



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

Back to School Plan - Fall 2020

KEY CONTACTS

Fr. Ed Anderson, Pastor
715-736-3102
fatheredanderson@gmail.com

Jerry Van Dyke, Principal
715-736-3100
j.vandyke@sjsricelake.org

Aaron Hendricks, Business Manager
715-736-3101
aaron.hendricks09@gmail.com

➔ This plan was created with the use of and in consultation with:

- [Wisconsin Department of Public Instruction: School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit](#)
- [Diocese of Superior - Office of Schools](#)
- [Barron County Public Health](#)
- [CDC guidelines](#)
- [Staff of Saint Joseph School](#)

➔ At this time Saint Joseph School is planning for a full day - five days a week in school learning. As new information is presented, modifications to our learning structure will be considered which may include distance learning. **Per orders from the State of Wisconsin, face masks are required to be worn while in the building.** We will give each student two face masks and ensure they know how to use it.

This document should be viewed as a working document and will be updated based on new information, actual happenings, and new recommendations / guidelines as information and knowledge changes.



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

14 - POINT PLAN

Through this process we have developed a 14-point plan for Saint Joseph School.

1. Social & Physical Distancing and Building Usage
2. Limit Symptomatic and Asymptomatic Spread and Exclusion Criteria
3. Personal Protective Equipment for School Staff and Hygiene Measures
4. Cleaning & Disinfection Measures and maintaining a Healthy Environment
5. Health Office Management
6. Communicate Behavioral Expectations
7. Academics
8. Early Childhood
9. Responsive Classroom
10. School Kitchen and Hot Lunch Program
11. Athletics
12. Technology
13. Recess
14. Field Trips



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

1 - SOCIAL AND PHYSICAL DISTANCING & BUILDING USAGE

We will be limiting access to the school to only staff and students and essential visitors.

Essential visitors will be determined on an individual basis.

- This may include service and repair personnel, health and medical officials, police, EMS, and fire department officials and others as deemed appropriate by the principal.
- This does not include general visitors, birthday celebrations, lunch visitors, classroom visitors.
- Essential visitors are to approach the main doors of the school and ring the bell for service by the office staff at the door. If a visitor is allowed into the office, they will not be allowed in any other part of the school.

Pick up and Drop Off Procedures

Several Entrances will be used for students to enter and depart from the building at the beginning and end of the day. Entry and exit times will be staggered to prevent crowding in the hallways.

- 3K , 4K, Kindergarten and 2nd Grades will use Door E
 - 1st, 3rd, 4th, and 8th Grades will use Door C
 - 5th, 6th, and 7th Grades will use Door D
- **Parent Drop Offs before school should be on Marshall Street**
- **Bus AM Drop Offs and PM Pickups will be on Marshall Street**

Signs and Building Usage

Signs will be displayed around the interior and exterior of the building to mark the floors to support social distancing

- Locker access times will be staggered to allow for social distancing.
- The schedule is modified to limit the number of students in the hallways between classes.
- Teachers are maximizing classroom space.
 - Classrooms are cleared of as much furniture as possible.
 - We are expanding into additional spaces to allow for activities and instruction to proceed.
 - Classroom surfaces will stay as clear as possible. Storage space will be maximized.
 - Classroom equipment, materials, and supplies should be necessary and NOT



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

decorative.

- Soft items like bean bag chairs, pillows, stuffed animals, etc., are difficult to disinfect and will be limited in classrooms.
- Any shared items will be disinfected after each use. This includes pencils, markers, toys, gym equipment, etc.
- Students will be assigned a seat in a classroom and remain in that seat while in that classroom.
- We will limit sharing of supplies and materials.
- All staff will assist with cleaning and disinfecting/sanitizing throughout the day.
- We will review and revise the schedule to limit the number of students in the hallways at any given time.
- Additional Lunch periods will be added to ensure social distancing.
- The Locker Rooms in the gym will not be used. PE activities will be limited to follow health department guidelines.

2 - LIMIT SYMPTOMATIC AND ASYMPTOMATIC SPREAD AND EXCLUSION CRITERIA

Masks – At the time of the writing of this document, masks will be required for staff members and students indoors and when physical distancing is not possible.

Process for families in the event of a positive COVID-19 Case:

When monitoring their children's health before sending them to school, families and staff are asked to follow the CDC Symptom Screener

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Families and staff are asked to follow the Important Procedures for Confirmed Cases or Suspected Exposure to COVID-19 <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>

The school will report numbers of absences and symptoms to Barron County on a daily basis. We will follow health guidelines to the best of our ability.

If Illness during the School Day:

- If a student has symptoms of COVID or other respiratory illness, they will be separated from other students and staff.
- Parents will be called and will be expected to come get their child from school within 30 minutes.
- Students exhibiting symptoms will be excluded from school for 72 hours or until cleared by a medical doctor. The school will maintain confidentiality for all students, families, and staff.



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

If illness prior to the school day start:

- Call or email the school office to report an absent 715-234-7721 or j.mazourek@sjsricelake.org
- Absent reporting can be for illness, appointments, isolation/quarantine needs, etc.

Other mitigation tactics:

The school will limit the need for students to directly touch items:

- Teachers will open and close classroom doors
- Other interior doors around the building will be propped open.
- Teachers will turn on and off the classroom lights
- Students will not be able to use school phones. Any calls home will be done by a staff member or under the supervision of a staff member if a student uses a cell phone.

3 - PERSONAL PROTECTIVE EQUIPMENT AND HYGIENE MEASURES FOR STUDENTS AND SCHOOL STAFF

Per orders from the State of Wisconsin, face masks are required to be worn while in the building. We will give each student two face masks and ensure they know how to properly wear it.

- School visitors will be required to wear a face mask.
- Hand sanitizer will be available in each classroom and at each doorway in the school.
- Contact free washing with soap and water is available in the restrooms.
- Students will be regularly washing their hands with soap and water. Students will wash their hands any time they enter the building and several times during the day.
- Bathrooms will be marked to ensure social distancing and limit the number of individuals using the bathroom at any given time.
- The school will maintain appropriate PPE supplies.
- Equipment will be washed, disinfected/sanitized frequently.



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

4 - CLEANING / DISINFECTION MEASURES AND MAINTAINING A HEALTHY ENVIRONMENT

Common touch areas will be cleaned throughout the day. The school has purchased additional cleaning equipment and materials.

- Hand Sanitizing stations are in each classroom. Contact free washing with soap and water is available in the restrooms.
- Drinking fountains will not be used for drinking. Water Bottle fillers are available. Students will be encouraged to bring in a water bottle of appropriate size. Glass water bottles are prohibited.
- Filters in our HVAC system have been upgraded to the recommended MERV 13 filters.
- Ventilation systems will be set to maximize the amount of outside air brought into the building.

5 - SCHOOL OFFICE MANAGEMENT

Congestion in the School Office will be reduced as well as surface areas disinfected / sanitized multiple times during the day.

- Teachers will be supplied with basic first aid needs, such as band-aids, to minimize student visits to the Health/School office.
- All substitute teachers will be trained on the safety guidelines. The school will also try to cover internally for a sub need before calling from the sub list. Specialists may be used as internal subs.
- Staff will wear face mask / shield and gloves when working with a student in the Office.
- Staff will be required to call the school office before sending students for office support and/or health needs.

6 - COMMUNICATION

The School will communicate our plans directly with parents via email. General information will also be communicated on our website as needed. We will work to keep our plans updated based on current knowledge, needs, guidance, and recommendations. The plan will be updated or modified as needed.

7 - ACADEMIC

Teachers will be reviewing their instructional practices.

- Reviewing
 - Homework
 - Class time structure
 - Lesson presentation



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

- Class work time
- “Flipped Classroom” model
- Online Content

Instructional content will be available online through the class Google Meets, Sycamore, Moby Max and other platforms in order to limit instructional materials needed to travel between home and school.

Grading:

The school will follow our normal grading policy and procedures. Accommodations will be made on an individual basis due to circumstances.

- Quarantined students will continue to be engaged in learning via online resources.
- Ill students' needs will be accommodated on a case by case basis.

Specialists

We are reviewing what Specialists' classes will look like.

- Music Classes will focus on music history and appreciation, instruction in rhythm. Singing and recorder playing will not be part of the music curriculum at the beginning of the school year.
- Phy Ed classes will be held outside as much as possible and will include activities that limit or eliminate contact.

All above points will allow for at home learning if a student / family needs to be home. Additional steps for at home learning will be taken to include a student in regularly scheduled class periods such as Google Meets and other online meeting platforms.

8 - PRE-K

Preschool classrooms will do the following:

- Toys will be disinfected after each time played with.
- Classrooms will limit the number of toys available to be played with.
- Classrooms should use hard surface bins for ease of cleaning.
- Children will be taught to put toys on carts after use.
- Dress up areas are to be available to children, however, objects will be required to be disinfected after use.
- Student rest blankets will be sent home to be washed weekly. These items will be stored in plastic bags in student lockers.
- Not all centers / toys need to be available daily. Teachers will need to rotate items regularly to give students access to a variety of activities.
- Books which are part of the classroom library will be rotated daily. (i.e. Monday bin, Tuesday bin...etc.)



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

9 - RESPONSIVE CLASSROOM

Staff will receive additional training on [Trauma Sensitive Classrooms](#). Teachers are reviewing Responsive procedures in order to best meet the specific learning needs of each student.

10 - SCHOOL KITCHEN AND HOT LUNCH PROGRAM

Hot lunch will continue to be offered with new serving procedures. Students will be served all lunch items that are offered to limit individual contact with food. The lunch schedule will be changed to have fewer students in the lunchroom at a time.

- Access to the kitchen will be limited to only the cooks while food is being prepared and served.
- No lunchtime visitors will be allowed.
- Students will be spaced out to allow for social distancing.
- Cleaning and disinfecting/sanitizing will be done between each lunch period.
- Kitchen staff will wear facemasks while serving.
- No outside whole class/group food will be allowed to be brought into the school for classroom / student celebrations.
- No sharing of food will be allowed.
- Students may continue to bring in their own cold lunch. Please reference our lunch policy for what students can bring/not bring.
- Students may continue to bring in their own snacks. Please reference our snack policy for what students can bring/not bring.

11 - ATHLETICS

There will be no interscholastic Athletics for the Fall 2020 seasons.

12 - TECHNOLOGY

Classrooms will be arranged to take best advantage of technology use. Teachers will inform parents and students and demonstrate the use of online platforms at the beginning of the school year.



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

13 - RECESS

With added lunch sections, there will be added recess sections. This will limit the number of students outside.

- Playground apparatus and equipment will be cleaned and sanitized after recess.
- Students will wash or sanitize hands after recess.

14 - FIELD TRIPS

Each field trip will be assessed individually. As we assess each field trip, the school will consider the following factors:

- Is the site still open?
- What is the bus capacity?
- What are the additional costs?

Important Procedures for Confirmed Cases or Suspected Exposure to COVID-19:

If a staff member or student tests positive for COVID-19, please contact Saint Joseph School as soon as possible.

Barron County Public Health (as a response to your positive test) will contact that person and conduct interviews to determine contact tracing. It is important to find out which people the infected person came into close contact with during specific times in the disease stage. **“Close contact”** is defined as being within 6 feet or less for 15 minutes or more with an infected person.

Saint Joseph School staff and students do not have to report to Barron County nor Saint Joseph School unless they test positive or had close contact with a person with a confirmed case. Only close contact with a person who tests positive for COVID -19 meets the reporting and self-quarantine threshold. A person who comes into close contact with another person who had close contact (two degrees of separation) with a confirmed case does not require reporting. However, we encourage you to still contact Saint Joseph School as a “heads up” and to have a discussion about the specifics of the situation so we can determine the best plan together.

Currently, Barron County Public Health in collaboration with Saint Joseph School will require staff or students with confirmed cases of COVID-19, or close contact with a person with a confirmed case of COVID-19 to self-quarantine for at least 14 days. The specific time frame would be communicated to the individual by a Barron County Public Health staff member depending on a number of factors including the last day of symptoms.



Principal - Jerry Van Dyke
j.vandyke@sjsricelake.org

School Office Administration - Julie Mazourek
j.mazourek@sjsricelake.org

Parish Administration Office
715-234-2032

We ask you to please be respectful of confidentiality and understanding of the laws and requirements regarding privacy and confidentiality. Barron County and Saint Joseph School must strike a balance of gathering the necessary information regarding close contact, disease transmission, and the privacy of our staff and students. Simply stated, please don't spread rumors. If you have questions or concerns, please contact Saint Joseph School to get the most reliable information.

Resources:

[Barron County COVID 19 Information](#)

[Wisconsin Department of Public Instruction: School Health Services Interim COVID-19 Infection](#)

[Control and Mitigation: Toolkit](#)

[Diocese of Superior - Office of Schools](#)

[Barron County Public Health](#)

[CDC guidelines](#)

[Staff of Saint Joseph School](#)