

Sacred Heart Catholic School-Medford
Return to School Plan
2020-2021
Updated 9/6/20

Review the following documents:

- 2020-2021 Return to School Framework
- Guidelines for Returning to the Workplace

Add a narrative for each area below to describe your school's plan.

Submit to dcs@rchdpdx.org no later than August 15, 2020.

SCHOOL PROGRAM INFORMATION	
Name of School	Sacred Heart Catholic School
Key Contact Person for this Plan	Sharon Levesque
Phone Number of this Person	541-772-4105
Email Address of this Person	srlevesque@shcs.org
Sectors and position titles of those who informed the plan	Pastor, Principal, Business Manager/Human Resources, Preschool Teacher/Daycare Director, Lead Teacher, Math Specialist/Technology, Middle School Teacher, Reading Specialist, Counselor/Second Step Teacher and Parish/Religious Education
Local public health office(s) or officers(s)	OHA Jackson County
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Principal, Business Manager, Staff Members
Intended Effective Dates for this Plan	September 8, 2020
ESD Region	Archdiocese of Portland, Oregon
Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.	Shared changes in guidance through a variety of communication vehicles, while explaining the guidance and changes as they pertain to Jackson County as we continue to follow DCS guidelines for Return to School and Work.
Indicate which instructional model will be used.	Select One: <ul style="list-style-type: none"> • On-Site Learning • Hybrid Learning • Comprehensive Distance Learning

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	Pastor, Principal, Business Manager/Human Resources, Preschool Teacher/Daycare Director, Lead Teacher, Math Specialist/Technology, Middle School Teacher, Reading Specialist, Counselor/Second Step Teacher and Parish/Religious Education
Timeline for Planning and Roll-out of Plan	<p>Week of August 10, 2020 Complete plan and submit to DCS Communicate plan to Staff, SAC, and Parent Community</p> <p>SHCS will follow the metrics established by the governor on July 28, 2020: County Metrics - metrics to be met three weeks in a row:</p> <ul style="list-style-type: none"> • Case rate: ≤ 10 cases per 100,000 population in the preceding 7 days* • Test positivity: $\leq 5\%$ in the preceding 7 days - and – <p>State Metric - metric to be met three weeks in a row</p> <ul style="list-style-type: none"> • Test positivity: $\leq 5\%$ in the preceding 7 days <p>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:</p> <ul style="list-style-type: none"> • Case rate: ≥ 20 cases per 100,000 population in the preceding 7 days* • Test positivity: $\geq 7.5\%$ in the preceding 7 days <p>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:</p> <ul style="list-style-type: none"> • Case rate: ≥ 30 cases per 100,000 population in the preceding 7 days* • Test positivity: $\geq 10\%$ in the preceding 7 days
Comprehensive Distance Learning with Limited onsite Instruction	<p>Comprehensive Distance Learning with In-Person Limited Instruction</p> <p>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</p>

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

	<ul style="list-style-type: none"> ○ 1-2 pm Science/Social Studies ○ 2-3 pm iReady <p>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.</p>

FINANCIAL CONSIDERATIONS

<p>Impact of Change in Enrollment (if applicable)</p>	<ul style="list-style-type: none"> ● Due to the requirement of Covid-19 and the 35 sq feet distancing rule, class sizes have been reduced to 15-20 students. ● Some families have decided to withdraw from school until a vaccine is available but have mentioned they will return the following school year.
<p>Staffing Considerations/Changes</p>	<ul style="list-style-type: none"> ● The preschool classes may require a 1:10 ratio as opposed to 1:20 as in the past. ● This may cause Sacred Heart to reassign an aide to be a teacher with classes of 1:10, as 26 preschool age students are currently enrolled. ● In this case, we would have an aide and two teachers for the two early childhood classes. ● We have blended our sixth and seventh grade class and have one teacher in middle school teaching a combine social studies/ELA to 6/7 and another teacher for 8th.
<p>Building Protocol Expenses</p>	<p>Items Purchased:</p> <ul style="list-style-type: none"> ● Cloth face masks for staff ● Four 1 gallon containers of hand sanitizer for each entrance door ● Face Shields for staff ● Plexiglass partition for the front office ● Plexiglass for title teacher and counselor ● Hand sanitizer, band-aids, and gloves for all classrooms ● 10 Thermometers ● Restroom Signage to remind students to wash their hands ● Adhesive floor signs ● Posters from CDC and Jackson County Health Authorities are posted throughout the school

<p>Federal Funding Plan (i.e. Title IV, ESSER, PPP)</p>	<ul style="list-style-type: none"> • Some items were purchased from the prior school budget of 2019-2020. • Sacred Heart Catholic School has applied for CARES Federal Funding
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COMMUNICATION PLAN

<p>How will your school keep shareholders abreast of the plans for re-opening and beyond?</p>	<ul style="list-style-type: none"> • June 21, 2020 – Communication to Parents, Faculty, Pastor • July 3, 2020 - Communication to Parents, Faculty/Staff, Pastor • July 7, 2020- S.A.C. on guidelines discussion. • July 10th, 2020 -Communication to Parents, Faculty/Staff, Pastor • July 14th, 2020 – Live Zoom Sessions to Parents, Faculty, Staff, Pastor • July 21st, 2020- Live Zoom Sessions to Parents, Faculty, Staff, Pastor • July 22nd, 2020-Live Zoom Session with Staff/Faculty • July 28th, 2020-Live Zoom Sessions to Parents, Faculty, Staff, Pastor • July 29th, 2020-Live Zoom Sessions with Staff/Faculty • August 4th, 2020- S.A.C. on guidelines discussion. • August 5th, 2020-Live Zoom Sessions with Parents • August 11th, 2020- S.A.C. on guidelines discussion • Update 8/31/20-9/4/20 Memo for Parents • Weekly parent sessions until August 24, 2020. • Weekly staff sessions continue throughout the school year. • Week of August 31st- September 4th updates and trainings with the staff
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PROTOCOLS

<ul style="list-style-type: none"> • Cleaning and Hygiene 	<ul style="list-style-type: none"> • Sacred Heart Catholic School follows the Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. • Utilize hand sanitizer each time students are in/out of classrooms and/or bathrooms and upon entering/exiting the classrooms and school building. • Scheduled restroom/handwashing for all students/staff three times a day. • Wash hands before/after lunch (can coordinate with bathroom breaks)
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	<ul style="list-style-type: none"> • Handwashing signs have been purchased and will be placed by each sink. • Video demonstrating the correct handwashing technique shown to staff, and shared with parents and shown to students. • The school building will continue to have daily cleanings/sanitizing each evening by our cleaning company. • Additional cleaning throughout the day by the maintenance team. • Teachers will be disinfecting their classroom throughout the day too. • The school purchased a Fogger Sprayer and disinfectant cleanser that will be used to disinfect all areas daily.
<p style="text-align: center;">Social Distancing</p>	<p>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.</p> <p>Physical Distancing will Take Place All Day Long Students will remain separate from other cohorts.</p> <ul style="list-style-type: none"> • Students will not enter rooms other than their own cohort classroom. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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 <p>Inside the classroom Students will need all their supplies at their desk, to minimize wandering.</p> <ul style="list-style-type: none"> • Middle school students will not be able to go to their lockers all at the same time. <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ This will need to be practiced and monitored.

	<ul style="list-style-type: none"> • Classes will be on time to recess to minimize opportunities for hallway crossings. <ul style="list-style-type: none"> ○ All recesses and restroom visits will be staggered by five minutes apart per class. <ul style="list-style-type: none"> ▪ 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 <u>attempt</u> 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. <p><i>Any mixing of cohorts or parts of cohorts will be written in that cohort's daily log for contact tracing purposes.</i></p> <p>Planning for Additional Support of Students Learning how to Distance</p> <p>Students will have to be taught:</p> <ul style="list-style-type: none"> • 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. <p>We need to make sure that we teach and we re-teach. We do not punish students for lapses.</p> <p>Physical Distancing of Staff</p> <p>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.</p>
<p>Screening Protocols</p>	<p><u>To prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community,</u> students and staff are required to submit to a daily temperature check and complete a self-screening COVID-19 symptoms survey regarding:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Parents may not walk onto the playground or enter the school building. • All families must drive onto the playground for screening purposes. <p>Students will go through a screening process upon arrival while they are still in their cars.</p> <ul style="list-style-type: none"> • All students will be greeted, have a temperature check, and be asked a series of questions. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ▪ Make sure they sanitize their hands. ▪ Then they will walk to their classroom door. <p>Kindergarten and first grade students will arrive at 8:15 AM for an 8:30 AM start time.</p> <ul style="list-style-type: none"> • Parents may not walk onto the playground or enter the school building. • All families must drive onto the playground for screening purposes. <p>Students will go through a screening process upon arrival while they are still in their cars.</p> <ul style="list-style-type: none"> • All students will be greeted, have a temperature check, and be asked a series of questions. <ul style="list-style-type: none"> ○ 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. <p>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.</p> <ul style="list-style-type: none"> ○ 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.
<p>Personal Protective Equipment (PPE) Protocols</p>	<ul style="list-style-type: none"> • Cloth facial coverings will be provided for staff. • Disposable facial coverings will not be provided for staff. • Disposable gloves will be available as needed at the front office.

	<ul style="list-style-type: none"> • All staff, students and teachers will wear facial coverings or face shields throughout the day. • Plexiglass barriers will be purchased for the front office. • Plexiglass barriers will be purchased for title teachers, reading specialist and counselor when working one on one with students.
<p style="text-align: center;">Student Protocols</p>	<ul style="list-style-type: none"> • Students are encouraged to wash hands often with soap and water for at least 30 seconds and at least 3x per day. • Students will use hand sanitizer upon entry/exit from the building, classroom, bathroom and any other area they may be in. • They will need to avoid touching eyes, nose, and mouth • All student desks and tables will be placed 6 feet apart Preschool - 8th grade. • Students Kindergarten through 8th are required to wear a face shield and/or mask and social distance themselves from others. • Students will be grouped into cohorts of same grade/class • Students/cohorts will always remain with their cohorts including structured recess. • Students are not to visit another classroom outside of their homeroom classroom. • Students will have a designated space, solely for their use in their classroom. • Students will use restrooms at designated times; the number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms. • If a student becomes ill at school, he/she may be instructed to go home or to the nearest health center • If COVID-19 symptoms are present, the student will be isolated in the health room until the parent, or their parent designee, arrives to pick them up • If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center • Students diagnosed with COVID-19, may return to school when the following criteria are met: <ul style="list-style-type: none"> ○ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); ○ respiratory symptoms (cough, shortness of breath, etc) have improved, ○ and local county Department of Health releases the students to return to school safely. • If a student exhibits symptom that could be COVID-19 related, they should contact their medical professional and get tested. • Administration is to work under the premise that the student has contracted COVID-19 and may not return to school until the criteria listed above have been met.
<p style="text-align: center;">Staff Protocols</p>	<ul style="list-style-type: none"> • Staff are encouraged to wash hands often with soap and water for at least 30 seconds. • Staff will use hand sanitizer upon entry/exit from building,

	<p>classroom and while moving around building and classroom</p> <ul style="list-style-type: none"> ○ Avoid touching eyes, nose and mouth ● All staff will be required to wear face shield and/or face mask unless working alone in their classroom ● Staff that work with multiple stable cohorts must wash/sanitize their hands between each interaction ● When social distancing may be limited (ex. working 1 on 1 with a child), faculty/staff are required to wear their face shield and/or mask ● If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he/she will be instructed to go home or to the nearest health center ● Employees returning to work from an approved medical leave will contact the principal and submit a healthcare provider’s note before returning to work ● Employees diagnosed with COVID-19, may return to school when the following criteria are met: <ul style="list-style-type: none"> ○ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); ○ and respiratory symptoms (cough, shortness of breath, etc) have improved ○ and local county Department of Health releases the staff member to return to school safely ● If an employee exhibits symptom that could be COVID-19 related, they will be expected to contact their medical professional and get tested. ● Administration will work under the premise that the staff member has contracted COVID-19 and may not return to school until the criteria listed above have been met ● Employees are to disinfect their own workspace/classroom multiple times throughout the day, giving special attention to commonly touched surfaces ● Shared space such as the copy room, office and faculty room will have signage indicating capacity limits. These capacity limits always need to be adhered to ● Use of shared appliances such as coffee machines, refrigerators and microwaves is not recommended ● Should employees choose to use shared appliances, they need to disinfect the handle after use
<p>Visitors and Deliveries</p>	<ul style="list-style-type: none"> ● Only scheduled deliveries will be allowed on campus prior to the first day of school. ● After School opens, all deliveries will be left on the front steps of the school and school staff will bring into the building

	<ul style="list-style-type: none"> • Only Archdiocesan scheduled personnel are allowed on campus during preparation for reopening. • No visitors for the first two months are allowed in the school building. • Parents wishing to check a child in/out during the school day will call the office and request their child and then wait outside for the child. • During this time only, the office staff will record the child arriving or leaving in place of the parent signing the child in or out. • Non-essential deliveries, including food/forgotten lunches, personal items are restricted at this time.
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PREVENTATIVE TRAINING

100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor

Staff Training Plan	<ul style="list-style-type: none"> • All employees will have access to a copy of the Return to School Plan by August 28th • During the August/September Inservice week, staff will be trained in: <ul style="list-style-type: none"> ○ Sanitation and hygiene instruction, ○ Social distancing and health practices for self and students, ○ Use of signage, ○ Beginning of the day and end of the day procedures, ○ Restroom and recess routines, ○ Identifying COVID-19 related symptoms and proper temperature screening <p>Teachers will receive training in our Remote Learning Plan during the August/September Inservice week</p>
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Student Training Plan	<p>Teachers will provide initial routine instruction in:</p> <ul style="list-style-type: none"> • Social distancing and health practices during drop off, pick up, in the classroom and on the play yard • Use and storage of personal items • Following flow maps • Beginning of the day and end of the day procedures • Use and wearing of masks and/or face shields • Restroom and recess routines
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Parent Training Plan	<ul style="list-style-type: none"> • Parents will be trained in identifying COVID-19 related symptoms and proper temperature screening • Parent communication will include drop off/pick up revisions
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	<p>and new expectations</p> <ul style="list-style-type: none"> • Parents will have access to videos that demonstrate our new procedures.
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SCHOOL SCHEDULE AND ROUTINES

<p>Morning Drop-off Plan</p>	<p>Beginning of the Day</p> <ul style="list-style-type: none"> • Doors open at 7:45 am to a staggered start (to aid in social distancing while students go through the health check). <ul style="list-style-type: none"> ○ 2nd, 3rd, 4th, 5th 6th, 7th and 8th graders arrive between 7:45 and 8:00 am for an 8:00 start time. ○ Kindergarten and 1st graders arrive between 8:15 and 8:30 am for an 8:30 am start time. ○ Early Childhood Cole\Lloyd arrive 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. <p>Arrival</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p><i>All screening information will be kept confidential.</i></p> <p>Staff</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Temperatures will not be logged unless they exceed 100.4. ○ If they exceed 100.4, the staff member will be sent home.
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- 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

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- Each staff member will have a non contact thermometer and a class roster of all students containing the series of questions.
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 - 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.
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- 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.

	<p>Kindergarten through first grade students will arrive at 8:15 AM for an 8:30 AM start time.</p> <p>Students will go through a screening process upon arrival while they are still in their cars.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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.
<p>After-School Pick-up Plan</p>	<p>Departure</p> <p>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.</p> <ul style="list-style-type: none"> • Dismissal times will be staggered to offset social distancing needs <ul style="list-style-type: none"> ○ K, 1st and 2nd graders dismiss at 2:40. ○ 3rd, 4th and 5th graders dismiss at 2:50. ○ 6th, 7th and 8th graders dismiss at 3:00. • Parents meet students outside on the playground, or in cars. <ul style="list-style-type: none"> ○ 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.

	<ul style="list-style-type: none"> • All students attending Daycare after school, will need to wear face coverings <ul style="list-style-type: none"> ○ 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. • Families with children in more than one schedule will pick up children at the latest dismissal time.
<p style="text-align: center;">Food Service Plan</p>	<ul style="list-style-type: none"> • All students will eat lunch in their classroom with the teacher. • All students will provide their own lunch. • Families can also purchase a boxed lunch from Sodexo that will be delivered to the school. • Under no circumstances can food be delivered from restaurants or meal delivery services. • Parents may bring a lunch if it was forgotten and the office will deliver it to the classroom.
<p style="text-align: center;">Extended Care Plan</p>	<p>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.</p> <ul style="list-style-type: none"> • The extended DayCare Program during school hours will adhere to the following. • Starting at 11 AM, children from Early Childhood Lloyd’s class will be walked to the Daycare Room by walking outside on the playground. • K-8 students will be wearing masks and maintain the six-foot distance, while putting 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. <ul style="list-style-type: none"> ○ The Daycare restroom will be sanitized after each usage by the aides.

	<ul style="list-style-type: none"> • 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. <p>At 2:30 PM, two Daycare staff members will enter through the front door of the school.</p> <ul style="list-style-type: none"> • They will undergo a health screening by the front office personnel. They will: <ul style="list-style-type: none"> ○ 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. <p>Extended Daycare Program after School Hours (starting at 3:00 pm)</p> <p>All students who will be attending Daycare after school hours, will stay on the playground with their teacher at dismissal time until all of the teachers' students have been picked up by parents.</p> <ul style="list-style-type: none"> • 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 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. <p>Students will be picked up from Daycare at their scheduled time.</p> <ul style="list-style-type: none"> • 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.
<p>Recess/Playground Plan</p>	<p>Recess and Lunch Times</p> <p>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.</p> <ul style="list-style-type: none"> • Restroom limitations <ul style="list-style-type: none"> ○ # 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

	<ul style="list-style-type: none"> ○ Playground will be separated into quadrants (A, B, C, D) so cohorts do not mingle. ○ Class brings their own balls, jump ropes, etc. <ul style="list-style-type: none"> ● Class goes to recess, then uses the restroom to wash hands before class begins again. Teachers monitor students during recess. <ul style="list-style-type: none"> ○ ECC 9:10 recess A, 9:25 restroom ○ ECL 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. <ul style="list-style-type: none"> ○ 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 ○ 3rd 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 ○ 6th/7th/8th recess C & D 11:10- 11:30, Uses bathroom at 11:30, wash at 11:35, eat <p>Classes are held from 12:00 to 3:00, with an afternoon recess.</p> <ul style="list-style-type: none"> ○ 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 ○ 6th/7th/8th 1:30 recess C & D, 1:45 restroom
<p style="text-align: center;">Assembly/Announcements Plan</p>	<ul style="list-style-type: none"> ● Assemblies will be virtual. ● Regular intercom morning prayer and announcements will occur over the PA system from our Student Council committee. ● All motivational and recognition awards will be announced over the intercom system or through recorded/live video content.

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed Reflections on Distance Learning Worksheet	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> • Resources\professional development opportunities will be provided to teachers throughout the summer. • August/Sept. Inservice Week and continuation of curriculum guide work and integration of technology into instruction • Scheduled school in-service dates throughout the school year. • Weekly PLC time and faculty meetings for teachers to effectively communicate on goals and use of technology to assist with learning.
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> • Summative and Formative student assessments will occur as normal and will be used to drive intentional grade level instruction. • Kindergarten – 8th grade STAR Reading and Math Assessment/iReady Reading and Math Assessment
Grading Expectations and/or Policies	<ul style="list-style-type: none"> • Grading based on school grading norms. • Core classes k-8th will continue to provide a rigorous education based on the Archdiocesan Standards. • Each teacher will differentiate instruction based on student’s needs, provide assessment of student learning and growth. • Specialist classes will provide engaging and rigorous instruction to promote well-rounded learning experiences. These classes will not be optional.
Asynchronous and Synchronous Teaching Expectations	<ul style="list-style-type: none"> • Students will begin learning how to use digital platforms when we return to school. This will support our learners, parents, and teachers if digital learning must occur. • Students who are unable to attend school in

	<p>person, will have access to asynchronous instruction in class material through videos and/or screencasts.</p>
<p>Plan to Mitigate Learning Loss</p>	<ul style="list-style-type: none"> • Fall assessments will give all teachers needed data to drive individual instruction and create goals per class and per student. • Additional support will be given to students performing below grade level to perform at grade level. • The Learning Support Specialists will be available to provide assistance and ideas for teachers to implement.
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<ul style="list-style-type: none"> • The Learning Specialists will review needs and offer support to the teacher and/or students when applicable.
<p>Plan for Students Unable to Attend School</p>	<ul style="list-style-type: none"> • 2nd– 8th grade Google Classroom/posted assignments and resources • K-1st grade posted assignments in SchoolSpeak and resources Zoom appointments with classroom teacher as needed • Recording of live instruction using Chromebooks and microphones. • The recording will be uploaded to our school Google classroom for students to access. Throughout the day, teachers will work with students.
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> • The Principal and IT specialist will provide training on the topics prior to school, during in-service week, and be available to assist teachers where needed.
<p>Plan for Specialists Classes (i.e. Art, Music, Language, etc.)</p>	<ul style="list-style-type: none"> • Art, Computers, PE and Second Step classes will push into the classroom. Pullout specialist classes will begin when it is deemed safe. • Music may be postponed at the start of the school year. • PE specialist will be able to access the gym and outdoor areas when applicable and proper cleaning can take place. • Health classes will take place in the classroom.

MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> • Second step curriculum will be taught via Zoom scheduled classes K-8th throughout the week. • Parent communication regarding easing anxiety around returning to school, wearing masks, distancing protocols. • Student Check-ins • Communication with parents when a student is expressing concerns. • Checking on and maintaining the wellbeing of the staff regularly is of utmost importance, especially those disproportionately impacted by Covid-19. • Counselor will have posted office hours
Family Support and Training Plan	<ul style="list-style-type: none"> • Consistent communication with families via email, letters, newsletters, website, and social media • Zoom back to school night so the students can meet the teacher, see the classroom, families can ask questions etc... • Release of the reopening plan so families can discuss with their child what school will be like. • Update on the digital distance learning plan • Offer training to parents on how to use our digital platforms to allow for seamless transition if need be. • Training on digital platforms for students.
Plan for Identifying and Supporting SEL Mental Health Concerns	Establish a teacher committee on SEL programs to support all learners.

TECHNOLOGY

	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • Early Childhood – Kindergarten and First Grade will use School Speak. • 2nd-8th will use google classrooms.
Acceptable Use/Safety Policies	<ul style="list-style-type: none"> • Technology policy updated to include digital learning, permission for child to be part of

	synchronous and asynchronous recordings; signed by both parent and student
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none">• Zoom Licenses (if applicable)• Classes will have a web cam installed on the teacher lab tops.• Kindergarten, first grade and second grade will have chromebooks purchased.
	<ul style="list-style-type: none">•

SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	Hybrid Model or 100% Distance Learning
Schoolwide Eucharistic Celebrations	<ul style="list-style-type: none"> • Daily Mass will be scheduled virtually once a week for K-8th grade.
Faith Life Activities	<ul style="list-style-type: none"> • All school wide faith-based activities, such as: <ul style="list-style-type: none"> ○ Stations of the Cross ○ Reenactment of the Last Supper ○ Living Rosary Will be conducted virtually and live streamed throughout the classes. • Reconciliation will be offered twice a year on a classroom/cohort rotational basis.
Service Learning Plan	<ul style="list-style-type: none"> • All monthly service projects will continue as normal as much as possible. • All visits to retirement homes will be cancelled until further notification.
Visibility Plan for Pastor	<ul style="list-style-type: none"> • Priest visits may be scheduled weekly through Zoom.
Visibility Plan for Principal	<ul style="list-style-type: none"> • The Principal will wear a face shield, use hand sanitizer upon entry and exit of the classroom, remain distanced while in the classroom and visit classrooms as normal. • The Principal will be visible outside before and after school as normal. • The Principal will be visible during recess, help with maintaining distancing, and disinfection.