

**SAINT JOHN VIANNEY PARISH  
RELIGIOUS EDUCATION DEPARTMENT  
PANDEMIC SAFETY PROTOCOLS**

**Cleaning and Sanitizing**

- Prior to reopening, a complete and thorough, detailed cleaning of entire Atrium, basement and Parish Board Room has been accomplished with a focus on high-contact areas that would be touched by both employees and children.
- Hand sanitizer is readily available for all catechists and volunteers throughout the facility and securely stored out of reach of children.
- Catechists/volunteers will monitor frequent hand washing for the students. Hand sanitizer will be used only if there is no access to running water. Use of hand sanitizer will be closely monitored by an adult to ensure children do not swallow alcohol.
- Catechists/volunteers will be required to frequently sanitize high-touch surfaces and shared resources.
- Catechists/volunteers will conduct extra deep cleaning of tables, chairs, etc. after each session with EPA-registered disinfectant products.
- Restrooms will be regularly cleaned and sanitized regularly throughout day.
- Tables will be wiped and disinfected after each use.
- Plush toys, water tables and sand tables will not be used.
- Any use of playdough and similar materials will be kept in separate bags labeled for each child's use.
- Areas used by any person exhibiting COVID-19 symptoms will immediately be closed off until disinfected. The areas will not be disinfected for at least 24 hours or as long as possible to reduce risk to individuals cleaning the area.
- Catechists/volunteers will be aware of the proper use and application of all disinfectants and keep the disinfectant products stored in a secured area.
- Each child will be assigned their own, individual container. Families will take home their children's belongings to be cleaned when appropriate.
- Items that have been handled by children will be placed in a designated container or removed from the classroom for disinfecting before their next use.
- Each family will be responsible for providing their child's personal supplies (crayons, pencils, etc.) to minimize sharing of high touch materials. School provided supplies will be limited for use by one group of children at a time and cleaned and disinfected between each use.

**Physical Distancing**

- Maximum group sizes of up to 9 children with 1 catechist/volunteer will be maintained.
- Each session will consist of the same children with the same catechists/volunteers. We will limit cross-deployment of catechists/volunteers.

- Each group of 9 children will be distanced by using separate facility areas, room dividers, multiple rooms, etc.
- Staggered schedules will be used for use of communal spaces and any time spent out of the classroom.
- Designated arrival and dismissal times will allow the catechists/volunteers to meet families/children outside the facility as they arrive, and take measures to minimize contact with visitors. Families will not be allowed into the Atrium/basement/class areas during this time. Those waiting for their children will be separated by six-foot distances.
- Each child will have adequate personal space to allow for physical distancing.
- Large group and communal activities will not be scheduled.
- Catechists/volunteers will minimize activities that require close contact.
- Families will be discouraged from spending unnecessary time on campus. Catechists/volunteers will be discouraged from spending unnecessary time on campus outside of session hours.

### **Health and Safety**

- Temperature and visual well checks for all children and catechists/volunteers will be conducted upon each entrance to the facility. This procedure may change as dictated by the state. A log of temperature checks will be kept. Per CDC guidelines, any person with a measured temperature of at least 100.4°F will be sent home.
- Health check screenings will be completed safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations.
- All catechists/volunteers will wear face masks or face shields as much as possible throughout the day.
- All visitors (including parents) must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children.
- Catechists/volunteers will sign a written form upon returning to campus that they have not experienced COVID-19 symptoms for 14 days prior to return.
- Parents will sign a statement confirming that the child has not experienced COVID-19 symptoms for 14 days prior to their return to the program. Catechists/volunteers will verbally verify with parents each day thereafter as to their child's exposure to or experiencing of COVID-19 symptoms.
- Children will be required to wear masks throughout the day if deemed necessary, provided the child can safely and reliably wear, remove, and handle the mask.
- Anyone with trouble breathing will not be required to wear a cloth face covering.
- Visitors and volunteers will be limited to individuals required to perform a professional service or function and follow the requirements for wearing masks or face shields and practicing six-foot distancing if not required to provide direct services.

- All catechists/volunteers and children (as appropriate for their age) will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and given clear instructions to avoid touching hands to face.
- Routine handwashing breaks will occur throughout the day to include before and after indoor sessions, outdoor sessions, and after using the restroom.
- All catechists/volunteers will be educated on COVID-19 symptom detection, common modes of COVID-19 transmission, and how to prevent COVID-19.
- Catechists/volunteers, parents and children will not be allowed on campus and will be required to quarantine per Hawai'i public health guidelines if exposed to COVID-19.
- The St. John Vianney Parish Religious Education Parent Handbook has been updated to include COVID-19, and each parent has been required to sign that they understand the amended sick policy.

### **Facility Safety**

- Visitors will not be allowed on campus until further notice.
- Ventilation systems are serviced regularly to ensure they are in proper working order. Catechists/volunteers will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Families and children are required to bring their own water bottles each day.
- Adequate supplies (face masks, gloves, cleaning materials, etc.) will be made accessible to staff and safely stored.
- Safety protocols will be communicated to all catechists/volunteers, including methods of reporting any violations of these regulations.
- A procedure to send home individuals with any flu-like symptoms or high temperatures and keep them separate from other children until they can be picked up has been established. Parents will be called for immediate pick-up. If it is an emergency, 911 will be called for immediate treatment.
- A designated area has been set aside to separate anyone who exhibits flu-like symptoms while school is in session. Children will be under adult supervision at all times.
- Local health officials, staff, and families will be notified immediately of any possible child, visitor or catechist/volunteer case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

### **Child and Parent Expectations**

- Signs/posters are posted throughout the facility for employees, children and parents regarding proper hygiene and sanitization, face coverings, and physical distancing.
- Safety protocols will be provided to all catechists/volunteers and parents.
- Family emergency contact information will be updated annually and as needed.

- COVID-19 related program policies will be shared with families and will include information on how to notify the SJV Religious Education Department if they have had contact with COVID-19 patients.
- Resources will be available to families to address social-emotional and other needs.

#### Employee Support

- SJV will communicate with catechists/volunteers each week or as needed.
- Information will be reviewed as the guidelines are updated or as needed.
- The administration will be responsible for responding to COVID-19 concerns.
- All staff will be provided with sanitizing supplies and PPE equipment.
- A daily checklist of cleaning and sanitizing responsibilities will be posted in each classroom.
- All employees will receive the SJV written operational policies addressed in the St. John Vianney School Guidelines including:
  - a. Cleaning and sanitizing
  - b. Physical distancing
  - c. Health and safety
  - d. Facility safety Parent and child expectations
  - e. Employee support