



# Our Lady of Prompt Succor School

420 21st Street Alexandria, Louisiana  
318.487.1862 [www.PromptSuccor.org](http://www.PromptSuccor.org)

June 2020

Dear Parents,

I want to give you an update on what we have been working on this summer regarding our return for the 2020-21 school year. In response to COVID-19, I formed a committee of healthcare providers, parents, and staff to develop a practical guide for daily operations based on the risk of COVID-19 or any contagious infections. We decided that a leveled approach is the best way to prepare for all scenarios. We believe each level will provide adequate health measures while also maintaining a normal atmosphere for students.

Each level focuses on PREVENTION as the most important way to avoid an outbreak. We are pleased to permanently add several protocols to our daily routines as well as many upgrades to sanitation measures throughout campus. As the risk of infections increases, we elevate sanitation and distancing efforts.

Our plan also takes our students' academic and social experiences into consideration. School should always be a safe, fun, and loving environment. We do not want to enforce daunting restrictions like extended use of face masks but we will do whatever is in the best interest of our students. Our solution was to create two levels that segregate students in the event of an outbreak. Their homeroom or grade level would essentially become their "family." They would learn, eat and play with their "family" to reduce interactions with other students and restrict the use of common areas. There is no need for distancing or face masks within your "family" unless an outbreak occurs.

We hope that Level 5 and 6 are precautionary only. We will use every available square foot of our campus to ensure that we can remain open unless otherwise mandated. We know that being on campus provides the best experience for our students, but their health and safety is top priority. All students will receive a Chromebook and will use Google Classroom starting the first day of school. I am confident that if we reach Level 5 or 6, our students and teachers will be ready for a seamless transition.

I would like to thank Karie LaFleur, MD, Tiffany Hayes PA-C, Ashley Green and Patricia Upton for all the time and energy they have given to help OLPS School open back up on August 7th! This committee will meet regularly throughout the summer to address other policies and procedures. I encourage you to reach out to me if you have any questions or concerns that you would like us to discuss. We are open to anything so please do not hesitate.

Please review the following Infection Prevention Plan. You can access this information at any time on our website. I am confident that TOGETHER we will have a successful school year. COVID-19 may have brought us new challenges, but we are ready! Here's to the best school year yet!

**Megan Beck**  
OLPS Principal  
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# Infection Prevention Plan

	<b>LEVEL 1</b> STANDARD PRECAUTIONS	<b>LEVEL 2</b> ELEVATED PRECAUTIONS	<b>LEVEL 3</b> GRADE LEVEL GROUPING	<b>LEVEL 4</b> HOMEROOM GROUPING	<b>LEVEL 5</b> BLENDED LEARNING	<b>LEVEL 6</b> VIRTUAL LEARNING
<b>Criteria</b>	Normal/Low risk of Infections	Moderate risk of Infections, flu season, small outbreaks	Heightened risk of Infections, flu season, medium outbreaks	Heightened risk of Infections, flu season, multiple outbreaks	Government mandated capacity limits.	Government mandated campus closure
<b>Arrival &amp; Dismissal</b>	DPC: PreK & K Cafeteria: PS, 1st-3rd Olive Street: 4th-6th	Level 1 + Touch free temperature check at arrival.	Level 2 + may require face masks in hallways to classrooms.	Same as Level 3	Same as Level 3	School Campus is temporarily closed.
<b>Classroom Procedures</b>	Classroom & bathroom hard surfaces will be sanitized multiple times a day. Hand sanitizer in classrooms, outside of class doors, bathrooms & common areas.	Increased sanitation. Desks may be distanced. Water fountains may be turned off. No shared supplies. "Clean In, Clean Out" enforced.	Level 2 + students use designated bathrooms. Grade levels operate as a "family" to avoid transmission.	Level 3 + additional sanitation measures. Homerooms operate as a "family" to avoid transmission.	Level 4 + maximum sanitation throughout campus and between staggered schedule groups.	School Campus is temporarily closed.
<b>Instructional Traffic &amp; Ancillary Classes</b>	4th -6th STUDENTS change classes. Ancillary classrooms are open. Hard surfaces will be sanitized between classes.	4th -6th TEACHERS may change classrooms. Ancillary classrooms are open with heightened sanitation protocols.	Level 2 + Ancillary teachers instruct in contained classrooms, outdoors or in alternative locations. Ancillary teachers may be required to wear a mask.	Same as Level 3	Ancillary classes will be available on Google Classroom.	School Campus is temporarily closed.
<b>Cafeteria</b>	Hand sanitation at entrance and exit. Hard surfaces will be sanitized between students.	Level 1 + increased sanitation. Distancing if possible.	Level 1 + Students will eat by grade level in cafeteria.	Students will eat by their homeroom in classrooms, outdoors or alternative areas.	Level 5 Cafeteria Schedule	School campus is temporarily closed.
<b>Recess</b>	Hand sanitation at entrances and exits.	Level 1 + sports equipment will be sanitized.	Level 2 + designated play areas & equipment by grade level.	Level 2 + designated play areas & equipment by homeroom.	Short recesses and "Brain Breaks" will be incorporated.	School campus is temporarily closed.
<b>Mass &amp; Multi-Grade Gatherings</b>	Hand sanitation required upon entry and exit.	Level 1 + possibility that Mass is temporarily closed to visitors to allow distancing.	Live Stream Mass or rotating grade level Mass schedule No Multi-Grade Gatherings	Live Stream Mass or rotating homeroom Mass schedule No Multi-Grade Gatherings	Live Stream Mass	Live Stream Mass
<b>Volunteers &amp; Visitors</b>	Allowed with normal office check-in.	Level 1 + temperature check at office.	Level 2 + may be required to wear mask.	Level 2 + may be required to wear mask.	Level 2 + may be required to wear mask.	School campus is temporarily closed.





# Our Lady of Prompt Succor School INFECTION PREVENTION PLAN



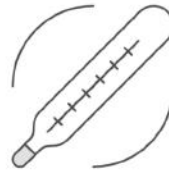
Every student gets a Chromebook!  
All coursework will be available on  
Google Classroom.  
(courtesy of the Home & School Assoc.)



Teacher training on Google  
Classrooms and how to  
approach Virtual Learning. We  
purchased cameras and  
microphones for teachers.



Hand sanitizer stations will be added  
outside of every classroom, bathroom  
and common area. Portable stations  
(courtesy of Hayes Manufacturing) will  
be located at all entrances and high  
traffic areas.



Touch-free thermometers were  
purchased for carpool and  
office temperature checks.



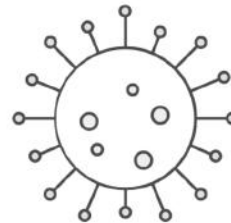
Portable carts for teachers  
to change classes in Levels  
2-5 were purchased.



We have increased our budget for  
sanitation supplies. We are working  
with a local sanitation manufacturer  
to purchase cleaners that local  
hospitals are using.

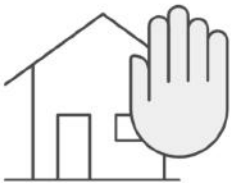


Floor stickers will be applied to  
remind students to wash and sanitize  
their hands. Health class in the 1st 9  
weeks will include more emphasis on  
the importance of good hygiene  
techniques.



We are making a  
designated area for sick  
children waiting to be  
picked up.

## How can OLPS families help this summer?



Encourage good hygiene  
by teaching kids the proper  
way to wash your hands.



Purchase any water bottle to use  
instead of the water fountains.  
Don't forget to label it!  
(No water fountains in Level 3-5)



Purchase a few cloth or  
disposable facemasks in case  
they are required.



Stay connected through texts,  
emails and facebook posts  
regarding infection levels and  
other important news.