

**Holy Spirit School Re-Entry Communication Template**  
**Guiding Document to Communicate Schools Preparedness for Re-Entry**  
**To be shared with Senior Admin on or before August 26**  
**Reference: EICS 2020-2021 Re-Entry Handbook**



**Entry and Exit Points:**

September 1-4 Staggered Entry (Kindergarten to continue with their specific staggered entry)  
 September 8 - First Day of teaching for all staff members (all students)  
 Fluidity up to September 16 - Final Date to decide - In school - Online Learning  
 October 30 - Advise - November 6 Last day Online - November 16 Re-entry into school  
 January 22 - Advise - January 28 Last day Online - February 1 Re-entry into school

**For the safety and wellness of the school community, the following procedures will be in place in the school:**

**\*Staggered Entry Dates**

Our schools reopen to students on September 1st, 2020. However, to allow teachers to explain the new routines and health and safety measures to approximately 25% of students in smaller group settings, students will return using the following staggered re-entry schedule.

Date: September 1 Grade Levels 1-4 Surnames A-D #72 students	Date: September 2 Grade Levels 1-4 Surnames E-K #72 students
Date: September 3 Grade Levels 1-4 Surnames L-Q #66 students	Date: September 4 Grade Levels 1-4 Surnames R-Z #53 students

**\*Hand Hygiene (Entry, Classroom)**

1. Hand hygiene (sanitization) will be encouraged and built in each time a class enters a classroom/learning space, enters and exits the school, and before putting on a mask.
2. Hand hygiene (hand washing) will be encouraged before eating snacks, lunch and always, after bathroom use.
3. Guidelines for our Kids:
  1. Sanitize every time you enter and exit the building.
  2. Sanitize every time you enter a new classroom.
  3. Sanitize before putting on your mask.
  4. Wash with soap and water before and after eating.
  5. Wash with soap and water after using the bathroom.

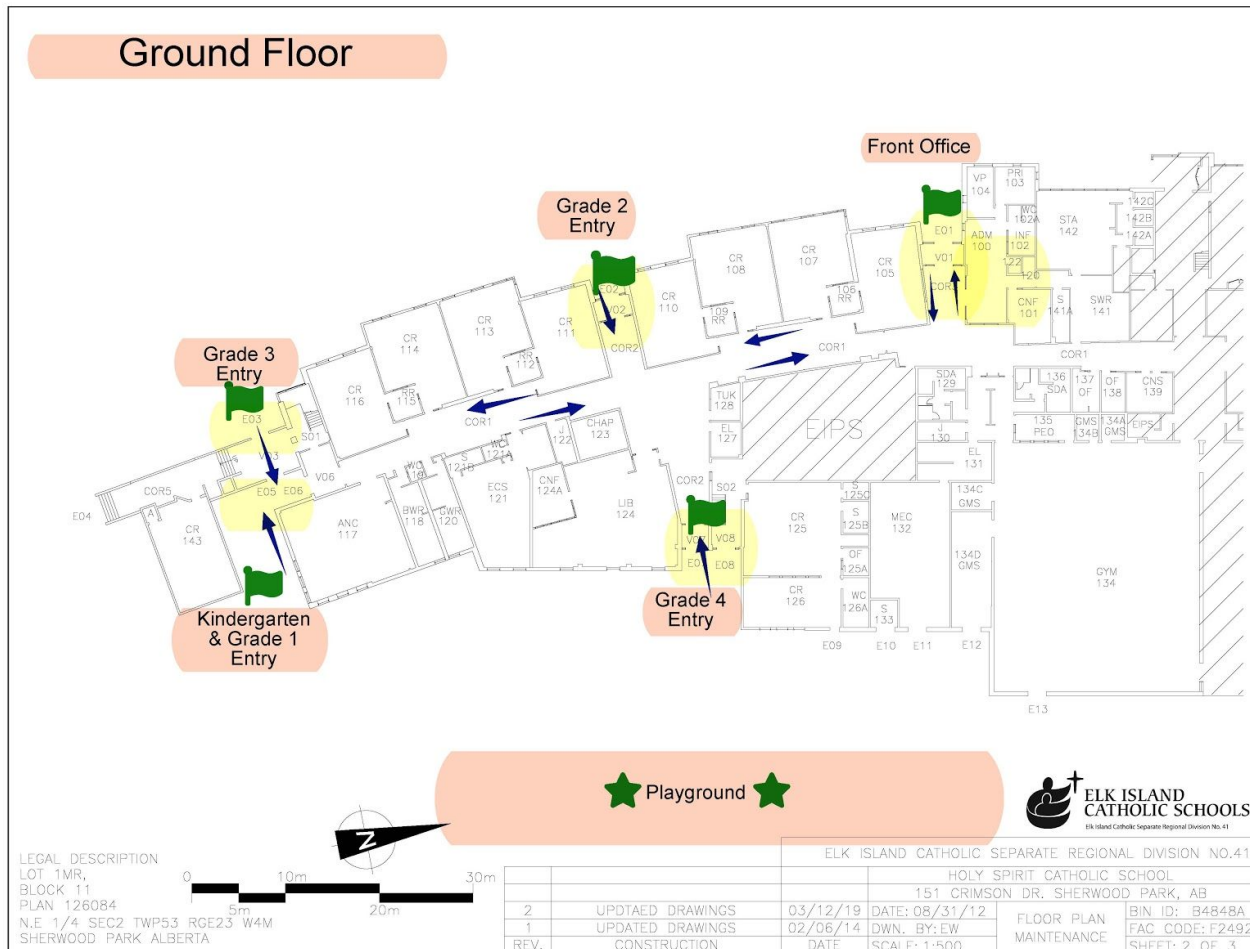
**\*Personal Protective Equipment (PPE) - Hand Sanitizing, Masks, Shields, Plexiglass reception stations**

1. All staff are to wear masks when they can not maintain 2 meter distance and in public areas.
2. Students - grade 4 students wear their masks in public areas and when they can not maintain 2 meters
3. Plexiglass in office

**\*School Access - Parents, Community**

Closed campus. Parents will not have access to the building. Parents will use the screening tool and make an appointment by calling the school to enter. Picking up a student: parent can contact school upon arrival and a staff member will meet the parent at the front door.

**\*Drop-off, Entry and Exit Procedures**



### \*Class Configurations & Cohorts

1. Each grade level class (grades 1-4) will be a cohort for most of the day and each grade level will be a larger cohort at recess and entry/exit doors. Music teacher (cohort grade 1-4) and Physical Education teacher (cohort K-4). FWW, CRC and Administration will be across all cohorts.
2. Kindergarten M/W cohort, T/TH cohort (\*request for additional Victory cleaning) each day as each cohort uses the same Kindergarten room.
3. Flexible Pathways students are a cohort in the morning and then join their cohort classrooms for the afternoon.

### \*Lunch Rotation, Location and Protocols

Lunch time (11:25-11:47 am) ECS, Grade 1 and 4 go outside first and 2 and 3 eat inside  
(11:47-2:10 pm) Grade 2 and 3 go outside at 11:47 and ECS, 1 and 4 eat inside

- Classes eat lunch in their designated classroom
- Students wash their hands with soap and water before they eat snacks or lunch
- Students remain seating in their seat during lunch

### \*Recess Rotation, Location and Protocols

Afternoon recess 1:30-1:45 pm - ECS, Grade 1 and 4  
1:45- 2:00 pm - Grade 2 and 3

- Students hand sanitize before and after recess
- Grades ECS, 1, and 2 play on one playground
- Grades 3 and 4 play on a different playground

### \*Bus Transportation (site specific protocols)

One staff member is on bus supervision in the morning and afternoon to ensure students get on the appropriate bus and grade 4 students are wearing their masks.

### \*Programming Status:

- Music
- Physical Education
- Programs of Choice
- Other

### \*Wellness Considerations for Cohorts

### \*Communication to Parents

1. Initial Communication Process:
  - a) [Letter sent to families & staff on Thursday, August 20](#)

- b) School Facebook message welcoming families back and asking parents to check email sent August 20, 2020.
- c) [Staggered Entry letter](#): Sending August 24, 2020 sent to all families. Specific communication regarding staggered entry for our Pathways students. Kindergarten families sign up for their staggered entry online.
- d) August 25: [Principal Video](#) (discussing big ideas), [Assistant Principal Video](#) (office and school protocols)
- e) August 28: Teacher (classroom) videos sent to families
- f) Sunday, August 30: [Welcome Back What's Heating Up Smore](#) shared with families