

**Operational Blueprint for Reentry  
Sacred Heart Catholic School - Medford  
Includes Archdiocesan Framework/ODE's Ready Schools, Safe Learners  
September 6, 2020**

*The following document is Sacred Heart Catholic School's Operational Blueprint for Reentry. It is written in accordance with the Archdiocese of Portland's "Framework for Reopening in the Fall 2020-2021", Oregon Department of Education's "Ready Schools, Safe Learners" and Local Public Health Authorities. It will be amended as the mandatory requirements are updated.*

**Chapter 1: Operational Vitality  
1a. Communicable Disease Management Plan for Covid-19**

**Measures to Limit the Spread of Covid-19**

- SHCS will follow the metrics established by the governor on July 28, 2020:
  - County Metrics - metrics to be met three weeks in a row:
    - Case rate:  $\leq 10$  cases per 100,000 population in the preceding 7 days\*
    - Test positivity:  $\leq 5\%$  in the preceding 7 days - and –
  - State Metric - metric to be met three weeks in a row
    - Test positivity:  $\leq 5\%$  in the preceding 7 days
  - Planning for Comprehensive Distance Learning
    - For schools that have in-person instruction occurring, if one or more of the following metrics are met for more than one week in a row, planning for Comprehensive Distance Learning should occur, including training of all staff and communication with school communities.
      - County Metrics:
        - Case rate:  $\geq 20$  cases per 100,000 population in the preceding 7 days\*
        - Test positivity:  $\geq 7.5\%$  in the preceding 7 days
  - Initiation of Comprehensive Distance Learning
    - For schools having in-person instruction, if one or more of the following metrics are met for more than one week in a row, Comprehensive Distance Learning should be initiated.
      - County Metrics:
        - Case rate:  $\geq 30$  cases per 100,000 population in the preceding 7 days\*
        - Test positivity:  $\geq 10\%$  in the preceding 7 days
- All staff and students will have a temperature check and complete a series of health screening questions before entering the building. (see section 1a.)
- All students and adults will wear face coverings or face shields (see section 1g).
- All students and adults will maintain the six feet distancing
- Students and their teacher will stay within the same cohort throughout the day, limiting their movements in the building (see sections 1c).
- Cohorts will rotate through recess and lunch, using the restroom and washing hands (see sections 2g).

## **Covid-19 Requirements Enforcement**

- The principal in partnership with the pastor and the business manager will be responsible for establishing physical distancing requirements consistent with ODE and OHA guidelines.
- The principal will be responsible for training and implementation of these requirements for all staff, students, and families.
- The principal, the front office staff and the business manager will be responsible for enforcing the requirements each day. These requirements are as follows:
  - During the first two months, no visitors will be allowed into the school building and there will be a sign at all entrance doors to inform all visitors.
  - After the first two months, visitors and all family members will be required to wear face coverings while in the building.
  - Visitors and all family members are not allowed to enter classrooms.
- There will be videos and explanation pages on School Speak to train staff, students, and families.
- There will be several training sessions with the students the first week of school. These training sessions will be repeated, as necessary.

## **Covid-19 Support Team**

This plan is written specifically for Sacred Heart Catholic School in Medford, by utilizing the Framework for Reopening from the Archdiocese of Portland and the Ready Schools, Safe Learners guide from ODE.

## **Plan for Training and Retraining of Staff and Students**

### **Staff Training**

- During the summer, the principal will connect with staff to provide new expectations, restrictions, requirements, and guidelines for the 2020-21 school year.
- During teacher in-service days in August, the principal will provide training to the staff to meet the safety requirements of re-entry.
- Throughout the school year, regularly scheduled staff meetings and through usage of regular emails, the principal will keep the staff informed of any changes in guidelines and requirements.

### **Student and Family Training**

- To explain expectations, restrictions, requirements, and guidelines for the 2020-2021 school year, the principal will post videos, letters and documentation on our school web page and SchoolSpeak to keep students and families informed.
- The SchoolSpeak will contain a completed copy of the return to school plan and any necessary revision updates.
- Newsletters throughout the month of August, will ensure that families have all the necessary communication to keep them informed.
- The principal and teachers will provide extensive training for students during the first week of school, ensuring that everyone understands the restrictions and responsibilities of our plan.
- Teachers will reteach many of these restrictions and responsibilities throughout the school year

## **Protocol for Informing LPHA of Confirmed Case, or of clusters of any illness**

In case of any confirmed Covid-19 cases or any clusters of illness among students or staff, it is the principal's responsibility to inform both the business manager and LPHA (Local Public Health Authority) of all known details.

- Our contact person at LPHA is Stacy Gregg, RN 541-613-5107
- Jackson County Health and Human Services
  - Communicable Disease 541-774-8045

### **Plans for Systematic Cleaning of Classrooms, other community spaces**

Single-cohort classrooms and restrooms will be cleaned thoroughly each evening by our cleaning company:

- All desktops, doorknobs, light switches, chair tops and other frequently touched surfaces will be sanitized and disinfected.
- All floors will be swept and mopped.

Bathrooms will be cleaned thoroughly at the end of the day.

- The sink handles, sinks, toilet, toilet handles, and stall doors will be sanitized as part of the regular restroom cleaning.

All trash will be taken out by the cleaning company.

The front office counter will be sanitized at least three times a day.

- At the end of each day.
- After frequent use.
- After morning rush.
- Plexiglas will be installed to cover the two window areas that are currently opened.

The Library:

- All tabletops and chair tops will be sanitized each day by our parent volunteer who works in the library.
- A weekly school schedule has been created to limit classroom visits with a 72-hour time frame between each visit.
  - This is scheduled for every Monday and Thursday on a rotational schedule.

The Ability Based Learning Lab:

- Will be unavailable to the school community, to allow our kindergarten class to utilize the space for conducting classes.
- The current equipment will be distributed to the old music room for usage.

The Gym

- Will be sanitized after PE classes. (The schedule has been created to allow enough time between classes for sanitization).
  - All frequently touched areas within the gym will be cleaned and sanitized by our maintenance person.

### **Protocols for Logs of Information, and Cooperation with LPHA**

Three informational logs will be completed on a daily basis. The logs will be filed and organized for ease of location in case of a need to share information with LPHA for contact tracing.

- There will be a daily log for staff and student morning health checks.
  - It will be kept in a binder in the front office for a minimum of four weeks.
  - This log will be completed by the principal and the staff who are doing morning drop off.

- This log will need to be turned in to the office personnel at the end of check in every morning.
  - The office personnel will record any students who are in isolation and when they are allowed to return to school.
  - This will enable the staff who are doing morning drop screening, to know when a student may return to school.
- There will be a daily log for each cohort, consisting of the following:
  - A class roster for each week for attendance.
  - A class schedule for each week, including any specialist teacher/volunteer.
  - Pages to record individual occurrences of interaction from others who are not part of the cohort.
    - This Information should indicate all who met or interacted with the students in the cohort. This is for purposes of contact tracing purposes.
    - These pages will be turned in to the front office personnel at the end of each week.
    - The front office personnel will file this information in a binder that is kept for at least four weeks.
- There will be a daily log for visitors (after the first two months of school). It will consist of the following:
  - The front office personnel will need to do a temperature check on all visitors prior to entrance of the school building, ask the health screening questions and record this information on the log.
    - All visitors will sanitize their hands, prior to entrance to the school, wear a face covering (cloth or disposable) and maintain the 6 ft. distancing.

These need to be kept efficiently and accurately so that the entire school is not closed for one questionable student.

### **Protocol for Screening Staff and Students for Symptoms**

To prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community, students and staff are required to submit to a daily temperature check and complete a self-screening COVID-19 symptoms survey regarding:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measure temperature of 100.4 degrees Fahrenheit or greater
- Known exposure to a person who is lab-confirmed to have COVID-19
  - “Exposure” is defined as spending more than 15 minutes with a person closer than 6 feet.

***All screening information will be kept confidential.***

**Staff**

- Staff will have their temperatures taken and will complete the screening process before entry to the school building at the front entrance to the school.
  - Temperatures will not be logged unless they exceed 100.4.
  - If they exceed 100.4, the staff member will be sent home.
- Staff will be asked this question, “Do you currently have any of these symptoms?”
  - Symptoms of concern include: Cough, fever, chills, shortness of breath, difficulty breathing.
  - These symptoms are of primary concern, and student and staff members with these symptoms **must be denied entry to school and isolated immediately**, especially if this occurs during the school day.

**Students**

- There will be three staff members available for morning drop off.
- Each staff member will have a no contact thermometer and a class roster of all students containing the series of questions.
  - The temperature of the student is taken and recorded.
  - Question: “Do you currently have any of these symptoms?”
    - Symptoms of concern include: Cough, fever, chills, shortness of breath, difficulty breathing.
    - These symptoms are of primary concern, and students with these symptoms **must be denied entry to school, or isolated immediately** if this occurs during school and sent home as soon as possible. They must remain home until 72 hours after a fever is gone without fever-reducing medicine, and other symptoms are improving. Record responses on log.
    - Additional symptoms that can be associated with Covid-19 but are not enough to deny entry include: Muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
  - The answers to these questions are recorded.
  - If there are any responses of “yes” to the series of questions or the temperature exceeds 100.4,
    - Students will be sent home immediately and parents are to contact their physician immediately.
  - Measures will need to be taken to ensure that parents don’t leave before the health check is completed.
    - If the parents have already departed, they will be immediately called, and the student will be placed in the isolation room until picked up.
  - Monitor for exclusion notes from the front office (who is tracking students who cannot return yet due to illness).
  - The staff member will turn in the daily log for each student to the office personnel at the end of morning duty.
- Once students have finished the screening process, they will be asked to get out of their cars and be directed to one of the two entrance locations to the building depending upon what class they are in.
  - Please look for the posted signs indicating what door to enter.
  - Entrance will be dependent upon the child’s grade.

- Another staff person will be available at each of the three entrances to the building during the first week of school only.
- All students will need to use hand sanitizer before entering the building.
- Students arriving later than their health screening time, will be screened at the entrance to the front of the school. This information will be recorded in the log book.

#### Early Childhood Cole\Lloyd

Early Childhood Cole\Lloyd will have drop off starting at **7:50 AM** and start time at 8:00 AM. Second grade through eighth grade will have a drop off time from 7:45 to 8:00 AM with a start time of 8:00 AM. Kindergarten through first grade will drop off from 8:15 – 8:30 AM with a start time of 8:30 AM.

Early Childhood Cole\Lloyd students will go through a screening process before entering the school building.

- Students in Early Childhood Cole’s class will enter through the daycare entrance.
- Prior to entering the building, they will be greeted by Mrs. Cole’s aid who will
  - Take the student’s temperature.
  - Ask the parent the series of questions regarding their child.
  - If all responses are “no” and the student does not have a temperature greater than 100.3, the student will:
    - Sanitize their hands.
    - Walk to their classroom door where Mrs. Cole will be standing.
    - Parents are not allowed into the classroom, but if needed, they may walk their child to the classroom door, provided the parent is:
      - wearing a face covering.
      - maintaining six feet distancing.
      - sanitize their hands upon entrance to the building.
  - After the student is in the classroom, they will wash their hands.
- Students in Early Childhood Lloyd’s class will enter through the ramp door across from the gym.
- Prior to entering the building, they will be greeted by Mrs. Lloyd’s aid who will
  - Take the student’s temperature.
  - Ask the parent the series of questions regarding their child.
  - If all responses are “no” and the student does not have a temperature greater than 100.3, the student will:
    - Sanitize their hands.
    - Walk to their classroom door where Mrs. Lloyd will be standing.
    - Parents are not allowed into the classroom, but if needed, they may walk their child to the classroom door, provided the parent is:
      - wearing a face covering.
      - maintaining six feet distancing.
      - Sanitize their hands upon entrance to the building.
- After the student is in the classroom, they will wash their hands.

Second through eighth grade students will arrive at 7:45 AM for an 8:00 AM start time.

- Parents may not walk onto the playground or enter the school building.
- All families must drive onto the playground for screening purposes.

Students will go through a screening process upon arrival while they are still in their cars.

- All students will be greeted, have a temperature check, and be asked a series of questions.
  - If all responses are “no”, they will be invited out of their cars and go to one of two entrances.
  - There will be another staff member to greet them at the entrances to the school.
    - Make sure they sanitize their hands.
    - Then they will walk to their classroom door.

Kindergarten and first grade students will arrive at 8:15 AM for an 8:30 AM start time.

- Parents may not walk onto the playground or enter the school building.
- All families must drive onto the playground for screening purposes.

Students will go through a screening process upon arrival while they are still in their cars.

- All students will be greeted, have a temperature check, and be asked a series of questions.
  - If all responses are “no”, they will be invited out of their cars, they will be directed to where their teacher is standing on the playground.
- All students will accompany their teacher to the sanitation center and sanitize their hands before entering the school building.

All students arriving after morning drop off, will need to go to the front of the school and ring the buzzer with their parents present.

- The office personnel will take the students temperature, ask the screening questions to the parent and record information in the morning check in the logbook.
- The student will sanitize their hands and be directed to their classroom.
- The parent of the student may not enter the school building without a facial covering.

### **Protocol to Isolate ILL or Exposed Persons**

Anyone (staff or student) who becomes ill during the day will be removed from class and isolated.

- The classroom teacher will contact the front office personnel.
  - If necessary, the principal/business manager will walk the student to the isolation room.
  - The front office staff will determine symptoms and take the person to an isolated area.
  - Parents of ill students will be contacted for immediate pick up.
- After the ill student leaves the isolated room, the isolation room contact points (cot, chair, etc.) will be sanitized by the office personnel.
  - Office staff will need to wear gloves and as always wear a face covering.

### **Protocol to Communicate Covid-19 Cases to the Community/Stakeholders**

Community members will be notified by email or phone call in the case of a confirmed Covid-19 case.

- If a staff/student or a staff/student’s household member comes into contact with someone who tests positive,
  - the principal will contact LPHA to determine immediate steps.
  - all families of that staff/student’s cohort will be informed by email of the potential risks and asked to watch for symptoms.
- If a staff/student or a staff/student’s household member tests positive for Covid-19,
  - the principal will contact LPHA to determine immediate steps.
    - Communicable Disease 541-774-8045

- RN Stacy Gregg 541-613-5107
- They will make the determination whether to shut down the classroom or the entire school, potentially for two weeks, depending on the ability to keep the cohorts separate (as evidenced by the cohort binders).
- All families of that student's cohort will be informed by phone and email of the potential risks.

### **System for Maintaining Daily Logs**

The log system consists of three separate binders.

- One for the daily check-in protocol,
- one for the classroom interactions, and
- one for the visitors and/or non-staff persons that enter the building.

The front office will have a binder that contains all school-wide morning health logs. It will remain in the front office.

- The log page will be an alphabetical roster of the entire school, showing both the responses to the symptom check and the temperature check in the morning. This will be done for both staff and students.

Each cohort will have a binder that will be maintained by each teacher. The binder will include a roster of the current cohort.

- Describing any connections made with anyone outside of the cohort, such as a
  - Specialist teacher
  - Student in the bathroom.
  - Classes passing in the hallway
  - Playground cross-contamination
- Any additional staff member or substitute teacher who interacts with the cohort will be logged, along with their contact information.
- Teachers will turn in their binders to the office personnel at the end of the week.
- All of the documents will be filed by the office personnel and kept for four weeks.
- The empty binders will be filled with new sheets for the next week.

A front office log binder will be kept for front office visitors.

- Each visitor will sign in (name, date, time, phone/address if not a school family member).
- They will also go through the screening process
  - of having their temperature checked,
  - asked a series of questions and
  - sanitize their hands.

### **Protocol to Keep Log Information for Contact Tracing Purposes**

All daily logs will be kept readily available in binders. Each log page will cover one week.

A master binder will be kept in the front office to hold past weeks' pages. These will be held for LPHA communication purposes for contact tracing but will otherwise be kept confidential.

- Cohort binders will have additional pages for single-student incidents (emergency bathroom visit, etc.) to be stapled to the cohort's weekly page and turned in at the end of the week.

## **Process to Report to and Consult with LPHA Regarding Cleaning and Possible Classroom and/or Building Closure if Anyone Tests Positive for Covid-19**

If the school is notified of a positive Covid-19 case, immediate notifications will be made:

- LPHA will be notified by the principal or business manager.
  - RN Stacy Gregg 541-613-5107
- The business manager will be immediately notified to begin cleaning procedures.
- The parents of students in that cohort will be informed by phone by the principal.
- The school families will all be notified through email.

The affected cohort or the entire school (as determined by the LPHA based on our logs) will be closed for cleaning and moved to distance learning for potentially two weeks.

### **1b. High-Risk Populations**

#### **Determine how to serve high-risk students on campus**

Students who are high-risk or live in high-risk households may not be able to attend classes.

- High-risk students could be given special placement in the classroom, away from high-traffic areas to minimize exposure throughout the day.
- High-risk people, including people who live in students' households, are identified as follows:
  - Age 65 years or older
  - Chronic lung disease or moderate to severe asthma
  - COPD (chronic obstructive pulmonary disease)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ
  - Transplantation, immune deficiencies, poorly controlled HIV or AIDS, the prolonged use of corticosteroids and other immune weakening medications
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index, BMI, of 30 or higher)
  - Type 2 diabetes mellitus
  - Chronic kidney disease undergoing dialysis
  - Liver disease
  - Sickle cell disease
  - Other conditions or risk factors identified by OHA, CDC, or a licensed healthcare provider

#### **Determine how to serve high-risk students in distance learning while campus is open**

Regular Distance learning for an entire class:

- Teachers will take classes during the summer of 2020 to learn and apply best practices to online classes.
- Teachers will hold between 3 and 5 classes per day (depending on the age level) (one per hour) through Google Meet or Zoom.
- These classes will focus on instruction first, and students working in front of the teacher during this 45-55 minute period (modeling a classroom). Students do not have homework, instead they work during class time.
- There is a 10-20 minute break between classes.

- There will be a lunch time slot available to students to sit, eat and chat together virtually and live each day.

Distance learning for one or more students while the rest of the class is in the building:

- The teacher's laptop will have a webcam mounted to provide virtual streaming so the at-home student can hear and experience what is happening in the classroom.
- This student will access work and turn in work through Google Classroom (This is for second graders or older. Younger students will be working with the teacher).
- The student will be able to ask questions of the teacher throughout the lesson. Interaction with the distance learning student will happen throughout the lesson.
- Any additional resources will be offered to these students.
- The classroom teachers will have double duty with distance learning and person to person.
  - Patience will be needed as this program is being implemented. It will become more streamlined within a few weeks.

### **Protocols for continuing special education services for high-risk students**

- Sacred Heart Catholic School participates in online speech therapy.
- This will continue in the counselor's office for in-house students and can continue from the student's home for high-risk students.
- Other students receiving Title services will meet their teacher in the reading room.
  - The title teacher will be screened before entering the school building by having her temperature taken, asked a series of questions and will sanitize his/her hands.
    - This information will be kept confidential and will be entered into the visitor log book at the front office.
    - The teacher will enter the reading room and sanitize the area after meeting with each student.
- The classroom teacher will also log the information into the cohort log for the students class.

Because Sacred Heart Catholic School is ill-equipped to offer services to students needing a nurse, aiding that level of high-risk care is not required in this document.

### **Protocols for utilizing ILPs to focus special needs from Covid-19**

Potential problems for the coming year:

- Students with poor time-management skills falling behind in work during distance learning
- Students with few in-class friends who will be forced to separate from friends from other cohorts.
- Students who need a close relationship with their teacher to be confident and successful, but who have to remain physically separate.

Emotional or social issues that create problems with accomplishing work need to be documented in ILPs for the affected students, with a working plan to help students get through this time as successfully as possible.

Students who had issues getting through the spring of 2020 will be given priority in scheduling parent-teacher conferences to write up ILPs for Covid-based special needs.

## **Protocols to follow for Early Childcare and Extended Care Program during school hours**

Protocols for Early Childhood Cole/Lloyd are embedded throughout this document. Prior to usage of the Daycare room, all tables, chairs, and frequently touched items will be sanitized. The extended Daycare Program during school hours will adhere to the following.

- Starting at 11 AM, children from Early Childhood Lloyds class will be walked to the Daycare Room by walking outside on the playground.
- Students will put away backpacks and preparing for lunch.
- Students from Early Childhood Cole's class will join other Early Childhood Lloyd's class to create the three separate cohorts.
- After lunch at 11:45 AM, students will have access to the Daycare restroom.
  - The Daycare restroom will be sanitized after each usage by the aides.
- Other students from Daycare will use the restrooms located near the second grade class and will be under the supervision of the Daycare aides.
- Students will be in specific cohorts while in the Daycare area.

At 2:30 PM, two Daycare staff members will enter through the front door of the school.

- They will undergo a health screening by the front office personnel. They will:
  - have their temperature checked and recorded if over 100.3
  - be asked a series of screening questions
  - then sanitize their hands.
- This information will be kept confidential and listed in the staff log.

## **Extended Daycare Program after School Hours (starting at 3:00 pm)**

All students who will be attending Daycare after school hours, will stay on the playground with their teacher at dismissal time until all the teachers' students have been picked up by parents.

- Teachers will walk Daycare students to the main outside entrance door of the Daycare room where they will be met by the Daycare staff.
- All students K-8 are required to wear face coverings or face shields.
- All students will hang their backpacks in their designated area.
- Daycare staff will check each student in.
- Students will wash their hands in the designated area and join their cohort.

Students will be picked up from Daycare at their scheduled time.

- Parents will use the Daycare buzzer to alert the Daycare staff their child will be picked up.
- The child will be walked to the exit door for departure with their parent.

### **1c. Physical Distancing**

#### **Determining Class Size based on Square Footage**

[Excel Link to Class Size](#) to access the square footage page.

Classrooms will be limited to only the number of people who can safely be in the room with a six-foot radius. Desks will be set up so that the person seated is six feet apart from all other people.

### **Physical Distancing will Take Place All Day Long**

Students will remain separate from other cohorts.

- Students will not enter rooms other than their own cohort classroom.
  - Faith family group activities or partner class activities are suspended.
- Students will not be sent to the front office for any purpose other than if the child is ill.
  - Teachers will have to rely on electronic measures to communicate with other teachers, the front office, or the principal.
  - Students will not be allowed to receive phone calls from parents in the front office

Inside the classroom

Students will need all their supplies at their desk, to minimize wandering.

- Middle school students will not be able to go to their lockers all at the same time.
  - Lockers will be numerically assigned, and every sixth student will go to their locker at the same time. This will eliminate small groupings at the lockers. Students must always maintain 6 feet distancing.
- Students will have all their supplies in one box, and not share their supplies.
- Students will line up six feet apart
  - This will need to be practiced and monitored.
- Classes will be on time to recess to minimize opportunities for hallway crossings.
  - All recesses and restroom visits will be staggered by five minutes apart per class.
    - Washing of hands will be the last thing done when using the restrooms.
  - Each class will visit the bathroom three times per day, to minimize the need for additional solo trips (where students might encounter other classes). If there is a need for a solo trip, teachers will accommodate.
- The playground will have quadrants so that cohorts do not mix outside.
- Playground equipment will be used on a rotational basis.
- Early Childhood Cole\Lloyd will attempt to have students maintain physical distance when playing with members of their own cohort/class, but will be expected to wear face coverings while playing.

***Any mixing of cohorts or parts of cohorts will be written in that cohort's daily log for contact tracing purposes.***

### **Planning for Additional Support of Students Learning how to Distance**

Students will have to be taught:

- How long six feet away is
- How to walk six feet behind the person in front of you
- How to monitor if the line stops or slows down
- How to line up in the classroom from each desk
- How to line up on the playground in your quadrant
- How to wait for your class to use the restroom
- We will need to put dots on the hallway floor downstairs for students to use the restroom. This will get used by every class three times per day.

We need to make sure that we teach and we re-teach. We do not punish students for lapses.

## **Physical Distancing of Staff**

Staff members will maintain physical distance as well. Usage of the staff break room will be minimal, with six feet of distance and face coverings being used. Staff meetings will be Zoomed.

### **1d. Cohorting**

#### **Establish Class Cohorts according to the Classroom's Square Footage**

[Excel Link to Class Size](#) to see the Classroom Square Footage page.

- Recommended cohort size should not be over 100.
- We are keeping each class a cohort and middle school is considered one cohort. This is well below the minimum standards.

#### **System for Daily Logs for Each Cohort**

See 1a. System for Maintaining Daily Logs

#### **Minimize Student Interaction Between Cohorts (Include Restroom Usage)**

See 1c. Physical Distancing Will Take Place All Day Long

#### **System for Cleaning Classrooms and Restrooms Throughout the Day**

See 1a. Plans for Systematic Cleaning of Classrooms, other community spaces.

#### **Access to Education and Peers Guaranteed**

Class groups will not need to be separated.

- One cohort will equal one class.
- Each cohort will fit into each designated classroom.
- Kindergarten will have its base class in the usual location, but all teaching will happen in the Activity Based Lab to accommodate the cohort size of 23 students.
- All equipment within the ABL will be placed in the music room for student usage.
- All classes/cohorts will take classes and go to recess together but will be separated into quadrants on the playground.
- Each class will have its own teacher.
- Middle School students will be one cohort.

#### **Protocols for Staff Interacting with Multiple Cohorts**

Any staff member who comes into contact with multiple cohorts will be required to wear a face covering and maintain six feet of distance, as well as to wash/sanitize their hands between interactions.

- That staff member's presence will be put in the cohort's daily log book.
- Any staff member needing to talk to anyone in a classroom must do this in the doorway or the hallway, and not enter the classroom.
- Facial coverings on both parties is required, as is physical distancing.
- This interaction does not need to be entered into the cohort binder unless entering the classroom is necessary.

#### **Middle School Cohort**

Students in the 6<sup>th</sup>/7<sup>th</sup> and 8<sup>th</sup> grades are considered one cohort, though they will keep separate homeroom class binders.

- For classes that are taught to an entire class with a different teacher, the teacher will move rooms and the students will remain in their seats, to minimize contagion.
- For classes that are taught to a mix of students, the students will move to the needed classroom. For example, in middle school math classes:
  - Seats will be assigned so that students can go directly to their spots.
  - Students will wear facial coverings and maintain physical distancing.
- For middle school classes, all middle school students will go to various rooms within the middle school wing.

### **Protocols for Cohorts Minimizing Environments**

- All Early Childhood students through 5th grade will remain in one classroom/cohort throughout the day.
- 6-8th graders will move only for their specific math groupings and between the science lab and ELA/SS classrooms for their classes.
- Middle school movements will be strictly monitored by both teachers to ensure proper physical distancing.
- All students will accompany their teacher to the playground, outside field or the gym for PE.
- The art teacher will go to the classrooms during her scheduled time for the specific class.
  - She will follow the guidelines of hand washing before and after entering the class, the time/date she taught art/health to that specific cohort will be recorded in the daily log for that cohort and she will always wear a facial covering and maintain social distancing.

All students will go with their classes to the restroom three times per day, to minimize the need for single-use times and cross-cohort contamination.

- The last task completed in the restrooms will be the proper washing of hands for 30 seconds.

### **Protocols for Early Childhood Cole\Lloyd**

- Early Childhood Cole\Lloyd students are not required wear face coverings when they play together in the classroom, and are not required to maintain the 6 feet physical distance because of the Emergency License.
- Use of shared toys will be very limited. When toys are shared, children will wash their hands or use hand sanitizer.
- Small-group learning centers will take the place of many large group activities.
- Students will be able to sit at tables and on the rugs.

## **1e. Public Health Communication**

### **Timeline for Communicating / Training Staff on Protocols**

The principal will create protocols for all health requirements in July/August 2020.

The principal will share the final document with ODE and the Archdiocese of Portland by August 15th..

The principal will post the final document for school staff and families on SchoolSpeak. Information will also be shared through the school email and newsletters.

The principal will create videos so that families can discuss various requirements with their children and students will be prepared for reopening procedures. The principal will create more detailed videos for staff, so that everyone understands all the rules and expectations for the 2020-21 school year. These videos will be completed by August 15th and shared.

Staff will be further trained in person during the in-service days prior to school starting in the fall. Students will be trained on videos prior to school opening, heavily during the first week of school, and periodically as needed throughout the year. (See 1a).

### **Protocols for Communicating with those who have come into close contact with a confirmed case.**

Community members will be notified by email or phone call in the case of Covid-19 cases.

- If a staff/student or a staff/student's household member comes into contact with someone who tests positive,
  - The principal will contact LPHA to determine immediate steps of action.
  - All families of that staff/student's cohort will be informed by email of the potential risks and asked to watch for symptoms. (See 1a).
  - Potentially (depending on individual circumstances), this cohort will change to distance learning for 14 days, while parents monitor health indicators.
  - "Exposure" is defined as being within 6 feet of someone for more than 15 minutes.

### **Protocols for Communicating with staff, families, and the community when a new case is diagnosed within the school community.**

If a staff/student or a staff/student's household member tests positive for Covid-19,

- The principal will contact LPHA to determine immediate steps.
  - They will make the determination whether to shut down the classroom or the entire school for a minimum of ten days (as determined by the LPHA), depending on the ability to keep the cohorts separate (as evidenced by the cohort binders).
- All families of that student's cohort will be informed by phone and email of the potential risks. (See 1a).

### **Translate all protocols.**

All of these pages will need to be translated and posted.

## **1f. Entry and Screening**

### **Direct students or staff to stay home if they, or anyone in their living spaces, have Covid-19 symptoms.**

If any student has someone in their household who has **Covid-19 symptoms**, they are to remain home.

- Symptoms of concern include:
  - Cough, fever of 100.4+, chills, shortness of breath, difficulty breathing.
  - These symptoms are of primary concern, and students with these symptoms **must be denied entry to school, or isolated immediately** if this occurs during school and sent home as soon as possible. They must remain home until 72 hours after a fever is gone without fever-reducing medicine, and other symptoms are improving.

- Additional symptoms that can be associated with Covid-19 but are not enough to deny entry include:
  - Muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
- Symptoms of other infectious diseases can also be cause for excluding a student from school, per existing school policy and protocols.
- Emergency signs that require immediate medical attention include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to awaken
  - Bluish lips or face
  - Other severe symptoms

If a student or a staff member has a chronic or baseline cough that has worsened or is not well-controlled with medication will be excluded from school. Staff or students who suffer other symptoms of asthma or allergies will not be excluded.

**Protocols for daily student and staff screening**

See 1a. Protocol for Screening Staff and Students for Symptoms

**Protocols for restricting students or staff from school for 14 days after exposure by a family member to Covid-19.**

Any student or staff member who **tests positive for Covid-19**

- Should remain home for at least 14 days after the illness onset and
- 24 hours after the fever is gone
- Without any fever-reducing medications, and
- All other symptoms are improving.

Any student or staff member who is feeling ill but tests negative for COVID-19 should stay home until 24 hours after the fever is gone without any fever-reducing medications.

Any student or staff member who is feeling multiple symptoms of COVID-19 but no COVID-19 test is taken should stay home for at least 14 days after the illness onset, and 24 hours after the fever is gone without any fever-reducing medications, and all other symptoms are improving.

If any student has someone from their household who has tested positive for COVID-19, they are to remain home. If a student or staff member is known to have been exposed to anyone with COVID-19, they will not be admitted to the school for 14 days following the exposure. Those students will need to take part in classes through distance learning. It is highly recommended that they be tested.

**1g. Visitors and Volunteers**

**Non-essential visitors are Restricted**

- No visitors are permitted in the first two months of school.
- After the first two months,
- All visitors will have their temperature taken outside the building,

- All visitors will be asked the health screening questions,
- All visitors may only be in the building if six feet of physical distance can be maintained,
- All visitors must wash or sanitize their hands upon entry
- All visitors must wear face coverings
- All visitors with symptoms or with recent exposure (within the last 14 days) will be denied entry.

### **Volunteers must follow regulations**

Volunteers who work directly with student groups must always wear their face covering. If groups are taken to an alternate location, that location must be single-use, or must be sanitized before and after each visit. The date, time, and duration of the volunteer visit, as well as the alternate location of the small group must be logged in the cohort's daily log binder.

### **Protocols for Meetings with Parents, Teachers, Education Specialists via video**

All parent-teacher and special education meetings will be held through Zoom or Google Meets (or other teleconference programs) when schedulable. There will be no lengthy conversation in the drop off line or pick up line. Please make an appointment.

### **Other visitor restrictions**

- Parents are not allowed to enter the classrooms at any time.
- No one may accept food deliveries at the school from a restaurant.
- Parent lunch deliveries must be dropped off in the office and delivered by the front office.
- The school lunch program will provide boxed lunches for students who do not have lunches.

## **1h. Face Coverings**

### **Face Covering Definitions**

- A mask is a professional-grade face mask rated at N-95 or higher.
- A face covering is a cloth, paper, or disposable face covering that covers the nose and the mouth; it may or may not be medical grade.
  - Face coverings should be changed daily and cleaned after each daily use.
- A face shield is a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
- A clear plastic barrier is a solid surface that can be cleaned and sanitized often.

### **Face Coverings for Non-Teaching Staff**

All staff members are required to wear a face covering or face shield.

### **Face Coverings for Teachers**

Teachers are required to wear a face covering or face shield.

- Teachers must maintain greater than 6 feet of distance to students while teaching.

### **Face Coverings for Students**

Students are required to bring a clean face covering each day or a clean face shield.

- Students are required to wear a face covering or face shield throughout the day.
- It is not required that students wear a face covering during recess, but those students **MUST maintain physical distance.**

### **Face Coverings for Parents/Family at Drop-off/Pick-up**

Family members who remain in cars are not required to wear face coverings at all. Family members who exit cars to pick up their children must wear face coverings and remain physically distant from everyone else.

### **Face Covering Specifics**

Face mask rules for medical personnel state that once you touch your mask with unwashed hands, the mask must be discarded. Students will not be held to medical-grade rules.

Students are encouraged to wash their hands often during the day, and to not touch common areas (stair handrails, walls, etc.) with their fingertips.

They will be asked to keep the face covering on (low-hanging around their neck) for easy on and off. It is recommended that each student obtain at least five face coverings for a week's use or use a face shield for the week. Cloth face coverings can be easily washed and re-used.

**Parents, please make sure that all young students can put on and take off their face coverings and face shields independently.**

## **1i. Isolation Measures**

### **Protocols for Surveillance/Monitoring of students and staff who have symptoms or been sent home.**

The principal will monitor students and staff each day upon entry. On days when the principal is absent, the front office staff will take over these duties. Any students who are sent home because they did not pass the screening will be logged, and the front office staff will be notified. (See 1a).

The front office staff will monitor students who leave the school ill, or whose parents have called in to report them ill.

- All students who have had a fever must remain home for 24 hours after the fever has passed without use of fever-reducing medications, AND all other symptoms are improving.
- All students who are experiencing Covid-19-like symptoms (Cough, fever of 100.4+, chills, shortness of breath, difficulty breathing) will be sent home immediately, and placed in an isolated location until parents arrive. (See 1a).
- Any student or staff member who **tests positive for Covid-19** shall not be permitted to enter the school building until after 14 days have passed, symptoms are lessening, and the student has been fever-free for 24 hours at least without fever-reducing medications. If any student has someone from their household who has tested positive for COVID-19, they are to remain home.
- If a student or staff member is known to have been exposed to anyone with Covid-19, they will not be admitted to the school for the 14 days following the exposure. Those students will need to take part in classes through distance learning.

It will be the responsibility of the front office staff to monitor and maintain records indicating when students can return to school. This information will be shared with the staff as appropriate:

- These notations will be placed on the morning screening log, to indicate to screening personnel to not allow ill students to enter the building.
- These notations will be emailed to teachers so that these students do not end up in the classroom, and the teacher will be informed of the student's whereabouts.
- These notations will be entered into the classroom log by the teacher (reminded by the front office email).
- Because of these notations in the logs, the LPHA will also get these details when they need to collect logs/records.

### **Protocols for Assessment of Students**

(See 1a. and 1f).

Students who have regular medical issues will have choices.

- Students who need a band-aid will be helped by their classroom teacher, who will be stocked with basic first aid supplies.
- Students who need an ice pack will visit the front office. Students will return ice packs to the front office.
  - Front office staff will re-bag ice packs for reuse.
- Students who are feeling ill will report to the office, where basic diagnoses will happen.
- Students who regularly take medicine will report to the front office when called on the intercom.
  - Front office staff will use gloves when handling medicines.

Any student reporting to the office is required to wear a face covering.

### **Protocols for Isolation of Ill Students**

*Definitions: Isolation: to separate an ill person from a group who are not sick.*

*Quarantine: separates people who were exposed to a contagious disease to see if they become sick.*

Anyone (staff or student) who becomes ill during the day will be removed from class and isolated.

- Front office staff will determine symptoms and take the person to an isolated area.
  - The small office inside the safe room will become the isolation room.
  - The room will have a phone and a cot.
    - Front office staff will have access to the front door system and the phones
    - Front office staff will leave a sign at the front desk indicating that visitors meet them in the hallway outside the staff room.
- Parents of ill students will be contacted for immediate pick up.
- Front office staff will monitor the ill student in the isolation room.(discussion with Chris)
  - Upon departure, the isolation room contact points (cot, chair, etc.) will be sanitized.

### **Stay-Home Requirements (Same as protocols for restricting students or staff from school)**

Any student or staff member who **tests positive for Covid-19**

- Should remain home for at least 14 days after the illness onset and
- 24 hours after the fever is gone
- Without any fever-reducing medications, and
- All other symptoms are improving.
- Informs the principal immediately.

Any student or staff member who is feeling ill but tests negative for COVID-19 should stay home until 24 hours after the fever is gone without any fever-reducing medications.

Any student or staff member who is feeling ill but no COVID-19 test is taken should stay home for at least 14 days after the illness onset, and 24 hours after the fever is gone without any fever-reducing medications, and all other symptoms are improving.

If any student has someone from their household who has tested positive for COVID-19, they are to remain home.

If a student or staff member is known to have been exposed to anyone with COVID-19, they will not be admitted to the school for 14 days following the exposure. Those students will need to take part in classes through distance learning.

## **Chapter 2: Facilities and School Operations**

### **2a. Enrollment**

#### **Protocols for Enrollment**

The school will not unenroll a student because of attendance issues. Irregular attendance will result in ongoing discussions among the student, teacher, the principal, and the parents about school expectations.

### **2b. Attendance**

#### **Protocols for Attendance**

For students who are attending school in the building, attendance will follow the standard ODE guidelines.

For students who are attending distance learning due to high-risk factors (for themselves or for close family members), or for students who are attending distance learning due to having Covid-19 symptoms, students will be counted as attending school if they attend all classes that day remotely.

- If classes are meeting in the building, the student will attend school through Google Meets to hear instruction and ask questions.
  - The class schedule will be posted each day and communicated to parents each day/week, so that distance students can attend instruction on time.
- If classes are following distance learning protocols, the student will attend all scheduled classes through Google Meets.
  - Teachers will take attendance at all class meetings (except those that are optional ex: lunch). Emails from parents (that sufficed as working during the spring of 2020) will not suffice as attendance during school during the 2020-21 school year.
  - If a student attends some classes but not others, that student will be counted as absent for a half day.
  - Attendance will be taken every day in SchoolSpeak. This program emails parents when a student is absent all or part of the day.
  - A student logging into a class more than 10 minutes late will receive a tardy.

The teachers and the principal will monitor attendance, maintaining contact with parents over any problem situations or irregularities.

## **2c. Technology**

### **Protocols for Cleaning Devices**

While students are in the building, every student from kindergarten to eighth grade will have their own chromebook. After each use, keyboards will be wiped down with disinfectant and paper towels.

### **Access for all**

All staff and students will need access to a device from home and the wifi necessary to connect with regular classroom meetings.

### **Parental Awareness**

Sacred Heart Catholic School's acceptable use policy has been updated, and will be part of the 2020-2021 Parent Handbook, distributed electronically to all parents at the beginning of the school year. In this, parents will be made aware that the policy will be enforced whether in school or at home. Parents are responsible for monitoring student's behavior when students are accessing programs from home.

### **Procedures for Check-out and Return of Chromebooks**

All students in Kindergarten through eighth grade will have access to a chrome book all year.

- The family will be asked to sign an agreement for return without damage.
- The Technology coordinator will keep a log of which chromebooks have gone home for distance learning as well as which chromebooks are remaining at school for student usage.

### **Survey Families to Collect Information about Family Devices**

A survey for families was sent out at the beginning of distance learning to determine the needs of families.

### **Review Technology Policies and Data Privacy Policies**

The current technology usage plan has been reviewed and updated for distance learning issues.

### **Establish a Technical Support Desk**

Mr. Gardell, Ms. Clasby, and other tech-savvy teachers will form a help-desk group to be available to students and families as they adjust to and continue with the technology needed for distance learning.

## **2d. Specifics for the Sacred Heart Catholic School Campus**

### **All people on campus are advised and encouraged to wash their hands frequently.**

- All of the SHCS community will be encouraged to use hand sanitizer upon entering the building.
- Students will wash their hands or use hand sanitizer (depending on the availability of a sink) upon entering the classroom each morning.
- Classes will be accompanied by their teacher to the restroom three times per day (after recesses and before lunch according to a schedule) to wash their hands.

### **Sanitizing protocols for all equipment that is shared.**

- Chromebooks will have their keyboards wiped down between each student's use.
- The Library will go at least 72 hours between cohort usage to minimize contagion.
- Equipment used in the gym will need to be sanitized after each class use by Jesus.
- Individual classes will each have their own jump ropes to use on the playground, which will not need to be sanitized within the cohort.

### **The following events are modified or postponed:**

- All regular class field trips are postponed for the 2020-21 school year.
  - Any driving trip would require each family to drive.
  - Any walking trip would require the line to maintain 6 feet of physical distancing.
  - Any teacher who wishes to hold a field trip will discuss it at length with the principal through the lens of Covid-19. Safety precautions will be required.
- The school Christmas Concert and Spring Concert are currently canceled for 2020-21.
- All religion events, such as the Living Rosary, Reenactment of the Last Supper, Stations of the Cross, will be modified and offered virtually.
- Daily Mass will be scheduled for all classes that have an 8:00 AM arrival time.
- All assemblies will be virtual, such as the first day of school, student council speeches, etc.
- All fire drills and Alice drills will need to be modified to consider 6 foot distancing.
  - Earthquake drills will be scheduled throughout the year.
- The Jogathon and Jogathon kickoff will need to be modified. Alternatives for Jogathon- on the honor system like the Pear Blossom Run or offering a walkathon around the gym and school.
- Both the boys and the girls Middle School sports such as volleyball, basketball, track and cross country are under review and will be considered during the early fall of 2020, due to physical distancing requirements.

### **Hallway Procedures**

Classes have recess and lunch schedules that are staggered by 5 minutes. This is to ensure that classes do not cross each other in hallways.

- It is important that classes be mindful of each other as they transition into the hallways to recess and back to their classes.
- Because it is important to be mindful of the needs of other classes, each class must stay together, with physical distancing expectations, while moving through the hallway (stragglers will delay other classes' use of the hallways).
- Because class use of the hallways may overlap, classes are encouraged to "send a runner" around the corner, to ensure that no other class is in the hallway and to alert other classes that your class is coming. Teachers will need to check the hallway for runners before dismissing their class into the hallway.

### **Policies for Personal Property Brought to School**

- All students must bring their own water bottle to school. This water bottle should have a straw or nozzle opening, not an open top (for spilling purposes).
- All students must bring a backpack and a lunch box/bag to school. Older students are also required to bring a binder. All personal items must be labeled with the student's name for easy identification. All personal items will be kept with the student at the student's desk.
- All students must have a set of earbuds in class.

- These will be kept in a zip lock with the student's name on it.
- These will have a piece of masking tape on them with the student's name on it.
- These bags will be kept by the teacher for classroom use in grades K-5.
- Middle school will keep their own bags containing their earbuds.
- All supplies that belong to the student will be kept in the student's supply box, and not shared with other students.
- All cell phones must remain turned off during school hours and be stored in the student's backpack. No cell phone use is allowed by students during the school day. Any cell phone use after school must be cleared through the teacher.
- All other personal items should not be brought to school.

### **After-School Programs**

Before and after school clubs will not take place during the 2020-21 school year. See schedule from OSAA dated Aug.5th for Sports Programs.

The Religious Education program will be using Distance Learning for the first two months of school. It will be reevaluated to determine if classes can be offered through the school. Final Daycare guidelines expected August 14<sup>th</sup> but most of the guidelines are already listed within this plan.

## **2e. Arrival and Dismissal**

### **Beginning of the Day**

- Doors open at 7:45 am to a staggered start (to aid in social distancing while students go through the health check).
  - 2nd, 3rd, 4th, 5th 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders arrive between 7:45 and 8:00 am for an 8:00 start time.
  - Kindergarten and 1<sup>st</sup> graders arrive between 8:15 and 8:30 am for an 8:30 am start time.
  - Early Childhood Cole\Lloyd arrives between **7:50** and 8:00 am for an 8:00 am start time.
  - Families with children in more than one schedule will drop off children at the earliest start time.

### **Arrival**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, students and staff will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptoms survey regarding:

- Cough
- Shortness of breath or difficult breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measure temperature of 100.4 degrees Fahrenheit or greater
- Known close contact with a person who is lab-confirmed to have COVID-19

***All screening information will be kept confidential.***

## Staff

- Staff will have their temperatures taken and will complete the screening process before entry to the school building at the front entrance to the school.
  - Temperatures will not be logged unless they exceed 100.4.
  - If they exceed 100.4, the staff member will be sent home.
- Staff will be asked this question, “Do you currently have any of these symptoms?”
  - Symptoms of concern include: Cough, fever, chills, shortness of breath, difficulty breathing.
  - These symptoms are of primary concern, and student and staff members with these symptoms **must be denied entry to school and isolated immediately**, especially if this occurs during the school day.

## Students

- There will be three staff members available for morning drop off.
- Each staff member will have a non contact thermometer and a class roster of all students containing the series of questions.
  - The temperature of the student is taken and recorded.
  - Question: “Do you currently have any of these symptoms?”
    - Symptoms of concern include: Cough, fever, chills, shortness of breath, difficulty breathing.
    - These symptoms are of primary concern, and students with these symptoms **must be denied entry to school, or isolated immediately** if this occurs during school and sent home as soon as possible. They must remain home until 72 hours after a fever is gone without fever-reducing medicine, and other symptoms are improving. Record responses on log.
    - Additional symptoms that can be associated with Covid-19 but are not enough to deny entry include: Muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
  - The answers to these questions are recorded.
  - If there are any responses of “yes” to the series of questions or the temperature exceeds 100.4,
    - Students who do not pass the daily screening will be sent home immediately and parents are to contact their physician immediately.
  - Measures will need to be taken to ensure that parents don’t leave before the health check is completed.
    - If the parents have already departed, they will be immediately called, and the student will be placed in the isolation room until picked up.
  - Monitor for exclusion notes from the front office (who is tracking students who cannot return yet due to illness).
  - The staff member will turn in the daily log for each student to the office personnel at the end of morning duty.
- Once students have finished the screening process, they will be asked to get out of their cars and be directed to one of the two entrance locations to the building depending upon what class they are in.
  - Please look for the posted signs indicating what door to enter.
  - Entrance will be dependent upon the child’s grade.

- Another staff person will be available at each of the three entrances to the building during the first week of school only.
- All students will need to use hand sanitizer before entering the building.
- Students arriving later than their health screening time, will be screened at the entrance to the front of the school. This information will be recorded in the log book.

#### Early Childhood Cole\Lloyd

Early Childhood Cole\Lloyd will have drop off starting at **7:50** AM and start time at 8:00 AM. Second grade through eighth grade will have a drop off time from 7:45 to 8:00 AM with a start time of 8:00 AM. Kindergarten through first grade will drop off from 8:15 – 8:30 AM with a start time of 8:30 AM.

Early Childhood Cole\Lloyd students will go through a screening process before entering the school building.

- Students in Early Childhood Cole’s class will enter through the daycare entrance.
- Prior to entering the building, they will be greeted by Mrs. Cole’s aid who will
  - Take the student’s temperature.
  - Ask the parent the series of questions regarding their child.
  - If all responses are “no” and the student does not have a temperature greater than 100.3, the student will:
    - Sanitize their hands.
    - Walk to their classroom door where Mrs. Cole will be standing.
    - Parents are not allowed into the classroom, but if needed, they may walk their child to the classroom door, provided the parent is:
      - wearing a face covering.
      - maintaining six feet distancing.
      - sanitize their hands upon entrance to the building.
  - After the student is in the classroom, they will wash their hands.
- Students in Early Childhood Lloyd’s class will enter through the ramp door across from the gym.
- Prior to entering the building, they will be greeted by Mrs. Lloyd’s aid who will
  - Take the student’s temperature.
  - Ask the parent the series of questions regarding their child.
  - If all responses are “no” and the student does not have a temperature greater than 100.3, the student will:
    - Sanitize their hands.
    - Walk to their classroom door where Mrs. Lloyd will be standing.
    - Parents are not allowed into the classroom, but if needed, they may walk their child to the classroom door, provided the parent is:
      - wearing a face covering.
      - maintaining six feet distancing.
      - Sanitize their hands upon entrance to the building.
- After the student is in the classroom, they will wash their hands.

Second through eighth grade students will arrive at 7:45 AM for an 8:00 AM start time.

Students will go through a screening process upon arrival while they are still in their cars.

- Parents may not walk onto the playground or enter the school building.
- All families must drive onto the playground for screening purposes.

- All students will be greeted, have a temperature check, and be asked a series of questions.
  - If all responses are “no”, they will be invited out of their cars and go to one of two entrances.
  - There will be another staff member to greet them.
  - Make sure they sanitize their hands.
  - Then they will walk to their classroom door.
- All students will accompany their teacher to the sanitation center and sanitize their hands before entering the school building.
- All students arriving after morning drop off, will need to go to the front of the school and ring the buzzer with their parents present.
  - The office personnel will take the students temperature, ask the screening questions to the parent and record information in the morning check in log book.
  - The student will sanitize their hands and be directed to their classroom.
  - The parent of the student may not enter the school building without a facial covering.

Kindergarten through first grade students will arrive at 8:15 AM for an 8:30 AM start time.

Students will go through a screening process upon arrival while they are still in their cars.

- Parents may not walk onto the playground or enter the school building.
- All families must drive onto the playground for screening purposes.
- All students will be greeted, have a temperature check, and be asked a series of questions.
  - If all responses are “no”, they will be invited out of their cars, they will be directed to where their teacher is standing on the playground.
- All students will accompany their teacher to the sanitation center and sanitize their hands before entering the school building.
- All students arriving after morning drop off, will need to go to the front of the school and ring the buzzer with their parents present.
  - The office personnel will take the students temperature, ask the screening questions to the parent and record information in the morning check in the log book.
  - The student will sanitize their hands and be directed to their classroom.
  - The parent of the student may not enter the school building without a facial covering.

## **Departure**

At dismissal, all students pack up belongings at their desk, exit in a long line that does not mingle with other lines. Students, teachers, and staff are required to wear face coverings at dismissal time.

- Dismissal times will be staggered to offset social distancing needs
  - K, 1st and 2nd graders dismiss at 2:40.
  - 3rd,4th and 5th graders dismiss at 2:50.
  - 5th, 6th, 7th and 8th graders dismiss at 3:00.
- Parents meet students outside on the playground, or in cars.
  - Parents in cars are not required to wear face coverings.
  - Parents who walk onto the playground to pick up their child/children must keep physically distant. Face coverings are required. Parents must keep well away from the entrance doors of the school to minimize contact.
  - Students in early childhood Cole\Lloyd left in the morning.

- Families with children in more than one schedule will pick up children at the latest dismissal time.
- All students attending Daycare after school, will need to wear face coverings
  - Students attending Daycare after school, will be walked over to Daycare by their classroom teacher, after all the other students are gone.
  - An instructor or aid will escort the child(ren) to Daycare.
  - Students in Daycare will create two or three separate cohorts. One cohort of students in kindergarten to third grade and another of students in grades fourth through eighth grade.
  - There will be no intermixing of cohorts in Daycare.

## **2f. Classrooms and Repurposed Learning Spaces**

### **All seating will maintain the 6-foot distancing policy.**

All student and teacher desks will maintain the required 6-foot distance from all other students. Desks will be assigned, and students are discouraged from wandering. [Click for Excel Link to Class Size](#) to see the Classroom Square Footage page.

Students in the younger grades who usually sit on a rug, will bring in a towel to sit on. The towel will be taken home every Friday at the end of week to be washed and brought back to school. All towels will need to be sanitized at the end of the school day.

### **Material Usage.**

All students will have a box of their supplies that will not be shared with other students. If classroom supplies (scissors, compass, glue, etc.) are to be used, they will be laid aside when finished to be sanitized for future use.

Any student in a close-knit classroom needing to use a tissue is asked to step briefly into the hallway to blow his/her nose. This way, physical distancing is not compromised, and germs are less likely to spread. Hands should be washed or sanitized after tissue use.

- There should be a tissue box and a garbage can by each classroom door.

### **Handwashing**

Students will wash their hands or use hand sanitizer (depending on the availability of classroom sinks) upon entering the classroom first thing in the morning.

Students will accompany their teacher to the restroom three times per day for hand washing after recess and before lunch.

- Students will be taught that washing with soap for 30 seconds AND THEN rinsing (not holding hands under the water for 30 seconds) is recommended.

Students and staff will maintain respiratory etiquette, covering coughs and sneezes with an elbow or tissue. Hands should be washed or sanitized after tissue use.

### **Furniture**

All furniture will be covered with surfaces that can be wiped down easily. Any furniture with soft covers will be covered in plastic. Other unnecessary classroom furniture will be stored in empty classrooms.

## **Restroom Policies**

No restroom/hall passes will be issued in classrooms. Students will accompany their teacher three times per day to the restroom after recess and before lunch to use facilities and wash hands.

- Only 3 students at a time are allowed in each restroom (because there are only 3 sinks). The rest of the class will wait quietly in a line in the hallway, physically distant.
- Students who have an emergency will be allowed to use the restroom. However, if a class is in the restroom, they will have to wait (physically distant) until class use is finished.
- Washing of hands is the last thing students are to do before leaving the restroom.

## **Library Usage**

Because it is difficult to sanitize library books after a group of students has been looking through them, it is recommended that students only are admitted to the library every 72 hours. This is long enough to keep the area free from contagions.

The new Library Schedule, if we visit every 72 hours, means students get to use the library once every other week. Two classes will have access to the library twice per week.

- The library schedule has been created for the school year.
- The library tables and chairs will have to be sanitized upon exiting the room.
- Student movement in the room will have to be restricted.
- Students will need to wear face coverings while in the library.

Student library books will increase to having three books checked out at a time, up from only two, since students will visit the library once a month per cohort. These are the responsibilities of the classes using the library.

## **Limit Transitions**

### **Non-Classroom Room Capacity**

The front office will have no more than two people in it regularly.

### **Staff Lounge**

The staff lounge will be used by adults only. Adults in the staff lounge will wear masks at all times, unless seated and eating at the table.

## **Limit Transitions**

Classes will not go to music class during the 2020-21 school year. Classes will go to PE with their teachers, either in the gym or on the playground. Non-classroom equipment will have to be sanitized after each class. Classes will go to recess but eat lunch in their classrooms. Their restroom visits will be staggered.

Middle school will mix 6th, 7th and 8th grades for math classes to maintain their educational expectations. Homeroom teachers will teach religion classes, so students will remain with their homeroom teacher. When an entire class switches teachers (for science or ELA/SS, for example), the teacher will wear a mask, students will wear a mask and move to the specific classroom.

Individual students will not deliver notes to the front office, to limit student wandering and potential contamination of other classes. All teacher-front office communication will have to be electronic. Students who are ill or who need to take scheduled medications can go to the front office.

### **Religious Education**

Classes will be offered through distance learning the first two months of school. There will be a reevaluation to determine if classes need to use the school building, parish hall or gym for future classes.

### **School Counselor**

The school counselor will hold office hours and offer zoom appointments. She will also teach the Second Step classes throughout the school by holding zoom classes while in the school building.

## **2g. Playgrounds, Recess and Breaks**

### **Keep the playground equipment**

The playground structures will be used this year on a rotational basis. The playground equipment will be sanitized after each usage by our maintenance person using a fogger.

### **Use of student playground equipment**

Each class will have the use of two playground balls and three jump ropes that will be theirs to use.(purchase jump ropes.) These will be kept in the classroom and brought out/taken in by a student for each recess. These will be marked for easy grade-level identification. (are we able to provide all classes with this equipment)

- These will not be shared between classes.
- If a ball travels to a different quadrant, students may kick it back to where it belongs (but do not pick it up to throw it).

### **Maintaining physical distancing protocols during recess transitions**

All classes have recess at 5-minute intervals, to avoid physical distancing issues. Classes need to be very aware of their schedules and arrive and depart from recess on time.

### **Recess and Lunch Times**

All students will move with the class to the restrooms three times per day for restroom use and hand washing. All students will be required to wash their hands at least three times per day.

- Restroom limitations
  - # of students in the restroom equals # of sinks.
  - Students need to line up quietly, six feet apart. Teacher stands in the hallway.
- **No drinking fountain use. Students will supply water bottles.**
- Playground limitations
  - Playground will be separated into quadrants (A, B, C, D) so cohorts do not mingle.
  - Class brings their own balls, jump ropes, etc.
- Class goes to recess, then uses the restroom to wash hands before class begins again. Teachers monitor students during recess.

- Early Childhood Cole 9:10 recess A, 9:25 restroom
  - Early Childhood Lloyd 9:15 recess B, 9:30 restroom
  - K 9:20 recess C, 9:35 restroom
  - 1 9:25 recess D, 9:40 restroom
  - 2 9:30 recess A, 9:45 restroom
  - 3 9:35 recess B, 9:50 restroom
  - 4 9:40 recess C, 9:55 restroom
  - 5 9:45 recess D, 10:00 restroom
  - 6/7/8 9:50 recess A & B, 10:05 restroom
- Students wash their hands before eating lunch.
    - K uses bathroom at 10:55, wash in class, eat at 11:00, recess A 11:25-11:45
    - 1st uses bathroom 11:00, wash in class, eat at 11:05, recess B 11:30-11:50
    - 2nd uses bathroom 11:05, wash in class eat at 11:10, recess C 11:35-11:55
    - 3<sup>rd</sup> uses bathroom 11:10, wash at 11:15 eat, recess D 11:40-12:00
    - 4th recess A 11:00 - 11:20, uses bathroom at 11:20, wash at 11:25, eat
    - 5th recess B 11:05 - 11:25, uses bathroom at 11:25, wash at 11:30, eat
    - 6<sup>th</sup>/7<sup>th</sup>/8th recess C & D 11:10- 11:30, Uses bathroom at 11:30, wash at 11:35, eat

Classes are held from 12:00 to 3:00, with an afternoon recess.

- K 1:40 recess A, 1:55 restroom
- 1st 1:45 recess B, 2:00 restroom
- 2nd 1:10 recess C, 1:25 restroom
- 3rd 1:15 recess D, 1:30 restroom
- 4th 1:20 recess A, 1:35 restroom
- 5th 1:25 recess B, 1:40 restroom
- 6<sup>th</sup>/7<sup>th</sup>/8th 1:30 recess C & D, 1:45 restroom

### **2h. Hot Lunch**

The Hot Lunch program will have to be discontinued during the 2020-21 school year due to the limitations of physical distance in the cafeteria. These limitations will be discussed with our Lunch Service Program. Possible to brown bag lunches will be provided for students without lunches.

Every day, students will bring their own lunch and eat in their classrooms.

#### **Students must wash hands before meals and should be encouraged to do so after.**

Students are currently scheduled to wash their hands before lunch. (See section 2g). Daycare students are required to wash their hands after lunch too.

Sacred Heart Catholic School has no vending machines.

## **2i. Transportation**

Sacred Heart Catholic School does not use bus transportation. Field trips are suspended for the 2020-21 school year.

## **2j. Cleaning, Disinfection, and Ventilation**

### **Frequently Touched Surfaces**

- Student desks and chair tops will be sanitized each day.
- Doorknobs, sink handles, and light switches will be sanitized daily.
- Toys or educational manipulatives will be sanitized daily
- Floors will be swept, mopped and sanitized daily.
- Sleeping cots/mats for Early Childhood Cole\Lloyd will be sanitized before each use. Blankets\towels will be sent home at the end of each week to be laundered.

### **How to Apply Disinfectants**

All products are to be kept in a locked janitorial closet, or in a carry container while in use by the cleaning aide.

- In order to reduce the risk of asthma, asthma-safer products will be used as listed in RSSL (with ingredients such as hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds.
- Wear disposable gloves while clearing, and wash hands with soap and water after glove removal.
- All shared toys or educational manipulatives will be cleaned and sanitized at the end of each day. Wash toys thoroughly in warm water and soap, and then sanitize. Allow toys to dry overnight or dry with a paper towel.

### **Opening Doors helps air to circulate.**

Our current AC unit draws in fresh air from the outside and distributes it throughout the building. There is no reason to open doors or windows.

## **2k. Health Services**

### **Maintain a prevention-oriented health services program for all students**

Wellness measures, including frequent hand washing, physical distancing, playground separation, and individual supplies among other policies, will be taught, reinforced, and maintained throughout the 2020-21 school year by the principal, the front office staff, the teachers and the aides.

The front office staff is tasked with maintaining medical protocols for ill students, including maintaining an isolation room for sick students.

Any student with special health care needs will be helped on an individual basis by all staff members.

All Medford School District staff members who are on the private school team will be consulted when dealing with an individual student with special health or education needs.

- All speech classes will take place virtually, to minimize contagion.

## **Chapter 3: Response to Outbreak**

### **3a. Prevention and Planning**

#### **Establish communication channels**

The principal will contact LPHA during the summer of 2020 to establish a relationship, and to discuss procedures for contagion determinations for the 2020-21 school year. Stacie- Cell phone 541-613-5107

#### **Establish a specific emergency response framework with key stakeholders**

The principal will create a training video for families during the summer, so that parents know in the fall what to expect for the coming school year. This will include:

- How to keep your children safe while they are with you (not out and about gathering lots of germs to bring back to school).
- How to recognize symptoms
- How to talk to your child about staying within the physical distancing regulations.
- How to teach your child to use a mask.
- What happens when students in your child's class have symptoms or have been exposed to the virus.

#### **Establish the chain of information from LPHA**

Once anything needs to be reported to LPHA, it is imperative that information that comes back from them be transmitted to the principal immediately for dissemination to the pastor, the business manager, the staff, and the parents.

### **3b. Response**

#### **Sacred Heart Catholic School will follow the Fall 2020 Protocols document prepared based on the ODE RSSL and the Archdiocesan Framework.**

- All staff will be trained in the use of the Fall 2020 Protocols.
- All pertinent information will be shared with LPHA as soon as possible.
- Any situation that is not covered by the Fall 2020 Protocols will be discussed between the principal, the pastor, and the business manager as well as LPHA to maintain compliance with current regulations and restrictions, for the health and safety of the students.

#### **All Covid-19 diagnoses will be reported to LPHA, and possible room or building closure will be discussed.**

Staff and families will be trained in the importance of reporting contact with anyone who has tested positive for Covid-19.

Trained staff will report any such information to LPHA regarding cleaning and the possible classroom or program closure.

#### **Any cluster of illnesses among staff or students will also be reported to LPHA.**

This will go through the properly-trained staff, sent to LPHA, the principal, the pastor, and the business manager.

**A response team will be formed to deal directly with responsibilities.**

A team of staff members will be formed in August to deal with the direct responsibilities of maintenance of the Fall 2020 Protocols. If an outbreak happens regionally, principals from each school in the region will discuss matters of mutual concern.

**Large school events will be modified, postponed, or cancelled in coordination with LPHA.**

The calendared events of Sacred Heart Catholic School are subject to the restrictions and regulations of the governor and LPHA. Any events that do not comply with current restrictions and regulations will be postponed, modified, or cancelled. (see section 2d).

**In case of school closure, the school will immediately switch to a Short-Term Distance Learning model for all staff and students.**

Distance Learning will be implemented immediately upon the closure of a classroom or the school.

- Families will be informed school-wide by the principal of this change, and class-wide by each teacher as to the expectations and schedules of distance learning.
- The principal will train teachers on the new expectations for distance learning, as set forth by the Distance Learning Guidelines from the Archdiocese of Portland, and any distance learning expectations within RSSL from ODE.
- The teaching staff will be ready to switch immediately from on-site to distance learning, to not jeopardize any academic time.

**Stakeholders will be made aware of the criteria needed for on-site instruction to resume**

The principal will publish this document to make it clear to the families what the criteria are for on-site instruction to resume. The principal will also keep families informed through announcements on School Speak, emails and through the weekly newsletter.

**Because meals are not provided regularly, meals do not need to be continued through distance learning.**

**3c. Recovery and Reentry**

**New plan for instructional models that will support all learners in distance learning.**

The principal will use the Archdiocesan Distance Learning Guidelines for Sacred Heart Catholic School teachers to help guide teachers through new instructional strategies that will support all learners in distance learning.

- Teachers will be asked to read all documentation regarding Archdiocesan Distance Learning Guidelines.
- Teachers will discuss teaching techniques in staff meetings and during PLC meetings.
- The principal will monitor classrooms and distance learning classes for evidence of use of these strategies.

**All surfaces will be cleaned, sanitized, and disinfected following CDC guidelines for classrooms, restrooms and playgrounds.**

All CDC guidelines will be followed in the cleaning and sanitizing of all surfaces used in the school. See plans for Systematic Cleaning of Classrooms, and other Community Spaces

**All options and efforts to support returning to on-site learning will be communicated to families.** The principal will outline all possibilities with families about on-site and distance learning, so that they are fully informed and can make the best decision for their family situation.

The principal will keep families informed about the planning process, the obstacles to returning, and the work being done to get everyone back to on-site learning. This will happen through email, posting on School Speak, and through the newsletter.

**All LPHA guidance will be followed in bringing students back to on-site instruction.**

LPHA will give Sacred Heart Catholic School the guidance needed to follow all of the restrictions and regulations involved with creating a safe and healthy place for students. Sacred Heart Catholic School cannot re-open on-site learning without the approval of LPHA.

#### **4. Equity**

4a discusses the disproportionate impact of Covid-19 on certain communities (racial/ethnic, economic).

- Provide differentiated learning opportunities for students with limited or no access to instruction during spring of 2020.
  - If we take in public school students, we will need to differentiate instruction and expectations to catch them up to our students.
- Retain empathy over the losses some families may have experienced during the spring of 2020.
  - This could be physical (people) or economic.
- Focus on the positive, not on what the students are lacking.

4b discusses using a decision tree when making complex decisions.

- All decisions at the building level are made between the principal, the pastor, and the business manager.
- All decisions requiring district approval are made in consultation with the Archdiocese of Portland.

#### **5. Instruction**

##### **Instructional Time/Models**

During on-site instruction, the school day will consist of just under 8 hours of meeting time per day (shortened slightly due to staggered start and stop times, see [beginning of the day](#), which will include a lunch time and two recess times (during which students are washing their hands).

During hybrid instruction, students are split into smaller groups so that fewer students can be in a classroom at a specific time. This is for classes with 30-40 students, where half the students attend M/W and half on T/Th. Students attend online classes or do homework during the alternative days. Currently, classes do not require a hybrid model. All of our students fit into our classrooms with 36 square feet distancing available.

During distance learning, students will attend mandatory Google Meet/Zoom classes each hour with their teachers, covering core subjects and completing work together.

- Currently, classes will meet hourly for 40-55 minutes (depending on age level and class need) on the hour with their teacher in Google Meet/Zoom, beginning at 8:00 am and going through 3:00 pm (so that school ends by 3:00).
- Students will receive instruction for the first half of the class period, and the second half will be time that the students get to work on their assignment. The teacher will remain with the class, available for questions. The only student homework they will receive is reading, and finishing assignments not done in class.
- There will be between 5 and 20 minutes between each class (depending on the age level) for the students to take care of personal needs.
- There will be a class meeting for lunch, with the teacher, that is optional. This will fulfill the requirements for socio-emotional needs of students, getting to chat with each other.
- The following schedule is a suggested schedule for Distance Learning.

**K through Second Grade:**

8 am: Religion M/W/F, Lang.Arts Tu/Th  
 9 am: Reading  
 10 am: Math  
 11 am: Lunch  
 12 pm: Rotating PE, Art, Second Step, Health,PE  
 1 pm: Sci M/W/F, SS Tu/Th  
 2 pm: ELA M/W, Office Hours Tu/Th, Mass Fri

*Distance Learning classes for K-2nd grade should be created to have 20 minutes of instruction, 20 minutes of mastery demonstration and about a 20-minute break at the end of every class.*

**For 3rd, 4th and 5th grade students:**

8 am: ELA M/W/F, Religion Tu/Th  
 9 am: LA M/W/F, Reading Tu/Th  
 10 am: Math  
 11 am: Lunch

- **3rd Grade**

12 pm Religion M/W, Social Studies Fri, Second Step/Computers Tu/Th  
 1 pm PE/Science M/W/F, Social Studies Tu/Th  
 2 pm Science/Health/Mass M/W/F, Office Hours Tu/Th
- **4th Grade**

12 pm Science M/W/F, Computers/Second Step Tu/Th  
 1 pm Social Studies M/Th/Fri, Science/PE Tu/W  
 2 pm Health/Social Studies/Mass M/W/Fri, Office Hours Tu/Th
- **5th Grade**

12 pm Science M/Tu/W/Th, Comp. Fri  
 1 pm Social Studies M/Tu/W/Th, PE Fri.  
 2 pm Second Step/Health/Mass M/W/F, Office Hours Tu/Th

*Distance Learning classes should be created to have 25 minutes of instruction, 20 minutes of mastery demonstration and about a 10-15-minute break at the end of every class.*

**Sixth through Eighth Grade:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8	8 Health 6.7 Step	6/7 Grammar/ELA 8 Art	8 Grammar/ELA 6/7 Art	6/7 Grammar/ELA 8 Step	8 Grammar/ELA 6/7 Health
9	Math				
10	6/7 Science 8 SS/ELA	6/7 Science 8 SS/ELA	6/7 Science 8 SS/ELA	6/7 Science 8 SS/ELA	6/7 Science 8 SS/ELA
11	8 Science 6/7 Religion	8 Science 6/7 Religion	8 Science 6/7 Religion	8 Science 6/7 Religion	8 Science 6/7 Religion
12	Lunch				
1	6/7 SS/ELA 8 Religion	6/7 SS/ELA 8 Religion	6/7 SS/ELA 8 Religion	6/7 SS/ELA 8 Religion	6/7 SS/ELA 8 Religion
2	6/7 Comp 8 PE	8, 7, 6 Study Hall/Office Hours	8 Comp 6/7 PE	8,7,6 Study Hall/Office Hours	Mass

*Distance Learning classes should be created to have 25 minutes of instruction, 20-25 minutes of mastery demonstration and about a 10-15-minute break at the end of every class.*

Expectations for learning, for attendance, and for engagement will be communicated to families

**School Calendar**

Sacred Heart Catholic School will follow the Archdiocese of Portland calendaring guidelines.

**Instructional Considerations**

Students who are not coping well with the distance learning system, and/or who were not successful during the spring of 2020 distance learning, will have ILPs in put in place during the fall of 2020. This

learning plan will take careful consideration for the well-being and education of the student, giving whatever support is needed for them to be successful. 2020-21 ILPs will be in place by mid-October, 2020, and parent Zoom meetings will be scheduled to discuss and modify. Distance learning considerations will be made a part of this process. Multi-tiered support will be written into the documents, including teacher, parents, and any learning specialists involved.

Teachers will focus on covering the power standards, and then the additional standards, and veer away from teaching straight from textbooks, because instructional time is expected to be lost during both distance learning and the new requirements of Covid-19.

Documenting student achievements in standards will be a priority in grading during the 2020-21 school year. The principal in concert with the teaching staff of Sacred Heart Catholic School will adopt a set of procedures to make this work successfully. Benchmark screening using standards will help teachers to identify the immediate progress of students, allowing for quick intervention if there are academic and/or behavioral concerns.

If the LPHA determines a need for school closures in response to an outbreak, Sacred Heart Catholic School will shift immediately to a Distance Learning model. Teachers will adjust lessons to their online classes. The administration with the help of faculty will work on meeting any requirements set by the LPHA for reopening.

### **Safeguarding Student Opportunities**

Any student who starts to fall behind during any term of the 2020-21 school year, or anyone who had not completed their term from the spring of 2020 and was set up for summer school 2020, will not be held back for incomplete work. Rather, the school will set up work in Google Classroom with each individual student containing the work they need to complete in order to pass each term. The school and the family will enter into a Credit-Earning Assurance Plan, allowing the student an additional term to complete missing work. All work will need to be completed before the 2021-22 school year in order for the student to move ahead in grade levels.

### **Maintaining Individual Student Growth**

All efforts must be made to gather a writing sample, a math facts assessment, and test for a reading level during the first weeks of school. If school will begin in September in Distance-Learning mode, STAR assessments will not be available. Every effort will be made to get an "in-class" assessment done (an assessment sent by the teacher, that the students complete while virtually in class, so that the teacher can monitor abilities). These assessments will need to be created by the teachers, with a dispersal and collection plan in place.

Periodic assessments will be given (preferably every two months) to monitor student growth in specific areas, to include reading, writing and math.

### **Instructional Activities with a Higher Risk for Disease Spread**

Opportunities to engage students in a well-rounded education often requires hands-on, interactive and physical activities (e.g., laboratory activities, theater, orchestra, PE, sports). As such, these activities may put students and staff at a higher risk for Covid-19 spread, and may require modifications or specific health and safety protocols to protect staff and students.

All activities that include a slightly higher risk of Covid-19 spread will be carefully considered and monitored to balance the students' need for activities with the needs of minimum contagion possibilities. Protocols for each activity will be written to include Covid-19 restrictions when possible, or activities will be modified, postponed or cancelled.

## **6. Family and Community Engagement**

### **Partnership in Planning**

Sacred Heart Catholic School has no current association with tribal organizations.

Families will be informed of the Fall 2020 Protocols by early August and welcomed to comment or question all contents with the principal. The principal will create simplified documents explaining what families need to know, and videos to demonstrate the new expectations of students.

Families will be consulted when teachers and students build an ILP for any student struggling with current educational conditions.

### **Communication**

This document will be translated into Spanish and posted both on the SchoolSpeak.

The principal will create a section of SchoolSpeak that holds all up-to-date information for families.

Include all information in the weekly newsletter, emailed to all parents.

It will be a priority for teachers to reach out to families on a regular basis, with students who are demonstrating low educational progress prioritized.

## **7. Mental, Social, and Emotional Health**

### **Planning**

The principal will regularly talk with all staff regarding the mental, social and emotional health of Sacred Heart Catholic School students, looking for signs of suicide, grief and trauma, child abuse, substance use, and youth trafficking. Archdiocesan mental health professionals will be available to assist in decision making regarding student needs.

Checking on and maintaining the wellbeing of the staff regularly is of utmost importance, especially those disproportionately impacted by Covid-19. Teachers are likely to experience increased stress in returning to the school building, managing a huge number of regulations, adjusting to new teaching assignments, and managing uncertainty about shifting instructional models.

The teachers will monitor socio-emotional health throughout classes, as well as during a 20 minute lunch time (after-eating social tiem) during distance learning.

## **Resources and Strategies**

The staff of Sacred Heart Catholic School will work to recognize and acknowledge the stress and trauma that students, families, and staff have experienced and may continue to feel during the school year; and to normalize their experience and prioritize time to process.

The principal will make contact information available for community-based mental and emotional health services and support to students, families, and staff.

The staff will utilize the Second Step curriculum during the 2020-2021 school year to foster a way to talk about healthy ways to deal with stress with the students. The school counselor will also provide a variety of tips and tools for staff to follow. <https://www.secondstep.org/covid19support> Monthly check-ins school-wide will help keep these programs moving forward.

## **8. Staffing and Personnel**

### **Supports**

Supports will be in place for school personnel who meet criteria for high-risk populations. (See section 1b [Determine how to serve high risk students on campus](#)).

Positive Covid-19 exposures will be communicated to staff through the staff link on SchoolSpeak, where it will remain available for any staff member to check whenever needed. (no names will be posted)

The front office staff will coordinate with internal supports to provide for staff members' social and emotional well being.

The business manager will communicate leave notification requirements in federal and state laws to staff members.

The return-to-work protocol for staff will mirror protocols for students. See section [Protocol for Screening Staff and Students for Symptoms](#).

### **Public Health Training**

All staff will be trained on the Fall 2020 Protocols. Documents will be circulated, the principal will circulate training videos, and it will be a focal point during the in-service week in August/September.

Ongoing training will be determined and given by the principal to staff members during staff meetings and on School Speak.

All confidentiality rules will be reviewed during the in-service week of August/September, including FERPA, HIPAA, and local policies regarding student and staff health information.

### **Professional Learning**

All training will be made available to coaches, specialist teachers, and anyone else needed.

Teachers will be provided with professional development opportunities to cover best practices in distance learning as described by the Archdiocese of Portland, to offer high-quality online instruction while building long-term capacity for online instruction as a primary or supplemental instructional tool.

PLC times will be scheduled, two each month, whether in-building or virtually, to keep peer support active. Assessments will be discussed at each grade level, to determine student learning and progress.

## **9. Mission and Catholic Identity**

### **School Masses**

While students are in school, Masses will be scheduled everyday starting at 8:30 am. See school calendar for exact dates, for as long as Jackson County remains in Phase 2 or better.

- Students will attend as class groups, not as Faith Family Groups, to minimize the mixing of cohorts.
- Students will sit 3 or 4 to a pew, every other pew, so as to keep appropriate physical distance.
- Students will wear face coverings, until they receive communion.
- Middle School students, fifth grade, fourth grade, and third grade will go every week. Second grade, first grade and kindergarten will rotate once every three weeks.

### **Morning Prayer Services**

While school is in-building, Morning Prayer will take place in the classrooms. With staggered start times, it is difficult to schedule a prayer service convenient to all classes. The principal will hold morning announcements after Mass each week, to celebrate birthdays and other recognitions, to discuss the SLE of the Week and anything else necessary for the community.

### **Sacraments**

There will be two opportunities for students to receive the sacrament of reconciliation, once in Advent and the other in Lent. These have already been scheduled.

### **Feast Days**

If students remain in the school building, then feast days will be celebrated on the days currently scheduled. Religion teachers will make special efforts to celebrate these as a school in the case of distance learning. These will be decided on a case-by-case basis, and parents will be updated through the newsletter and on SchoolSpeak.

Throughout the months of October and May, the religion coordinator will organize a virtual living rosary..

### **Virtual Experiences and Opportunities**

During Distance Learning times, students will have a number of opportunities to celebrate together.

- Streamed Masses from the Archdiocese of Portland, so students will be able to access homilies to discuss as a class.
- We will virtually celebrate the May crowning, Stations of the Cross, the Reenactment of the Last Supper and Advent together.
- Additional celebrations will be scheduled as the school year progresses.

### **Presence and Visibility of Pastor and Principal**

- Weekly priest visits via Zoom will be coordinated between the pastor and the principal. Morning Prayer/Pledge and Announcements, SLE student of the month, spirit days, and SLE awards and great things happening in the community will be addressed by the principal. This will also be posted to SchoolSpeak and Facebook. The principal will hold weekly staff meetings.

## Comprehensive Distance Learning with In-Person Limited Instruction

In recognition of the need for children to attend in-person school and learn from each other, the Oregon Department of Education has expanded its definition of Comprehensive Distance Learning to include in-person instruction. Students are limited to 2 hours at school per day (this does not include any extended care hours), and we are limited to no more than 10 students in a cohort.

Research has shown us throughout the last few months how important in-person education is for our children, both with the teacher and with other students. This will give us the connection that is in the best interests of the children.

Once the metrics from the governor's office are met, we will be able to open to full class sizes for longer periods.

At this time, we will be offering In-Person Limited Instruction for Kindergarten students.

- We will have one cohort of ten students attend school from 8 am to 10 am.
- This will begin on Monday, August 31, 2020 and continue during Comprehensive Distance Learning.
- All people at school will adhere to the complete listing of information contained in our Operational Blueprint.
  - Students and teachers will wear face coverings as they move through the building.
  - Students and teachers will move through a health screening station as they enter the building.
  - Students and teachers will always maintain physical distancing of 6 feet.
  - If there is one person with a positive case of COVID, then the entire building shuts down for 14 days, and Comprehensive Distance Learning continues completely online. Students are only allowed to be in two cohorts per week. One is the class that they're in. Another could be extended care, or carpool.
  - Your child will have an in-person class time, an online class time (2-3 pm) and a bit of time to work on their own.

### Daily Schedule

- 8-10 am Reading, Religion and Math
- 10-11 am Distance Learning Classwork
- 11-12 pm is lunch
- 12-1 pm Rest and Reading
- 1-2 pm Science/Social Studies
- 2-3 pm iReady

We are committed to the best practices of teaching and doing whatever it takes to offer the best education for all students. We respond quickly and comprehensively to any changes that come out and do our best to let you know what those changes and updates are. Please let us know if you have any questions.