



St. Elizabeth Ann Seton School

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Dear SEAS Family:

We are looking forward to opening our doors to your children this week. While it is not quite the opening we had anticipated or had hoped for, we are very much excited to begin our school year! Our teachers have been very busy with their plans to welcome your child, and have many special activities to make your child feel special!

The guidelines we are receiving continue to be fluid and change frequently. We have aligned our opening plan as closely as possible with the recommendations of the Archdiocese of New Orleans, the State of Louisiana, Jefferson Parish, the CDC, and the American Academy of Pediatrics. Please realize that as issues change, and directives are presented, this plan will be adjusted.

We do know that our children's educational and social needs are best met here on campus with their teachers and classmates. While we know that this Delta variant is affecting children more than we experienced last year, we are thankful for all of you and the continued open line of communication, and will do our best to provide your child with a safe environment for learning.

At this time, I would like to share what we have in place for our school opening.

Face Coverings

- According to our state guidelines, face coverings are required for K – 7th grade students during arrival, dismissal, transitional times, and during class. All students have been provided a desk carrel which under teacher supervision will provide students with a break from wearing the mask.
- Masks are not required during lunch, recess, P.E. classes or any outdoor activity. Teachers will be allowed to hold “outdoor class” under covered areas while maintaining guidelines for social distancing. Weather will be taken into consideration along with environment being conducive to the type of lesson being taught.

- During arrival and dismissal, all students from K-7th must wear a face covering. Face coverings are optional for PreK 3 and PreK 4. Face masks are not recommended for children under the age of two.
- You must provide your child with a clean mask every day. Color/design masks are allowed, but no extreme designs. All face coverings must be ear lobe design. (Not tied or gator style)
- All faculty and staff will be required to wear a mask or face shield.
- All adults on campus must wear a face covering.
- Please instruct your child the proper health protocol for wearing a mask. The teachers will reinforce the guidelines for face coverings, hand washing and social distancing with their students.

Social Distancing/Movement

- According to recent guidelines, static group criteria has changed. Both grade level homerooms will be allowed to have recess together while maintaining rules for social distancing of 6 feet.
- When transitioning to enrichment classes, cafeteria, or recess, social distance guidelines of 6 feet will be observed. In addition, exits and entrances, staggered bathroom and hall movement, and stairwell usage will all be part of a planned and designated flow schedule per static group.
- All student desks will be spaced to the maximum extent possible and will all face in the same direction. Each student will be seated in an assigned desk.
- For grades 1st – 5th, students will not move for science and social studies. The teachers will move to the other classroom.
- **Due to the nature of our middle school schedule, students will continue to change classrooms throughout the day. However, their assigned seating chart will be the same in each class. Desks will be sanitized each time there is a change in class.**

Homeroom Guidance Classes

- Our school counselor will continue to provide her guidance classes to each homeroom on the regular rotating schedule. She will also continue to meet with students individually and as groups as the need arises. All social distancing and mask guidelines will be observed.

Water Fountains

- Per CDC guidelines, all water fountains will be turned off. Students must bring a full water bottle daily. Insulated tumblers will be allowed. All water bottles and tumblers must be labeled. (Leak proof style preferred)
- We are looking into converting some water fountains into a fill station.

Daily Temperature Checks

- All faculty, staff and students will have their temperature checked every morning upon arrival.
- Anyone with a fever of 100.4 or higher will be sent to the office and in 15 minutes have a recheck. If the temperature is still elevated, they will be sent home. Anyone with a fever should consult with a medical professional for additional guidance.
- All students who are sent home must be fever free without the aid of medication for 48 hours before returning to school.

Sanitation

- We have followed CDC guidelines using EPA approved disinfectants, and the entire campus has been cleaned and disinfected. We have wall mounted and free standing hand sanitizer dispensers that are placed at all recommended entrances and high traffic areas. All classrooms have been provided a recommended infrared thermometer. Personal face shields are available for teachers.
- All classrooms will be supplied with hand sanitizer for use as needed throughout the day.
- Students are allowed to bring small individual sized hand sanitizer.
- Teachers will wipe down desks and other high touch areas as needed throughout the day with an EPA approved product.
- All classrooms and stairwells will continue to be fogged every evening.
- An extra day porter has been hired to continuously sanitize bathrooms, door handles, and other high traffic/touched areas.

Hand Washing

- Students and teachers will have scheduled handwashing with soap and water or hand sanitizer every two hours as well as upon arrival, before and after eating, after recess, and before dismissal. **(As a reminder, state guidelines will be followed and masks will be worn during all transitional restroom times for K – 7th)**

Campus Guests

- At this time we will be following the State directives concerning guests on campus. We will be keeping visitors on campus to a minimum.
- If parents have a need that requires them to come to the office, they will be buzzed in and required to use the hand sanitizer provided in a free standing dispenser located right outside of the main office. A mask must be worn.
- Unfortunately parents will not be allowed in the classrooms on the first day of school. We will be allowing students additional days to bring all of their supplies.
- PreK 1- Kindergarten parents will bring supplies during scheduled orientation sessions.

Arrival/Dismissal

PreK 1 – PreK 4

- We will be utilizing all individual outside classroom doors for our PreK 1- PreK 4 arrival and dismissal. Parent and child will both observe social distance guidelines.
- Temperature checks will be performed on children during arrival. All adults must wear a mask. Masks are optional for the 3 and 4 year olds. **(Additional protocols and arrival and dismissal times will be discussed during your scheduled individual orientation with your teacher.)**
- **NO CELL PHONE USE in the parking lot. Please be mindful of the children walking with parents to their cars. It is imperative that you exercise caution as you enter and exit the parking lot.**

Arrival – (Kindergarten – 7th) (8:25-8:45)

Carpool

- **Students must exit from the passenger side.**
- Because students will be in transition mode, all students must arrive in a mask. As they exit their car, they will go directly to their classrooms. Their temperature check will occur in their homeroom.
- We will be utilizing our individual outside classroom doors to the greatest extent possible.
- **NO CELL PHONE USE while in the carpool line.**

Park and Walk

- All K-7th grade students who park and walk will enter the school building by the main entrance upon arrival. **Students only** will be directed through the foyer area and then to the back building where they will go directly to their homeroom. Social distancing will be observed and monitored by teachers on duty. **All adults and students walking on campus for arrival drop off must wear a mask.**
- **Arrival of Kindergarten students via ECC parking area will receive instructions during Orientation.**

Dismissal – (Kindergarten – 7th) (3:30)

Carpool

- Because students will be in transition mode, all students will wear a mask during dismissal.
- All students must remain in their static homeroom groups while waiting to be called during carpool.
- All families will be provided with name cards to display for carpool. It is imperative that these be used to aid in the flow of carpool. There is no limit to the number of name cards we will provide.
- A faculty member will be taking down last names along the carpool line in order to generate an electronic carpool list. The office will begin calling out names over the intercom and **ONLY** the families who are called will leave the building and will be lined up waiting for their cars to pull up.

- **Please be patient and DO NOT pull out of line and go around another car unless directed to do so. This action poses a severe safety risk to our children.**

Park and Walk

- K- 7th students who are picked up in the front will be walked out by faculty and will be seated as homerooms in designated grade level areas in our front parking spots.
- **All adults and students will be required to have a mask during this time.**
- **Do not remove your child as they are walking out during dismissal. This causes confusion for the teacher on duty.**

Rainy Day (K-7)

(Carpool)

It is imperative that you display your family name, as it may not be feasible for a faculty member to approach cars in the carpool line. Please be patient, as this process will take more time.

(Park and Walk)

Students will be located in the main lobby of the school and will be called as you arrive. Parents will wait at the door. Please bring your name card in order to assist the teacher on duty.

Before and After Care

- K- 7th will be located in the cafeteria as usual. They will have assigned tables and must stay with their grade level group as per the State guidelines. Temperatures will be checked upon arrival. Masks will be required for K – 7th unless the students are socially distanced. Masks are not required for outside.
- PreK 1 – PreK 4 will be located in the ECC classroom as usual. No masks are required for this age group.

- Parents are not allowed in the building for drop off or pick up and must wear a mask on campus.

Lunch

- Since our hot lunch program meets all of the food service requirements, we will continue to offer our current program to our families.
- Our children will continue to eat in the cafeteria. Social distancing will be observed and our tables will be configured for adequate spacing.
- As usual, all tables will be cleaned and sanitized between each lunch period. Any frequently touched area will also be cleaned and sanitized. Hand sanitizer stations will be located at the entrance of the cafeteria, and doors will be propped open.

Recess

- We will be utilizing all areas of our spacious campus. We will have designated separate areas for each grade that will be assigned on a rotating basis. We will be using our covered court, our concrete play yard, and we can accommodate multiple groups on our large grass area.

Lockers

- Middle School students will still be allowed to use their lockers and will be required to wear a mask. The schedule will include staggered times, social distancing, and a limited number of students at their locker at a time.

Tardy Procedure

- Tardy students, accompanied by an adult, will be buzzed in to the main entrance. Masks must be worn, and hand sanitizer provided outside of the school office must be used.

Early Check Out

- Due to the nature of the requirements concerning social distancing for our dismissal, all early check outs must be prior to 3:00 P.M.

Scheduled Events

- It may become necessary to cancel, alter, or reschedule events that will appear on our school calendar. These decisions will be made based upon updated directives that we receive. This will be an ongoing process.

COVID 19 Information

- If a teacher, staff member, or student contracts COVID 19, he or she must be quarantined per the Louisiana Department of Health (LDOH) guidelines.
- Positive tests and close contacts will be handled on an individual basis according to the LDOH guidelines.

Once again, I would like to thank you for being partners in this endeavor. While we realize that changes to this plan may become necessary, we will continue to work hard to provide your child with a healthy and safe environment. It is the combination of your support, the dedication of our faculty and staff, the spiritual guidance of our parish family, and the loving spirit of your wonderful children that confirm how blessed we are here at SEAS.

You will continue to be in my thoughts and prayers.

Take care,

Joan Kathmann

Principal

St. Elizabeth Ann Seton School