



Saint Joseph Regional School  
92 Wilson Street  
Keene, NH 03431  
Phone 603/352-2720  
Fax 603/358-5465  
www.stjosephkeene.org

Pre K-Grade 8

Our Lady of Mercy Academy  
161 Main Street  
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Phone 603/352-2720  
Fax 603/358-5465  
www.mercyacademykeene.org

Grades 9-12



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## THE SAINT JOSEPH REGIONAL SCHOOL & OUR LADY OF MERCY ACADEMY RETURN TO SCHOOL PLAN

The following plan for a return to school for all students of Saint Joseph Regional School and Our Lady of Mercy Academy is crafted from the Diocese of Manchester's Reopening Guidelines; the New Hampshire Department of Education's K-12 Back to School Program; the CDC guidelines and considerations for returning to school; and interviews and discussions with medical personnel, other principals, the superintendent, faculty and parents. In consideration of our plan, we have focused on the health, safety, and wellness of all students, families and faculty while we develop a nurturing environment that continues to offer a robust education that continues to promote kindness, individuality and responsibility. It is important to note that this plan may be modified and will be informed by real-time information as well as individual student, family, and faculty needs.

### GENERAL GUIDELINES FOR ATTENDING SCHOOL

#### **STAYING HOME IF SICK**

Faculty and students must stay at home and not report to school if they are sick or not feeling well. It is important that parents and faculty are communicative and working toward the greater good of keeping our school healthy and safe.

Faculty and Students must stay at home if they have any of the following symptoms:

- Have a fever or feel feverish in the last 72 hours, including chills or shaking
- Experiencing any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea.
- Changes in sense of taste or smell
- Temperature of 100 degrees or higher
- Sudden onset of respiratory symptoms such as cough or shortness of breath

Parents must call the office and notify the school about any student absences and give the reason for the absence. If a faculty member or student gets sick or is not feeling well at school, they must notify Kate Pratt, our designated contact person, in the front office and leave the building immediately. If they are not able to leave the building immediately due to their condition or lack of transportation, they will then be directed to our designated isolation area. Substitutes and aides will be available for faculty, and remote learning will be available for students.



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## **HEALTH SCREENINGS**

A health survey must be completed before the first day of school for each student and faculty member. Parents and staff will be asked regularly if there are any changes each day at the beginning of each day of school. If a student or faculty member has a temperature of 100 degrees or over, they will stay home. Temperatures will be taken daily with a no-contact thermometer as students and faculty enter the building.

The initial screening survey will require staff and parents to answer the following questions in advance of entering the building on the first day of school and asked to confirm there are no changes daily:

1. Have they been in close contact with a confirmed case of COVID-19 in the last 2 weeks? Close contact would include having a household member with a confirmed case.
2. Have they been in close contact with anyone who has exhibited any of the following symptoms in the last two weeks: fever, runny nose (outside of allergies), sore throat, new onset of cough, shortness of breath (unless known medical condition such as COPD, CHF, or other pre-existing condition), flu-like symptoms, new muscle aches or pains, chills, nausea, diarrhea, headache, or severe fatigue without apparent cause?
3. Have they had a fever or felt feverish in the last 72 hours, including chills or shaking?
4. Outside of seasonal allergies or chronic illness, are they experiencing any new respiratory symptoms including a runny nose, sore throat, new onset of cough, or shortness of breath?
5. Are they experiencing any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea?
6. Have they experienced any change in their sense of taste or smell?

## **WHEN NOT PERMITTED TO ENTER THE BUILDING**

If a student or faculty member has a temperature 100 degrees or higher or note a change in one of the screening questions, they are not permitted to enter any of the school buildings.

If a student or staff member is not permitted in the building, Kate Pratt, in the office, will contact the staff member or parents for further discussion. If, based on the screening and discussion, the employee or student is not allowed to return to the building, options will be discussed with the employee or the parents of the student and any recommended actions will be documented. These actions may include, but are not limited to the following:

- Quarantining at home for 14 days. (If faculty or students are quarantined, accommodations will be made for remote instruction and learning if they are well enough to work/learn at home.)
- Seeing a doctor.
- Going to the hospital.
- Obtaining a COVID-19 test.
- Checking back in every 2-3 days.

If a student or faculty member was quarantined due to a positive COVID-19 test, we will require documentation from a primary care physician in order to clear the individual to return to work/school.



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## **PODS**

All students will be a part of a pod (cohort of students) throughout the day. Each pod will be that student's particular grade. Students will not be a part of two pods. Some classrooms may be divided for homerooms and other classes such as in 4<sup>th</sup> grade and the middle school, but all of the students in each grade will be part of their entire grade's pod for distancing considerations. All high schoolers, if the population remains under 30 to begin school, will be part of the high school pod.

As we will continue to offer advanced and challenging educational opportunities for students, we will be exploring other individualized options. Students in the middle school that need to be placed in an advanced or remedial class will be scheduled on an individual basis.

If someone tests positive for COVID-19, the institution of pods will help us and health investigators trace the source and spread of the virus. In the event of a positive test, we will be able to quarantine a pod for a specific amount of time until tests can be administered for all of those within the pod.

## **FACE COVERINGS & SOCIAL DISTANCING**

All faculty will wear reusable/washable cloth face coverings over their nose and mouth to help prevent the spread of COVID-19. A cloth face covering will be worn when in close contact with other employees and students and whenever social distancing is difficult. Faculty, when properly social distanced, may use a transparent face shield when lecturing or teaching from a safe distance.

All adults and parents must wear a cloth face covering over their nose and mouth upon entering the building. Visitors will be limited to the office unless otherwise directed.

All students will be required to wear a face covering upon entering the building and throughout much of the day.

- Students in Preschool, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade will wear face shields in lieu of a cloth face covering.
- Students in grades 3-10 will wear cloth face coverings over their nose and mouth throughout the day.

Because students will be wearing face coverings throughout the day, there will be scheduled "mask breaks" when students can be safely socially distanced within their pods. Students in Preschool-4<sup>th</sup> grade will be given extra recess time each day while the weather is nice, and there will be a second physical education class scheduled. Students in middle school will also be given scheduled "mask breaks" outside with their pod twice a day while the weather is nice. Students will not be required to wear masks or shields when outside for recess or physical education or during lunch.

All upstairs rooms at SJRS (where students will be wearing cloth masks) will be air-conditioned as needed. Rooms at OLMA also have air-conditioning.

Disposable face coverings will be available while supplies last.

Students' desks and seats will be spaced 6 feet apart where possible and at least 4 feet apart when not.



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## **SANITIZING AND CLEANING AND SUPPLIES**

Hand sanitizer will be available at every entrance to both schools and every entrance to each room inside both schools. Students that are changing classes (mostly middle schoolers and high schoolers) will sanitize their hands upon entering a new classroom, take a provided disposable cleansing towelette and wipe down their assigned desk.

Bathrooms and other common surfaces such as door knobs and hand rails will be cleaned and sanitized by cleaning staff throughout the day. We have removed rugs and other items from classrooms that cannot be easily sanitized on a regular basis.

We have purchased infrared thermometers, disposable face masks and face shields, disinfectant wipes, gloves, air conditioners (to limit the use of fans) and air purifiers. We have also purchased three hydrostatic cleaning machines for use throughout the schools.

## **DAILY ARRIVAL GUIDELINES**

First and foremost: Please take your student's temperature every day before coming to school. A temperature of 100 or over: the student must remain at home. Pre-screening at home will save everyone a lot of time each morning.

Due to the added considerations and screening process for the beginning of each day, students will have specific timeframes to arrive at school when not using Childcare (more information on Childcare below). We will utilize three entrances to allow for adequate screening and more reasonable traffic patterns each morning.

Students in middle school will arrive at school between 8:00 and 8:25 for an 8:30 start time. Upon having their temperature taken and screened, they will proceed directly to their homeroom. They will not go to Childcare, nor the playground, to wait until 8:15 like in previous years.

Students in elementary school will arrive at school between 8:25 and 8:45 for an 8:50 start time. Upon having their temperature taken and screened, they will proceed directly to their homeroom. They will not go to Childcare to wait until 8:30 like in previous years.

Parents that have students in both elementary and middle school will be able to drop their elementary school student off at the same time as their middle schooler. Upon entering, their elementary school student will proceed to their pod's designated area for Childcare (to be determined) until 8:25 when they may proceed to their homeroom.

High school students may enter Our Lady of Mercy Academy using the Garden Entrance at any time between 7:45 and 8:10.

Designated entrances for pods/grades will be determined before the beginning of school and all parents and faculty will be informed. To make matters easier, we will provide a list of entrances with students' names. The reason for designated entrances is to attempt to ease the drop off traffic and time needed to screen each student.



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## **DAILY DEPARTURE GUIDELINES FOR SAINT JOSEPH REGIONAL SCHOOL**

We will continue to provide a rides line dismissal as in previous years. Pods will be staggered upon exiting the building and will remain in their specific rides line until picked up. Parents or grandparents who are parking in the church parking lot and walking over to retrieve their child must be masked, as they will be interacting directly with faculty and other students. Students will proceed to their cars during rides line as normal.

## **HOLY MASS, COMMON AREAS, AND SPECIALS**

We will continue to hold weekly Mass on Fridays, however, we will be limiting the participation and attendance to the older students. Parents of students are welcome to attend Mass and follow the St. Bernard COVID-19 requirements, however it will not be a public Mass, but only celebrated for the students and schools.

We will continue to offer all of our Specials for elementary and middle school students. Specials Teachers will visit Pre-K to Grade 2 classrooms when possible, rather than have those classes visit the Specials' rooms. Physical Education classes will be held outside when possible, and students will always be attending with their pods. We will continue to offer Music classes as well, but students will be in masks or face shields when singing. Pods will also be divided in half for many Specials classes when spacing is an issue. Common areas when used by Specials, and previous cafeteria areas will be sanitized between uses by our janitorial staff. Lunches will be eaten in their homerooms.



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## **SJRS AFTER SCHOOL CHILDCARE**

All guidelines and rules listed above will also be applied to Childcare. Staff will be required to wear face masks. However, because of the previous mixing of grades and pods during Childcare, we have had to overhaul much of the process:

### **PARENTS:**

- Parents must register their children at least 10 days in advance of using Childcare (using a Google Form that will be provided) as we will need to increase our staff exponentially depending on the number of students.
- Parents are responsible for signing their child out at each pod's designated location.
- Parents must wear masks in the building during pick-up time.
- Families will need to keep their payments for child care up to date in order to use the services.
- The hourly rate for Childcare will be increasing in order to offset the cost of more staff and cleaning supplies needed in order to offer the program.

### **STUDENTS:**

- Snacks will still be provided to children in separate baggies and distributed to each of their designated locations. Parents are also allowed to send their children in with their own afternoon snack if that makes them more comfortable.
- Students will be allowed to remove their masks outside, as each location (blacktop, playground, and field) will house only one pod at a time.
- Students are required to bring their own toys from home to play with during Childcare. Toys should be a small activity that can be played within their own space. Gameboys and other electronic games are allowed, but may not connect to the internet.
- If a younger student has an accident, parents will be called and asked to pick up their child as soon as possible as staff members will not be assisting in changing students' clothing.

### **DESIGNATED LOCATIONS:**

- Preschool Room will be used to house Childcare preschoolers and will be run by Mrs. Smith. Students will need face shields if adequate distancing is not possible.
- Kindergarten Room will be used to house Childcare kindergartners and will be run by Miss Reekie. Students will need face shields if adequate distancing is not possible.
- 1<sup>st</sup> & 2<sup>nd</sup> Grade will be housed in the Music room at separated and distanced desks and floor space. Students will need face shields if adequate distancing is not possible.
- 3<sup>rd</sup> & 4<sup>th</sup> will be housed in the cafeteria outside of the Childcare room. Students will be seated at distanced places using taped-off squares to encourage distancing. Students will be required to wear masks if adequate distancing is not possible.
- 5<sup>th</sup>-8<sup>th</sup> will be housed in the cafeteria outside of the bathrooms. Students will be seated at distanced places using taped-off squares to denote distancing. Students will be required to wear masks if adequate distancing is not possible.



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### **REMOTE INSTRUCTION**

Each classroom will have a tablet or computer that will be programmed for a Zoom or GoToMeeting throughout the day. Teachers will continue to maintain a Google Classroom that will be linked seamlessly with Renweb and provide classwork and updates for remote learners. Remote learners could consist of those students who are required to be out because of one of the symptoms listed in the screening portion of this plan or families that are self-quarantining because of a family member with a compromised immune system or other health reason. Students who are out sick will not be required to attend the virtual classroom, but will always be able to find missed work on Google Classroom.

If the entire school needs to transition to remote instruction again, as we did in the Spring, this process will be more seamless and easier for students and faculty to make the transition. We will continue to use Google Meet, Zoom, and Go To Meeting for any faculty and student meetings needed where social distancing is difficult, or during a transition to remote instruction.

### **TRAINING, MONITORING, AND COMMUNICATION**

Prior to the implementation of this plan, faculty will be trained on site specific best practices as well as the proper care of face shields and cloth masks and proper sanitation so they can train students. The Diocese of Manchester will also be providing professional development for all faculty leading up to the first day of school.

Our administrative staff and faculty will continue to monitor, discuss, and modify this plan as the need arises and on an ongoing basis throughout the school year. Our staff will be in regular communication with any changes or modifications that need to be made.

Our original designated taskforce volunteers will also meet bi-weekly to assess and monitor this plan.

During the school year, all parents and students will receive weekly communication from the school in the form of a newsletter, as well as weekly updates concerning the effectiveness of this plan and any modifications or changes that need to be made.

### **VISITORS AND PARENTS**

All visitors (non-students and staff) must wear a mask upon entering and exiting the building, and during their visit to Saint Joseph Regional School and Our Lady of Mercy Academy. Visitors and parents must enter through the main entrance of each school and immediately proceed to the office after being buzzed in. Parents and visitors will not be permitted to walk through the building without direction / a visitor pass from the office.

All entrances, stairwells, hallways, and rooms will be appropriately signed with instructions and guidance for proper sanitation and mask requirements for all visitors and non-visitors.