



Return to the Jo

A Resource Guide for High School Families

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Important Contact Information

Main Office, Letty Pizarro and Peggy Alvarez.....(773)276-1261

Contact if you are absent, ill or have travelled outside of the state, if you or your family has been exposed to or diagnosed with COVID-19 or if you have any questions about COVID-19 procedures.

- letty.pizarro@josephinum.org
- peggy.alvarez@josephinum.org

Colleen Schrantz, Principal.....(773)276-1261ext. 229

Contact if you have any questions or concerns in regards to any COVID-19 policies or procedures.

- colleen.schrantz@josephinum.org

Yaritza DeJesus, Director of Student Services.....(773)276-1261ext. 231

Contact if you have any social emotional concerns about how COVID-19 is impacting your student.

- yaritza.dejesus@josephinum.org

Renee Vai, Director of Curriculum and Programs.....(773)276-1261ext. 227

Contact for general information or questions.

- renee.vai@josephinum.org

Overview

With the students at the forefront of all our decisions, it is important for us to come back together to transition to learning in community. Josephinum students will continue to participate in digital learning for the remainder of the 2020-2021 school year. We will introduce a hybrid model starting April 12th to begin our transition back to campus. The primary mode of instruction will be virtual while we will be gathering in large spaces and breaking off into clusters for classes. All students will be supervised. **Seniors and Juniors will report to the building on Mondays and Tuesdays while Freshmen and Sophomores will be reporting on Thursday and Friday.** We plan on organizing team building and social emotional centered activities to support our students as they ease out of quarantine and reacclimate themselves with the school environment. It is very important for safety and organization for those coming back to the building that we stick to the rotation and commit to coming back on these designated days.

Health and Safety Practices

Our Administrative Team has adopted many strategies as we plan for the successful reopening of our campus. As we begin to phase students back to campus we will operate with the following practices to care for the health and well-being of our community. If you have any questions regarding any of our health and safety practices, contact Colleen Schrantz and colleen.schrantz@josephinum.org.

All members of the Josephinum community have a shared responsibility to prevent the spread of COVID-19. In conjunction with public health experts, the state has issued general distance, health and safety protocols, which are intended to reduce transmission. It is critical that everyone follows these guidelines and does their part to keep others healthy.

We, of course, expect that everyone will be honest about their adherence to the school's safety protocols. To do otherwise would compromise the safety of the school community and violate our Pledge. The school will handle dishonesty seriously and may result in the removal from on-campus learning if deemed necessary.

- **Family's Role:** Our families play a vital role in ensuring we keep our community safe. Not only do we rely on your partnership to assure that our health and safety practices are being followed by our students, but the effectiveness of our efforts also relies heavily upon your willingness to follow the guidelines and directives of the state and local government and health officials. These include wearing face coverings when in public or at small social gatherings; maintaining at least six feet of distance when in contact with people outside of your household; limiting social interactions as much as possible when outside of school; avoiding large gatherings and unnecessary travel; and monitoring your own health symptoms, staying home when you are sick and following all quarantine rules outlined by the school. **The successful reopening of campus requires a continued**

partnership between home and school and shared responsibility for the safety and well-being of our community.

- **Travel Policy:** Students who travel outside of Illinois will be required to follow the travel recommendations set by the state health officials. Please avoid unnecessary travel, due to the disruption it may cause if it is determined the student will need to quarantine. If you are going to travel that is going to result in quarantine you need to obtain permission from the front office. Please be in contact with us as soon as you know you may be traveling.
- **Gathering Policy:** Families should limit their social interaction outside of school and refrain from participation in large gatherings where they will be at a higher risk of COVID-19 transmission. If any student is found violating the gathering restrictions, students are at risk to be asked to learn from home.
- **Face Coverings:** All members of the Josephinum community are required to wear an appropriate face covering (i.e. face mask) that fully covers the mouth and nose the entire time they are on campus, lunch is excluded. Students are free to select any mask that they desire as long as it is devoid of any inappropriate writing. Students are welcome to wear face shields in addition to face masks, but not in substitution of face masks. Students should bring an extra face mask to school with them to change. Reusable face coverings need to be laundered regularly. Face shields should be disinfected daily.
- **Social Distance:** Once on the premises and within the building it is required that all students, faculty and staff keep 6 ft. apart from one another. Tables, desks and other areas will be marked and labeled so students and staff can remain a safe distance from one another.
- **Stay Home if Sick:** It is critical that students and faculty/staff exhibiting any signs of illness stay home, **even if symptoms are not believed to be related to COVID-19.** Parents/guardians should report the illness to Letty Pizarro or Peggy Alvarez, administrative assistants, and provide updates if the symptoms persist or change. The student(s) should attend classes digitally if able to do so. If a student develops symptoms at school, the student will be isolated in a designated room and parents/guardians will be called for immediate pickup. When you arrive on campus to pick-up a sick student, please call (773)276-1261 to receive further instructions on where to meet your students.

If a teacher becomes ill s/he will teach remotely from home if s/he is able to do so. Please note that in-person instruction may be adjusted to digital instruction for that teacher's classes when deemed necessary due to faculty illness or exposure.

- **Communicate if Exposed:** It is critical that, if your student or someone in your household is diagnosed with or exposed to COVID-19, you contact your medical professional and the appropriate health agencies. In addition, parents/guardians should contact Letty Pizarro or Colleen Schrantz, to report the incident and/or determine next steps. This information will remain confidential. See chart below for more guidelines.
- **Personal Items:** Students will not be allowed to store books, backpacks, laptops, or personal items at school. Students must follow teacher directions about locations for their possessions during the school day. Students will not share school supplies with one another. They should make sure that they have the supplies on the list provided by teachers, but they should NOT bring unnecessary items. Lockers will not be available for student use. Student lounges will be closed for student use.
- **Water bottles:** Students are encouraged to bring clear water bottles. Water fountains will only be allowed to be refilled at our water bottle station in the cafeteria, a fountain that limits surfaces that need to be touched.
- **Enhanced Cleaning:** All areas that are most commonly touched (i.e. door knobs, handles, railing, bathrooms, etc.) will be sanitized regularly throughout the day. All common areas will be deep cleaned on Wednesday and over the weekend to ensure the building maintains health requirements. Students may be asked to wipe down their own spaces during the school day.
- **Sanitization:** Students will receive hand sanitizer upon entering the building. There will be several sanitizer stations around the school, especially near common areas. Students are also encouraged to bring their own small, personal hand sanitizers.
- **Closed Campus:** For the time being, the Josephinum Campus will be closed to anyone who is not a student or employee of the school. Non-essential visitors, including parents/guardians and families, are not allowed on campus at this time. Parents/guardians should conduct all school-related business via phone, email or video conferencing.
- **COVID Diagnosis:** If a student or staff member shows symptoms and tests positive for COVID-19, the school should be notified as soon as possible, a communication will be released and we will move into a **strict** all-digital learning model from home and our campus will be closed.

Please use the following guidelines to determine when it is appropriate to permit your student(s) to return to campus.

Josephinum Screen Table

<p>COVID Symptoms: Fever of 100.4 or higher, Cough, Shortness of breath or difficulty of breathing, Chills, Fatigue, Muscle pain or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies) Close contact means being within 6 feet of a person with COVID-19 for a combined total of 15 minutes or more within a 48 hour period or living in the same household as someone with COVID-19.</p>		
SYMPTOMS	ACTION	FOLLOW-UP
<ul style="list-style-type: none"> • No symptoms • No diagnosis • No contact 	CAN GO TO SCHOOL	
<ul style="list-style-type: none"> • No symptoms • Close contact of someone with COVID-19 	CANNOT GO TO SCHOOL	Can return after quarantining for 14 days from the last date of close contact. Must still quarantine if test negative.
<ul style="list-style-type: none"> • No symptoms • Tested positive for COVID-19 	CANNOT GO TO SCHOOL	Can return after quarantining for 10 days from positive test result
<ul style="list-style-type: none"> • Has one (1) or more COVID symptom(s). • Tested negative for COVID -19 	CANNOT GO TO SCHOOL	Can return after 48 hours have passed since fever resolved (without medication) AND symptoms have improved. If they are a close contact of a confirmed COVID -19 case and have a negative result, they must still quarantine for 14 days.
<ul style="list-style-type: none"> • Has one (1) or more COVID symptom(s) • Tested positive for COVID -19 or had no test 	CANNOT GO TO SCHOOL	Can return 10 days after symptoms started AND at least 48 hours have passed since fever resolved (without medication) AND symptoms have resolved

Daily Policies, Procedures and Protocols

- **Uniform Policy:** Using outdoor space when possible and ensuring proper air circulation by keeping windows open is a proven risk mitigation strategy. It is important that students dress appropriately for the weather. Therefore, Josephinum will suspend its uniform policy for the remainder of the 2020-2021 school year.
- **Attendance:** If your student is expected on campus but staying at home to work remotely, please call or email the main office by 9:00am.. It will be reported as an absence and the student is responsible for her work. It is important that we make arrangements based on the students expected in the building and students are discouraged from picking and choosing what days they would prefer to be in the building and which days to work from home.
- **Late Arrivals/Early Dismissals:** Late arrivals and early dismissals have added complications due to COVID-19 protocols. We ask families to consider making appointments during a student's digital learning weeks to mitigate disruptions. Students with appointments on an on-campus day are encouraged to join all or part of the school day remotely to minimize multiple trips and screenings. If your student needs to arrive late to campus or depart from campus early, please make appropriate arrangements and be sure to follow the steps below:
 - Students arriving late to campus should remain in their car and call (773)276-1261 to arrange for their student to be screened.
 - Parents picking up their student early should wait in their cars at the curb/pickup area and call (773)276-1261. Students being picked up early will be dismissed by a school employee. Students departing campus early should plan on completing all work remotely.

Arrival

- **Arrival:** Students should aim to arrive between 8:15 - 8:45am at the Main Entrance on Oakley. If being dropped off family members should remain in the car. Upon entry students will have their temperature checked. If the student does not have a temperature greater than 100.4 degrees, she will report to her designated space. If the student does have a fever, she will not be permitted on campus and will need to return home. She will be able to access her classes via digital until she feels better. Any student who has a fever will be required to remain at home until she is fever-free for 48 hours without the use of fever-reducing medicine.

- **Late Arrival:** Late arrivals have added complications due to COVID-19 protocols. We ask families to consider making appointments during a student's digital learning weeks to mitigate disruptions. Students with appointments on an on-campus day are encouraged to join all or part of the school day remotely to minimize multiple trips and screenings. If your student needs to arrive late to campus, please be sure to follow the steps listed above.

Movement around the building

- **Spaces Utilized:** Once students arrive at school, check in at the front lobby and are symptom-free, they will proceed to their designated space which will be pre-determined by administration. The spaces to be utilized will be the Library, and the lunch room. Once students arrive they will remain in the space for the majority of the day. Students will not be dismissed from school until 3:15pm or their emergency contact picks them up.
- **Lunch:** During the designated lunch hour (12:00-1:00pm) all students will be supervised in their space to prevent additional spaces being used. All students will be seated 6 ft. apart from one another. While students are seated and eating, masks do not need to be worn. Students are not allowed to rearrange any furniture. Once lunch is over, students will have an opportunity to take a mask break and or take part in team building SEL activities that will be held during this hour.
- **Lunch:** We are going to do our best to find a lunch provider. However, starting to serve lunch in the middle of the year has its challenges. Please have your student bring their lunch to ensure they have something to eat and we will be in communication as soon as we have additional options. The students will eat lunch in their designated space assigned to them during advisory. If you received free/reduced-price lunch, after completing the application and qualifying, you will continue to receive free or reduced-price lunch when a provider has been identified. If your daughter paid for lunch in the past, you will need to continue to pay for lunch.
- **Hallways:** All hallways and stairwells will be labeled with one way signs to meet appropriate social distance standards as well as safety during the passing period in case students must use a hallway.
- **Restrooms:** To support physical distancing and eliminate student group interactions, certain stalls and sinks are eliminated as well as drinking fountains.
- **Lockers:** Students will not be issued lockers this school year. Students will be permitted to bring in backpacks to carry their materials that they will need for their classes as well as lunch.

- **Mask Breaks:** During the built-in 15 minute class breaks, students will have the opportunity for a mask break. Those students who need a break from wearing a mask during the day will be escorted out to the field and able to take their mask off for a few minutes before resuming classes.

Dismissal

- **Dismissal:** The school day ends at 3:15pm. Dismissal will take place between 3:15-3:45pm. Students are not allowed to re-enter the building once they leave. As long as students remain on the grounds of the school face coverings and all protocols must be followed to ensure we maintain all mandated health measures.

Jo Community member diagnosed with COVID

If a student or staff member shows symptoms and tests positive for COVID-19, the school should be notified as soon as possible, a communication will be released and we will move into a **strict** all-digital learning model from home and our campus will be closed.

Return to the Jo Pledge 2020-2021

While the health and safety of our community are always a top priority for us at Josephinum, the COVID-19 global pandemic requires us to take additional actions to mitigate risks associated with a return to campus.

We have developed a thoughtful plan for reducing risks while on campus. This plan includes implementing socially distancing and mask-wearing policies, implementing enhanced cleaning schedules, limiting access to shared equipment and spaces and altering our physical spaces to ensure appropriate distancing. However, we understand that there is an inherent risk in engaging in activities during a pandemic, including attending school on campus.

All members of the Josephinum community have a shared responsibility to prevent the spread of COVID-19. With this in mind, we ask each member of our community to be mindful of the health and safety of our entire community when making decisions on and off campus. In conjunction with public health experts, the state has issued general distance, health and safety protocols that are intended to reduce infection. It is critical that everyone follows these guidelines and does their part to keep others healthy. In addition, we expect all faculty, staff, students and families to commit to the safety and health of our community by following the guidelines previously articulated in our *Return to the Jo* plan and in this document.

As a member of the Josephinum community, I will:

- Adhere to the gathering restrictions outlined by the Governor. If for any reason I violate the gathering restrictions detailed in the Governor's plan I will quarantine for 14 days before returning to campus.
- Avoid unnecessary travel. If I travel outside of the state, I will follow the travel guidelines set and quarantine for 14 days before returning to campus if necessary.
- Stay home if I, or anyone in my family, is showing symptoms of illness, feels sick, has a fever or has potentially been exposed to any individual who has been diagnosed with COVID-19 or who has symptoms of COVID-19. In this case, I, or someone in my family, will contact Letty Pizarro (letty.pizarro@josephinum.org).
- Limit the number and size of my social circles.
- Exercise caution and care in off-campus activities, including wearing masks, physically distancing, handwashing and following all recommended safeguards.
- Adhere to Josephinum's symptom screening protocols before entering campus.
- Practice Josephinum's critical personal safety practices including wearing face masks on campus, enhanced hand hygiene practices, adhering to safe physical distancing practices and following all safety instructions and signage on campus.

The home-school partnership is critical to maintaining the health and safety of our community. We will be partnering with families to ensure health protocols are followed throughout the year. The effectiveness of our efforts depends heavily on our students, faculty, staff, and families minimizing the risk of spread by following the guidelines and directives of state and local government and public health officials while not on campus. Together, we will work to keep our community healthy and safe.

By signing below, I acknowledge that we have reviewed this pledge as a family and will adhere to the statements included in this document.

Parent/Guardian Signature

Date

Student Name(s)

