



# Holy Family

CATHOLIC CHURCH & SCHOOL

## Reopening Plan 2020-2021



## Introduction

The COVID-19 global pandemic has introduced a new level of risk for in person instruction and in person gatherings. However, schools are designed to educate students through social, face-to-face interactions, in relatively close spaces, and in large groups. The benefits of this approach to education are well established. We know that everyone is longing for normalcy in our lives. We also know that student and staff safety are our number one priority followed by religious and academic instruction. Holy Family Catholic School has been working closely with local health officials, local school districts, and the Diocese of Jefferson City to develop a reopening plan that meets the needs of our school community.

As we plan for the 2020-2021 school year, we know that our community and school is likely to be continuously impacted by the COVID-19 pandemic. We must be prepared and do everything in our power to plan for as many different scenarios as we can. However, it is difficult to know what impacts this pandemic will have on our communities and schools. It will be vital for us to be prepared, have a plan, and to be flexible as the needs arise. Student and staff safety will always be our top priority.

Holy Family Catholic School is preparing to reopen and return to traditional face-to-face instruction on Tuesday, August 25 with safety guidelines and precautions in place. However, as a staff we will be prepared to shift to deliver instruction remotely and as seamlessly as possible if the need arises. We have learned many things from last year, and we have worked to develop a plan to ensure your child/children's learning will continue if we must shift in the way we are presenting instruction. We **will not** be offering a hybrid model of instruction at Holy Family School.

All parts of the reopening plan will be evaluated throughout the year and notifications of any changes will be sent home as needed. Our top priority is always student and staff safety.

## Instruction

Holy Family School is preparing for traditional face-to-face instruction with safety guidelines and precautions for the 2020-2021 school year. We realize that we may have to shift to remote/distance instruction at various times through the school year as the COVID-19 pandemic impacts our community and school.

Protocols for shifting to remote/distance learning will be in place and teachers, students, and parents will work together to ensure accountability for instruction and learning. Google Classroom will be utilized in grades 3-8. Packets and Seesaw will be utilized in grades PreK-2. Chromebook checkout will be available for students in grades 3-8 if needed.

At this time Holy Family School **will not** be offering a hybrid model of instruction or the choice of online/distance learning. If you feel strongly that your child should not come to school for face-to-face instruction, you may choose a home-based learning approach. Through the home-based learning approach, you will be responsible for ensuring that your child/children complete

the daily/weekly work from Holy Family School. Holy Family teachers **will not** be providing online/distance instruction if this approach is chosen. In the home-based approach, work will be sent home, but it will be like a situation when a child is absent. Student work will have to be picked up at school and returned to school to be evaluated. Home-based learning will require keeping up with the pace of the class and completing quality work. Please contact Mrs. Hooley to discuss this option. A home-based learning agreement will have to be completed and signed if this option is chosen.

We will transition and provide remote/distance learning if Holy Family School must be shut down for a period of time due to the COVID-19 pandemic.

### **PreK-Eighth Grade**

In PreK-5 classrooms, students will maintain stable groupings as much as possible. In grades 6-8, students will be considered a middle school stable grouping. A stable group is an individual's personal collection of people who have been in their 6-foot perimeter for an extended period of time. These are the people that students will normally interact with on a daily basis.

Classroom protocols will include assigned seating, desks in rows, limited extra furniture and items in the classroom, periodic cleaning of surfaces during the day, classroom doors will be left open, and other measures to minimize contact. We will also be using social distancing guidelines of 3-6 ft. whenever possible.

Large gatherings will be limited. This may result in the following and is not limited to the following:

- Arrival and dismissal procedures may have to be altered. This will be communicated to parents with plenty of notice.
- Altered cafeteria procedures.
- Altered procedures for attending school Mass.
- Modification/cancellation of school parties.
- Lockers will be utilized, groups of students will not be sent to a locker at any one time. In the mornings, all students are to go directly to their classroom once dismissed from the gym. Students will be dismissed to use their lockers to ensure social distancing.

Recess will be held outside as much as possible. The use of equipment for recess may be limited, but the value of fresh air and open spaces is vital for our children.

Lunch will be provided in the cafeteria. We will continue to have three lunch shifts where we will utilize social distance practices and maintain stable groupings as much as possible. Hands will be washed or sanitized upon arrival to the cafeteria. Our cafeteria staff will be wearing masks. \*The cafeteria staff will follow safety guidelines and precautions when preparing and serving food. Students will only come in contact with their individual tray. Straws will be provided for students to use when drinking out of their milk carton. Please note that when students bring their lunch from home, it is encouraged to practice with them, so they are able to open their own food and drink containers. The less hands that touch a food or drink container

the better. Tables and chairs will be sanitized between lunch shifts. Also, at this time we are unable to have visitors/family members join us for lunch. Finally, birthday and celebration treats will not be able to be brought in at this time.

All students in grades PreK-8 **must** bring a water bottle to school, labeled with the student's first and last name, each day. Water fountains **will not** be available, but water bottle filling stations will be available. Please make sure your child is able to open and close their water bottle by themselves.

Visitors to the building during the school day **will not** be allowed upon our return to school. If you need to bring something to school, please call the school office and school personnel will meet you at the door. At this time this also includes our library volunteers. \*We **will not** be having library at this time because of visitor restrictions due to the COVID-19 pandemic.

### **Masks**

There will be times during the school day that masks are required for all students and teachers. All students and teachers will be given a lanyard to attach their mask to so that they can keep track of their mask. Students and staff will be required to bring their lanyard and mask to school each day.

**Arrival** – \*All students and employees **must** wear a mask at morning drop off when they enter the building and until they reach their classroom and are seated. Students who arrive before 7:45, will start the school day in the gym. We will wear our masks and social distance until individual classes are dismissed to their classroom. Limiting the number of people in hallways and at lockers is our goal.

Students may remove their masks once they are seated and during class instruction unless noted by the teacher of a class. Teachers who are unable to social distance while teaching and helping students should wear their face masks.

**Hallways/Large Groups/Outside of Stable Classroom Groups** – Students and employees will wear their mask when walking in the hallways, when in large groups, or when social distancing is not possible.

**Art/Music** – Students and teachers **must** wear masks during art and music instruction

**Mass** – All students and teachers attending Mass **must** wear a face mask and will follow the mask guidelines for church.

**Dismissal** – \*All students and employees **must** wear a mask from the time they exit their classroom until they exit the building.

Students **must** bring their own mask to school each day. Their mask should always stay attached to their lanyard during the school day.

If a parent/guardian wants their child to wear a mask all day, the parent/guardian needs to communicate that via signed written note to the school office. Mrs. Hooley or Ms. Stevie must receive the note.

## Specials

K-8 students will still have access to all special classes. During the first few weeks of school students may attend specials in their homeroom until guidelines and procedures are set up for the special classes.

**P.E.** – When it is possible, P.E. may be held outside. Students will attend P.E. in the gym in their stable groups if they cannot go outside. Social distancing will be managed as much as possible and equipment will be sanitized after use. Hand sanitizing or hand washing will be utilized following P.E. Activities that involve close contact with others will be limited.

**Art** – All students in grades K-8 will have art class. They will have a seating chart for class and social distancing will be used. Modifications are being made to the curriculum and instruction to limit shared supplies. **During art class all students and the teacher will be wearing a mask for instruction and class time.** Hand sanitizing or hand washing will be utilized following Art.

**Music** – All students in grades K-8 will have music class. They will have a seating chart for class and social distancing will be used. Modifications are being made to the curriculum and instruction to limit shared supplies. **During music class all students and the teacher will be wearing a mask for instruction and class time.** We know that singing is considered a “super spreader” of COVID-19, so social distancing, masks, and altered curriculum will be used during this class. Hand sanitizing or hand washing will be utilized following Music.

## Mass

Classes in K-8 will continue to plan Mass as assigned. Class attendance at Mass will be limited to 2-3 classes. All other classes that would normally attend Mass on that day will participate virtually. This will continue until restrictions on social distancing at Mass are relaxed. All students and staff **must** wear a mask when attending Mass. The same guidelines for weekend Mass are in place for masks. Students will sit with their stable groups. Social distancing will be utilized. Hand washing or hand sanitizing will be utilized following Mass.

## Social Distancing

Holy Family School will continue to monitor guidelines and recommendations on social distancing. We will monitor and limit the congregation in public spaces like restrooms, breakrooms, hallways, etc. Social distancing will be utilized whenever possible and masks should be worn when we cannot social distance.

## Hand Hygiene

Please remember to remind your child/children to practice washing their hands and to practice good health etiquette.

Holy Family School will have hand sanitizer stations in classrooms and the school and hand washing breaks during the school day, however it is still important to follow these healthy practices.

Students and employees should avoid touching their eyes, nose, and mouth. Also, it is important to not touch or play with the face mask when wearing it, or when it is on the lanyard. Children need to practice putting on their face mask and removing it. No one else should need to touch your face mask.

Students and employees should cover their mouth and nose with a tissue when coughing or sneezing; or use the inside of their elbow, not their hands.

After coughing, sneezing, eating/handling food, or touching common areas in the building all students and employees should clean their hands (wash them or use hand sanitizer).

Wipes and/or cleaning supplies will be provided in every classroom and throughout the building and will be used throughout the day to keep Holy Family School clean.

### **Screening**

Students or staff with a fever of 100.4 or above will be asked to stay home and report the absence to the school office.

Students (Parents) and staff will be asked to self-monitor and do a health screening each morning before attending school.

Parents please be aware of the following symptoms of COVID-19 when doing the daily health check of your child. Be aware these are the new onset of any of the following symptoms that are not explained by another known condition (Health officials may update these symptoms at any time).

Fever of 100.4 or above, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, or if an individual has been in close contact in the past 2 weeks with an individual with a confirmed case.

Student and staff entering the building may be screened at any time. Anyone identified with a fever or the new onset of any of the above symptoms will be asked to go to a designated area to be picked up by parents and sent home.

\*Students who are sent home from school for not feeling well will need to stay home for 24 hours to monitor symptoms.

### **Travel**

\*The travel protocol for Holy Family School is going to be relaxed at this time. It is still strongly recommended that traveling should be avoided whenever possible due to the COVID-19 pandemic and rising cases throughout Missouri and hot spots being located throughout the U.S. and internationally. If a family is planning on traveling, it is encouraged that they contact school administration to discuss travel concerns. It is always our top priority to keep everyone safe and healthy and to be able to remain in school for face-to-face instruction.

### **Nurse (Care at School for Sick Students or Staff)**

Office staff providing care for a sick student or staff member will have Personal Protective Equipment. The office staff will regularly keep logs of health visits to the office. The name/phone number/address of all persons seen with a fever or a new onset of the above symptoms will be recorded. Due to student privacy, these records will not be public, however information may be shared with the Marion County Health Department as appropriate.

The Marion County Health Department will provide guidance on students and staff who have contact with people who are suspected COVID-19 positive.

### **In the Event of a Suspected COVID-19 Case**

In the event of a suspected case of COVID-19, the following protocols will be followed:

#### Scenario

- An employee or student does not feel well and visits the school office
- The office determines symptoms may be COVID related
- The employee or student will be temporarily separated from others

#### Employee

- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive results.
- The health department will also contact the employee and conduct contact tracing.
- The health department will ask the employee for information so they may conduct contact tracing.
- The health department will direct the individual and any other person determined through contact tracing about the possible risks of being infected and what to do.

#### Student

- The school office will contact the parent. When the parent arrives, they will come to the Broadway entrance of the office and the parent will be encouraged to have their child tested. The school office will offer to assist the parent in making phone calls to the healthcare provider.
- The school office will notify the principal and the next steps will be discussed.
- If a student is tested and is positive the healthcare provider of the student will contact the parents with the positive results.
- The health department will contact the parents and they will conduct contact tracing.
- The health department will direct the parents on what the student and any other person at possible risk of being infected should do.

#### Employee or Student Ordered to Self-Isolate

- If an employee has been told to self-isolate, he/she will contact the principal.
- If a student has been told to self-isolate, the family will call the school. The school will check to see if there are siblings or other family members in Holy Family School.
- The principal will contact the pastor and the Diocesan Superintendent.
- The principal along with the Diocesan School Office will consider the following Positive COVID-19 Protocols
  - The building will close for 24-48 hours to allow for a deep cleaning.
  - The principal will contact the Health Department for additional guidance.
  - Official communications to families and/or media will come from the school principal or the Diocesan Office of Communications.
  - The building principal will follow up with the staff member or family of the student.
  - The school may close and transition for two weeks for online/distance learning.

\*If anyone in an employee's or student's immediate family is being tested for COVID-19, please keep all Holy Family students at home until the test results are returned. If the test comes back negative, then the students may return to school. If the test comes back positive, then the quarantine/isolation protocols will be followed.

#### **\*Quarantine/Isolation**

\*Holy Family School will follow health department guidelines for quarantine for all employees or students who have tested positive or have had a direct exposure to a COVID-19 positive person.

**\*Positive Test Results** – Employees or students with a positive test results will isolate/quarantine for the number of days directed from local health departments. Upon receiving a positive test result, individuals will receive a release date/return to school/work date from the local health department. The release/return to school date must be provided from the health department for an individual to return to school.

**\*Direct Exposure to a COVID-19 Positive Person** – According to Marion County Health Department guidelines, anyone who is a direct exposure to a positive COVID-19 person must quarantine for 14 days from the last known exposure date.

#### **School Closure/Transition to Online/Distance Learning**

The decision to close Holy Family School and transition to online/distance learning may be made to prevent further spread of COVID-19 or in response to high student and /or staff absenteeism. The principal, in consultation with the pastor, Diocesan School Office, and local health officials will make school closure decisions. Current CDC guidelines will help guide closure decisions.

#### **Custodial/Cleaning**

Holy Family School will have personal protective equipment, soap, paper towels, hand sanitizer, and tissues throughout the school. The custodial staff will help ensure the maintenance of stock.



We will also clean frequently touched surfaces and objects (tables, doorknobs, handrails, faucets, etc.) with cleaning and disinfectant products. Cleaning supplies and rags will be available in each classroom and throughout the building. We will be cleaning, sanitizing, and disinfecting continuously throughout the day.

As guidelines change and adjust, so will our direction and communication. We will continue to adapt to our environment and provide the best support to our staff, students, and families.

**We know the importance of being flexible and being aware of local, state, and CDC guidelines and procedures. If our plan for the 2020-2021 school year needs to change, we will communicate these changes to all Holy Family School families.**

**\*Changes, additions, clarifications, and revisions are noted with an asterisk throughout the plan. This plan was updated January 2021**