

2021-2022 Health Safety Protocols for the PREP Classroom

We will **NOT** be following the Palisades school district classroom policies.

The following protocols are in place for all SJB PREP Classes:

SETTING UP THE CLASSROOM

Catechists will need to arrive by 5:45pm to allow time to wipe down your student's desk surfaces and to prepare for the students arrival.

Overhead fans should be turned on and windows should be opened to allow for increased ventilation.

Classroom surfaces (doorknobs, desk tops, light switch) should be wiped down before and after each class. Sanitizing wipes will be provided as will a bottle of hand sanitizer for each classroom. Please be sure to place these in your PREP bin after class ends.

Student seating should be spaced 3ft. apart. If this requires moving the placement of desks be sure to make note (take a photo with your phone) of their original position so that we leave the classroom as we found it.

Upon entering the school the children will not gather in the gym but instead will be instructed to go directly to their classrooms.

CLASSROOM PROTOCOLS

1. **All students, teachers, and parents**, regardless of vaccination status, are required to wear a mask when entering the building.
2. The front entry door handles, the copy machine button keypad, and bathrooms will be sanitized (toilet handles, sink faucets/knobs, and stall door locks) before & after each session.
3. Each student will be given a folder, student textbook, and a "stocked" soft pencil case which incl. 3 sharpened pencils, 1 sharpener, 1 eraser, 1 small box of crayons, and a glue stick.
4. **NO COMMUNAL SUPPLIES ARE TO BE USED IN CLASS. Students are not to share supplies.**
5. Parents will be responsible to assure their child brings these supplies each week to class as well as a notebook.
6. For any student who comes to class not prepared, a note should be made on your class attendance sheet so that I may send the parent a "reminder" email.
7. Students are permitted to bring bottled water to class - no water fountain usage.

Parents will be instructed to keep their child home if they show even the mildest of symptoms of a cold, sore throat, etc. Our program's existing attendance policy has been suspended until this threat is over and our children are safe. Weekly attendance still needs to be taken and submitted to my office. The name of any student who has excessive, unexcused absences, and is not staying on task with their lesson work should be reported to the DRE.

DRE OFFICE MONITORING

- I will be monitoring the spread of the Delta variant in our area daily. And will communicate any changes with all Teachers and Parents as circumstances present themselves.
- Upon notice by either County and/or the Diocese, we will resume virtual teaching during any part of the year when it has been deemed *unsafe for the children to attend in-person class*.
- This also applies to the school building. If the headmaster of the school should inform me that there is a spike in cases within the school, we will suspend in-person classes.

Thank you,

Donna Sciacca, DRE