

**Our Mother of Consolation
Parish School**



**School Reopening
Guidance and Procedures
August 2020**



2015 National Blue Ribbon School of Excellence
Our Mother of Consolation Parish School

17 E. Chestnut Hill Ave ♦ Philadelphia, PA 19111

school.omcparish.com ♦ www.facebook.com/OMCParishSchool



August 2020

Dear Parents and Guardians,

For more than five weeks, the OMC Taskforce for the reopening of our school has worked on providing a safe environment for our students, faculty, and staff, as we begin this school year. Several weeks ago, we asked families to complete a brief survey about your intentions on having your child(ren) begin the school year in-person or virtual. The purpose of this survey was to provide input as we moved forward with the planning process. The feedback we received has been essential in helping us balance health and safety concerns with our mission to educate our students. We thank those who participated in the survey.

Although we did not receive 100% participation in the survey, and many families indicated that they were undecided, the majority of those who responded indicated a preference for in-person learning. With this data, we decided to offer families a choice of in-person or virtual learning. You will be asked, once again, to make a final decision as to how your child(ren) will attend school beginning in September. As we mentioned previously, your choice will be for the First Trimester (September 9- December 4). This resource is intended to assist you in making the best decision you can at this time, for in-person or virtual learning. In addition, we urge you to consult with your child's pediatrician and the information provided by your local health officials.

We thank the members of the Taskforce: school parents, OMC parishioners, and medical professionals, who have participated and consulted with us throughout this process. We realize that the situation remains very fluid and may even change after you receive this information. It may continue to change after making your choice for in-person or virtual learning. This is most certainly a difficult time for all of us and the decisions we need to make not easy. Please be assured we are doing our best amidst the sea of uncertainty.

As we continue to prepare for our children to return to school whether in-person or virtual, let us be supportive of the decision that each family makes for their child(ren). More importantly, let us move forward in the spirit of partnership, parents, faculty, staff, and administration, as we provide the for the educational needs of all our children. Finally, let us invoke our patroness, Mary, Our Mother of Consolation, that she may continue to keep us under the protection of her motherly care.

In Christ,

Fr. Bob Bazzoli, OSFS
Pastor

Mrs Patricia Sheetz
Principal

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Introduction and Highlights

This document will provide information regarding the plan to return to school for the 2020-2021 year. Before we discuss the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below will allow us to open for in-person learning, as well as virtual learning.

Partnership: Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. In July, a taskforce consisting of self-selected parents, teachers, our school administration, and outside professionals was formed to address the variety of issues associated with reopening of the school. We have also formed a medical taskforce, consisting of parents and parishioners with medical expertise to advise us. In addition, our maintenance staff and business manager have been integral in putting this plan together. Our plan is based on the recommendation of the Office of Catholic Education (OCE) of the Archdiocese of Philadelphia, CDC protocols, and the recommendations of the PA Department of Health, the OMC Taskforce, and the advice of our medical taskforce.

Although we are giving parents the choice of in-person or virtual learning for the 1st trimester, it is our intention, in light of this plan and being attentive to the fluid situation, to open this school year and to remain open. Our plan for re-opening the school building will not be possible unless the school and the parents agree to the importance of monitoring your child's health daily. Most importantly, this means that that parents of children who are experiencing symptoms – such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea - need to keep their children home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the school open and safe.

Cohorting: Each grade will be a cohort. Cohorting is an environmental measure to prevent the spread of disease. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess, and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. With the input from the Philadelphia Dept. of Health, and our own medical taskforce, the rest of the school would continue to operate with in-class instruction.

Social distancing: Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. With the assistance of our Building Operations subcommittee, our Classroom set-up subcommittees and Mr. Jeffery O'Neill (Senior Director of Facilities of the University of Pennsylvania Hospital), capacity for each classroom, travel in the hallway, recess, lunch periods, and classroom instruction have all been planned to maximize social distancing.

Use of Masks: Masks are mandatory throughout the school day - on the bus, on school property, in the school building, and during recess. In keeping with the CDC recommendation masks with an exhalation valve or vent may NOT be used. If a student needs to remove their mask, they will need to get permission from the teacher. We recommend that parents provide face shields for their child, which covers the eyes, nose & mouth. Even with face shields, a mask must be worn. If a student uses a face shield, teachers may permit the removal of the face mask when seated at their desk, however the face shield must remain on at all times. We do not recommend the use of plastic desk partitions, as they can pose unintended complications.

Enhanced Cleaning: The school has contracted with Coverall for initial deep cleaning and regular daily cleaning of the entire building: <https://www.coverall.com/>. See appendix #1 for scope, process, and cleaning product information. In addition, the school maintenance staff will wipe down the high touch areas (doorknobs, handrails, and bathrooms) throughout the day. The water fountain will not be operational; children need to bring their own water bottles to school.

Monitoring health: Parents are primarily responsible for monitoring the health of their children.

Parents are required to complete the OMC Health Screening Form each day prior to school.

This form must be brought to school and presented to the staff member in order to be admitted to the school building. **Students, whose parents do not complete the form, will not be admitted to the school building.** See appendix #2 for the form. The form will be available on the school website under “Handbooks, Policies and Required Forms” Click [HERE](#). Teachers will institute health checks of their students during the day.

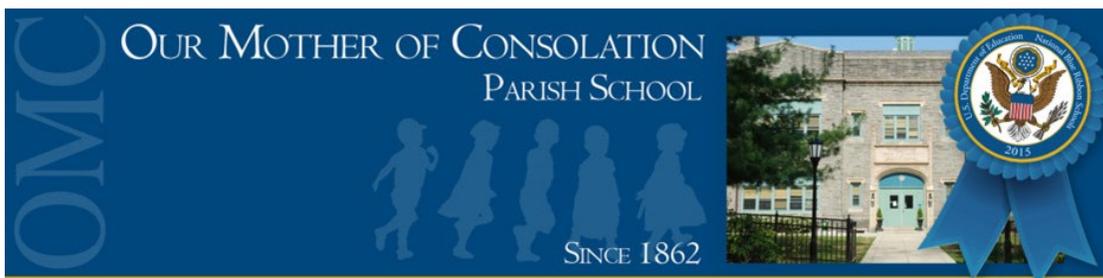
A school nurse will be in the building when school is in session and will be responsible for monitoring the overall health of the students, faculty, and staff. If a student, faculty, or staff member exhibits symptoms of COVID-19, as determined by the school nurse, the person will be isolated in the St Raphael Room (patron saint of bodily ills, nurses, physicians and medical workers) set up for this purpose. The parents of students who present symptoms, as determined by the school nurse, will be contacted to pick-up their child immediately.

Faculty and Staff are required to complete the health screening form as they enter the building each day.

Virtual Learning: Parents will have the choice of in-person or virtual learning for the entirety of the trimester for their child(ren). Children who participate in virtual learning may not participate in any cohort in-person activities. Those students who choose in-person may participate in virtual learning if:

- a child is sick, or a parent suspects the child may be sick.
- in the case where COVID-19 has been identified and a cohort has been dismissed from school, the entire cohort will utilize virtual learning for the isolation period.

Modified Attendance: Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in-person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent.



General Principles for the Building

- Ordinarily, parents and non-essential visitors will not be admitted to the building. Any essential visitors (vendors, repair people, parish staff, safety officials, etc.) must complete the required health screening form, which includes a temperature check. All visitors must wear a mask in the building.
- We will not be using parent volunteers in school until further notice. Each classroom will be staffed by a teacher and teacher aides will be hired to assist in the classrooms.
- There will be signage throughout the school reminding students, faculty, and staff to wear a mask, practice social distancing, and use proper hand hygiene. Hand sanitizers will be available at the entrance to each classroom and through the building. Students, faculty, and staff will be reminded about these protocols throughout the day.
- Each student is to provide his/her own school supplies for use in the classroom to reduce the need to share supplies. Teachers will stipulate which supplies are needed. Parents may choose to supply their child with their own hand sanitizer.
- There will be no sharing of food/drink. Please be sure to pack lunch, snacks, and bottled water for your child to use throughout the day. There will be no pretzels or milk sold/distributed by the school. In keeping with the CDC guidelines, the water fountains will not be operational. The school will have a supply of snacks and water for use when needed, but we are unable to provide these to students on a regular basis.
- Movement of students throughout the school will be limited. Students will remain in their cohort for all classes, specials' teachers and departmental teachers will go to the classroom, taking precautions (proper hand hygiene, wearing a face mask/face shield, social distancing) when in the classroom.
- Classroom windows and doors will remain open (when feasible) through the day to provide proper ventilation.

Catholic Identity

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. Excellence in education is characterized by having a strong curriculum, engaging students, utilizing quality instructional methods, making good use of data, and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

- School Masses will be attended by two different cohorts at each Mass.
 - Cohorts attending Mass will be socially distanced.
 - The Mass will be livestreamed to those students not in the Church.
 - Attendance of parents and general community at the school Mass is suspended.
 - Parents and families may participate via livestream.
- Students who are virtual learning are expected to participate in Mass via livestream.
- Modifications will be made to all faith-based activities that are important in the life of the school (i.e., retreats, prayer services).
- Opportunities for cross-grade faith sharing will use virtual means.
- Service-learning experiences will take place in virtual spaces.

Daily Monitoring of Health

Health monitoring will be done in conjunction with efforts taken at home by the parents. Parents have the greatest information regarding the health of their children and are an integral part of this process. As we learn about the disease, we may need to alter the list by adding or subtracting symptoms. Currently, symptoms are: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Parents are required to complete the OMC Health Screening Form each day prior to school.

The completed OMC Health Screening form must be brought to school and presented to the staff member in order for the student to be admitted to the school building. **Students, whose parents do not complete the form, will not be admitted to the school building.** See appendix # 2 for the form. The form will be available on the school website under “Handbooks, Policies and Required Forms” Click [HERE](#). The teachers will be reminded to check the health of their students during a common activity.

A school nurse will be in the building when school is in session and will be responsible for monitoring the overall health of the students, faculty, and staff. If a student, faculty, or staff member exhibits symptoms of COVID-19, as determined by the school nurse, the person will be isolated in the St Raphael Room (patron Saint of bodily ills, nurses, physicians and medical workers) set up for this purpose. The parents of students who present symptoms, as determined by the school nurse, will be contacted to pick-up their child immediately. In the classroom, the teachers will establish a common time for a daily scan of the students to monitor if there are any concerns related to health. The teacher will refer children with concerns to the school nurse for further monitoring.

St. Raphael Room

Patron Saint of bodily ills, nurses, physicians, and medical workers

The St Raphael Room provides a safe, supervised space where students can wait until they can get transportation from school. When the school nurse determines that students, faculty, or staff are experiencing potential symptoms of COVID, the person will be taken to the St Raphael Room located in the CGS room. The school nurse will remain with the person until he/she gets transportation from school. Parents are asked to arrange for their child to be picked up within one hour.



OMC Arrival & Dismissal Procedures

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus, is to help keep it from the building. During the entry into the building, the use of masks, social distancing, and proper hand hygiene will be implemented.

Prior to leaving for School

- **Complete the OMC Health Screen Form:** This form must be brought to school and presented to the staff member in order to be admitted to the school building. **Students, whose parents do not complete the form, will not be admitted to the school building.** See appendix #2 for the form. The form will be available on the school website under “Handbooks, Policies and Required Forms” Click [HERE](#)
- **Lunch, Snack & Water:** Please be sure to pack a lunch, snacks, and bottled water for your child to use throughout the day. There will be no pretzels or milk sold/distributed by the school. No shared food/drink is allowed. In keeping with the CDC guidelines, the water fountains will not be operational. The school will have a supply of snacks and water for use when needed, but we are unable to provide these to students on a regular basis.

Arriving at School: All students must wear a face covering when arriving to school

For the benefit and safety of everyone, please observe the following procedures for morning drop off. We ask for your patience as we get used to the new procedures. Your cooperation is appreciated. Students will not be allowed to gather in the parking lot prior to school. We ask that you not drop off your child until 7:45 AM .

Car Drop-off:

- Pull into the parking lot in the lanes indicated.
- Drivers and students are asked to wait in the car for a school staff member.
- Drivers may not get out of their car or enter the school building.
- Please have your health screening form available for each child.
- Your child(ren) cannot be admitted to school without the completed form.
- Children whose parents do not complete the form will remain in the car and will not be admitted to the school until the form is complete.
- The school staff member will review the form and ask your child(ren) to go directly to their classroom using the back door of the school.
- Children are to go directly to their classroom, keeping appropriate distancing.
- Once your child leaves your car and is at a safe distance, the staff member will direct you to leave the parking lot.

Walkers:

- Arrive at the parking lot no earlier than 7:45 AM.
- Please proceed immediately to the back door of the school maintaining social distancing (6 feet apart).
- Please have a health screening form available for each child.
- The school staff member will review the form at the back door.
- Your child(ren) cannot be admitted to school without the completed form. Children whose parents do not complete the form will wait in the St. Raphael room until the form is received.
- Children are to go directly to their classroom keeping appropriate distancing.

Buses:

- The driver will hold the children on the bus and wait for a school staff member.
- Please have your health screening form available for each child
- The school staff member will review the form and ask your child(ren) to go directly to their classroom using the back door of the school.
- Your child(ren) cannot be admitted to school without the completed form.
- Children whose parents do not complete the form will wait in the St. Raphael room until the form is received.
- Children are to go directly to their classroom keeping appropriate distancing.

Dismissal: For the benefit and safety of everyone, please observe the following procedures for dismissal. We ask for your patience as we get used to the new procedures. Your cooperation is appreciated. Students will not be allowed to gather in the parking lot and will be dismissed according to family groupings.

Buses:

- The students will remain in the classroom until their bus arrives.
- When their bus arrives, the children will be called by class to proceed to their bus.
- Once the bus is full, it will depart immediately.

Car line:

- The students will remain in the classroom until their ride arrives.
- Pull into the parking lot in the lanes indicated and wait for a school staff member.
- Drivers may not get out of their car or enter the school building.
- The school staff member will confirm the student(s) you are picking up and inform the school office.
- The school office will ask the student(s) to proceed to your car.
- Students must exit the school building from the rear door and go directly to the car.
- Students cannot re-enter the school building.
- The school staff member will inform the driver when it is safe to leave the parking lot.

Walkers:

- Students will remain in the classroom until they are dismissed.
- Walkers will be dismissed as individuals/family groups.
- As their name is called, they will exit the school through the front door only.
- Students will wait in the front school yard for school staff members, appropriately distanced.
- Students cannot re-enter the school building.
- Parents may not enter the school building or the front school yard.
- If you are meeting your child(ren), you are asked to wait on the grass on the street side of the fence.

CARES: Children who participate in CARES will remain in their classrooms.

Classroom Set-up & Procedures

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. Mr. Jeffery O'Neill, AIA, an OMC Parishioner, made recommendations based on a visual inspection on July 21, 2020 using the information in the document "Catholic Schools Onward: Best Practices and New Opportunities as We Move Forward –Guidance and Procedures," as issued by the Archdiocese of Philadelphia in July 2020.

Fundamental premises when designing a safe classroom environment are the concepts of maintaining cohort and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

- Each grade will be a cohort and remain together throughout the day.
- All non-essential furniture, materials, and equipment will be removed. The teacher will determine what is non-essential.
- Desks will be placed 6 feet apart from center and face in the same direction.
- The number of students that can be accommodated depends on the size of the room.
- Students and teachers must wear face masks in the classroom when they are moving about.
- If a student needs to remove their mask, they will need to get the permission of the teacher.
- The teachers may choose to use face shields so students can see their mouths. When a teacher approaches a student, both must wear a face mask, in addition to the face shield.
- If parents choose for their child to wear a face shield, they are responsible for purchasing, maintaining, and sanitizing the equipment. Student face shields may not remain in the classroom overnight and must be taken home each day to be sanitized.
- If a student uses a face shield, teachers may permit the removal of the face mask when seated at their desk.
- When a student approaches a teacher, both must wear a face mask, in addition to the teacher's face shield.
- We do not recommend the use of plastic desk partitions, as they can pose unintended complications.
- Students will store bookbags, coats, personal items, etc. in the coatroom. The teacher will develop a procedure for students to go to the coatroom.
- Floor space between desks must be kept clear to allow for ease of movement.
- When materials must be shared, cleaning in between use is essential. The teacher will establish procedures to wipe down before and after every use.

Traveling Within the Building

- Movement throughout the school will be limited; masks must be worn. Even with face shields.
- Movement through the school for arrival and dismissal will be coordinated through the school office.
- The teachers will develop a schedule for the movement of the cohorts throughout the day so that several cohorts are not in the hallway simultaneously.
- Cleaning of all commonly touched items, railings, doorknobs, etc. will occur throughout the day.
- Classroom doors will be open throughout the day, as much as possible, to avoid unnecessary touching by students and to allow for ventilation.

Lunch and Snacks

- Please be sure to pack lunch, snacks, and bottled water for your child to use throughout the day.
- There will be no pretzels or milk sold or distributed by the school.
- There will be no hot lunch program in school until further notice.
- No shared food or drink is allowed.
- In keeping with the CDC guidelines, the water fountains will not be operational.
- The school will have a supply of snacks and water for use when needed, but we are unable to provide these to all the students on a regular basis.
- Students will eat in their classroom cohort and remain socially distant during lunch/snack time.
- Students will practice proper hand hygiene before and after lunch/snack.
- The desks will be wiped down before and after lunch/snack.

Recess

To the best extent possible, recess will continue, applying safe use of equipment and social distancing. Face masks are to be worn during recess.

- Grades 1-8 will use the parking lot. Recess times will be staggered so that only **two** cohorts will be in the parking lot at a time. School staff will maintain social distancing of cohorts.
- Grades Pre-K3 to Kindergarten will use the front school yard. Recess times will be staggered so that only one cohort will be in the school yard at a time. School staff will maintain social distancing of cohorts.
- The teachers will organize the procedures for movement to outside recess.
- Students will practice proper hand hygiene before going to recess and before returning to class.
- Students may not bring play equipment from home.
- Games and activities used during recess need to be approved by the teacher/staff member as part of the safe list for limiting the spread of infectious disease. Equipment will be wiped down after each recess.
- Students are to have their own bottled water for hydration before, during, and after activity

Physical Education

Physical education is an integral part of the curriculum and it is essential that it continue safely. Face masks are to be used during PE.

- Weather permitting, PE class will be held in outside space.
- When the weather does not permit, PE will be in the classrooms, and will consist of teaching personal health, well-being, personal skill development, and concepts to promote physical fitness.
- Students are to have their own water bottles for hydration before, during, and after activity. Please note that in keeping with the current CDC guidelines, the water fountains will not be operational.

CARES

It is integral for our schools to provide a CARES program especially during the current circumstances. For many of our students, this will be their first re-entry into the school setting. CARES is an offshoot of the regular school day; thus, all procedures in place for the school will be adhered to during the CARES program.

It is paramount that we provide a safe, healthy, and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

- Students who participate in CARES will remain in their classrooms. Cohorts will not be mixed, and students will be kept with the same adult monitor.
- Visitors/parents are not permitted to enter the school building during CARES.
- Children will be picked-up at the front door by parents.
- Students are responsible for providing their own snack and beverage during their time in CARES. There is no snack sharing.
- All CARES employees will follow the same health checklist practices as school employees.
- All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) will be practiced during CARES sessions.
- Materials used by CARES students will be sanitized.
- Proper hand hygiene will be monitored on a regular basis.
- Suspected cases of COVID-19 will be handled by the CARES Director as during school hours.
- The CARES program will comply with any emergency actions and resulting decisions that occur during the school day.
- The CARES Director will communicate procedures so that parents know what to expect, including the obligations of the parent to take daily health checks.

Afterschool Activities

- All afterschool activities will be held virtually until further notice.
- All CYO Sports for the 2020 season are **suspended** until further notice. No games or matches will take place between CYO programs.

Virtual Learning

OMC School is providing the option for parents to choose Virtual Learning from home. While we realize that in-person instruction has greater impact at the elementary level, allowing time for students to develop spiritually, socially, emotionally, physically, and academically, we appreciate the needs and concerns of families in choosing virtual learning. If parents choose virtual learning, the commitment will be for the entire 1st trimester (September 9 to December 4, 2020). There is no increase in tuition for virtual learning. Click [HERE](#) for a video with information on OMC virtual learning.

Expectations for Virtual Learning:

- Establish a consistent workspace for the school day with all the needed school supplies as determined by the teacher.
- Parents are responsible for providing a laptop and the proper internet connection for each student.
- Video participation throughout the day is mandatory for a virtual learner
- The virtual learner is seated by 8:10 AM and wearing an OMC gym uniform.
- The virtual student is signed into the zoom platform as of 8:10 AM each day.
- Student interaction virtually with faculty, students, and staff is the same expectation as if in-person.

Attendance:

- Attendance will be taken daily.
- The student will participate in Morning Prayer and announcements at 8:15 AM
- The virtual student is following the daily class schedule of the appropriate grade level as determined by the teacher.

Quizzes/Tests:

- All quizzes/tests will be emailed to the virtual student at the same time.
- The virtual student will take the quiz/test at the same time as the “in-person” student.
- The virtual student will take a “print-screen” of the quiz/test and immediately email it to the teacher
- The teacher will collect the tests for all virtual and “in-person” learners at the same time.

Restroom breaks:

- If the virtual student needs to use the restroom, he/she will raise a hand and ask permission.

Classroom assistance:

- If the virtual students need assistance, they will raise their hands and ask the teacher.
- The virtual learner is responsible for checking daily posts in the Learning Management System the teacher has chosen (*Google classroom/Zoom/Class Dojo, Seesaw, etc*)

Email:

- The teacher will respond to emails within 24 hours.
- Your teacher will determine what time assignments will be accepted once uploaded into the Learning Management System.
- Teachers will not accept assignments after school hours unless permission is given in advance.

Additional learning tools, resources, and support:

- Videos, notes, slide decks, and presentations of materials may be included to help learn the content.
- Written assignments, quizzes, reading, or other work to be completed independently may be given.
- Teachers will arrange to check-in with parents or students using zoom during virtual office hour.
- If you are not familiar with module features used, please contact your teacher.
- Please reach out to your teacher for extra support with assignments.

Confirmed or Suspected Cases of COVID-19

The School Nurse will coordinate efforts to monitor the health of the students and staff throughout the day. The school, however, will not screen students, or staff to identify cases of COVID-19. If a COVID-19 case is identified in the school by a health professional, the Philadelphia Department of Health will be contacted immediately and will help identify those individuals and follow up on next steps.

If a student, teacher, or staff member has a CONFIRMED case of COVID-19

- The Principal will notify the local health officials for guidance.
- The person will be sent home for up to 14 days as health officials determine next steps.
- The cohort will be dismissed according to health official guidance for up to 14 days
- After the first 48 hours, the cohort will begin virtual learning until it is determined appropriate for the cohort to return to school .
- The potentially infected area will be closed off, cleaned, and sanitized by maintenance professionals.
- Notification to families, faculty, and staff of a confirmed case will take place in a timely manner, without using a name or identifying information of the person(s) involved.
- During the initial 2 to 5-day period, any other potential cases related to the initial case will be evaluated by health officials.
- Medical professionals will determine when the infected person and cohort can return to school.

If a student, teacher, or staff has a SUSPECTED case of COVID-19 or is demonstrating symptoms.

- The school nurse will determine the course of action.
- The person will be immediately separated from the cohort. Student will be taken to the St Raphael Room by the nurse. Parents will be notified immediately and asked to pick up their child within an hour. Adults will be sent home.
- Individuals who are demonstrating symptoms should stay home up to 14 days as determined by medical professionals. CDC guidance for caring for oneself and others who are sick should be followed.
- The person can return when:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared,
 - or if cleared by a medical professional.

COVERALL'S CLEANING PROTOCOLS HELP COMBAT THE SPREAD OF ILLNESSES

THE ART & SCIENCE OF A BETTER CLEAN®

Coverall's Health-Based Cleaning Protocols and Core 4® Process help keep your business going by combating bacteria and germs that can cause the spread of illnesses and outbreaks. Coverall always follows the Core 4® Process and contamination cleaning protocols, not just during pandemic outbreaks like the Coronavirus.

Our unique cleaning system, the Coverall Core 4® Process is a combination of advanced disinfecting chemistry, tools and cleaning protocols that remove the maximum amount of soil and help reduce the risk of illness to create an exceptionally clean facility.

COVERALL'S METHODS ARE BASED ON THE CDC'S STANDARDS FOR CLEANING AND DISINFECTING

CDC RECOMMENDATIONS	COVERALL' S RECOMMENDED PROTOCOLS
Recommends cleaning surfaces with soap and water.	Every surface is either wiped down before disinfecting, or an all-in one detergent and disinfectant is utilized.
Disinfecting - Use an EPA-registered disinfectant.	Coverall uses hospital-grade disinfectants, which are EPA-registered and feature OSHA packaging and labels. Disinfectants can kill up to 99% of germs and bacteria. <ul style="list-style-type: none"> » Proven to kill germs » OSHA packaging and labels » EPA-registered chemicals
Take precautions and wear gloves	Gloves and eyewear are recommended.
Recommends cleaning all high-touch points.	Core 4® Process includes use of microfiber technology, which traps and holds the most dirt and prevents germs from spreading. <ul style="list-style-type: none"> » Helps prevent cross-contamination » Picks up 99% of dirt and germs » Environmentally friendly
	No Dip Microfiber flat mop and dual side buck helps prevent cross-contamination <ul style="list-style-type: none"> » 80% better cleaning results than a string mop » Reduces cross-contamination » Never uses dirty water
	HEPA Filtration Vacuum captures 99.97% of airborne particles to help improve air quality. <ul style="list-style-type: none"> » Captures up to 99% of airborne particles down to .3 microns » Helps improve indoor air quality » Quieter than most vacuums (62db)

COVERALL'S CORE 4® PROCESS



CONTAMINATION AND TERMINAL MEDICAL CLEANING

If your business environment should become exposed to a virus and needs contamination cleaning, have peace of mind knowing Coverall is there for you and your business. Coverall follows the very same guidelines as the CDC when it comes to contamination and terminal cleaning.

If your business has been contaminated, Coverall will wait a minimum of 24 hours before cleaning or disinfecting. During contamination and terminal medical cleaning, essential PPE is recommended for all cleaning tasks, in addition to gloves and eyewear.



CALL YOUR LOCAL SUPPORT CENTER FOR MORE INFORMATION.
WWW.COVERALL.COM

Coverall Service Plan

The Coverall® Program has been customized to meet your requests and requirements for a clean, healthy work environment. The details of your Service Plan are documented below.

Company: Our Mother of Consolation
Phone: 215-247-0430
Contact: Dave Vogelbacker
Email: dvogelbacker@gmail.com
Address where service will be performed: 17 East Chestnut Hill
PHILADELPHIA, PA 19118
US
Frequency of Regular Service: 5x per week
Total Cleanable Area: 15,436 square feet

Areas to be Serviced:

- Classrooms
 - Coat Rooms
 - Computer Lab
 - Computer Lab
 - Entrance / Foyer
 - Hallways
 - Kitchen
 - Library
 - Main Office
 - Restrooms
 - Stairwells / Stairways
 - Teachers Lounge
 - Tech Learning Center
-

Exclude:

- Boiler Room
- Closets
- Desks
- Mechanical Room



Regular Services included in your Service Plan:

The following tasks will be included in your Service Plan and delivered by a trained and certified Coverall Franchised Business using the Coverall® Program.

Dusting and Disinfecting

INCLUDED TASKS	FREQUENCY
Internal Glass or Mirrors - Spot Clean Spot clean internal partition glass to remove smudges and fingerprints.	5x per week
Damp Wipe and Disinfect Surfaces - Detail Clean Thoroughly dust and clean accessible fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, window sills.	1x per week
Damp Wipe and Disinfect High Touch Points Clean and disinfect high touch points such as light switches and door knobs. Clean both sides of main entrance glass doors. <i>Note: Includes Railings</i>	5x per week
Damp Wipe and Disinfect Drinking Fountains and Water Coolers Damp wipe and disinfect exterior (outside) of drinking fountains and water coolers.	5x per week
High and Low Dusting Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills and corners not cleaned as part of normal wiping; and items near floor (low dusting), such as vents, corners, outlets, baseboards, etc.	1x per month

Carpet and Floor Care

INCLUDED TASKS	FREQUENCY
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units.	5x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop.	5x per week
Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.	5x per week



Trash

INCLUDED TASKS	FREQUENCY
<p>Empty Cans and Remove Trash Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises. Please note: Any item that is in trash cans, designated trash areas, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business or Coverall.</p>	5x per week

Kitchen Areas

INCLUDED TASKS	FREQUENCY
<p>Damp Wipe and Disinfect Counters, Tables and Sinks - Detail Clean Thoroughly damp wipe and disinfect counters, tables and sinks.</p>	5x per week
<p>Damp Wipe and Disinfect Refrigerator - Spot Clean Spot clean exterior (outside) of refrigerator to remove smudges and fingerprints.</p>	5x per week
<p>Damp Wipe and Disinfect Microwave(s) Thoroughly damp wipe and disinfect inside and outside of microwave with all-purpose disinfectant cleaner to rinse food contact surfaces.</p>	5x per week

Restroom Service

INCLUDED TASKS	FREQUENCY
<p>Clean and Disinfect Restrooms Restroom Fixtures: Clean and polish dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals and counter tops. Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. Restroom Mirrors: Polish all chrome and mirrors. Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products from customer inventory. Restroom Trash Removal: Empty trash cans, replace liners, spot clean receptacles as needed and take trash to designated area.</p>	5x per week



Our Mother of Consolation Parish School Daily COVID-19 Screening Form

Parents are primarily responsible for monitoring the health of their children.

This form **MUST** be completed each morning before your child arrives at school. It must be brought to school and presented to a staff member for a student be admitted to the school building. Students, whose parents do not complete the form, will not be admitted to school.

Any student with a temperature of 100.0 F or above or has answered YES to any question below will **NOT** be admitted to school.

Student's Name: _____ Grade: _____

Temperature of student before leaving for school: _____ Date: _____

The following questions **MUST** be answered by the parent/legal guardian of student.

- YES NO Is your child or anyone in your household experiencing symptoms of COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, cough, fever, loss of taste, or trouble breathing?
- YES NO Did your child take any medications to lower a fever in the past 24 hours?
- YES NO Has your child been in close contact (within 6 feet for 10 minutes or more) with anyone who tested positive for COVID-19 in the past 14 days?
- YES NO In the past 14 days, has your child traveled to any of the states upon return from which the Pennsylvania Department of Health recommends a quarantine of 14 days? See current list of states: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

I acknowledge that the above information is true and correct to the best of my knowledge. I understand that these questions are intended to reduce the potential of, but cannot eliminate, exposure to COVID-19.

Signature of Person completing form: _____

Print Name of person completing form: _____

Relationship to student: _____

Contact phone number: _____

Contact email: _____

For Office Use Only

Initialed by school staff: _____

Date: _____

Student Release, Waiver of Liability, and Indemnity

The novel coronavirus, COVID-19, is highly infectious and has been declared by the World Health Organization to be a global pandemic. In order to resume school activities, _____ (“School”) has established new rules and precautions to reduce the spread of COVID-19 at School. Even with implementation of these new rules and precautions, the School cannot guarantee that your child or anyone else, including family members, will not be exposed to or become infected with COVID-19.

I acknowledge the contagious nature of COVID-19, and the inherent risks of exposure to those who may be infected with COVID-19 and that COVID-19 infections have been confirmed throughout the United States, including cases in the City of Philadelphia/County of _____, as well throughout the Commonwealth of Pennsylvania.

I voluntarily assume the risk that I/my child/my household members may be exposed to or infected by COVID-19 as a result of or in connection with my child’s attendance at school and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even death.

I acknowledge that the CDC and state and local public health authorities continue to recommend social distancing, cloth face coverings, and other protective measures to prevent the spread of COVID-19, which may be updated at any time. I understand that the School has therefore put in place new rules and precautions in order to mitigate the spread of COVID-19, which may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I/my child/my household members agree to comply with such rules and precautions which may include, but are not limited to, wearing a face covering, hand washing, hand sanitizing, and social distancing.

I understand and acknowledge that the risk of I/my child/a household member becoming exposed to or infected by COVID-19 as a result of or in connection with my child’s attendance at school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, clergy; school staff; volunteers; students; and other parish, school, or archdiocesan workers, including their families. I recognize that the School cannot limit all potential sources of COVID-19 infection and due to the nature of the infection, cannot guarantee that I/my child/a household member will not become infected with COVID-19. I understand that a school environment with young children could create challenges with social distancing such that social distancing of 6 feet per person among students and staff in a school setting may not always be possible.

I acknowledge that, by sending my child to school, I am/my child/a household member is increasing risk of exposure to COVID-19. I voluntarily assume full responsibility for any and all risks of illness or injury associated with my/my child’s/my household members exposure to COVID-19.

In consideration for providing my child the opportunity to attend school, both my child and I voluntarily agree to release and agree to hold School (and its associated parishes), the Archbishop of Philadelphia, and the Archdiocese of Philadelphia, and their respective clergy, employees and volunteers (collectively, the “Indemnitees”) harmless from, and waive on behalf of myself/my child, my heirs, and any personal representatives, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself/my child that may be caused by any act, or failure to act of the Indemnitees, or that may otherwise arise in any way, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities, to the fullest extent allowed by law.

I understand that this release discharges the Indemnitees from any liability or claim that I/my child, my heirs, or any personal representatives may have against Indemnitees with respect to any bodily injury, illness, death, or medical treatment that may arise from, or in connection to, my child’s attendance at school, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities.

I certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the student named below.

By acknowledgement and acceptance of the School’s handbook (including any addenda thereto), I acknowledge that I have read this Student Release, Waiver of Liability and Indemnity and fully understand its terms.

STUDENT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____