



# COVID-19 Employee Handbook

St. Joseph Academy

Sponsored by the Felician Sisters  
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**Introduction:**

As COVID-19 (coronavirus) continues to spread, the health and well-being of our St. Joseph Academy (SJA) students, staff, families and community are of utmost importance. We are depending on the guidance of public health professionals who are the experts in protecting the community during disease outbreaks/pandemic. This is a difficult time and there are no easy answers as every day presents new dilemmas; therefore, we are doing our best to provide up to date information, at a time when details change quickly.

While the long-term outlook of the coronavirus pandemic is still highly uncertain, learning communities are having to adapt to new procedures in order to be able to work effectively while attempting to keep their members safe and healthy. The unprecedented challenges from the coronavirus pandemic have required SJA to shift and adapt new protocols as well.

In response to the aforementioned, this handbook was prepared to answer many of the questions that you may have and to provide specific information about certain policies and procedures. This handbook contains important information that you should know, become familiar with and keep available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your immediate supervisor.

This handbook has been prepared to inform you of the best practices that will occur at St. Joseph Academy. The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time, with or without notice.

Upon review of this handbook you are to provide a signed copy of the Health Screening Form & Agreement and the Staff Acknowledgment form to Human Resources.

### **Building Entry**

SJA encourages families/staff to take every day preventative actions to stop the spread of respiratory illness; therefore, SJA will limit access to vendors and visitors. Access needs to be verified with the President/CEO. Upon entry, everyone entering the building must be wearing a mask or facial cover over the mouth and nose.

### **Main Office Procedures**

- A tall plastic barrier is installed in front of the secretaries work space.
- All parents must enter the building/office (off 17<sup>th</sup> street) with a mask.
- Only one non-SJA employee will be allowed in the office at a time.
- All office doors will remain closed.
- A notebook will be kept in the office to keep track of visitors (inclusive of date and contact information).
- No volunteers will be allowed to support SJA during this time.
- The ECEC entrance (17th Street) will be the only entrance/exit used for the entire learning community.
- If no one is in the lobby to conduct a temperature screen, they are expected to report to the Main Office.

### **ECEC Building Entry:**

- Drop off/Pick up of children will be limited to one person over the age of 18 years old and preferably the same person, if possible. Drop off/Pick up will happen in the lobby (by the time clock) where parents sign in/out their children.
- Children will be escorted to class by an SJA staff member.
- Parents & children are required to wear masks when entering the building.
- Classroom access is restricted to teachers and children.

### **When to Report to Work**

All staff are expected to report to work given the employee is not experiencing symptoms of COVID-19. If an employee believes they have been exposed to COVID-19, although not experiencing symptoms, they should continue to report to work until they provide Human Resources with documentation from a city/town health department excusing them from work. If an employee is excused from work due to COVID-19 and/or a communicable disease, they will not be allowed to return until documentation from a city/town health department is provided to Human Resources with a return to work date. *If you are experiencing symptoms we highly encourage you to get tested for COVID-19.*

**Ministry Building Staff:**

All Ministry Building Staff members must enter through the garage off 17<sup>th</sup> street prior to beginning their shift for a temperature check. Staff members, who use the Ministry Building entrance, are currently a member of The Registry, and have children who attend the ECEC, may temperature check and log their child(ren) data in the Ministry Building daily before entry.

**Screening Procedure for Children and Staff upon Arrival**

Each staff member will undergo temperature and health screenings on a daily basis before beginning to work their shift/entering the facility. The temperatures of staff will be kept confidential.

Persons who have a fever or other signs of illness will not be admitted to the facility. If a student or staff member has a family member that attend SJA and exhibit a fever or other signs of illness, all will be sent home.

In accordance with our policy, families and staff will be notified of confirmed cases as soon as possible.

**Staff:**

All staff (excluding Ministry Building Staff) will enter the building through the 17<sup>th</sup> street entrance prior to beginning their shift for a temperature check.

**Employees**

To ensure staff practice social/physical distancing while awaiting their health screen/temperature to be checked, we ask that you remain outside until you are asked to enter. Time spent waiting for temperatures to be checked is considered compensable work time.

- In the Lobby, designated staff will make a visual inspection of the adults for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc. Temperatures should be taken prior to building entry.
- Designated staff will record any symptoms in the daily health screen agreement as well as the medical logbook for St. Joseph Academy.

**Children and Adolescents**

The CDC and DHS recommend that all children aged 2 years and older who are able to properly and safely wear and remove a cloth face covering should wear one. The CDC and DHS recommend no face coverings for children under 2-years-old. As such, children under 2-years-old must not wear face coverings. Face coverings are developmentally appropriate when children can properly put on, take off, and not touch or suck on the covering. Face coverings should not be worn if it causes the child to touch their face more frequently than not wearing it. We will help children understand the importance of wearing face coverings to prevent the spread of germs. Children who have a documented medical reason for not wearing a face covering must not be required to wear one. There

should be no face coverings while children are sleeping, eating, or swimming (or when they would get wet). Face coverings with ties are not recommended as they pose a risk of choking or strangulation. Face coverings may be removed during outdoor activities where children and staff can maintain physical distancing and have ready access to put them back on as needed. Even if cloth face coverings are worn, it is important to continue to practice proper physical distancing.

## **Personal Protective Equipment (PPE)**

### **Staff Expectations**

All SJA staff will be required to wear a mask. You can provide your own, or one will be provided for you. Wearing gloves is recommended and a pair will be provided upon request.

### **ECEC PPE**

- As it is important to comfort crying, sad, and/or anxious infants and toddlers, they often need to be held. To the extent possible, when washing, feeding, or holding young children: ECEC staff should protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- All ECEC children and ECEC staff should have multiple changes of clothes on hand in the childcare center. Clothing should be changed for both children/staff if secretions come in contact with clothing items.
- Face coverings should NOT be put on babies and children under age two because of the danger of suffocation. If a parent requests the use of a mask, it can be used only on children over the age of two if they supply it.

### **Sanitation Practices & Maintenance Procedures for Staff**

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection will be required based on level of use.
- Surfaces and objects in public places, such as Main Office, Mailbox room, Bathrooms, and printer/copier machines will be cleaned and disinfected by the employee utilizing the surface and/or object/machine before each use.

### **Frequently touched surfaces:**

- Surfaces and objects that are frequently touched will be cleaned and disinfected before the opening of the classroom, during the day as needed, and at the end of the day. This includes: doors and cabinet handles, light switches, tables, chairs, cubbies, playground structures, drinking fountains, all surfaces in the toileting and diapering area, etc.
- Cleaning products will be used according to the directions on the label.
- All cleaning materials are kept secure and out of reach of children.

- For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- SJA will provide EPA-registered disposable wipes to teachers so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- Disposable paper towels are used so each child will use only his own towel and not share with others.

### **Toys**

- Toys that cannot be cleaned and sanitized will not be used.
- Toys including books that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion will be set aside until they are cleaned by hand by a person wearing gloves. They will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Staff will be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
- All soft, machine washable cloth toys will not be used.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned will be set aside and placed in a dish pan with soapy water or put in a separate container marked for “soiled toys.” The dish pan and water will be kept out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning.

### **Bedding**

- Bedding and mats will be washed and sanitized on a daily basis.
- Cots and mats are labeled for each child. Clothing, towels, linens and other items will be labeled as well.
- Items will be laundered according to the manufacturer’s instructions.
- Staff will wear disposable gloves when handling dirty laundry.
- Dirty laundry from a person who was sent home sick will be washed separately.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away after handling. Soft surfaces such as carpeted floor, rugs, and drapes.
- Surfaces will be cleaned using soap and water or with cleaners appropriate before and after use on these surfaces. Spray bottles will be provided.
- Items will be laundered according to the manufacturer’s instructions or, if unable to be laundered, it will be disinfected with an EPA-registered household disinfectant that meet EPA’s criteria for use against COVID-19 Electronics.

## **Electronics**

- The manufacturer's instructions for all cleaning and disinfection will be followed.
- Consider the use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens.

## **Caring for infants and toddlers**

- Cloth diapers will not be used.
- Posters with diaper changing procedures are posted at each table. It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children: Teachers should consider wearing an over-large button-down, long-sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo. Teachers will have extra clothing at the Center.
- When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include: ▪ Prepare (includes putting on gloves) ▪ Clean child and remove gloves ▪ Remove trash (including gloves) ▪ Replace diaper ▪ Wash child's hands ▪ Clean up diapering station ▪ Wash hands.
- After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.
- Teachers should consider wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo. Teachers will have extra clothing at SJA.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers will change the child's clothes if secretions are on the child's clothes and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. All children must have at least two changes of clothes on hand in the Center.

## **School Children (K4-8<sup>th</sup> Grade) Recess**

- Outdoor activities including recess and physical education will be encouraged within classes and while maintaining social distance.
- Teachers will supervise recess.
- All students must wash or sanitize their hands before and after recess.

- Students and teachers must wear masks at all times.
  - Modifications for students may be considered on a case by case basis.
- Each class will have their own recess bin of materials.
- Students (or teachers) will disinfect their class' recess materials after each recess session.
- No recess equipment will be allowed to be brought from home.
- Recess games involving touching are not allowed.
- Recess "zones" may be identified and may have a limited number of students allowed to be in any 'zone' at any one time.
- Playgrounds on 16th St. and in Kinnickinnic Park are off limits.
  - The grassy space outside of the gym may be scheduled for K4 and K5 classes (and other grades, as needed)
- Sports or games with close proximity like basketball or football must be adjusted to individual activities like “horse,” basketball competitions, or playing catch.
- Students will only be allowed to play with students in their classroom.

### Recess Zones Map

1. Greenspace by Gym
2. Basketball Courts
3. North of Bball Courts
4. West of Path
5. Softball Area
6. Walk Around Block



### **Food Service**

- Meals will be served in classrooms on disposable plates with disposable utensils.
- Meals will be plated to serve so that multiple children are not using the same serving utensils.
- Staff and children will wash hands prior to eating.
- Staff will wash their hands before preparing food and after helping children eat.

- Staff and Students are no longer allowed to bring in any sort of food/treats and/or snacks for parties of two or more. Students are not allowed to bring liquids of any kind.
- Staff and students are not allowed to drink from the water fountain. Water bottles must be brought from home and refilled when necessary.
- All Staff must eat meals in their Office/Classroom/Workspace. If that cannot occur, you may eat in the cafeteria sitting 6 feet apart from any other employee.
- The Staff Lounge will be off-limits for an employee's break-time.

### **Food Service Operations**

- Employees will have their temperature checked daily at the 17th entrance.
- Sanitizer spray will be used on all surfaces when entering and leaving the kitchen.
- All carts will be washed with soapy water and sanitized before the next set up.
- When going from dirty to clean dishes, hands will be washed in a bucket of soapy water and then sanitized and air dried.
- Handwashing will be done every time gloves are changed and when leaving the kitchen and entering the kitchen.
- Plastic or cloth aprons will be worn daily when cooking and washing dishes.
- All vendors will wear masks when entering SJA.
- All produce will be washed in the kitchen before storing.

### **Maintenance Operations**

- Employees will have their temperature checked daily at the 17th street entrance.
- Maintenance Staff will be sanitizing all surfaces on an hourly basis from 6:00am-6:00pm
- High touch surfaces will be disinfected frequently to include but not limited to:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, railings, etc.
- The Night Cleaning Crew will be expected to follow the guidelines set forth in this Handbook.

## **In-Person Return to School Plan – 4K – 8<sup>th</sup> Grade**

### **School Students Before 8:00am Arrival**

This is strongly discouraged and messaging about this will be heavy leading up to and for several weeks after the school re-opening. In the case that students arrive before 8:00am and the weather outside is unfit for students to remain outside, one staff member will supervise those students in the gym, each student spaced out as far as possible. At 8:00am, the staff member will dismiss the students one by one to their classrooms.

### **School Students (K4-8<sup>th</sup> Grade) AM Drop-off & Building Entry**

Designated staff will make a visual inspection of the children for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.

Parents are expected to self-screen at home and monitor their child's temperature and symptoms.

All students are required to wear school-appropriate masks before entering the building.

All students will enter through Door #7. Doors will open at 8:00am. If waiting outside, students and parents must maintain physical distance of 6ft or more. Upon entry, students report directly to their classrooms.

Any student arriving before 8:00am must be signed up for Morning Care through the ECEC. If not, they will be required to wait outside until 8:00am in a line.

### **School Students Movement During the Day:**

Hallways will have signage directing the path and flow of traffic to minimize interaction between students.

Lower Level – One Way Northbound

1<sup>st</sup> Floor – One Way Southbound

3<sup>rd</sup> Floor – One Way Northbound

Teachers will escort groups of students to and from their classroom. Middle school students will stay in the same room while teachers rotate from class to class to eliminate hallway traffic and passing periods. An extra staff member will be available to monitor classrooms while teachers shift.

### **School Students Dismissal:**

Students will be dismissed at 3:30pm. We will split them into grade level groups and utilize all available exterior doors to spread students out while waiting to be picked up. Students will be expected to maintain 3-foot distancing and wear their masks until they are at their cars or walking home. Teachers and parents will be given their door pick up assignments closer to the start of the year.

### **School Students Late Pick Ups**

This is strongly discouraged and messaging about this will be heavy leading up to and for several weeks after the school re-opening. In the case that student's rides do not arrive before 3:45pm, one staff member will supervise those students in the gym, each student

spaced out as far as possible. The office will notify the staff member in the gym when a student may be dismissed and will dismiss the students one by one to their parents (or authorized pick up person).

### **Water Fountains**

Water fountains are clearly labeled as only to be used for filling up water bottles. Physical barriers are in place so that they are not used to drink directly from.

### **School Gatherings**

Mass, Assemblies, Programs, etc. may be conducted virtually or in each classroom separately depending on each situation and the ability to maintain safe distance.

### **K4/K5 Change of Clothes**

To reduce the spread of germs, extra clothes kept in a child's cubby or locker must be in ZipLock bags.

### **Physical Distancing**

All desks will be spaced out in classrooms as far as possible to maintain as much distance between students as possible.

### **Masks**

Masks are required for all students. Accommodations will be made for documented medical reasons signed by a doctor. If a student does not have a mask, one will be provided.

## **Preparedness & Response to a Pandemic Policy**

The purpose of this policy is to set forth the guidelines for management and staff to use in establishing and maintaining policies and procedures to prepare and respond to the onset of a pandemic.

### **Role of Management Team**

The President & CEO oversees the St. Joseph Academy (SJA) pandemic policy and oversees the development, implementation, and maintenance of the program, including assigning specific responsibility for its implementation.

The management team, designated by the President & CEO, will perform the following activities:

- Oversee the development and implementation of the pandemic preparedness program.
- Draft procedures to ensure compliance with the program; monitor, evaluate, and suggest adjustments to the program.
- Ensure that staff are trained on these issues.
- Ensure that the program is regularly tested and remains relevant to the scope and complexity of SJA operations.
- Brief the Board of Directors of SJA at least annually on the status of the program.
- Monitor national and international pandemic news sources to be aware of potential outbreaks. Websites devoted to national health care issues will be monitored; identify key points of contact for emergency and health organizations; and assess the potential implications if a pandemic occurs.

### **Planning for Impact to SJA Operations**

SJA will make every attempt to ensure preparedness for a pandemic's impact to our operation.

### **Pandemic Coordinator**

The CEO/ President will identify a Pandemic Coordinator and/or team with defined roles and responsibilities for preparedness and response planning.

- The Pandemic Coordinator and/or the President & CEO and the team with defined roles will be appointed by the President & CEO during that time, as SJA needs may vary.

### **Essential Employees and Supplies**

SJA will identify essential employees and other critical supplies that are required to maintain business operations by location and function during a pandemic. To ensure resiliency, SJA will cross-train employees to perform the essential functions.

- **Core Program Areas:**
  - **St. Joseph Academy:** Education staff, Food Services, main office. The Early Childhood Education Center (ECEC) may close due to a high level of absenteeism within the department.

### **Essential Business Functions and Processes**

SJA will assess and prioritize essential business functions and processes that may be affected by a pandemic.

### **Core Business Activities**

SJA will determine whether its core business activities can be sustained over several weeks with, potentially, only a minimal workforce available.

**Demand Preparedness**

SJA will develop and plan scenarios likely to result in an increase or decrease in demand for its services during a pandemic/outbreak.

**Financial Impact Projections**

SJA will determine the potential impact of a pandemic/outbreak in regards to financials, using multiple possible scenarios that affect the different programs offered.

**Service Provider Plans**

SJA will evaluate the plans of critical service providers for how they will conduct business during a pandemic. When possible, SJA will implement a back-up arrangement to mitigate risk.

**Up-to-Date Information**

In the event of a pandemic, SJA will pay close attention to the guidance provided by local, state, and federal health departments.

**Staff Compensation**

In the event of a pandemic resulting in a mandated closing, SJA will pay all eligible employees in accordance with State, Federal, and any governing body regulations by their regular work schedule in a 40 hour work week. In addition, in the event of a mandated closing, no PTO/Personal Days/Sick Days will be accrued during that time. In the event of a furlough, lay off, or decreased hours, compensation may cease. Should the employee file for Unemployment from the State of WI, it would not be contested by St. Joseph Academy.

**Emergency Communication Plan**

SJA will establish (and revise when necessary) an emergency communications plan which will include identification by key contacts (with back-ups), chain of communications (including vendors and customers), and processes for tracking and communicating business and employee status.

**Planning for Impact to Employees and Customers**

SJA will take actions to ensure that SJA is prepared for the impact to its employees and customers in the event of a pandemic.

**Outbreak Response**

If two or more laboratory-confirmed cases of COVID-19 are identified in the facility with onset dates within 14 days of each other, and the public health investigation identifies an epidemiologic link between the illnesses and the school (i.e., close contact occurred at school, multiple illnesses in the same room, shared staff member among cases), the outbreak is then a confirmed COVID-19 outbreak associated with the school. The classroom and/or school will be closed for a period of 14 days.

**Employee Absences**

SJA will forecast and allow for employee absences during a pandemic, due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures:

- Each department manager will track reasons for absence including symptoms of the flu (see below) = to help identify when an outbreak has occurred.
- In the event of a serious outbreak, supervisors will conduct active screening of employees when they arrive at work.

### **Personnel Policy Modifications**

SJA will modify its personnel policies to cover employee compensation; non-punitive sick leave absences; what to do for employees who have been exposed, or are suspected to be ill with, pandemic illnesses; determining when a previously ill person is no longer infectious and can return to work; telecommuting; and flexible work hours in the event of a pandemic.

In deciding when an employee apparently suffering from an illness may continue to work, SJA considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of SJA, the employee's continued presence must pose no risk to the health of the employee, other employees, and customers. With feedback from an appropriate health care provider, SJA may decide that the employee must stay home. In the event SJA decides the employee should not work and the employee desires to continue working, the employee must submit a statement from his or her attending health care provider that the employee's continued presence poses no significant risk to the employee, other employees, or customers. SJA may provide Time Off in an effort to make all reasonable attempts to ensure that employees not attend the workplace while displaying symptoms of illness or if subject to quarantine directives.

A pandemic may have an impact on any or all of the following:

- Cancellation of scheduled vacations.
- Approval of overtime.
- Employees staying home.
- Re-assignment of staff to a different department or branch.
- Additional use of part-time and supplemental staff.

### **Contact Modifications**

SJA will implement guidelines to modify the frequency and type of face-to-face contact among employees and between employees and customers (e.g., hand-shaking, seating in meetings).

- Daily cleaning with chemical germicides with attention to door knobs, handrails, bedside tables, and dining tables.
- Vaccinations – SJA will encourage and track annual influenza vaccination for employees. SJA will encourage employees to receive the H1N1 vaccination due to the high level of risk of the ministries and child care.
- Self- Quarantining.

### **Health Care Services**

SJA will evaluate employee access to and availability of healthcare services (including mental health and social services) during a pandemic, and improve those services as needed.

### **Special Needs Employees**

SJA will identify employees and key customers with special needs, and will incorporate the requirements of such persons in its preparedness plans.

### **Allocation of Resources to Protect Employees and Customers During an Outbreak**

SJA will take measures to protect its employees and customers during an outbreak of a pandemic illness. (i.e. apply for loans, ask for donations, etc.)

### **Infection Control Supplies**

SJA will plan for and provide sufficient and accessible infection control supplies in its main office and throughout the buildings (e.g., hand-hygiene products, tissues, and receptacles for their disposal).

**Information Technology Infrastructure**

SJA will enhance its communications and information technology infrastructure as needed to support employee telecommuting and remote member access.

**Educating Employees**

SJA will develop and disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, contingency plans), and SJA pandemic preparedness and response plan.

**Employee Travel Requirements**

A quarantine of 10 calendar days will be required for employees who travel internationally. Employees who travel domestically within the U.S. will not be required to self-quarantine; however, we encourage all employees who travel to closely monitor symptoms, if applicable.

To view the Preparedness & Response to a Pandemic Policy at St. Joseph Academy please reference Human Resources Policy 300.33 available online at <https://sjamilwaukee.org/>.

## **Working from Home/Off-site Policy**

It is our policy that the following guidelines below are followed when working from home/off-site. St. Joseph Academy is open from 6:00a.m. to 6:00p.m., Monday through Friday. Employees are expected to be at work during their normal hours scheduled by their direct Supervisor unless the work assignment takes them out of the office.

**Working from Home/Off-Site:** In order to best accommodate the needs of the employees at St. Joseph Academy, the organization expects all employees to be available during their normal, scheduled working hours; approved and scheduled by the direct Supervisor. Subject to staffing needs of their department, and prior management approval, an Administrator/Leadership member may occasionally request to work from home. Administrators/Leadership members wishing to work from home/off-site must adhere to the following guidelines:

- Working from home/off-site must be approved in advance by the President/CEO.
- When working from home/off-site an employee must be available by phone or e-mail in a timely fashion if management, student families or other employees have questions.
- Generally, Administrators/Leadership members will be expected to adhere to the same normal work hours when working from home/off-site.
- When working from home/off-site requires an employee to take home company files, prior President/CEO approval is required.
- Employees who want to work from home/off-site are responsible for assuring that the “home/-offsite” office has needed tools and set-up to assure that work is performed safely, efficiently and effectively.

The President/CEO reserves the right to make exceptions to the policy at any time.

To view the Working from Home/Off-site Policy please reference Human Resources Policy 300.30 available online at <https://sjamilwaukee.org/>.

## **COVID-19 Vaccination Policy**

It is our policy that SJA will not require employees, students, and volunteers to receive the COVID-19 vaccination.

Procedures:

If employment verification is needed for employees to receive a vaccination, a letter will be provided from Human Resources.

There is no cost for the COVID-19 vaccination under both of SJA's medical plans through Anthem.

If employees receive a vaccination at a community site, SJA may allow for flexibility in their work schedule for the employee to receive the vaccine.

Please work with your doctor/physician for any questions you have about the COVID-19 vaccination. For more information and guidance regarding the vaccination, please visit: <https://www.cdc.gov/vaccines/covid-19/covid19-vaccination-guidance.html>

The COVID-19 vaccination will not be required as a contingency for student enrollment at SJA.

In the event of a Federal State and/or government or DPI mandated COVID-19 vaccination as a requirement for employment and student enrollment, policies and communication will be directed from the President/CEO.

To view the COVID-19 Vaccination Policy please reference Human Resources Policy 300.38 available online at <https://sjamilwaukee.org/>.

## St. Joseph Academy Health Screening Form & Agreement

I am not, nor are my children and/or dependents exhibiting any symptoms related to COVID-19, i.e. fever, cough, sore throat, shortness of breath, chills, muscle pain, headache, and new loss of taste or smell.

I have not, nor have my children and/or dependents had any person-to-person contact with someone who has exhibited COVID-19 symptoms in the last 7 days.

My employer has placed no restrictions on me related to conducting business at other worksites. (*Visitors only*)

I agree that during the time in the building of St. Joseph Academy to wear a face covering/mask, practice social/physical distancing, exercise frequent hand washing and sanitation, and agree to be screened for a temperature check. (*Temperature must be 100.3 degrees Fahrenheit or below to enter the building*)

I agree that I, as well as any of my children and/or dependents have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); AND other symptoms have improved (for example, when cough or shortness of breath have improved); AND at least 7 days have passed since symptoms first appeared. (*If previously diagnosed with COVID-19*)

I agree to abide by St. Joseph Academy's rules on temperature checks, social/physical distancing, handwashing and sanitation, and face covering during the time I am in their workplace. I understand that failure to adhere to the guidelines above may result in the immediate request of dismissal.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Confirmed Case Communication (*For Administration use only*)**

On DATE, St. Joseph Academy was notified that an employee (or member of an employees' immediate household), and/or child tested positive for the COVID-19 virus. We immediately implemented steps in our emergency response plan to minimize the impact in our workplace and to keep all employees healthy and safe. We want you to be aware of the following actions:

- The employee and/or child directly impacted has been requested to comply with quarantine recommendations in place by the Centers for Disease Control and Prevention (CDC) and is on an approved leave of absence.
- We have communicated directly with any specific employees, business contacts, or families who are believed to have come in direct contact with the employee and/or child in the preceding weeks. We highly encourage them to get tested as soon as possible.
- We have followed the latest CDC recommendations for cleaning and disinfecting facilities, including the use of ventilating fans and open doors/windows to increase air circulation in the work area and extensive disinfection of the surfaces and workspace where the employee worked.

For reasons of privacy and confidentiality we are not sharing the name of the employee and/or child directly impacted. We are working with this employee and/or child's family to communicate the benefits and support available on behalf of St. Joseph Academy for a full recovery during this challenging time.

We continue to encourage all employees to proceed with incorporating good hygiene and social distancing practices in the workplace to minimize the risk of infection:

- Avoid gathering in areas of socialization, such as pantries/kitchen, copier rooms, etc.
- Eat at your desk or other area in the workplace away from larger crowds.
- Avoid face-to-face meetings even when working within the same premises.
- Choose alternative forms of communication such as phone, video conference, chat, instant messaging, etc.
- Avoid close contact with anyone who is sick and stay home if you are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

We thank all employees and families for their cooperation and understanding during these times. As we move forward, we encourage employees to contact Tabia N. Jones, Ed.D. with any concerns or questions by calling 414-645-5337 x269 or via email [Tjones@sjamilwaukee.org](mailto:Tjones@sjamilwaukee.org).

**Staff Acknowledgement Form**

I have read and been informed about the content, requirements, and expectations of the COVID-19 Employee Handbook at St. Joseph Academy. I have received a copy of the handbook and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at St. Joseph Academy.

I understand that if I have questions, at any time, regarding the content, requirements, and expectations set forth in the COVID-19 Employee Handbook, I will consult with my immediate supervisor and/or Human Resources.

I understand that should I travel internationally, I agree to self-quarantine for 10 days. *(If you are not able to work from home, PTO will be substituted in for any time off until it is exhausted.)*

I understand that failure to commit to the requirements and expectations outlined in the COVID-19 Employee Handbook may result in discipline leading up to and including termination.

I understand that changes to COVID-19 Employee Handbook may be made at any time.

I understand if I am vaccinated that I must adhere to all of the expectations and guidelines set forth in the COVID-19 Handbook.

In the event of a Stay at Home order St. Joseph Academy will remain open with the content, guidelines, and expectations set forth in the COVID-19 Employee Handbook.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## FAQ's:

1. How is COVID-19 treated?
  - a. Supportive care, which may include supplemental oxygen, fluids, and medications standardly used to treat pneumonia. Experts are currently investigating several antivirals for use in treatment.
2. Will Personal Protective Equipment (PPE) be provided to employees?
  - a. Yes. Masks and gloves will be provided to each employee upon request. If there is a need for additional equipment, please contact Human Resources.
3. Will Social/Physical Distancing be required of employees upon return to work?
  - a. Yes, it is required.
4. Will employees and students be required to have their temperature checked upon entering the building?
  - a. Only employees will be required to have their temperature checked upon entering the building.
5. Do I have to wear my mask in my office/classroom if I am alone?
  - a. The expectation is that employees will wear their mask at all times. If you are alone in your office with the door closed, you are not required to wear a mask.
6. How long will these requirements and precautions take place at SJA?
  - a. SJA employees will adhere to the guidelines set forth in this handbook until notified from the President & CEO that there will be a change.
7. What if there is another Stay-at-Home Order from the state of WI in the near future?
  - a. We will remain open following the State of WI mandates and will update Staff and Families accordingly. This communication will be available by email from the President & CEO of St. Joseph Academy.
8. What if I were to contract COVID-19?
  - a. The employee would be on an approved Leave of Absence receiving payment in accordance with the Families First Coronavirus Response Act. This payment would reflect the employee's consistent, scheduled Mon-Fri work schedule in a two-week period, limited to 80 hours.
9. Will there be free testing for COVID-19?
  - a. Free testing sites are available through the City of Milwaukee for anyone ages 12 months or older, regardless of symptoms in either drive-through or walk-up. To find a location please visit <https://city.milwaukee.gov/CoronavirusResources/COVID-19-Testing>.
10. If I am sent home due to symptoms of COVID-19 (i.e. fever, persistent cough, etc.) to go get tested for COVID-19, will the time away from work be compensated?
  - a. The time away from work may be compensated according to the Health Department's quarantine mandate in conjunction with the Families First paid sick leave (*maximum of 80 hours depending on the employees regular work schedule. See Human Resources for balance.*)
11. What if I have been in close contact with someone who has tested positive for COVID-19?
  - a. As long as you are not exhibiting symptoms you are welcome in the building.
12. Since the Staff Lounge is closed, where can I eat lunch?
  - a. You can eat lunch in the cafeteria seated 6 ft. apart from one another. You are also welcome to eat in your office/workspace/classroom with and students/children you may have in your classroom.
13. How will recess and lunch be conducted?
  - a. As outlined in this document.

14. What if I test positive for COVID-19?
  - a. Employees who test positive for COVID-19 should contact the Director of Human Resources and President/CEO immediately and provide medical documentation releasing them from work from their local Health Department. Before the employee is allowed back to work, a letter from an appropriate health department/center should be provided to Human Resources. For more questions and/or concerns please contact Human Resources.
15. What if a student/child tests positive for COVID-19?
  - a. Students/children who test positive for COVID-19 should contact the ECEC Director (if age 6 weeks – 3 years old) or the Principal (if age 4 -14) immediately and provide medical documentation. Before the student/child is allowed back in the building, a letter from an appropriate health department/center should be provided to the ECEC Director (if age 6 weeks – 3 years old) or the Principal (if age 4 -14). For more questions and/or concerns please contact the ECEC Director (if age 6 weeks – 3 years old) or the Principal (if age 4 -14). If we are notified during the day, or a student exhibits symptoms the child will be taken to an isolated space until a parent/legal guardian picks them up.
16. How are we serving families that are choosing not to return to SJA?
  - a. Please refer to the Distance Learning section. Packets will be mailed to families who prefer physical copies of instructions rather than email.
17. Who is considered a visitor?
  - a. Visitors are considered anyone who is not an employee of St. Joseph Academy. Visitors include but are not limited to: vendors, volunteers, Family Advocates, Health Advocates, Coaches, SJA partnership personnel. For more questions and/or concerns please contact Human Resources. The President/CEO reserves the right to allow visitors/guests into the building at any time.
18. Will I receive compensation for a mandated quarantine from my city's health department and/or primary care physician?
  - a. Upon confirmed contraction of COVID-19 and/or letter regarding quarantine due exposure of COVID-19 (per your health department and/or primary care physician), you will be allotted Emergency Sick Pay for a quarantine up to 80 hours (dependent upon employee's standard work schedule). If your child (ren) contract COVID-19, have mandated quarantine or you need to care for them due to lack of care during school hours, you may be eligible to receive 2/3 of your salary for the duration. Contact Tabia Jones, Ed.D. or Joe Caruso with any questions or concerns.
19. When should I stay home?
  - a. Employees should consult with their Supervisor and/or President & CEO in the event they are experiencing symptoms of COVID-19 and feel the need to stay home. The expectation is that the employee is to communicate any potential absence to their immediate Supervisor before their shift starts.

\*For more questions related to COVID-19 we encourage you to go online to the Centers of Disease Control and Prevention, web link provided below.

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

## Virtual Learning: Plan for ECEC & K-8<sup>th</sup> Grade Children

### Goals of Virtual Learning

- Work together to uphold our Mission & Values.
- Support our students/families and our team.
- Provide opportunity and access to grade level learning opportunities and instruction.
- Provide highly accessible educational framework for students and families.
- Communicate daily to students ensuring they are motivated to continue learning and have the resources they need to be safe and successful.
- Provide opportunity for our students to connect with peers in a structured setting.
- Give our best effort.

### Virtual Learning Framework for School

#### Daily Schedule:

##### Notes:

1. Lessons should follow the **I do** → **We do** → **You do** → **Exit Ticket** format.
2. Times listed are student engagement times, not necessarily live-teaching times.
  - a. *For example, Math may be 15 minutes of video instruction and 30 minutes of student work time.*
3. Mode can be: Live-Stream, Pre-Recorded, Independent work, Google Meet large or small group

<b>Kindergarten: K4</b> 8:30am - 3:30pm - Students need to be available		
<b>Time</b>	<b>Class &amp; Description</b>	<b>Mode</b>
8:30 – 8:50am	<b>Pre-Recorded Crew Message in Class Dojo</b>	Live
9:00 - 9:30am	<b>Literacy (Pre-Recorded story and work time)</b>	Mix
9:45 - 10:15am	<b>Math or Science/Social Studies</b>	Mix
10:20- 10:40am	<b>Faith Formation</b>	Mix
10:45 - 11:15am	Lunch	
11:30- 3:30pm	<b>Specials, Office Hours, Homework, Classwork, Rest, Go Outside</b>	Mix

<b>Kindergarten: K5</b> 8:30am - 3:30pm - Students need to be available		
<b>Time</b>	<b>Class &amp; Description</b>	<b>Mode</b>

8:30am – 8:50am	<b>Crew – Greeting, Reading, Activity</b>	Live
9:00am - 10:00am	<b>Readers Workshop</b>	Mix
10:15- 11:00am	<b>Math</b>	Mix
11:10- 11:30am	<b>Faith Formation</b>	Mix
11:40 - 12:10	Lunch	
12:10- 3:30pm	<b>Specials, Office Hours, Homework, Classwork, Rest, Go Outside</b>	Live

<b>Elementary: 1st - 5th Grade 8:15am - 3:30pm - Students need to be available</b>		
<b>Time</b>	<b>Class &amp; Description</b>	<b>Mode</b>
8:15 – 8:45am	<b>Crew – Greeting, Reading, Activity Community building, inclusion, belonging</b>	Live
9:00 - 10:00am	<b>Readers Workshop</b>	Mix
10:15 - 11:00am	<b>Everyday Math</b>	Mix
11:15 - 11:45am	<b>Faith Formation</b>	Mix
11:45am - 1:00pm	Eat Lunch, Go outside, play, rest, help family	
1:00 - 3:30pm	<b>Specials, Office Hours, and School Work</b>	Mix

<b>6th Grade Student Schedule</b>			
<b>6A TBD</b>		<b>6B RUSSICK</b>	
8:15 - 8:45 am (30 min)	CREW (TBD)	8:15 - 8:45 am (30 min)	CREW (Russick)
8:50 - 9:30 am (40 min)	FF (TBD)	8:50 - 9:30 am (40 min)	FF (Russick)
9:35 - 10:35 am (60 min)	Math (TBD)	9:35 - 10:35 am (60 min)	ELA (Russick)
10:40 - 11:25 (45 min)	Social Studies (Russick)	10:40 -11: 25 am (45 min)	Science (TBD)
11:25 - 12:10 (45 min)	Science (TBD)	11:25 - 12:10 (45 min)	Social Studies (Russick)
<b>Lunch Break 12:05 - 1:05 (1 hr)</b>		<b>Lunch Break 12:05 - 1:05 (1 hr)</b>	
1:10 - 2:10 pm (60 min)	ELA (Russick)*	1:10 - 2:10 pm (60 min)	Math (TBD)*

2:15 - 2:45 pm (30 min)	Office Hours (TBD)	2:15 - 2:45 pm (30 min)	Office Hours (Russick)
2:50 - 3:20 pm (30 min)	Specials	2:50 - 3:20 (30 min)	Special

7th/8th Grade Student Schedule			
7th Grade		8th Grade	
8:15 - 8:45 am	CREW (Blake, Beihoff)	8:15 - 8:45 am	CREW (TBD, Schober)
8:50 - 9:30 am	FF (Blake, Beihoff)	8:50 - 9:30 am	FF (TBD, Schober)
9:35 - 10:35 am	ELA (Blake)	9:35 - 10:20 pm	Math (Beihoff)
10:40 - 11:25	Math (Beihoff)	10:25 - 11:10 pm	SS (TBD)
<b>Lunch 11:30 - 12:30 (1 hr)</b>		11:15 - 12:00 pm	Science (Schober)
12:35 - 1:20 pm	SS (TBD)	<b>Lunch Break 12:05 - 1:05 (1 hr)</b>	
1:25 - 2:10 pm	Science (Schober)	1:10 - 2:10 pm	ELA (Blake)
2:15 - 2:45 pm	Specials	2:15 - 2:45 pm	Specials
2:50 - 3:20 pm	Office Hours	2:50 - 3:20 pm	Office Hours

SPECIALS	Monday	Tuesday	Wednesday	Thursday	Friday
ART -	K4 & 4th	3rd & 8th	2nd & 7th	1st & 6th	K5 & 5th
LIBRARY - Weiss	K5 & 5th	K4 & 4th	3rd & 8th	2nd & 7th	1st & 6th
MUSIC - Misir	1st & 6th	K5 & 5th	K4 & 4th	3rd & 8th	2nd & 7th
P. E. Skipper	2nd & 7th	1st & 6th	K5 & 5th	K4 & 4th	3rd & 8th
No Special	3rd & 8th	2nd & 7th	1st & 6th	K5 & 5th	K4 & 4th

**Attendance:**

Based on official guidance from DPI, **SJA will count attendance as one interaction between classroom teacher and assigned student or one completed assignment turned in from that student that day.** (Source:

[https://dpi.wi.gov/sites/default/files/imce/sms/Choice/information\\_for\\_schools/Choice\\_Summer\\_2020.pdf](https://dpi.wi.gov/sites/default/files/imce/sms/Choice/information_for_schools/Choice_Summer_2020.pdf))

(note: language communicated to students and families will be: **SJA will count attendance as one interaction between classroom teacher and assigned student AND one completed assignment turned in from that student that day.**)

1. During Crew Time, begin recording attendance on the Google Sheet titled: **Distance Learning Attendance 2020-2021 & on your Roster Attendance Sheet.**

- a. This Google sheet will be used to recognize absences and make phone calls in the morning.
- b. If students are absent during Crew, but connect later during the day, or return work, please record them as present on your Roster Attendance Sheet (This is according to official DPI guidance)

**Note:** You do not have to update the Google Distance Learning Attendance Sheet. However, please record notes on the last column if a student is engaged later on during the day or a parent excuses the student for the day, I will note these comments on Sycamore.

2. At the end of the school day, please record your attendance on Sycamore, using your Roster Attendance Sheet. Submit it for the day and save the Roster Attendance Sheet.

- a. If you are at school, please return your Roster Attendance Sheet to the office.
- b. If you will be teaching from home for the day, please scan the sheet and email to: [drios@sjamilwaukee.org](mailto:drios@sjamilwaukee.org)

**Crew:**

We will hold Crew each school day. Crew serves as an opportunity for students to connect with their homeroom teacher and peers as well as be set up for success for the day. All teachers are expected to log in during the designated time to lead their Crew “live”. Specials teachers and other support staff can contact teachers to be added to their Crew and join in. During this time, teachers will take attendance, review expectations/schedule for the day, and engage in Greeting, Reading, and Activity

\*Crew is a new initiative for us in 2020 - 2021 and we are going forward with it, even in distance learning mode.

**Live Classes:**

Teachers will schedule and conduct live Crew each day at scheduled time above. Teachers will also conduct at least two classes via Google Meet per week. The purpose of Live Classes is for students to have live interaction with teacher and classmates, to collaborate, to hear what other questions are about the content and skills, and to “see” the classroom. It should help distance learning feel less “distant.”

**Pre-Recorded lessons:**

Teachers may pre-record lessons for their scheduled classes. The purpose of these lessons is to ensure students are aware of the learning targets and have the background knowledge and skills necessary to be successful. Teachers should record and post their lessons via Google Meet by 9:00am on the day their class is scheduled. Pre-recorded videos should be 10-15 minutes in length.

**Assignments:**

Teachers will post assignments to Google Classroom to assess progress towards mastery and keep a pulse on our students' engagement. Assignments will be posted by 9:00am each day and will be due by 8:00pm. The due time is acknowledging our belief that

students need sleep and, therefore, should be done with all school work by 8pm. Kindergarten and Elementary teachers are encouraged to design lessons that can be completed earlier than that.

**Office Hours:**

Classroom teachers and specialists will log on daily for office hours. The purpose of office hours is to assist our students with distance learning. Office hours will be for at least thirty minutes between 9:00am - 3:30pm. Teachers will decide when their office hours will be within that time range and communicate it to their team, students, and administration.

**Absences for staff:**

If you become sick and are unable to log into daily Crew and attend your office hours, please contact Mr. Hanson. If you have a scheduled personal day that you still need to take, please contact Mr. Hanson. We will find someone to host your Crew and support students during office hours; please note this would count towards PTO.

**School Gatherings:**

Mass, Assemblies, Programs, etc. may be conducted virtually or in each classroom (separately).

**Expectations for School Staff:**

**ALL STAFF Communication expectations:**

- Reply to all emails within **24 hours**.
- Any IT questions, email **IThelp@sjamilwaukee.org** and provide your cell phone number so they can reach you.

**Principal and Assistant Principal:**

- Monitor Google Classroom and Class Dojo to ensure teachers are meeting requirements.
- Give feedback on lesson plans, especially learning targets.
- Support specials teachers on lesson plans and scope and sequence.
- Provide guidance and structure on MAP, ACCESS, and FORWARD testing.
- Maintain a distance coaching schedule with teachers.
- Create and share updated list of resources, intervention tools and progress monitoring tools for:
  - Basic Reading Skills, Reading Fluency, Reading Comprehension, Written Expression, Math Calculation, Math Problem Solving.

**Virtual Learning Framework for ECEC**

**ECEC Classroom Teachers (off site):**

- Post on HiMama weekly learning expectations, pre-recorded lessons and online resources.
- Respond to student/family questions.
- Virtually plan with your partner.

- When applicable, hold virtual play sessions once a week through Google or Zoom.

**Pre-Recorded lessons:**

Teachers will pre-record a lesson for their students. The purpose of these lessons is to ensure students are aware of the objectives and have the background knowledge and skills necessary to be successful. Teachers may record their lessons and send them via HiMama. Pre-recorded videos should be 5-10 minutes in length.

**ECEC Director and Assistant Director (off site):**

- Monitor HiMama posts by teachers to ensure they are posting accordingly.
- Support teachers with lessons.
- Any IT questions, please email [IThelp@sjamilwaukee.org](mailto:IThelp@sjamilwaukee.org).
- Reply to all emails within 24 hours.