



# ***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](mailto:letty.pizarro@josephinum.org)
- [peggy.alvarez@josephinum.org](mailto: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](mailto:colleen.schrantz@josephinum.org)

**Shari Demitrowicz, Assistant Principal.....(773)276-1261ext. 233**

Contact for general information or questions.

- [shari.demitrowicz@josephinum.org](mailto:shari.demitrowicz@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](mailto:yaritza.dejesus@josephinum.org)

## Overview

We are thrilled to be back in person for the 2021-2022 and happy to say we have many safety protocols in place to ensure the safety of everyone in our community. With the pandemic still fluid and the Delta Variant on the rise it is important that we stay in close communication, as things can change very quickly. It is important that all of the following procedures be followed by all. I thank you all for your patience as we have navigated this together and appreciate your commitment to excellence and to Josephinum Academy!

## Health and Safety Practices

Our Administrative Team has adopted many strategies as we continue the successful opening of our campus. As we continue 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](mailto: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.

- **Vaccinations and Masking:** In accordance with CDC guidance, Josephinum encourages all members of the community who are eligible to be fully vaccinated against COVID-19. Vaccination strategies have led to a quantifiable decrease in COVID-19 infections across this country and our region. In a race to reduce our risk and exposure to variants, we strongly encourage all students, staff, and others who are eligible to be vaccinated as soon as possible. Student and Staff vaccination records are being kept safely. The higher the rate of vaccination we have in the building, the greater the flexibility we will have this year. If a person is in close contact with someone who has tested positive for COVID-19, those that according to our records are fully vaccinated and have no symptoms will not need to be quarantined. Fully vaccinated is someone who is two weeks past the final dose of their vaccine.

We will be following the guidelines of the Illinois School Board of Education (ISBE) requiring all people in the school building to wear masks at all times unless they are eating. Students will be required to wear their masks as they enter school each morning.

As vaccination rates rise in our community and COVID-19 rates decrease, we will look for opportunities to adjust this requirement when safely possible. Students need to wear appropriate face covering that fully covers their mouth and nose. Students are free to select any mask that they desire as long as it is devoid of any writing. Visitors are required to have on their mask before they enter the building.

- **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.
- **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 3 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 check in on schoology if they miss a class. If a student develops symptoms at school, the student will be isolated 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.

- **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 be able to store books, backpacks, laptops, or personal items at school in their locker. Students must remain conscientious of the distance between one another and may need to take turns accessing their lockers..Administration will supervise students before and after school and during passing periods to ensure students remain a safe 3ft away from one another. Students should 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.
- **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, railings, tables, 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 have limited access to anyone who is not a student or employee of the school. Non-essential visitors, including parents/guardians and families, are only allowed in the building upon approval. 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><b>COVID Symptoms:</b> 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)  <b>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.</b></p>		
SYMPTOMS	ACTION	FOLLOW-UP
<ul style="list-style-type: none"> <li>No symptoms</li> <li>No diagnosis</li> <li>No contact</li> </ul>	CAN GO TO SCHOOL	
<ul style="list-style-type: none"> <li>No symptoms</li> <li>Close contact of someone with COVID-19</li> </ul>	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"> <li>No symptoms</li> <li>Tested positive for COVID-19</li> </ul>	CANNOT GO TO SCHOOL	Can return after quarantining for 10 days from positive test result
<ul style="list-style-type: none"> <li>Has one (1) or more COVID symptom(s).</li> <li>Tested negative for COVID -19</li> </ul>	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"> <li>Has one (1) or more COVID symptom(s)</li> <li>Tested positive for COVID -19 or had no test</li> </ul>	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

Students and Staff who have been within 3 feet for more than 15 minutes and are unvaccinated will need to be quarantined for the recommended 14 days. Exceptions to quarantine include:

- students who have been fully vaccinated and have submitted their vaccination record;

- students who have been diagnosed with COVID-19 in the last three months and can provide evidence of diagnosis;
- and in a classroom environment, if a student has been wearing their mask correctly and consistently, then the distance defined for close contact goes down to 3ft.

This quarantine process will also be true for student athletes and all co-curricular activities. Students and Staff that are vaccinated may be required to quarantine if they test positive for COVID-19.

**Remote/E-Learning:** Josephinum will not be providing live e-learning via Zoom throughout the school year when students are quarantined or absent. Teachers will return to our usual practice for student absences, providing material and assignments through Google platforms or Schoology. The administration reserves the right to move the entire school to “e-learning” if there is a potential unsafe spike in cases.

## 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. Students are mandated to wear their uniform and encouraged to wear a uniform sweater or sweatshirt to keep warm on cooler days. The administration will designate when students will be allowed to wear extra layers of clothing (i.e. coats and jackets) due to the building temperature.
- **Attendance:** If your student is absent please call or email the main office by 8:45am. It will be reported as an absence and the student is responsible for her work.

## 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 the lunchroom. Once the bell rings they will begin moving about the building according to their schedule while wearing their mask..
- **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 3 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 take part in team building SEL activities that will be held during this hour.

- **Breakfast and Lunch:** Breakfast and Lunch will be available daily from Organic Kids at their designated time. Please be sure that you have your lunch forms to submit to the state.
- **Hallways:** Hallways and stairwells will no longer be one direction, however, masks will be mandatory while in transition to and from class. 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** be issued lockers this school year. Students will need to continue to follow safe spacing measures when using their lockers.

## **Dismissal**

- **Dismissal:** The school day ends at 3:35pm. The school will remain open until 5:30pm. 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.