



COVID-19 School Re-Opening Overview Phase I: Summer 2020

The policies and procedures, stated in this overview, will be in place at St. Peter Academy for the months of July and August. These policies and procedures may be amended or extended, depending upon local mandates, guidance, and/or needs at that time. Parents, guardians, and families will be notified promptly of any changes. All families are asked to ensure that their contact information on file with the Main Office remains current. Thank you!

1. Daily Check-In

Children will be admitted to St. Peter Academy each weekday at their scheduled times (*See Section 2*) following a comprehensive pre-screening outside in the drop-off area on West Fourth Street. The City of Boston has approved six (6) parking spaces for us to reserve and utilize to support our school families. Parents/Guardians are asked to provide for enough time in the morning and afternoon to safely and appropriately meet the following necessary guidelines. No visitors, including parents or guardians, will be admitted into the building during the summer months.

As part of the check-in process, if any of the questions below are answered with a “yes” by the child or guardian, the child will not be allowed to enter the building. In the case of a child, they must return home with their parents or caregiver.

“Today, or in the past 24 hours, have you or any household members had any of the following symptoms?”

- Fever (temperature of 100.0 F or above), felt feverish, or had chills?
 - All children will be temperature checked by a touchless thermometer. If the temperature registers at 100 or above, the person will be rechecked with an alternative thermometer. If a second check registers at 100 or above, the child must return home with their parent/caregiver.
- Cough?
- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Fatigue? (Fatigue alone should not exclude a child from participation.)
- Unexplained headache?
- New loss of smell/taste?
- New muscle aches?
- Any other signs of illness?

Additionally, a visual health check will be performed to our staff and children before entering the building.

2. Changes to Daily Arrival / Pick-Up Times and Procedures

During the first phase of our school reopening, primarily the months of July and August, Hours will be 8 AM – 4:40 PM (Toddler) and 9 AM – 4 PM (“Urban Explorers” Summer Camp Programming), Monday through Friday.

Teachers and Staff will arrive at 7:45 AM to complete the above pre-screening process and ready for student arrival that begins at 8AM.

- a. Students will now **arrive** on a staggered basis, assigned by room, at the following times (Students should remain in their cars, in the reserved spaces, starting at the entrance to the school. Families that walk to school should remain at the visible markers outside.):
 - 8:00 Toddler Blue
 - 8:15 Toddler Transition
 - 8:30 Toddler Green
 - 9:00 Summer Program Students
- b. Students who **arrive late** beyond their scheduled times, will only be admitted at the second time listed below (Students should remain in their cars, in the reserved spaces, starting at the entrance to the school. Families that walk to school should remain at the visible markers outside.):
 - 9:15 Toddler Blue
 - 9:20 Toddler Transition
 - 9:25 Toddler Green
 - 9:30 Summer Program Students
- c. Students are to be **picked up** at the times listed below (children will be dismissed via the front door of the school, one at a time, to their respective parent or caregiver. Parents waiting for children should be on the respective markers, or at their car, to maintain social distancing. Please do not gather in groups.):
 - 4:00 Summer Program
 - 4:20 Toddler Blue
 - 4:30 Toddler Transition
 - 4:40 Toddler Green
- d. Late Student **Pick-Up**
Parents and Guardians are kindly asked to arrive during their scheduled times to maintain the health and safety of everyone, in addition to an organized dismissal process.
- e. Student arrival and drop-off at times that vary from the pre-determined schedule must be prearranged and approved.

3. Changes to staffing and room structure

All areas utilized by children this summer have been thoroughly cleaned, disinfected, and arranged to promote the health and safety of all students and staff. Floor markers to promote social distancing in line, in addition to the location of furniture and centers, have all been carefully arranged to ensure compliance with new guidelines. Students and staff will be provided with school-issued masks that will be clearly marked and utilized when social distancing cannot be accommodated inside. These masks will be considered part of the uniform and may be purchased for \$10 through the Main Office. We recommend that three (3) are purchased and that two (2) accompany the child into school with separate protective covers every day; this is to ensure the maximum amount of comfort for the child should it need to be changed.

Each Toddler classroom will have four (4) staff assigned to it; two (2) staff will be present with no more than eight (8) children to start. The other two (2) staff will be on “stand-by” should the active staff member(s) become sick or need to leave the room, while overseeing phones and messages, sanitizing and disinfecting rooms/supplies, collaborating on lesson planning, classroom management, student assessments and support, or other needs. The Summer Program will operate on a smaller, although similar, format with regards to staffing and student needs.