



Escuela de Guadalupe

PANDEMIC REGULATIONS AND PROCEDURES

2022-2023

Our Goals As We Manage COVID-19 at Escuela de Guadalupe

1. Bring Students, Staff and Faculty back to the school for as much in person learning as possible, while maintaining a safe and healthy environment for all
2. Be consistent in our academic expectations and provide a regular schedule and routine for our families, faculty and staff
3. Continue to be a support and resource for all of our families as we work to navigate this evolving situation

General Information

The Pandemic Regulations and Procedures Guide was developed by Escuela de Guadalupe to serve as the operational guide during a pandemic. A pandemic will be identified and deemed as such by the State, County or Local Government offices, at which time this Guide will go into effect. The Pandemic Guide is part of the El Librito and will overrule the El Librito in case of any discrepancy.

BEFORE RETURNING TO CAMPUS

- All students must have their immunizations and annual check-up up to date, and on file with the office. Please note that students will NOT be able to start the school year on August 26 without turning in all current proof of up-to-date immunizations.

Increased COVID-19 Safety Measures

- *Health Screenings*
 - Students will be subjected to the following brief questions when they are dropped off in the morning. (For more information regarding drop off procedures under learning scenario 1, please refer to page 6.) A response of “yes” to any of the following questions will be reported to Ms. Miriam Orizaga for symptom tracking purposes:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose

- Nausea or vomiting
 - Diarrhea
- Students will also have their temperature taken using a non-contact thermometer. A temperature of 100.4 degrees or higher will result in the student not being admitted in the building.
- *Sanitation*
 - Throughout the day and after hours, our maintenance team will make sure that all common areas are cleaned and sanitized, including but not limited to: bathrooms, recreation, gym, offices, and classrooms. Every student will be asked to clean their desks with disinfectant wipes before they leave their class in order to reduce the spread of germs.
 - Escuela teachers and staff will be sure to remind our students to wash their hands with soap and water whenever they have the opportunity to go to the restrooms. Students will have the opportunity to wash their hands frequently for twenty seconds.
 - Each class will have its own hand sanitizer. Hand sanitizer dispensers will also be placed at all entrances to the building.
- *Masks*
 - Escuela will follow the newly established state order, meaning that the use of face masks is mandatory for all students, teachers, staff, and anyone who enters the building. All individuals inside the building must wear a mask that covers the nose and mouth completely when inside the building. Students will be allowed to remove their masks when they are outside. 5th-8th graders can remove masks outdoors when social distancing is in place. Kindergarten-4th graders can remove masks when they are outside.

In the Event of a Confirmed COVID-19 Diagnosis

We ask that for the protection of your family and our school community, you notify our school administration as soon as you learn of a positive COVID-19 diagnosis in your household. By following the following protocols step-by-step, you can help us prevent an outbreak:

- 1) Parents must inform the Principal if anyone in your household has received a positive COVID-19 test result.
- 2) Our school will then work with local health officials to obtain additional information from students who were exposed.
- 3) Student(s) that are exposed to the virus will be asked to remain home in quarantine.

In the Event of a Suspected COVID-19 Case

Escuela de Guadalupe will use the following list of symptoms to assess whether or not a student may have COVID-19:

- Fever

- Chills
- Cough
- Shortness of breath or difficulty breathing (not related to asthma)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Below is a step-by-step protocol on how Escuela de Guadalupe will address students who exhibit one or more of the aforementioned symptoms:

- 1) The student will be asked to proceed to our main office and explain how they are feeling to our office administrator.
- 2) The student will then be placed in one of (2) of our newly established isolation areas in the main office
 - a) Please note that the infirmary/nurse's office will continue to be a sterile environment for students who need medication administered or first aid. This area will remain separated from our (2) isolation areas
- 3) The student must remain in their isolation area until a parent or guardian, in their household, can pick them up. **Students exhibiting symptoms MUST BE PICKED UP IMMEDIATELY.**
- 4) Any student that is picked up from school based on possible COVID-19 symptoms can return to school once they receive a negative COVID-19 test or have been fever-free for at least 24 hours, WITHOUT the use of fever-reducing medicine.
- 5) If a student has experienced any of these symptoms we ask they remain at home until they are at least 24 hours without symptoms or cleared by a doctor.
- 6) Parents must contact the school Principal immediately if their student has been exposed to someone with COVID-19.
- 7) The student will remain at home for 2-14 (depending on recommendations from local health officials) days and will notify the school if symptoms occur or a positive test result is received.
- 8) Cohorts and siblings of only the exposed student (not the cohorts of the siblings) will transition to remote learning for a two week period.
- 9) Prior to returning, families must speak with the Principal and follow additional guidance and in some cases require a doctor's note.

THREE POSSIBLE PANDEMIC LEARNING SCENARIOS

SCENARIO 1: In Person Learning

Updated Visitor Protocol and Building Entry Policies:

For the safety of our students, Escuela de Guadalupe has implemented a new policy for entering our building. No individual, including parents, will be allowed to enter the school building without a scheduled appointment. If you do have an appointment at school, you must follow the protocol for visitors, as follows:

- 1) Ring the buzzer located at the front of the school
- 2) Our front office staff member will walk down the stairs to meet you at the main door before you enter the building.
- 3) Your temperature will be taken and you will need to complete a short questionnaire.
- 4) When you submit the questionnaire, our office will keep a record of your responses (to view the questionnaire ahead of time, visit our school's website) submitted online.
- 5) Entrance to the school will be granted or denied based on your responses.

Student Drop-off and Pick-up

For the health and safety of our community, our updated drop off and pick up procedures will be strictly enforced. Due to increased safety measures surrounding COVID-19, students will no longer be convening in the playground before and after school and walking to class together. **Please note that due to the following measures we can no longer allow parents to walk their children to the playground as students MUST be screened in the drop off line in order to attend school that day.**

Student Drop-Off Procedure

- Students should be dropped off at school through the Irving Street alley beginning at 8:00 a.m. until 8:30 a.m. except Pre-K (See Pre-k information).
- Faculty and staff will be asking students the designated health screening questions (a full list of these questions can be found under the "Increased Safety Measures" section) and taking the temperature of each child before they leave their car.
- **Immediately after being cleared, students should go directly to their respective classroom.** As previously mentioned, if a student has a temperature reading of 100.4 or higher, the student will not be able to enter the school. **At this time and throughout the school day, all administrative staff, teachers, parents, and students must be wearing masks that fully cover their nose and mouth.**

Student Pick-Up Procedure

Parents or authorized individuals must pick up their students from an area and time designated specifically for your child’s learning cohort/grade level, which is listed below. **At this time all administrative staff, teachers, parents, and students should have their masks on.**

Designated Learning Cohort Pick-Up Areas

Pre-K : 3:50-4:10 will wait at the circle drive at the door of the gym (across the street from Our Lady of Presentation Church).

Kindergarten- 2nd grade: 3:50-4:10 will wait on the basketball court in the playground and parents will pick them up in the alley.

3rd- 5th grade: 3:50-4:10 will wait in the gym and parents will pick them up through the door that opens onto the alley.

6th- 8th grade: 4:10-4:20 will wait on the basketball court in the playground and parents will pick them up in the alley.

Before and After School Programs

In order to keep our community safe by preventing the mixing of learning cohorts, we will not offer the before or after school programs this school year.

We ask that in order for these procedures to be quick and effective, we need everyone’s collaboration and patience. PLEASE BE ON TIME AND IN THE CORRECT LOCATION at your child’s designated pick-up area. Please do not come before the time in the place that you need to pick up your child.

Carpool

As per usual, parents carpooling with other families will need to notify the main office. The authorized pick up adult’s name must be added in Jupiter under the “Authorized Transportation” section in that child’s Jupiter account. You must also confirm which days this authorized individual is picking up your child. Authorized individuals must also be able to present a photo identification (Driver’s License) when asked.

Attendance Policy

- Students that have:
 - been diagnosed with COVID 19, or
 - Are quarantined for having been in contact with someone diagnosed with COVID-19, or
 - are in quarantine with possible symptoms

must inform the school by 8:00a.m. that they will be absent.

- Students that are absent from school due to the above reasons will have access to their recorded classes and homework by the next morning. Parents should also email their child's teacher with any questions regarding homework.
- As soon as the school is informed about the student's condition, their teachers will be notified and they will send the makeup work, through email, while the student is absent.

Tardies

- If a student is late to school, before entering the building, they must ring the doorbell at the main entrance (with their parents) and a health screening along with a temperature check will be conducted before they enter the building. If the temperature is less than 100.4, they can enter the building and they will go directly to their classroom.

Hallways and Common Areas

- Directional arrows and decals marking 6 feet of social distance will be placed on every floor, stairwells, and common area to help students understand and practice social distancing.

Classrooms

- Within our classrooms we have removed all excess furniture and equipment to allow desks to be moved as far apart as possible. We are unable to accommodate 6 feet of distance per desk.
- Teachers have a "teaching box" at the front of the classroom where they are 6 feet from the first row of desks
- Students will be in contact only with their own grade in their classroom, or learning cohort. Teachers will be rotating from one classroom to another. Under no circumstances will they be mixed with other grades/learning cohorts.
- Each student will be assigned their own desk within their learning cohort/classroom, from Pre-K to 8th grades.
- Every time students leave their classrooms (i.e., for recess or bathroom breaks) the teachers will disinfect the room. Each teacher will have disinfectant spray in their classrooms for this purpose. All shared spaces will constantly be disinfected and cleaned.
- All classrooms will have adequate ventilation, windows will be opened and fans will be provided to help with air circulation.

Technology, School Supplies and Lockers

Teachers will give each student their own school supplies, which they will keep. No school supplies, notebooks, textbooks, or books will be shared. Each of the students will have their own learning material, which should not be shared. These materials will be distributed by their respective teachers.

- **iPads, Chromebooks and Laptops**

- This year, students will be able to take their devices home to do their homework. They will be responsible for the care of the corresponding devices. Before they receive them, a form will be sent home that must be signed by parents, stating that you, as parents, are responsible for these technology items in the case of any damage or misplacement. We will send you this form before school begins. *Without a signed form, we cannot provide your child with a device.*
- **Water Bottles**
 - Each student must bring their **32-ounce bottle with their first and last name (filled) from home.** Motion-activated water bottle filling stations will be replacing traditional school water fountains so that children can safely refill their water bottles.
- **Disinfecting Supplies**
 - We ask that each student, if possible, bring with them on the first day of school:
 - (2) containers of disinfecting wipes
 - (2) boxes of tissues
- **Lockers**
 - Lockers will not be used in any grade for this school year in order to eliminate hallway congestion and maintain social distancing.
 - Each grade must put all their supplies, including books, notebooks, backpacks, lunch boxes, jackets, etc. in their classrooms. Teachers will explain to students where these items can be stored on the first day of school.

Bathroom Breaks

Students in each grade will have extra time within their schedule to go to the restroom and have a few minute breaks without mixing with other grades/learning cohorts. Each grade/learning cohort will be assigned a bathroom for their use in order to avoid mixing learning cohorts. Grades will have the following opportunities for bathroom breaks:

- K-5th grades: 4 to 5 bathroom breaks per day
- 6th-8th grades: 3 to 4 bathroom breaks per day

Recess

Both elementary and middle school will continue to have a regularly scheduled daily recess. They will also have additional playground times, meaning that each grade will have their own recess schedule, but in different areas of the school with their own supervision. These times will be confirmed by teachers in the “Back to School Virtual Night”. So that each grade has the opportunity to be in different areas, each week the grades will rotate. Each grade will be under the supervision of two adults. Only Pre-K will remain on the same Pre-K only playground with the supervision of their teachers.

Play areas will include:

- Soccer field

- Basketball court
- Presentation Church's St. Joseph Hall (located at 3417 W. 7th Ave)
- The yard outside of the Parish Office

In case of snow or rain, students must remain in their classrooms and they will be given some activities in which they can entertain themselves. Supervisors will be in charge of this organization.

Lunch & Snack

- Lunches and snacks will be eaten in the classrooms
- After lunch, each student will clean their own desk and then will go to recess at their scheduled time.
- For safety reasons, students will not be able to use microwaves, so we ask that you please send your child with a lunch that does not require heating (i.e., sandwiches, salads, cold pasta, etc.).
- Students who eat lunch provided by DPS will not go to the cafeteria to pick up their lunch; the person in charge of serving lunch will deliver lunch to each classroom.
- All students from Pre-Kinder to 8th grade must bring a simple and healthy afternoon snack. Students in grades 6-8 will be required to bring a snack to eat in the morning. Snacks do not need to be refrigerated, nor do they require heating. Sweets, chips, soft drinks, chewing gums and bread or cookies are left at home.

Specials

- **Physical Education**

Physical Education will be held on the playground or in the gym depending on weather. All students have to come to school in PE uniform on their assigned PE day. Also, they must bring a small bag, a small towel, soap and a comb so that after exercising, they wash their faces and comb their hair before returning to their classroom. They cannot change at school.

- **Music and Art**

- Students will not sing or use instruments this year.
- Art class will continue with all elementary grades. The teacher will rotate from class to class and will provide the necessary materials for each student, in an individual box specific to that student. Students will not be allowed to share materials.

- **Middle Schools Specials**

This year, we will have “specials” such as: Art, Cooking, Technology, P.E., group dynamics, etc. These classes will rotate each trimester. The students will have P.E. class every week.

Impacts to Our Program: During this school year, there will be temporary suspension of certain programs and activities:

- Before and after school care
- Athletics- will be suspended through December. We will reevaluate for Spring sports.
- Retreats
- **Prayer Service in the Gym-** Each teacher will be in charge of prayer service once a month in the designated language. This service will be done through the school intercom at the same time as always, 8:30 a.m. It will be brief and based on the theme of the school year.
- Field Trips
- Birthday celebration- Parents will not be able to attend.
- Big events / meetings
- **Mass**
 - Cohorts will alternate mass times each Tuesday to allow for social distancing to occur in the church. Only three groups will attend mass.
 - The language will continue to alternate each month
 - Students not attending mass that week will receive additional religion class during that time
 - Parents or visitors wanting to attend mass must remain in the cry rooms of the church so as to not expose students

Lost Items

- We cannot keep all lost items in one place because it is not hygienic
- Every week, they will be removed and garments that have names will be returned to students
- Items that are not labeled will be removed from the building on Friday of every week
- It is very important that you speak with your child about the importance of taking care of their own things and not leaving them anywhere other than their backpack, in their desk or in their classroom

Parent Notification of Possible Exposure

- If your student's cohort is exposed, parents will receive a text message and email from the school notifying them that there is a positive case in their student's cohort
- Escuela will contact the local health department to let them know of the positive COVID-19 case and will work with them to move forward
- Depending on local health department guidance, remote learning will begin for that entire cohort

Pre-K Regulations and Procedures

Drop-off Procedure

When dropping off Pre-K students between 8:00-8:30 a.m., it is necessary and important that parents and teachers wear their masks. Pre-K students must wear a mask during drop-off and pick-up. Pre-K students are not required to wear a mask during the day.

One of the Pre-K teachers will be present waiting to receive them at the circle drive (gym entrance located across the street for Presentation of Our Lady Church) and the other teacher will be in the gym, supervising the children. Once the group is completed, they will go to the classroom. The teachers will practice social distancing following the rules and regulations of the State of Colorado and the Department of Health.

Parents will remain in the car when dropping off their students, it is also important and mandatory that each parent of a Pre-K student must sign their student's attendance / sign-in time. Each child will be given a sheet and a pen attached to a plastic folder. At the end of the day, the materials will be disinfected.

All Prek students will have their temperature taken before entering school to ensure that they are well. If the temperature is (99.2-100.3) the student will be monitored throughout the day. If you have more than 100.4 it will be sent home. It is recommended that anyone who has a fever consult a professional doctor for any ruling.

Only students, faculty and staff are allowed to enter the building. Parents that want to enter the school, will have to request an appointment.

Pick-up Procedure

Pick up time for Pre-K students is from 3: 50-4: 10pm. You will pick them up from the same place they were dropped off in the morning (circle drive) at the gym door in front of Our Lady of Presentation Church on Julian Street. The same procedure will be followed as in the morning, Parents must sign the sheet with the time of departure. You will be provided a sheet and a pen attached to a plastic folder for each child. The materials will be disinfected. Pre-K students must wear a mask during drop-off and pick-up.

Lunch & Snack

At lunch and snack time, 2 children will sit at each table 6 feet apart. Due to these circumstances in which we are going through, microwaves will not be available. Please send your children with a lunch and snack that do not need to be heated. Microwaves will not be used to heat food for safety reasons.

Nap Time

During the nap time from 12:30- 2:00 p.m., each child will have their space with their name and where to locate their bed, which they will maintain the distance of 6 feet between each bed. The clothes, bedding materials will not be loaned or used for another child as well as they must not have contact with other clothes or bedding materials.

At naptime, children will not be allowed to sleep with masks on or with their faces covered.

Cleaning and Disinfecting Beds and Toys

At the end of each day the classroom materials and toys will be cleaned and disinfected. Children will not be allowed to bring sleeping dolls or other toys from the house.

- Each child will be provided with a box to store their extra clothes, also the parents will have to bring (polo shirts, socks, pants, shorts and shorts) in case of any accident.
- Another box will be provided for your bedding (sheet the size of a crib, blanket, jacket, jacket). For safety reasons, contact between the personal materials of one child and another will not be allowed. Students are not allowed to bring a backpack due to limited space in the cubbies area.

Hand Washing

All children and teachers need to be consistent in practicing handwashing hygiene at the following times:

- Upon arrival at school and after their break time.
- Before and after eating or when they have contact with food.
- Before and after the administration of medications.
- After using the bathroom or when the child is helped to use the bathroom.
- After having contact with any body fluid.
- After returning from recess.

It is recommended that individuals wash their hands with soap and water for at least 20 seconds. If for some reason soap and water is not available; hand sanitizer must be used (60% alcohol.)

Parent Responsibility

- Each parent is responsible for keeping emergency contact and personal / family information up to date. Parents will be contacted quickly, using this information, in the event of any accident, illness or in the event that the school has to be closed.
- Each child will need to bring their fully-filled 32-ounce water bottle and take them home at the end of the day. Parents are responsible for changing the water daily. The Pre-K classroom will have a container of fresh water available for student use.
- Before school starts, parents have to make sure their children have their complete immunizations as well as their physical exam and bring the immunization record to school or they cannot enter the building on the first day of school.

- Parents are responsible for bringing clean bedding (sheet, blanket every Monday and taking it on Friday to be washed).

Classroom Activities

During the small group activities (circle time), the students will be seated 6 feet apart on a small individual square rug labeled with their name. Each work center will be open and organized with 2 spots so that only two children put their names in each center and have the option of playing or working. Also, the tables will be organized by 2 children per table. Each child will have their box of individual work materials (marker, pencils, glue, scissors etc.)

Note

During exploration activities or centers, students will not have the opportunity to share and use the sensory table (sand, water, modeling clay, clay, rice). If the students are interested in playing with it, the teacher will offer them individual material and containers that will be disinfected after use.

The play area will have limitations. Items such as teddies, play clothes, shoes are not allowed. Only plastic toys that can be washed and disinfected are allowed.

The activities include:

1. Blocks: Divided into two areas, one for each child
2. Art: Divided into two areas if manageable.
3. Fine motor: Divided into two areas.
4. Science Divided into two areas.
5. Mathematics and manipulatives: Divided into two areas
6. Reading place: Divided into two areas
7. Puzzle: Divided into two areas
8. Buildings 2 types of materials will be offered: Legos and magnets will also be divided into two areas.
9. Small play area: Divided into 2 areas
10. Movement with music

Outside Play

At the time of playing outside or during recess, always considering the weather if it is more than 20 degrees of temperature or less than 90 degrees the children will be able to go out to play on the playground. The time to go to play in the yard will be divided into two groups: First group will go outside, for 30 minutes, with Ms. Shelley (10 students) and the second group will go with Ms. Ines (10 students) for 30 minutes.

They must maintain social distancing, respect the rules and regulations to avoid the spread of the virus. Students are required to carry their labeled water bottles. The teachers will always have the student attendance list, the first aid kit as well as wet wipes and tissue. Parents are advised to apply sunscreen at home in hot months, as well as to dress their child in appropriate clothing for the weather.

SCENARIO 2: Distance Learning

- In the event that multiple COVID-19 cases are identified in our community, the school will transition to distance learning immediately.
- The Colorado Department of Health will be notified and will proceed with its evaluation process. They will notify school officials when it is safe to return to school.
- Students must not be in the building for any reason.
- No school activities will be held in the building for a minimum of two weeks, unless otherwise directed by the City of Denver or the State of Colorado.

Learning:

- It is very important that all of our students have a designated learning space at home so that they can continue their classes effectively.
- Student learning will be done through the devices that the students use at school since all of the learning will be conducted through digital portals and Zoom conferences. In Pre-K to 2nd grade, the Seesaw program will be used. Grades 3rd to 8th will use Google Classroom.

School Hours and Attendance:

- Basic subjects such as Mathematics, Literacy (English and Spanish), Social Sciences, Natural Sciences and Religion will be given from 9:00 a.m. to 2:00 p.m.
- **Lunch will be scheduled from 11:30-12:30p.m.**
- 2:00 - 4:00 p.m.- Specials, tutoring or counseling will be held at this time.
- Attendance will be taken in each class within 10 minutes of the start time of each class. If the student appears later than the time given, they will be considered absent in that class.
- **Minutes per Each Class:**
 - Pre-K-Kindergarten: 30 minutes per class**
 - 1st - 3rd: 45 minutes per class**
 - 4th - 5th: 45 minutes to 50 minutes per class**
 - 6th - 8th: 45 minutes to 60 minutes per class**

Academic Expectations:

- We will maintain our academic expectations.
- Homework and assignments will be graded following our grading policy through Jupiter.
- The tests and assignments will be carried out as scheduled in all subjects, also following our grading policy. The tests and exams will have a time limit so that they can be completed during class time.
- Class participation will also be graded, that is, when students answer and ask questions.
- All students should have all the materials ready for each class.
- All students must have their cameras on and teachers must see their faces throughout the class. The student who does not turn on his/ her camera and is not seen will be considered absent and therefore will not have a grade for his/ her participation.
- Parent verification forms need to be sent every Friday with their respective signatures.
- Every Friday, the teachers will add the links to the classes, as well as the assignments for the following week in the Zoom digital calendar.

Uniforms:

All students must wear the Escuela polo shirt in elementary school and the white Escuela logo shirt in middle school. Children should look presentable for each class and have already had breakfast before 9:00 a.m. and they will also be given a few minutes of rest between classes where they can eat a small snack.

SCENARIO 3: Hybrid Learning Model

In this scenario, the same procedures of the two previous scenarios (1 and 2) will be applied; since this scenario consists of the student being at school for in-personal learning and at other times he/ she will be in distance learning at home. There is a combination between Scenario 1 and Scenario 2.

Classroom:

- Each classroom must have less than 20 or 25 students. It will be determined which group of students comes first and which comes after.

Schedules for this Scenario:

In this scenario, the groups will be divided according to the needs of the students by each grade to cover the expectations of our dual program. We cannot guarantee to give the same days, hours or weeks to siblings because it depends on the needs of each particular grade.

Schedule A:

During this time, one group will come from morning until noon (8:30 a.m. until 11:30 p.m) and the other group will come in the afternoon (1:00 p.m. at 4:00 p.m.) There will be no lunch.

Schedule B:

During this time, one group will come to school some days of the week and another group will come other days of the week. For example: On Wednesdays and Fridays one group would come and on Tuesdays and Thursdays another group would come all day while on Mondays, there would be no classes.

Schedule C:

At this time, a group of students (per grade level) would attend school all day for one week and the following week, another group would attend school.

NOTE:

After having read “El Librito” with the new changes and implementations; as well as the regulations and procedures of the Pandemic, you must sign the form that we will send in both languages. This form is required before your student can return to school. Likewise, you must complete the “El Librito” questionnaire, together with your children. This will be the first homework assignment upon returning to school on August 26, each student should bring the completed questionnaire.

As you know, many things are out of our control, but we are doing everything we can to make this return beneficial to each of our students. We look forward to continuing to work together with each of you, dear parents, so that our community can have a healthy and safe return to school.