

# ALL SAINTS

## CAMPUS COVID-19 SAFETY GUIDE

### GUIDELINES FOR SAFELY REOPENING OUR CAMPUS

We face many challenges due to the current COVID-19 pandemic, but All Saints Catholic School remains firmly committed to providing students a total educational experience, emphasizing academic excellence and personal responsibility within a Catholic faith community. In fact, it is this extraordinary faith community that will help see us through. This year's scriptural theme, from Psalm 46, reminds us all that it is our faith in God that will help us weather any storm. As we take the steps necessary to safely reopen our campus, let us remember that "God is our refuge and our strength, an ever-present help in trouble."

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Using the COVID-19 Policies and Procedures distributed by the Diocesan Catholic Schools Office, this guide will focus on three main goals that will allow us to safely reopen the All Saints Catholic School campus. This guide is not intended to be all-inclusive, and we will continue to review and update these policies and procedures as needed to continue providing the safest learning environment for our students, faculty, and staff. Each member of our community has a role to play in ensuring our successful campus reopening.

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Reduce the  
Spread

Maintain  
Healthy  
Environment

Maintain  
Healthy  
Operations

# Reduce the Spread: Quarantine

All members of the All Saints community will be required to have a temperature check prior to entering the school buildings at the beginning of each day. Students, faculty, and staff are encouraged to perform a self-screening at home and are required to stay home if they are sick. If an individual comes to school with these symptoms, they will be sent home until clearance criteria for school has been met.

All Saints will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis between the student and their corresponding teachers/administration. Long-term absences will be evaluated if criteria is appropriate for medical leave or other potential medical accommodations.

\*Graphics courtesy of Bishop Kelley High School.

## When to Stay Home:



### Fever

100.4°F or above with or without body ache/chills



### Respiratory Symptoms

Asthma and allergy symptoms not included



### Digestive Symptoms

Active vomiting, diarrhea, and/or abdominal pain



### New Loss of Taste or Smell



### Travel

Quarantine for 10 days after return from any form of travel to a CDC-listed COVID-19 hot spot.

If a student is experiencing any of these COVID-like symptoms, they should stay home and contact the school health aide. Additionally, if they or a member of their household has been exposed to a person with COVID-19, tests positive for, or is awaiting COVID-19 test results, they should stay home. (see next page for more instructions)

# Reduce the Spread: Quarantine Guidelines

## COVID-19 Illness and Quarantine Guidelines

In all cases please inform our Health Aide, Carrie Tillman at 918-251-3000 or [Ctillman@allsaintsba.com](mailto:Ctillman@allsaintsba.com). Quarantine recommendations will be made on a case-by-case basis in consultation with the THD, in an attempt to keep the school open and operational.

PERSON A	PERSON B	PERSON C	PERSON D
 <p>Any person who has tested positive for COVID-19</p> <p><b>With symptoms:</b> Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared <b>and</b></li> <li>✓ 24 hours since last fever (without the use of fever-reducing medication) <b>and</b></li> <li>✓ <a href="#">Symptoms</a> have improved</li> </ul> <p>The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p><b>Without Symptoms (Asymptomatic):</b> Isolate for 10 days from first positive test date:</p> <ul style="list-style-type: none"> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Released from quarantine after 10 days have passed as long as no symptoms have been present</li> </ul>	 <p>Any person who lives in the same household with Person A</p> <p><b>NO symptoms:</b></p> <ul style="list-style-type: none"> <li>✓ Quarantine immediately</li> <li>✓ Quarantine while <b>Person A</b> is ill and isolated</li> <li>✓ Quarantine an additional 10 days after <b>Person A</b> has recovered and been released</li> <li>✓ Quarantine can last up to 24 days or longer</li> </ul>	 <p>Any person with close contact to Person A (&gt;15 min and &lt; 6 feet)</p> <p><b>Quarantine for 10 days following date of last exposure</b></p> <ul style="list-style-type: none"> <li>✓ Contact Health Department with any questions and further instructions</li> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ If symptoms develop, notify Primary Care Provider</li> </ul>	 <p>Any person who has had exposure to Person B or C before quarantine</p> <p><b>NO QUARANTINE OR ACTION REQUIRED <i>unless</i>:</b></p> <p><b>Person B or C</b> develops symptoms OR tests positive and you had close contact within 10 days <b>then:</b></p> <ul style="list-style-type: none"> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Contact Health Department with any questions and further instructions</li> <li>✓ Contact Primary Care Provider</li> </ul>

## Recovered and Released

### Definitions:

**Isolation** separates infected people with a contagious disease from people who are not sick.

**Quarantine** separates and restricts the movement of a person exposed to a contagious disease to monitor if they become ill.

**Close Contact** defined as anyone who was within 6-feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the person was isolated.

**Insignificant exposure** defined as contact with an infected individual for less than 15 minutes at a distance  $\geq$  6-feet.

For information on where to get a COVID-19 test:

See our [resource list](#) or call the [Tulsa Health Department](#) at 918.582.9355

\*Graphics and resources courtesy of Bishop Kelley High School.

# Reduce the Spread: When to Return to Campus

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Contact the school health aide, Carrie Tillman at 918-251-3000 or [Ctillman@allsaintsba.com](mailto:Ctillman@allsaintsba.com) or Principal Suzette Williams ([swilliams@allsaintsba.com](mailto:swilliams@allsaintsba.com)) for specific requirements.

Following the COVID-19 Illness and Quarantine Guidelines on the previous page will help to advise when a student should be able to return to in-person classes; however, students with COVID-related absences should check-in with our school health aide before their first day returning to campus.

All Saints is understanding of the ways these quarantine and self-isolation guidelines can influence students' attendance records. Students will not be negatively impacted as they will be able to transition to Distance Learning. In certain cases, a student could be required to quarantine for up to a month. Due to these possibilities, perfect attendance awards will be suspended for the 2020-21 school year.

# Reduce the Spread: Absences

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Flexible  
Paid  
Time  
Off  
Policy

- For Faculty and Staff
- Personnel Encouraged to Stay Home if Ill Rather than Risk Spread

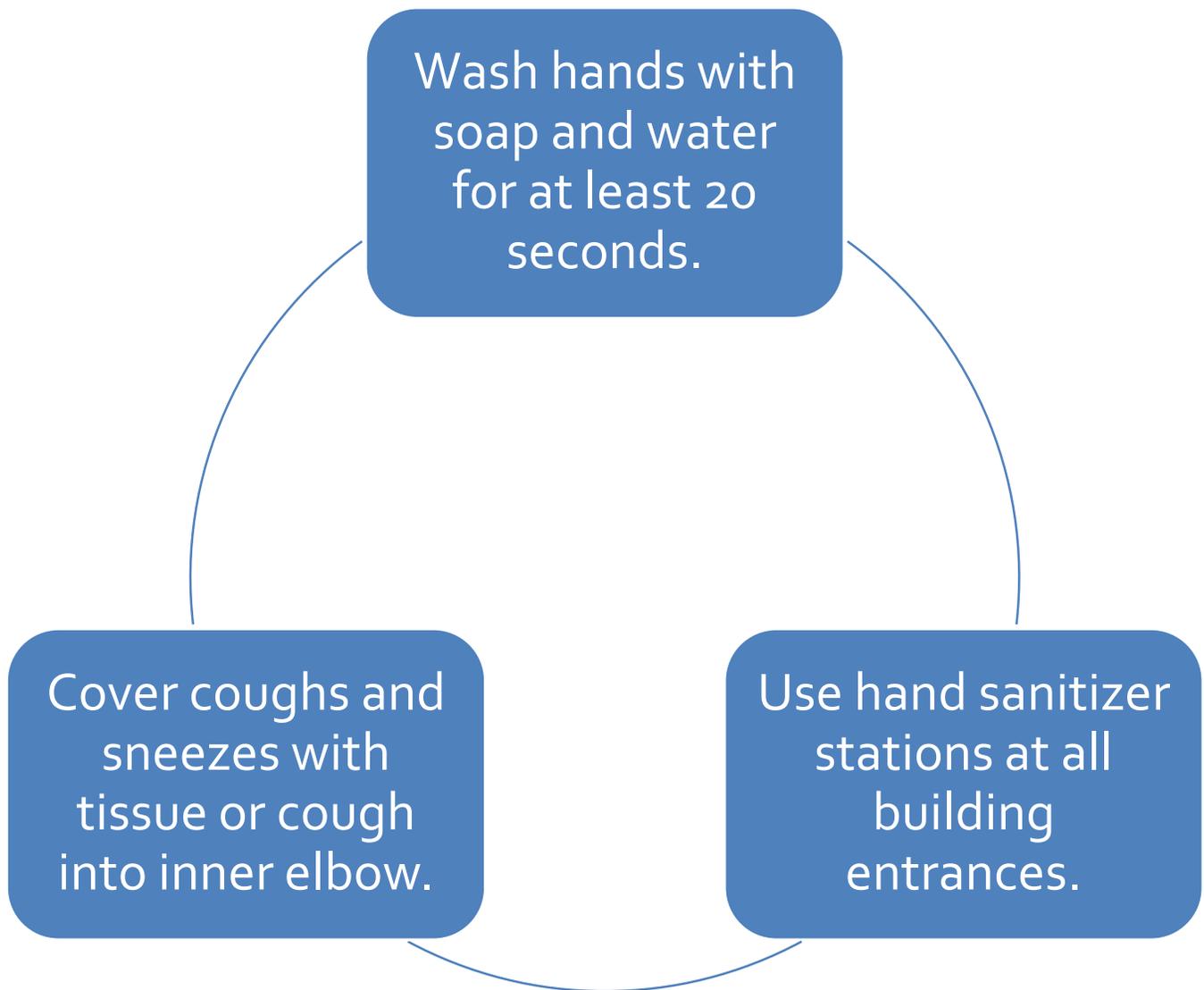
Flexible  
Absence  
Policy

- For Students
- Students Encouraged to Stay Home if Ill Rather than Risk Spread
- Perfect Attendance Suspended for 2020-21

Absenteeism will be monitored to ensure appropriate staffing and to identify health trends.

# Reduce the Spread: Hand Hygiene and Respiratory Etiquette

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# Reduce the Spread: Cloth Face Coverings

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**Adults**

**18 and Older**

**Mask  
Required on  
Campus**

**When Social  
Distancing  
Not Possible**

**Children**

**18 and Younger**

**Mask  
Required on  
Campus**

**When Social  
Distancing  
Not Possible**

Policies regarding masks/face coverings may change to align with the latest requirements from the Catholic Schools Office and/or state and local authorities.

# Reduce the Spread: Signs and Messaging

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Campus hallways will be marked with signs and symbols to promote one-way travel and safe social distancing.

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All Saints will promote materials about COVID-19 prevention in the classrooms and through its website, social media accounts, and parent communications.

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Campus buildings and doorways will be marked with signs promoting everyday protective measures and describing how to stop the spread of germs.

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# Maintain Healthy Environment: Cleaning and Disinfection

## Main Campus Buildings

- Cleaned and Disinfected each Evening
- Includes Every School Campus Building
- In addition to standard cleaning duties, Jani-King will wipe down desks and high-touch surfaces nightly and spray surfaces with a non-toxic cleaning mist once a week.

## Frequently Touched Surfaces

- Cleaned and Disinfected throughout the Day
- Includes Door and Sink Handles, Playground Equipment, and Drinking Fountains
- Only Faculty, Staff, and Older Students will handle all Cleaning Supplies

## Shared Objects

- Cleaned and Disinfected Frequently
- Includes Toys, Games, Supplies
- Use of Shared Objects will be Strongly Discouraged
- Only Faculty, Staff, and Older Students will handle all Cleaning Supplies

All Saints will discourage the use of any shared objects that are difficult to clean or disinfect. Students will use their own supplies whenever possible. Chromebooks, iPads, and other electronics will be wiped after each student is finished using it.

# Maintain Healthy Environment: Ventilation / Water Systems

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## Ventilation

- Classrooms will have at least one window partially open when possible.
- Classroom doors will be kept open when students are in them to increase air flow.
- Air filters will be replaced quarterly.

## Water Systems

- Drinking fountains will be disabled, but the water bottle spout will be in use.
- Students should bring their own water bottles, clearly labeled with their name.

# Maintain Healthy Environment: Modified Classroom Layouts

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Classrooms will use desks instead of tables whenever possible.

All desks will face the same direction, or students will sit on only one side of a table.

Extra furniture has been removed from classrooms to allow students to sit as far apart as possible.

Social distancing will be stressed in all communal areas of the school campus.

# Maintain Healthy Environment: Physical Barriers and Guides

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## Physical Barriers

Plexiglass Partitions  
installed in  
Main Office and  
Science Lab

Building Access  
Limited to One  
Entry per Building

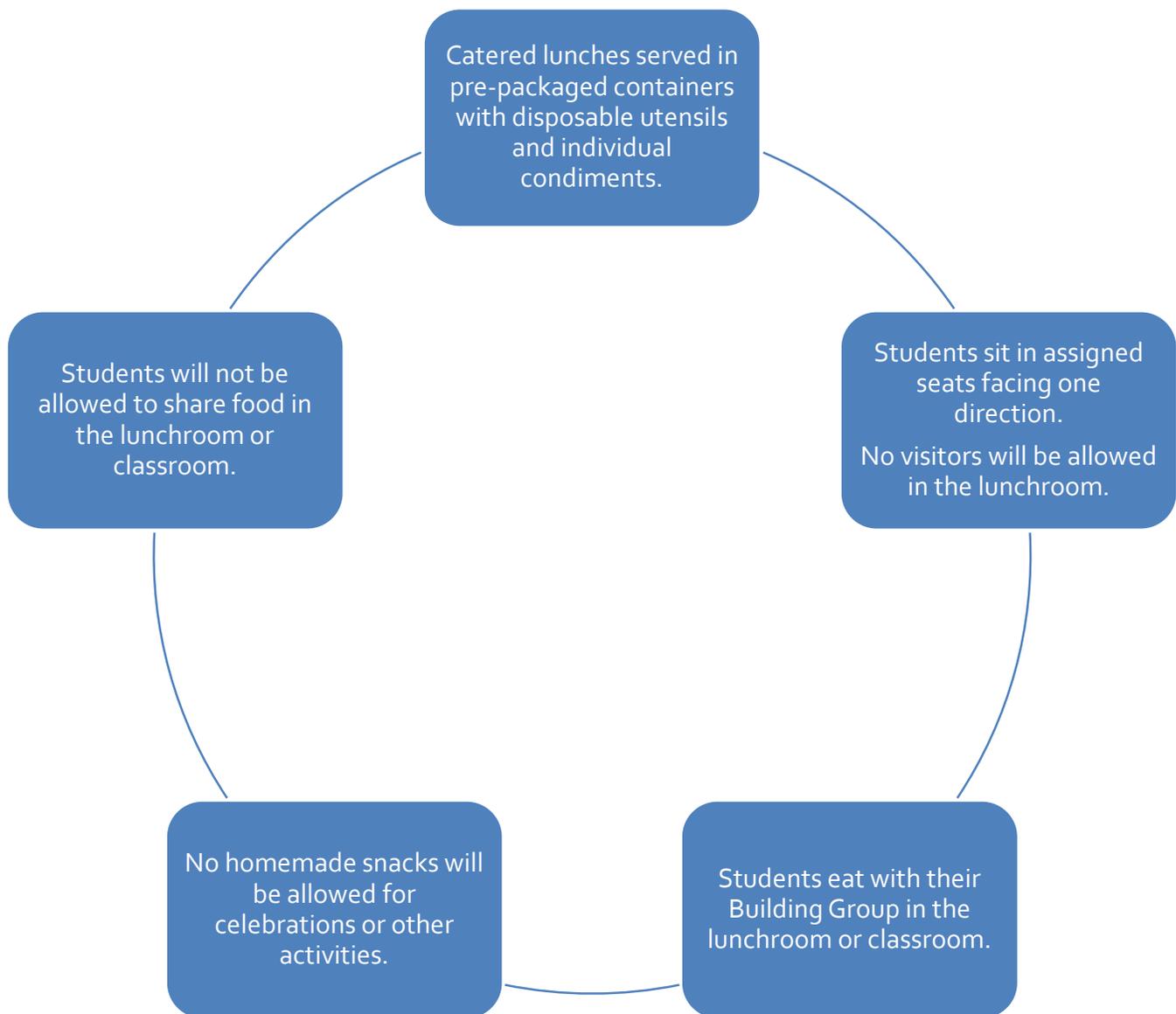
## Guides

Directional Arrows  
Creating One-Way  
Flow in Hallways

Signs on Floors and  
Walls Reminding  
Everyone to Remain  
6 ft. Apart

# Maintaining Healthy Operations: Food Services

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# Maintaining Healthy Operations: Field Trips and Activities

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Virtual group events and activities will be encouraged in lieu of field trips, assemblies, and other physical events. Rise and Shine will be live-streamed every Monday at 8:25 a.m. and students will attend in person when their Building Group attends.

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Field trips may still be permitted if conducted according to all applicable guidelines provided in this guide. Our school vans will not be used for transporting students.

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Activities and clubs such as Speech Contest, Mathcounts, Academic Bowl, and Student Council may still be permitted if conducted according to all applicable guidelines provided in this guide.

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# Maintaining Healthy Operations: Visitors on Campus

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Parents will come in office to check out students who are leaving during the school day and then wait in their vehicle. Students will be brought out to the parent or guardian by a staff member.

Parents will not be allowed entry to drop off forgotten homework, backpacks, lunches, and other nonessential items.

Limit Exposure  
from  
Nonessential  
Visitors

Individuals who are not from the local geographic area may be denied entry at the discretion of the administration.

All campus visitors must make an appointment in advance, wear a mask, and adhere to all policies and procedures in this guide.

# Maintaining Healthy Operations: Before and After School

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## Before Care

- Before Care will be in the Gym beginning at 7:00 a.m.
- Students will be separated by their Building Group

## Arrival

- Students may be dropped off beginning at 8:00 a.m.
- Students must be dropped off at their building
- Students will go directly to their classroom after having their temperature checked

## Dismissal

- Students must be picked up at their building
- Parents are strongly encouraged to stay in their cars for pick-up; mask required if getting out of the car
- Students will not be sent to After Care until the last car leaves the pick-up line

## After Care

- Students will be separated by their Building Group
- Snacks will be individually-wrapped
- Students will be outside whenever possible

# Maintaining Healthy Operations: Sports

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Gym capacity will be limited to allow for proper social distancing.

Coaches and spectators must wear masks.

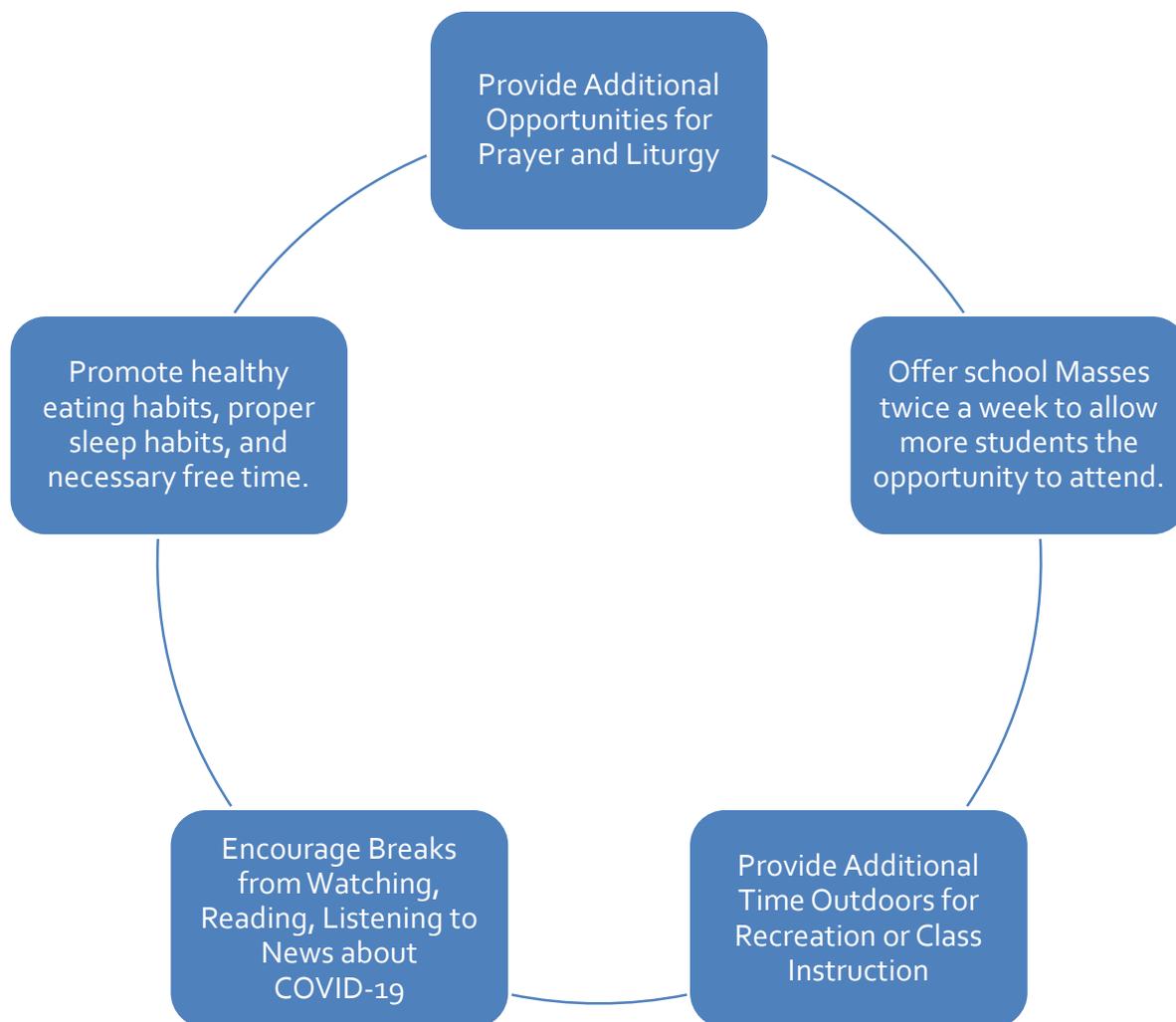
No handshakes, high-fives, or team huddles. No sharing of clothing, towels, or beverages.

Athletes, coaches, and spectators will have temperature checks before entering the gym.

Game times will be staggered to allow time for cleaning.

# Maintaining Healthy Operations: Well-Being of Community

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All Saints will promote the well-being of the school community in order to assist the whole human person, both body and soul, in coping and processing this extraordinary time.

# Maintaining Healthy Operations: Possible Learning Schedules

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## Schedule A

Regular Class  
Schedule

Students on Campus

## Schedule B

Students on Campus  
with  
Regular Class  
Schedule

Lunch and Electives  
in Homeroom  
Classroom with  
Limited Movement

## Schedule C

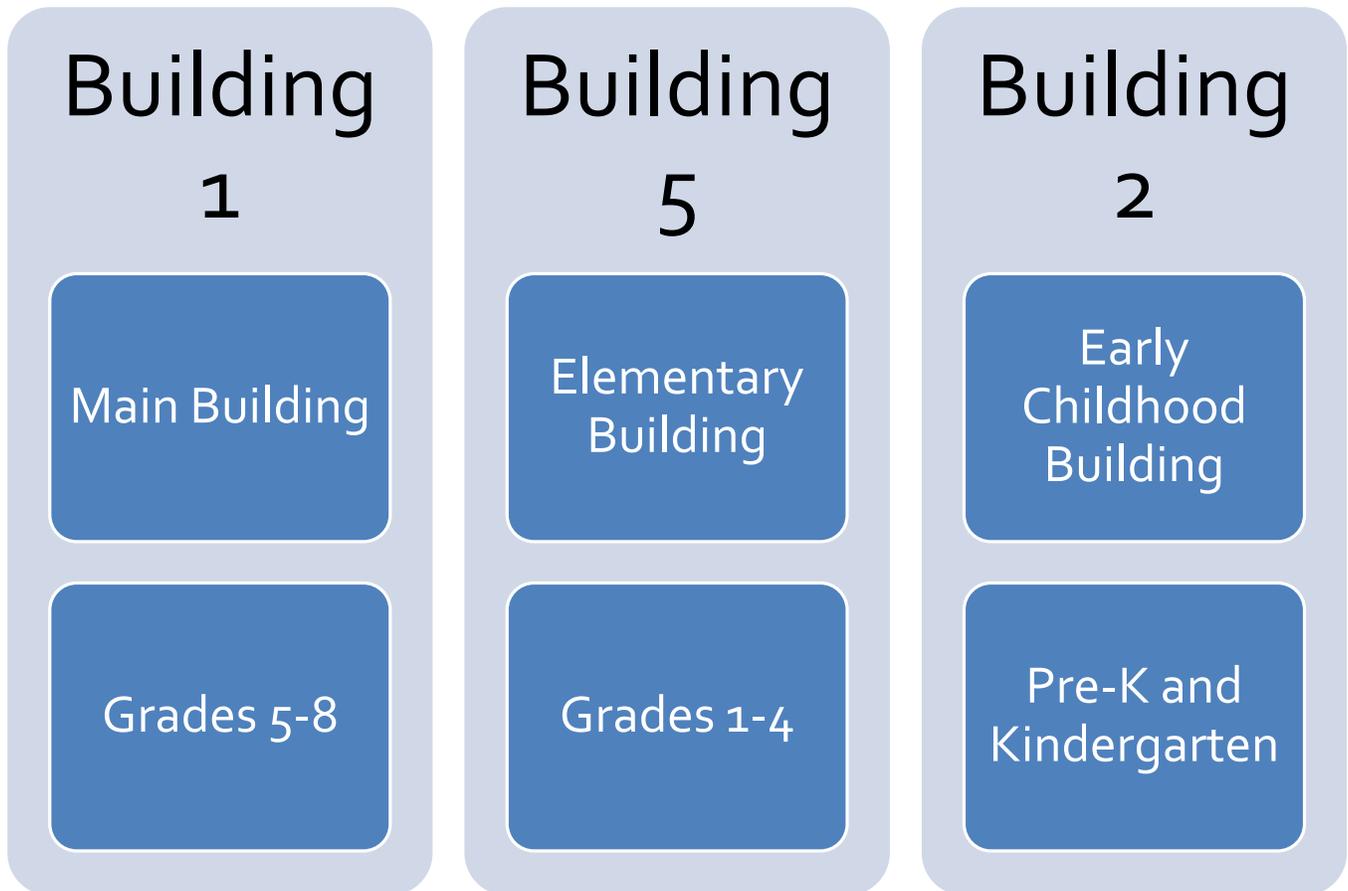
Distance Learning as  
Recommended by  
Governing  
Authorities

Students Continue  
Daily Class Schedule  
from Home using  
Google Meets, Zoom  
Meetings, or take-  
home packets

If the number of teachers/students with COVID-19 within a particular building/class reach a level deemed unacceptable by the administration in consultation with the THD and Superintendent, that building will transition to Schedule C. The remaining buildings will continue with Schedule A or Schedule B as warranted. A blend of these schedules will be likely throughout the school year.

# Maintaining Healthy Operations: Building Groups

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The All Saints campus will be divided into three building groups. These student and employee groupings will allow us to limit the amount of interaction between building groups and reduce potential exposure. Students will stay with their building groups throughout the day, and will attend lunch periods, weekly Masses, and assemblies together. It is important to **know your child's Building Group**, in the event that a building group must transition from learning Schedule A to Schedule B or Schedule C.

# Extraordinary Measures

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All families must sign and submit the COVID-19 Liability Release & Waiver before their child(ren) can begin school.

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The school's academic calendar may need to be adapted and adjusted for the health and well-being of the students.

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The policies and procedures in this guide are subject to change pursuant to changes in guidance from the CDC, Tulsa Health Department, and the Superintendent of Catholic Schools.

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# COVID-19 Campus Safety Team

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Suzette Williams:  
Principal

Elizabeth Frisillo:  
Asst. Principal

Fr. Matt Gerlach:  
Pastoral  
Administrator

Kelly VanBuskirk:  
Tulsa Health  
Department

Mackenzie  
Jenkinson:  
Tulsa Pediatric  
Group

Fred Borovich:  
Facilities Manager

Megan Blakley:  
Secretary

Jeanne Krawczyk:  
Communications  
Director

Catholic Schools  
Office