrative team and faculty will be allowed in the building with permission.</p> <p>CDC Guidelines must be followed.</p>
C. Maintenance & Cleaning	<p>The building will be deep cleaned throughout with emphasis placed on all contact surfaces.</p> <p>Only limited areas of school will be open to traffic.</p> <p>Plexiglas shields will be installed in the front office.</p>
<i>D. Fostering Community & Communication</i>	<p>The administrative team can be reached by email/phone Monday-Friday: 8:00am-4:00pm.</p> <p>The faculty can be reached by email Monday – Friday: 8:00-4:00pm.</p> <p>The office will be open by appointment only.</p> <p>Social Media platforms will be used to keep the community engaged.</p>

	<p>Teachers will reach out to parents by email/phone with concerns about their child’s attendance, participation in synchronous/asynchronous learning, homework completion, etc.</p> <p>Parent/Student/Teacher Conferences will be held via Google Meet/Zoom.</p> <p>Faculty Meetings will be held weekly via Google Meet/Zoom.</p> <p>Home & School Association and School Board Meetings will be held monthly via Google Meet/Zoom.</p>
<p>E. Maintaining Catholic Identity</p>	<p>Mr. Reeder or Mrs. Synowicki will lead the school in prayer and announcements on a daily basis.</p> <p>Religion curriculum will be delivered as designated by the minimum daily guidelines.</p> <p>Mass will be live streamed/recorded in cooperation with Reverend Stephen Tilley/Saint John the Baptist Parish.</p> <p>Other para liturgical celebrations (eg. Rosary, etc.) will be streamed or made available.</p>
<p>F. Technology Needs Students/School/Faculty</p>	<p>Chromebooks will be available for students to check out if needed.</p> <p>Chromebooks will be available for teachers who do not have access to a computer with a camera and sound.</p> <p>Families without Internet access will be provided a remote connection (hot spot) from the Skaggs Catholic Center’s Technology Department.</p>

Orange Phase	Moderate Risk/Soft School Closure
<p>A. Delivery of Curriculum/Instruction</p>	<p>Instruction will be delivered remotely using Canvas with integrated class/teacher interactions. Lessons will be recorded and posted for later access.</p> <p>Attendance will be taken daily with synchronous and asynchronous learning happening and a daily schedule established.</p> <p>Students who participate in our Student Support Program will be serviced through Canvas. A schedule will be established by the Director of Student Support Services in collaboration with the faculty/parents.</p>

	<p>Grading Scales & Homework Policies will remain in place.</p> <p>Individual Learning Materials Pick-Up will be by appointment with a no contact procedure set.</p>
B. Authorized Personnel in School Facility	<p>The administrative team and faculty will be allowed in the building with permission.</p> <p>CDC Guidelines must be followed.</p>
C. Students/Tutoring in School Facility	<p>Individual students may be tutored in the building as determined by the Director of Student Support Services and faculty in collaboration with parents.</p> <p>Established protocols – temperature check, hand sanitizing/washing and social distancing measures – will be followed.</p>
D. Maintenance & Cleaning	<p>Plexiglass shields will be installed in the front office.</p> <p>Access to the building will be through the main entrance only.</p> <p>The building will be thoroughly cleaned by the custodial staff.</p>
E. Fostering Community & Communication	<p>The Administrative team can be reached by email/phone Monday-Friday: 8:00am-4:00pm.</p> <p>The faculty can be reached by email Monday – Friday: 8:00-4:00pm.</p> <p>The office will be open by appointment only.</p> <p>Social Media platforms will be used to keep the community engaged.</p> <p>Teachers will reach out to parents by email/phone with concerns about their child’s attendance, participation in synchronous/asynchronous learning, homework completion, etc.</p> <p>If applicable, Parent/Student/Teacher Conferences will be held via Google Meet/Zoom.</p> <p>Faculty Meetings will be held weekly via Google Meet/Zoom.</p> <p>Home & School Association & School Board Meetings will be held monthly via Google Meet/Zoom.</p>

F. Maintaining Catholic Identity	<p>Mr. Reeder or Mrs. Synowicki will lead the school in prayer and announcements on a daily basis.</p> <p>Religion curriculum will be delivered as designated by the minimum daily guidelines.</p> <p>Mass will be live streamed/recorded in cooperation with Reverend Stephen Tilley/Saint John the Baptist Parish.</p> <p>Other para liturgical celebrations (eg. Rosary, etc.) will be streamed or made available.</p>
G. Technology Needs Students/School/Faculty	<p>Chromebooks will be available for students to check out if needed.</p> <p>Chromebooks will be available for teachers who do not have access to a computer with a camera and sound.</p> <p>Families without Internet access will be provided a remote connection (hot spot) from the Skaggs Catholic Center's Technology Department.</p>

Yellow Phase	Low Risk/School in Session
A. Delivery of Curriculum/Instruction	<p>Instruction will be delivered in the building.</p> <p>Students who are absent or quarantining will use Canvas to watch/access lessons and understand homework requirements.</p> <p>Students will be carrying a backpack keeping their supplies available as they will not have access to lockers.</p> <p>Core classes and electives will be taught in their respective classrooms/gyms.</p> <p>Surfaces will be wiped down (desks, etc.) at the end of class.</p> <p>The library will be open for students to check out books. All students will be required to use hand sanitizer upon entering the library.</p> <p>There will be no school-wide assemblies or field trips.</p>
B. Social Distancing & PPE Protocols	<p>Training will be provided to students to ensure protocols are followed.</p>

(Dependent on current Health Department Guidelines)

- Students will be seated as far apart as reasonably possible.
- Students must stay seated during class unless permitted to leave their seat.
- Students will not be allowed to congregate in the hallways.
- Students/teachers/staff must wear masks when social distancing is not possible.
- Students must bring water bottles as drinking fountains will be closed.
- Maximized spacing will be used between seating for students.
- Students will be seated facing forward with assigned seating to enable ease of contact tracing.
- Markers will establish social distancing for restrooms and other accessible areas.
- Signage will be displayed for hygiene reminders in restrooms.
- Teachers will provide training and guidance to students to ensure established protocols are followed.
- All classroom doors will be propped open during the school day. The exception will be during testing.
- Excess furniture will be removed from classrooms to accommodate distancing.
- Face shields/masks are required for all administrators, faculty, staff and students in common areas (bathrooms, hallways, office, playground, workroom, etc.).
- Sanitizer is located in every classroom. Each time the students enter the classroom (beginning of the day, after lunch, recess, class changes...), they will sanitize their hands.

C. Drop Off/Pick Up Procedures

- Parents/Guardians are asked to conduct a symptom check at home.
- If administrators, faculty, staff or students feel sick, they should stay home.

All administrators, faculty, staff, and students must wear a face shield/mask during drop off and pick up.

Due to the available space and number of students, it is not feasible for students to stand 6 feet apart during drop off and pick up. **All students must arrive and leave SJBMS wearing a face shield/mask.**

Parents/Guardians are asked not to linger during drop off and pick up.

Doors will be propped open during entry and exit to eliminate surface contact.

At drop off, students will report to their designated entrance as follows:

- 6th Grade – North Doors
- 7th & 8th Grade – West Doors

Upon arriving at school, students will have their temperature taken and go directly to their 1st period class. If a student's temperature is 100.4 or above he/she will enter the schools isolation room and have his/her temperature retaken. If first and second temperatures are 100.4 or higher he/she must be picked up immediately.

The west stairway will be for upstairs access with the north stairway for down.

Students transitioning to classes in the JDCHS portion of the building will travel south via downstairs and north via up.

Doors will be propped open during entrance and exit times to eliminate high touch contact surfaces.

Students who arrive after 8:00am and before 8:15am will report to the Tardy Station located in the First Floor Gathering Space. Students who arrive after 8:15am must report to the office.

Students/faculty/staff will wear masks in the hallway during transition periods.

Signage will be posted as well as faculty/staff stationed to remind of social distancing procedures.

Spacing markers will be used at entrances for social distancing while waiting.

	<p>All administration, faculty and staff must take their temperature before or upon arriving to campus.</p> <p>Schoolwide Prayer will begin at 8:05am to accommodate beginning of the day procedures.</p> <p>The former, downstairs backpack room will be used as an isolation room for students exhibiting COVID-19 symptoms.</p> <p>Drop off of student lunch and medications will be accepted via a no contact process during the school day. Student homework, PE clothes, and other forgotten items will not be accepted.</p>
<p>D. School Activities (Extracurricular, Mass, Recess ...)</p>	<p>Recess times will be staggered to reduce student numbers.</p> <p>Playgrounds will be monitored and social distancing will be reinforced.</p> <p>Mass will be limited to one grade at a time and will be held on a rotational basis.</p> <p>There will be no singing during Mass; only instrumental accompaniment.</p> <p>Parents, parishioners, guests will not be able to attend school Masses.</p> <p>Extracurricular activities (Art Camp, Band, Orchestra) will be held as determined following CDC Guidelines.</p>
<p>E. Lunch</p>	<p>Lunch times will be staggered to reduce student numbers in the lunchroom.</p> <p>Reduced seating numbers will be enforced at tables with protocols for contract tracing capabilities.</p> <p>There will be designated, one-way traffic flow for serverly, seating, entry and exit. Marked spaces will be used for those waiting and traffic flow.</p> <p>The cafeteria will either offer prepackaged options only or served via food service personnel.</p> <p>Outdoor seating will be utilized as weather permits.</p> <p>No cash or check payments will be accepted -- accounts only.</p> <p>Food service workers will wear face coverings.</p>

	<p>Student hand hygiene routine will be established for meal time.</p> <p>Students will use masks while waiting transitioning as well as in line for servery.</p>
F. Protocols for Sick Staff or Students	<p>Any student, faculty or staff presenting symptoms will not be allowed to come to school.</p> <p>Students found to be symptomatic during the day will be isolated and parents/guardians will be contacted to pick up their student.</p> <p>Parents/guardians must notify the school if their student has a positive diagnosis of Covid-19 and must be quarantined for two weeks.</p> <p>Any family that has been ordered to quarantine by the Health Department must notify the school.</p> <p>The attendance policy will be adjusted for missed days due to illness.</p> <p>Students will be able to attend remotely if quarantined for continued educational opportunities.</p> <p>Band-Aids will be in classrooms to reduce the movement in hallways and to the office.</p> <p>The school will comply with all directives from the Utah Department of Health.</p>
G. Return to School	<p>The school will follow the Utah Department of Health guidelines for staff/students returning to school.</p> <p>All staff/students will provide a doctor’s note as requested stating that they are no longer ill/contagious and/or can return to work/school.</p>
H. Back Up Staffing	<p>Substitutes will be trained on established COVID-19 protocols.</p>
I. Authorized Personnel in School Facility	<p>All administration, faculty, staff, students & approved guest speakers are authorized to be in the building</p> <p>There will be no volunteers in classrooms, the lunchroom, etc.</p>

	<p>Parents and/or designated pick up contacts must wait in the office for students who are being checked out of school prior to dismissal.</p>
J. Maintenance & Cleaning	<p>Bathrooms will be cleaned every two hours during the school day (approximately 10:00am, 12:00pm & 2:00pm) and each evening.</p> <p>Sanitizer will be available at entrances, in all classrooms and in the office.</p> <p>Students will use sanitizer each time they enter their classroom and the lunchroom.</p> <p>Desks/tables will be cleaned daily.</p> <p>Classrooms will be vacuumed and surface areas cleaned daily.</p> <p>Mist sanitizer will be used in the classrooms as scheduled in collaboration with the custodial staff.</p>
K. Fostering Community & Communication	<p>Bi-weekly eblast sent on Sunday.</p> <p>Administrative team reachable by email.</p> <p>Social media platforms used to update the community.</p> <p>Teachers will reach out to parents by email/phone with concerns about their child's attendance, participation in synchronous/asynchronous learning, homework completion, etc.</p> <p>Faculty Meetings will be held weekly via Google Meet/Zoom.</p> <p>Home & School Association & School Board Meetings will be held monthly via Google Meet/Zoom.</p> <p>Student orientations will be done by HomeBase in smaller groups with rotations to avoid large groups. Students and faculty will be in masks.</p> <p>Back to School Night will be conducted over pre-recorded video with a Google Meet/Zoom Q & A for parents. The schedule will allow parents to attend each presentation and will include a question and answer session.</p> <p>Parent/Student/Teacher Conferences will be held in person maintaining CDC guidelines.</p>
L. Maintaining Catholic Identity	<p>Each day will begin with schoolwide prayer.</p>

	Students will attend mass in rotation by grade level.
M. Technology Needs Students/School/Faculty	<p>Chromebooks will be available for students to check out if needed.</p> <p>Chromebooks will be available for teachers who do not have access to a computer with a camera and sound.</p> <p>Families without Internet access will be provided a remote connection (hot spot) from the Skaggs Catholic Center's Technology Department.</p>

Green Phase	New Normal Risk/School in Session
A. Delivery of Curriculum/Instruction	<p>Instruction will be delivered in the building.</p> <p>Students will be using backpacks and responsible for their own supplies. Communal supplies are eliminated</p> <p>Students will continue with a blended, online learning through Canvas and ASUPD</p> <p>Students who are absent or quarantining will use Canvas to watch/access lessons and understand homework requirements.</p> <p>Students will be carrying a backpack keeping their supplies available. Students will not have access to lockers.</p> <p>Core classes and electives will be taught in their respective classrooms/gyms.</p> <p>Surfaces will be wiped down (desks, etc.) at the end of class.</p> <p>The library will be open for students to check out books. All students will be required to use hand sanitizer upon entering the library.</p> <p>Schoolwide assemblies and field trips will be allowed.</p>
B. Social Distancing & PPE Protocols <i>(Dependent on current Health Department Guidelines)</i>	<p>Training will be provided to students to ensure protocols are followed.</p> <p>Students will be seated as far apart as reasonably possible and must stay seated unless permitted to move.</p> <p>Lockers will not be used.</p> <p>Students will not be allowed to congregate in the hallways.</p>

	<p>Students may wear masks as desired by parents.</p> <p>Students must bring a non-disposable water bottle as drinking fountains will be closed.</p> <p>Small groups allowed.</p> <p>Students will be assigned seating to enable ease of contact tracing.</p> <p>Establish marked social distancing waiting for restroom use.</p> <p>Display signage for hygiene reminders in restrooms.</p> <p>Teachers will provide training and guidance to students to ensure established protocols are followed.</p> <p>Excess furniture will be removed from classrooms to accommodate distancing.</p> <p>Face shields/masks are requested for all at risk administrators, faculty, staff, students and volunteers.</p> <p>Sanitizer is located in every classroom. Each time the students enter the classroom (beginning of the day, after lunch, recess, class changes...), they will sanitize their hands.</p>
<p>C. Drop Off/Pick Up Procedures</p>	<p>Parents/Guardians will complete health screening prior to sending students to school.</p> <p>Doors will be propped open during entry and exit to eliminate surface contact.</p> <p>At drop off, students will report to their designated entrance as follows:</p> <ul style="list-style-type: none"> ● 6th Grade – North Doors ● 7th & 8th Grade – West Doors <p>Upon arriving at school, students will have their temperature taken and go directly to their 1st period class. If a student’s temperature is 100.4 or above he/she will enter the schools isolation room and have his/her temperature retaken. If first and second temperatures are 100.4 or higher he/she must be picked up immediately.</p>

	<p>The west stairway will be for upstairs access with the north stairway for down. Students transitioning to classes in the JDCHS portion of the building will travel south via downstairs and north via up.</p> <p>Doors will be propped open during entrance and exit times to eliminate high touch contact surfaces.</p> <p>Signage posted as well as faculty/staff stationed to remind of social distancing procedures.</p> <p>Spacing marked at entrances for social distancing while waiting.</p> <p>Parents/Guardians are asked not to linger during drop off/pick up. Attendance taken each period for ease of contract tracing.</p> <p>Schoolwide Prayer will begin at 8:05am.</p>
<p>D. School Activities (Extracurricular, Mass, Recess ...)</p>	<p>Mass will be determined in collaboration with Reverend Stephen Tilley/Saint John the Baptist Parish, and at the recommendation of the Diocese and Department of Health.</p> <p>Singing will resume if approved.</p> <p>Extracurricular activities (Art Camp, Band, Orchestra, Race Cats, etc.) will be held as determined following CDC Guidelines.</p>
<p>E. Lunch</p>	<p>Lunch times will be staggered to reduce student numbers in the lunchroom.</p> <p>Reduced seating numbers at tables.</p> <p>Designated one-way traffic flow for server, seating, entry and exit. Marked spaced waiting for traffic flow.</p> <p>No self-service salad bar/prepackaged option only.</p> <p>Outdoor seating to be utilized as weather permits.</p> <p>No cash or check payments, accounts only.</p> <p>Food service workers to wear face coverings.</p> <p>Student hand hygiene routine established before and after mealtime.</p>

	Items from the salad bar will be prepackaged and served by lunchroom personnel.
F. Protocols for Sick Staff or Students	<p>Any student, faculty or staff presenting symptoms will not be allowed to come to school.</p> <p>Students found to be symptomatic during the day will be isolated and parents will be contacted to pick up their student.</p> <p>Parents must notify the school if their student has a positive diagnosis of Covid-19 and must be quarantined for two weeks.</p> <p>Any family that has been ordered to quarantine by the Health Department must notify the school.</p> <p>Attendance policy adjustment for missed days due to illness.</p> <p>Students are able to attend remotely if quarantined for continued educational opportunities.</p> <p>The school will comply with all directives from the Utah Department of Health.</p>
G. Return to School	<p>The school will follow the Utah Department of Health guidelines for staff/students returning to school.</p> <p>All staff/students will provide a doctor's note as requested stating that they are no longer ill/contagious and/or can return to work/school.</p>
H. Back Up Staffing	Substitutes will be trained on established COVID-19 protocols.
I. Authorized Personnel in School Facility	<p>All administration, faculty, staff & students are authorized to be in the building</p> <p>Volunteers who are compliant with Safe Environment may be in classrooms, lunchroom, etc.</p> <p>Parents and/or authorized pick up contacts must wait in the office for students who are being checked out of school prior to dismissal.</p>
J. Maintenance & Cleaning	Bathrooms will be cleaned once during the school day and each evening.

	<p>Sanitizer will be available at the main entrance, in all classrooms and in the office. Students will use sanitizer each time they enter their classroom and the lunchroom.</p> <p>Desks/tables will be cleaned daily.</p> <p>Classrooms will be vacuumed and surface areas cleaned daily.</p> <p>Mist sanitizer will be used in the classrooms as scheduled in collaboration with the custodial staff.</p>
<p>K. Fostering Community & Communication</p>	<p>Bi-weekly eblast sent on Sunday.</p> <p>Administrative team reachable by email.</p> <p>Social media platforms used to update the community.</p> <p>Teachers will reach out to parents by email/phone with concerns about their child's attendance, participation in synchronous/asynchronous learning, homework completion, etc.</p> <p>Faculty Meetings will be held weekly in person with social distancing and mask use.</p> <p>Home & School Association & School Board Meetings will be held monthly in person with proper social distancing and masks.</p>
<p>L. Maintaining Catholic Identity</p>	<p>Each day will begin with schoolwide prayer.</p> <p>Students will attend mass in a rotation by grade level.</p> <p>Peer Ministry will assist with school-wide service projects.</p>
<p>M. Technology Needs Students/School/Faculty</p>	<p>Chromebooks will be available for students to check out if needed.</p> <p>Chromebooks will be available for teachers who do not have access to a computer with a camera and sound.</p> <p>Families without Internet access will be provided a remote connection (hot spot) from the Skaggs Catholic Center's Technology Department.</p>