



OLA FALL 2020

REOPENING
PLAN



Principal's Message

OLA Families:

Few of us thought in March when we first had to close our school due to a virus threatening our community that I would be writing this letter in August about our plans to safely reopen the school. But we are here at this point, and COVID-19 continues to be a dominant force in our life.

We have spent the summer reading state and DESE directives, conferring with RCAB personnel and fellow school administrators, and redesigning the school day from the moment a student arrives to the moment he or she is dismissed. What follows is the OLA reopening plan, which we encourage you to read prior to the Parent Welcome Back Zooms this week. While we have made every effort to protect the students and staff against contracting the virus, the risk of exposure cannot be fully eliminated. However, I am confident that we will all work together to follow the new rules and guidelines and minimize the risk. Meanwhile, should the situation with COVID-19 change during the school year for better or worse, we are ready to adapt.

In making our plans and preparing the school, we have had two primary goals. The first is to follow the public health and safety measures provided by the state. The well-being of the students and staff is our highest priority. Nothing can come before that. The second goal is to energize, educate, and guide our kids on a daily basis despite new rules and ways of learning that may restrict how they move through their day.

We call on our community members to join us in following the words of the OLA school mission. We all must strive to set good examples for one another. We must be leaders by taking the necessary action to stop or limit the spread of the virus in our school. We must follow the path of Jesus and welcome His love as we make this journey together. And now, perhaps more than at any other moment in the school's history, we must all work together in order to achieve our goals for the students under these difficult circumstances.

I have missed the children more than you can imagine. I have missed their joy and their voices and the ways they constantly amaze me. I know I speak for the entire staff when I say that giving everything we have to meet the education challenges of the pandemic is a small price to pay to reopen open our school and see them again.

God bless.

Mrs. Donovan

2020 School Year



- **OLA Welcome Back Parent Meetings held via Zoom**
 - Preschool/PreK/Kindergarten Parent Meeting
 - Tuesday, August 18 at 6:00 p.m.
 - Grades 1 - 8 Parent Meeting
 - Wednesday, August 19 at 6:00 p.m.

- Parents will have the opportunity to meet the teachers via Zoom:
 - Monday, August 31 (Grades 5-8)
 - Tuesday, September 1 (Grades 1-4)
 - Wednesday, September 2 (Preschool, PreK and Kindergarten)
 - Zoom Invitations will be sent by the teachers.

- Wednesday, September 2: First Day of School (Grades 1-8 only)
- Wednesday, September 2 and Thursday, September 3 will be Early Dismissal days (Grades 1-8 only)
- School is closed Friday, September 4 and Labor Day, Monday, September 7.
- Tuesday, September 8 is the first full day for Grades 1 – 8 only.



2020 School Year - SFC

- **Preschool – Kindergarten Meet & Greet** will take place on the morning of Tuesday, September 8, outside weather permitting.
 - 8:15am-8:45am Preschool Meet and Greet
 - 9:00am-9:30am PreK Meet and Greet
 - 10:00am-10:30am Kindergarten Meet and Greet
- Wednesday, September 9 is the first full day for Preschool – Kindergarten.
- Opening school Mass will be conducted via livestream into the classrooms on Wednesday, September 9.

OLA Welcomes all Students Back for In-Person Learning



- We are excited to welcome back to our students by offering in-person learning.
- We will adhere to state recommendations in order to best ensure your child's well-being, including the practices of mask wearing, social distancing, and frequent hand-washing.
- Student life will be different, and parents should be preparing their children for new rules and procedures that they have not experienced before.
 - Physical distancing
 - Mask requirements
 - Correct handwashing
- We ask that all students who are sick, running a fever, or experiencing symptoms of illness please stay home.

OLA Welcomes all Students Back for In-Person Learning



Personal Belongings at School

- Due to the strict distancing guidelines of a minimum of three feet between students at all times, locker and cubby use by students is no longer feasible.
- We therefore ask that all students limit the personal belongings which they bring to school each day to only that which is absolutely necessary.
- Students will be discouraged from sharing personal items and school supplies during the day.
- Teachers will minimize the sharing of materials between students during lessons.

Lunch Program – Grades 1-8



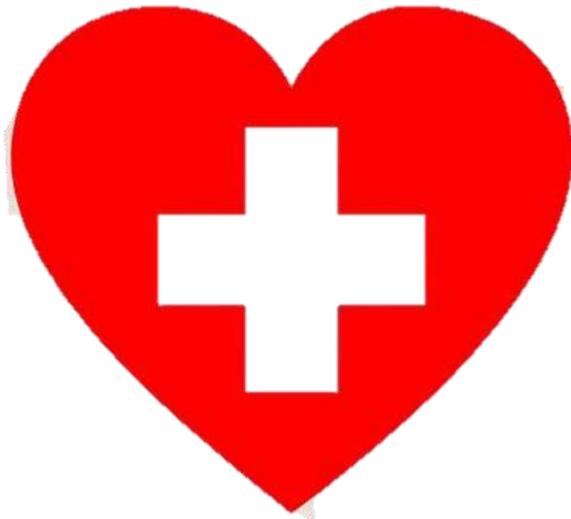
- Lunch will be eaten in the classrooms or outside weather pending. Boxed lunches will be available to purchase.
- **The lunch program will begin on Monday, September 21**
- OLA is a Nut Safe School – no nut products may be brought into school, so please check labels before packing snacks/lunch that you send in with your child. This includes no “may contain nuts” products allowed.
- The Milk Program **will not** be available until further notice.
- Each child should bring a water bottle which they can use at the bubbler “filling station.”
- **Please send personal hand sanitizer or wipes in lunch box.**
- **We recommend a vinyl seat cushion for outdoor lunches and extra outdoor time.**





Lunch in the SFC

- Lunch will be eaten in the classrooms.
- The Milk Program **will not** be available until further notice.
- Each child should bring a water bottle to school.
- Students are not allowed to share food.
- OLA is a Nut Safe School – no nut products may be brought into school, so please check labels before packing snacks/lunch that you send in with your child. This includes no “may contain nuts” products allowed.



New back to school updates:

- Air-purifiers in the classrooms
- Changed all air conditioner filters
- Motionless adapters for the bathroom faucets
- Bathrooms cleaned on an hourly basis
- Floor decals to remind student's of social-distancing
- Hand sanitizer stations
- Plexi panel dividers for desks
- 6' between chairs in classrooms
- Additional cleaning on Saturdays

Nurse's Office

- Additional 'care' room
- 7 Thermometer scans
- Masks and gloves
- Gowns

Remote and Hybrid Learning



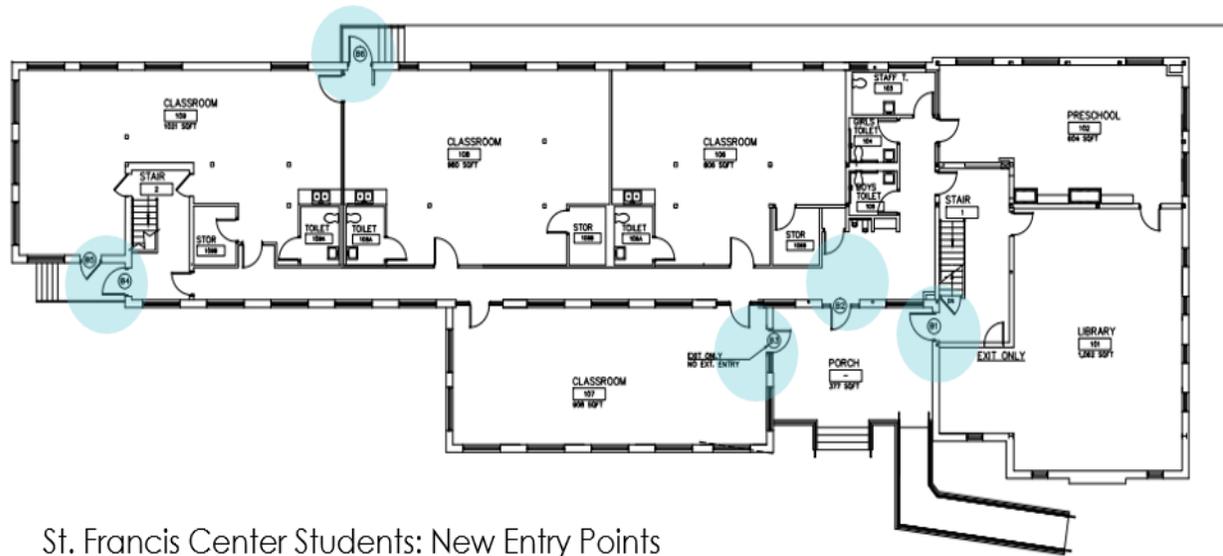
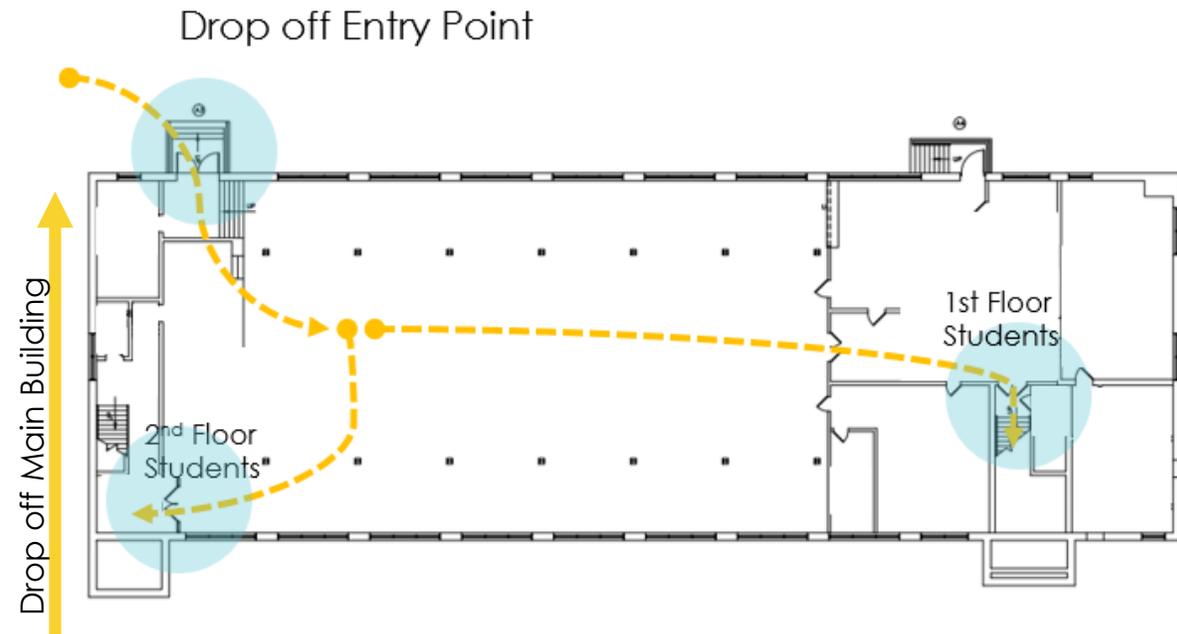
- OLA is providing an at-home learning option for students who cannot attend in-person school due to medical or emotional concerns.
- We have installed cameras in classrooms which will allow students to access a live-stream of the class and thus “attend” the class from home.
- Students who take advantage of this option will be responsible for paying attention to lectures and presentations, completing all class work, and taking all assessments.
- **During Zooms, remote learning students will be required to have his or her camera and microphone on, appear fully on camera, and be sitting up straight in a chair.**
- Remote learning students will be required to wear an OLA uniform top.
- OLA is also offering a “hybrid learning” option during which a student attends school on Tuesdays and Thursdays and learns from home on Mondays, Wednesdays, and Fridays.
- In-person rules will apply on Tuesdays and Thursdays and remote learning rules will apply on Mondays, Wednesdays, and Fridays.

New Technology: At Home and Remote



- OLA is pleased to announce a 1:1 Chromebook program for the 2020-21 school year for students in grades 4 through 8.
- **All parents of students in Grades 4-8 will be required to lease a Chromebook from OLA for the upcoming year due to security, licensing and MAP Testing requirements.**
- The in-school and take-home Chromebook program will provide students with access to the tools and resources they need while supporting all classroom and online instruction.
- Families will be charged \$75 via FACTS and must complete the Chromebook lease document.
- Students will receive their Chromebooks and all necessary instructions once they have arrived at school.
- Remote learners will be contacted for pick-up arrangements.

ARRIVING AND DISMISSING: ARRIVAL UPDATES



St. Francis Center Students: New Entry Points

- We will continue to offer early morning drop off for main building students between 6:45 and 7:15am. The cost is \$10 per student per day. Students will social distance in the cafeteria following markings on the floor.
- Main building drop offs between 7:15 and 7:30 a.m. will remain in the cafeteria with physical distancing following markings on the floor.
- Beginning at 7:30 all students will proceed to their homerooms. Downstairs students will use the office side stairs and upstairs students will use the church side stairs.
- Faculty will be positioned in the hallways and stairwells to encourage social distancing and mask wearing. Homeroom teachers will be present to receive students in their homerooms.
- **All late arrivals will use the cafeteria door.**
- Regular arrival at the St. Francis Center begins at 7:30am. Each age group will enter through a designated door in order to allow for social distancing at all times.

PARENTS ON CAMPUS

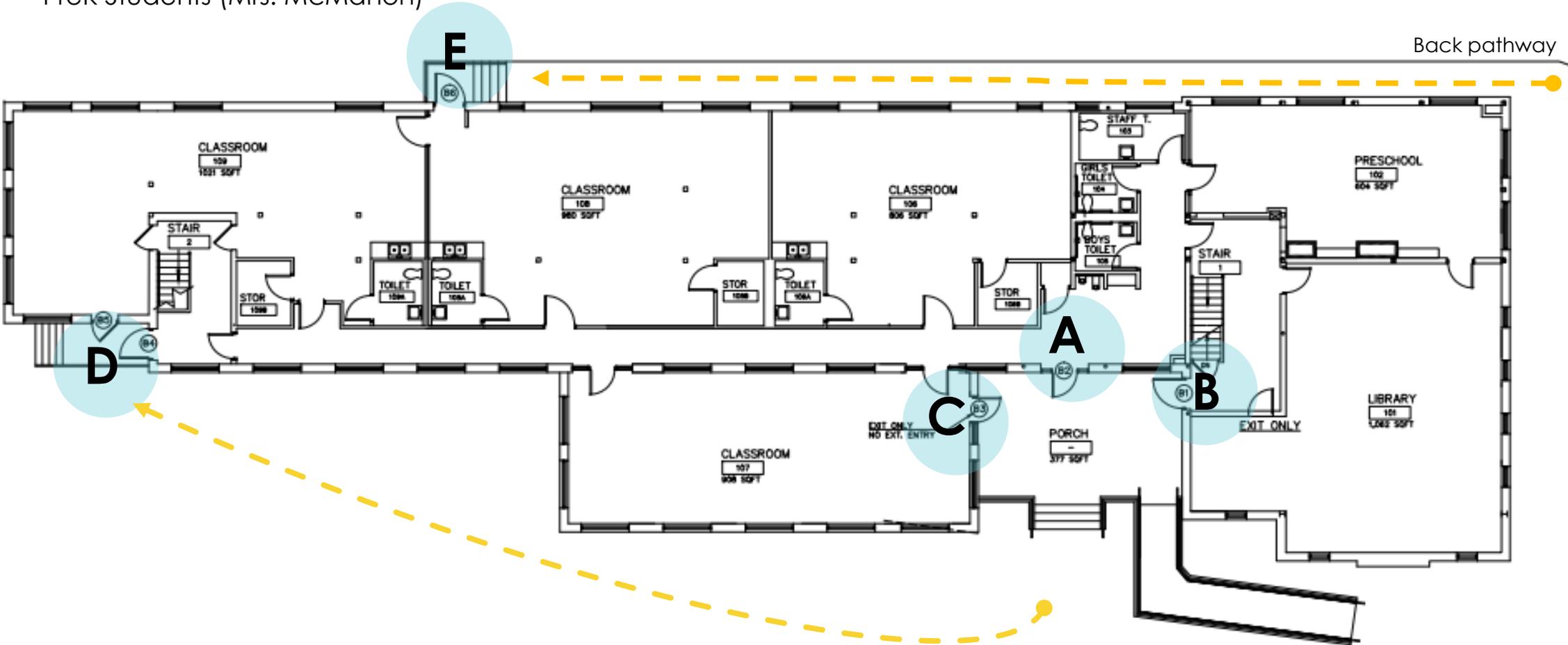


- Parents may enter the school building during the school day by appointment only.
- **All late arriving students (Grades 1-8) between 7:55 and 8:15 a.m. will enter through the cafeteria door.**
- Parents must notify the school if there is a drop off after 8:15 a.m. or early pickup for any reason. In the event of a drop off after 8:15, a staff member will receive the student at the steps outside the main entrance. In the event of an early pick up. A staff member will bring the student to the parent at the steps outside the main entrance.
- If a child forgets an item, there will be a drop off bin outside the main entrance for all lunches, books, and materials parents may want to bring to school.
- All parents on the school property – which includes Grove Street, the front Rectory parking lot, and the rear school parking lot **must wear masks at all time if out of their vehicles.**

St. Francis Center Students: New Entry Points

- Door A: Kindergarten Students (Ms. Towey)
- Door B: Kindergarten Students (Mrs. Elwell)
- Door C: Preschool Students (Ms. Grella)
- Door D: PreK Students (Ms. Mehos)
- Door E: PreK Students (Mrs. McMahon)

ARRIVAL UPDATES (SFC): Preschool/PreK/Kindergarten



ARRIVING AND DISMISSING: DISMISSAL UPDATES



- St. Francis Center dismissal will take place between 2:00 – 2:15 p.m. Teachers will stagger the dismissals every three minutes.
- First floor dismissal will take place from 2:30 -2:40 entirely in the back parking lot.
- Upstairs siblings of downstairs students will be dismissed to the back parking lot between 2:40-2:45.
- Second floor will be dismissed at 2:45 entirely to the front parking lot.
- We ask that all parents remain in their vehicles until the children emerge from the buildings as well as proceeding directly to their vehicles after picking up their child.
- All parents on the school property – which includes Grove Street, the front Rectory parking lot, and the rear school parking lot - must wear masks at all times if out of their vehicles.

MASKS AND SOCIAL DISTANCING



FACE MASK REQUIRED TO ENTER



- All students (Preschool – 8th Grade) must wear masks while entering and exiting the buildings and while in the hallways.
- It is mandatory that students in Grades 2 and up and all faculty and staff to wear masks throughout the day. It is recommended but not mandatory that Preschool, PreK, Kindergarten and Grade 1 students wear masks in the classrooms.
- Masks must be provided by the families. Frequent mask breaks will be scheduled for students.
- **There will be no exceptions to the mask wearing guidelines** for in-person learning students or hybrid students while in school Tuesdays and Thursdays.
- Students must maintain a distance of at least three feet and preferably six feet at all times.
- Students will be provided bathroom, handwashing, and mask breaks throughout the day.
- Mask breaks are possible when students can be six feet apart.

MASKS AND SOCIAL DISTANCING

WEARING A MASK



- Students may wear their mask of choice, however we require that it is appropriate for a Preschool-8th grade setting. Solid masks with no words or images are preferable. If a student arrives at OLA wearing a mask that is deemed inappropriate and does not follow OLA guidelines, the student will be given a disposable mask to wear for the day.
- Lanyards are recommended to attach to the mask to prevent the mask from falling on the ground.
- Please Note: Due to recent studies which call into question the effectiveness of a neck gaiter; gaiters and bandanas are no longer acceptable to be worn at school.
- There will be little or no mixing of student cohorts during the school day. This will require tightly scheduled hand-washing, water, bathroom, and mask breaks in order to maintain distance of a minimum of three feet at all times.
- Students will remain in one classroom for the day with the exception of outdoor class breaks, lunch and recess (weather permitting).
- Classrooms have been arranged so that desks are separate and facing forward with a six feet distance between each chair.

STUDENT WITH SYMPTOMS

Students who are experiencing COVID-19 related symptoms at home should never be sent to school.

Wellness Check Prior to Arriving at School

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills*
- Cough (not due to other known cause, such as chronic cough)*
- Difficulty breathing or shortness of breath*
- New loss of taste or smell*
- Sore throat*
- Headache when in combination with other symptoms*
- Muscle aches or body aches*
- Nausea, vomiting, or diarrhea*
- Fatigue, when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms*

The single most important thing to do if any of these symptoms are present is to **STAY HOME.**



STUDENTS WITH SYMPTOMS

(continued)



- Students who report feeling unwell during the school day will be taken to the nurse.
- If a student displays COVID-19 symptoms, he or she will then be moved to a COVID-19 related comfort space. The space will be separate from the nurse's office. Students of all ages will be required to wear a mask in the COVID-19 related comfort space.
- A family member must pick up their child under these conditions. The student will remain in the comfort space until they can be picked up by a family member.
- No Parents will enter the building to pick up a sick child. Students will be brought to the doors for pick up.
- In the event that your child needs to call into school sick, please notify your child's teacher via email if you plan to have your child zoom into the classroom. You must also call your child in sick to the Nurse's Office. No parent will pick up missed work from school.

School Closure



COVID-19 positive diagnosis among students or staff

In the event an OLA in-person or hybrid learning student or any staff member tests positive for COVID-19, we will close the school for two weeks.

- During the period of closure, all students will participate in remote learning.
- Although we are following a “cohort” model, we feel the community is small enough that this cautious approach is best.
- In the event of a positive diagnosis, the school nurse will work with the Lynnfield Department of Public Health in accordance with CDC guidelines.

In the event of a COVID-19 related closure mandated by the state, OLA will transition immediately to a full and rigorous schedule of classes via Zoom.

- The schedule will mirror the regular school day as much as possible, and it will include specials.
- To the extent that it is possible, teachers may teach the Zooms from their actual classrooms.

ParentsWeb/Family Portal

- All Grades 3-8 teachers, students, and parents will use the online Family Portal for classwork/homework.
- The Family Portal will provide easy access to homework and assessment notifications and a more seamless online interaction between teacher and learner or parent, as well as a simpler, “one stop shopping” experience for all.



TRAVEL

- OLA will follow any and all travel restrictions mandated issued by the state.
- It is a family's responsibility to report to the school any travel that may fall under Massachusetts travel restriction orders and to follow the testing requirements or mandatory quarantines that may apply before students return to school.



Extended Day Delayed

for Preschool and Pre-K (3 and 4 year-olds)

Due to strict guidelines issued by the Massachusetts Department of Early Education and Care, we will need to delay the opening of before and after school for Preschool and Pre-K.

- Children must remain with the same group each day and at all times while in care.
- Groups must not be combined at any time.
- The same staff must be assigned to the same group of children each day for the duration of the program session (if weekly or monthly) and at all times while in care.
- Staff must not float between groups either during the day or from day-to-day, unless needed to provide supervision of specialized activities.

The EEC guidelines are frequently updated. Once the guidelines allow for it, we will open up our after school and before school for Preschool and Pre-K.



- **OLA School Mission Statement**
 - Lead others by our examples
 - Inspire others by our activities
- Faithfully follow the path of our Lord Jesus Christ
- Each of us will work together to benefit all of us

- **The words of our mission statement are the essence of OLA reopening**
- **We ask our parents to support our efforts and work together to benefit all of us so we can safely educate our students.**
- It is important to note that plans are subject to change at any time before or during the school year based on state guidelines as we continue to monitor the safety of our students and faculty.