



Mother Teresa Regional Catholic School

MOVING FORWARD TOGETHER

Re-Opening Plan

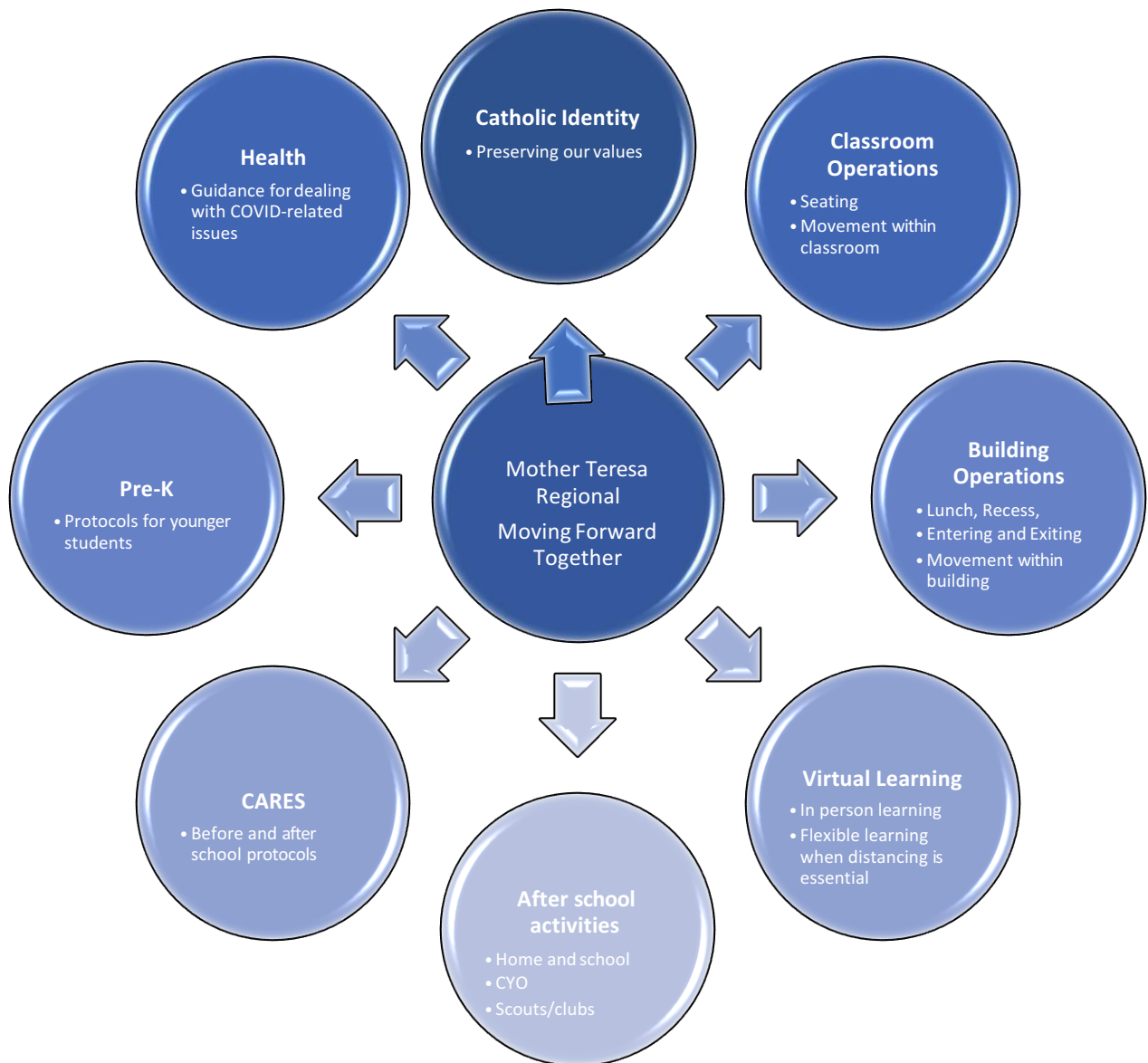


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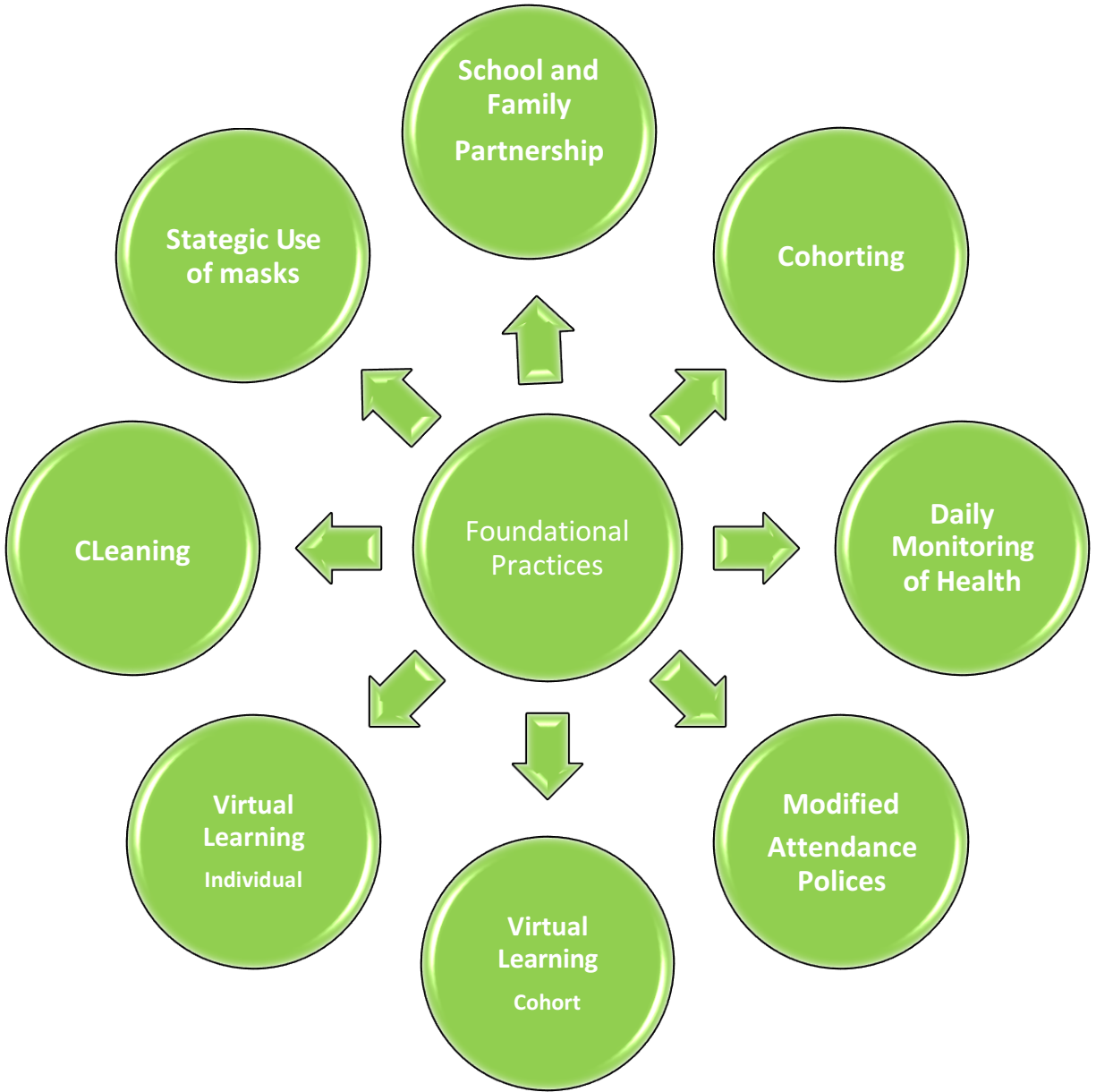
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Introduction and Philosophy

This document will provide information regarding the plan to return to Brick-and-Mortar learning for the 2020-2021 school year. Before we discuss the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below, will allow us to remain open and only use virtual learning for those who have been identified with COVID-19 or in a situation in which a parent feels working from home is beneficial.

Partnership – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child's health daily. Most importantly, this means that children who are experiencing symptoms – such as fever, chills, cough, 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 or vomiting, diarrhea, parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Cohorting:

A cohort is a group of students in the same grade. In most cases, this is a single homeroom.

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although, our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

Social distancing – Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

Strategic Use of Masks – Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when travel about the classroom is necessary without effective social distancing. When a child is at his desk with his cohort in a socially distance situation, the student may remove his mask. Using these principles, a student then can remain mask free for much of the day, unless a parent indicates they would like their child to keep their mask on the entire day. If for any reason a child cannot wear a mask, please notify the principal and the child will not need to wear the mask.

Enhanced Cleaning – The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children are encouraged to bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established.

Monitoring health – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity.

Virtual Learning –

- If a child is sick, or a parent suspects the child may be sick, we will devise an individual learning plan which may consist of virtual learning and/or independent work. *Each case will be treated in the best interest of the individual child.*
- In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through a telecommuting platform, with heavy reliance on the LMS.

Modified Attendance – Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons will they be marked absent.

General Principles for the Building

Introduction

There are several key practices that should be implemented in each building to help maintain a safe learning environment

Philosophy

Foundational premises when designing a safe learning environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

- Admission of visitors to the school will be limited, and all will be screened and vetted to ensure good health.
- High touch surfaces will be disinfected frequently such as door knobs, remotes, and light switches.
- Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
- Hand sanitizers will be available in the classrooms, the main lobby, and in the Parish Center.
- Administrators, teachers, and staff members will remind students frequently to social distance and to wash hands.
- Each student is will need to provide their own supplies, and sharing of supplies will be extremely limited.
- No outside food for sharing will be available.
- Ventilation is important – windows will be opened if possible.
- Field trips are experiences that break cohorting and expose students and staff to risk of exposure to Covid-19. Therefore no field trips will be held until further notice
- Students will use “airplane arms” or swim noodles to reinforce physical distancing when standing in line or moving from place to place. .

Catholic Identity

Introduction

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data, and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

Philosophy

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

Process

- There will be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic
- When face-to-face instruction is possible, school Masses will require their own protocol that will maintain the appropriate social distancing.
 - Attendance of parents and general community at the school liturgies may have to be suspended depending on local guidelines. If the Mass is live-streamed, parents and families should be invited to attend.
 - Because of social distance, part of the school may attend the Mass and the rest of the school will live stream the Mass to make a spiritual Communion.
- When it is necessary to deliver remote instruction to all students, we will maintain the emphasis on school liturgy by streaming all-school Masses.
- We will continue to provide opportunities for daily prayer in a community.
- We will include the prayer of Pope Francis daily (see below).
- We will support and make modifications to other faith-based activities that are important in the life of the school (i.e., retreats, prayer services).
- We will increase opportunities for cross-grade faith sharing (buddies) using virtual means (i.e., prayer buddies meeting virtually).
- We will begin all synchronous video sessions with prayer, including soliciting prayer intentions from students.
- We will continue to support the faith life of faculty and staff through community prayer and scripture study.
- Parents and family members will always be invited to join in virtual prayer and faith life.
- We will connect the current events with a Catholic perspective (using the tenets of Catholic Social Teaching, the Virtues, etc.) as a framework to support understanding.
- Father Cioppi will continue to be present in school configurations.
- The role of the principal will be reinforced in the faith life of the school.
- We will continue to create approaches to minister to families who experience food insecurity, financial issues, and other crises.
- Service learning experiences will be promoted in virtual spaces.

- We will continue to find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.).
- Continuing to maintain Catholic Identity in the school environment:
 - Every classroom has a prayer corner, crucifix, statues, bulletin boards reflecting faith values.
 - The prayer of Pope Francis during the COVID and Prayer of St. Michael will be laminated and placed in prominent spaces in the school and classrooms.
 - Classes will choose a class patron
 - We will keep the Standards for Ministerial Behavior in focus

The Prayer of Pope Francis during the Coronavirus

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7). Amen.

Entering the Building

Introduction

Entering the building every morning is the activity which unofficially begins the day. It is important, that this is smooth, stress free, efficient, and is conducted in a manner that keeps child safe.

Philosophy

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus, is to help keep it from the building. During the entry into the building, social distancing, temperature screening, and hand sterilization will be implemented for all students and staff members. The use of hand sanitation and social distancing is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

- Parents should take temperatures of children before they leave home, and we will take them when they arrive in the building.
- Upon entrance, students and staff members will sanitize their hands by using the provided hand sanitizers or washing hands.
- Students should exit the bus one at time and enter the building 3 to 6 feet apart, so social distancing can be maintained and each child's hands can be sanitized.
- Car riders will enter by the gym lobby doors, maintaining social distance with anyone they are not traveling with
- Each entrance will be monitored by staff members who will carry out the entrance procedures.
- All students will report directly to their homeroom each day.
- Use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.
- Students should store their mask in a storage bag if they are going to remove it once they reach their desk.
- During morning announcements, principal or designee will review the daily monitoring health check list.

Daily Monitoring of Health

Introduction

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily. To provide the healthiest environment possible for Staff and Students, schools should choose to implement a Daily Health monitoring system similar to one recommended below that meets the specific and unique circumstance of the school.

Philosophy

Health monitoring should be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

Process

- Currently, the symptoms of COVID-19 are those listed below
 - Fever or chills, Cough, 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 or vomiting, Diarrhea.
- As we learn about the disease, we may need to alter the list by adding or subtracting symptoms.
- We have established this daily monitoring system:
 - In the classroom, the teacher will scan the students at recess and again at the start of the lunch period to ensure they are not exhibiting any of the COVID symptoms.
 - If a student is exhibiting any symptoms, the child will be referred to the nurse, who will determine the effective course of action, including contacting a parent/guardian.
 - Teachers will keep records of these scans via a checklist, as well as a mark in the student's HW book.
- Parents/Guardians will be required to sign an agreement stating the he/she will monitor the student's health, and will notify the school principal if the child has been exposed to or has been diagnosed with COVID-19.
- Staff members will also be screened upon arrival to school,
- School administration will also monitor the health of staff and students by tracking students' and staff's absenteeism

Lunch

Introduction

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

Philosophy

A foundational premise when designing a safe lunch environment are the concepts of maintaining cohort and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

- Students will wash hands before lunch.
- Students will stay in their cohort as they eat lunch, separate from other cohorts.
 - Students will eat lunch in their classrooms temporarily
- Students are to remain socially distant during lunch.
- The table and desks will be wiped down before and after each meal.
- There should not be any shared meals.
- Meals and utensils from our lunch program will be served directly to the student and prepackaged if possible.
- Reusable lunch boxes will be permitted
- Students will wash hands after lunch.

Recess

Introduction

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to insure our students have a safe recess.

Philosophy

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities but do not require physical contact will be played.

Process

1. Students will be dismissed for recess one cohort at a time.
2. Students will wash/sanitize their hands before going to recess and before returning to class.
3. Students will not need to wear masks while at recess with their cohort and are playing socially distant activities. If they are unable to be with their cohort, students should wear masks during recess.
4. Equipment will be wiped down before each recess.
5. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.
6. Students will wash/ sanitize their hands before returning to class.
7. Practice social distancing while walking to recess.
8. Use pre-approved activities.

Other considerations regarding the type of activities.

1. We will minimize contact sport engagement during recess to ensure social distancing. Games that have natural social distancing, such as kick ball and jump rope are good choices. Games that require close physical contact and grabbing are not suggested (such as Football and Basketball). Other source for socially distant games can be found at <https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>.
2. We will allocate separate bins of equipment for each class, to be used only during recess; this equipment will be cleaned and disinfected between recess periods.
3. Children are not permitted to bring equipment from home.
4. We will offer a variety of outside spaces where free choice of different activities can take place, including quiet, creative, and solo activity spaces.
5. 'Zones' will be designated and marked to reduce the number of children who are in contact with each other and shared equipment.
6. Weather permitting, PE class and recess will be held outside.
7. Students should be carrying personal water bottles for hydration before, during, and after activity.
8. Class equipment will be sanitized frequently.
9. Shared items will be avoided, and we will utilize the same groupings throughout lessons.
10. Equipment will be labeled and tracked accordingly.
11. We will use social distancing activities, and face coverings when social distancing is not possible.
12. Considerations will, as always, be discussed between Physical Educators and school health officials for students with respiratory disorders or any other pertinent disorders (immunodeficiency, etc....).

Traveling Within the Building

Introduction

Movement about the building is essential and cannot be eliminated. We have devised a plan to allow for travel throughout the building while keeping the students and staff safe.

Philosophy

Students need to travel from the bus, to their classroom, to the lavatory, and other essential areas. We are lucky to have a school that is already laid out in cohorts, but we must ensure that all staff and students are engaging in practices that ensure the health and safety of everyone.

Process

- As students and staff travel about the building, masks must always be worn (except when the parent has notified the principal that the child cannot)..
- The Early Childhood and Elementary classrooms will be self-contained. PK and K will only move for Art and Gym classes; Music, Technology, and Engineering will take place in their classroom. Movement to lunch and recess for these classes will be staggered in order to limit the number of students in the hallways.
- The Middle School cohorts will not move classrooms, rather the teacher will go to them.
 - Exceptions are Honors Math, and select specials, which would only require one cohort in the hall at a time.
- Routines for materials and books:
 - Middle School lockers will not be used until further notice.
 - Middle School students will carry book bags with all necessary items for the day.
 - Whenever possible, Middle School students will store textbooks in their homeroom desk.
 - Students Grades K-4 will need a plastic box with a lid, approximately the size of a shoebox, to keep additional supplies including art supplies, extra pencils, etc. This box will be stored in the classroom and will only be used by its owner.
- Commonly touched items, like railing and door knobs will be cleaned throughout the day.
- Doors will be kept open during the change of classes to avoid unnecessary touching by students.
- Use “airplane arms” or swim noodles to reinforce physical distancing when standing in line or moving from place to place.

Specialty Rooms

St. Teresa of Calcutta Tech Lab (This room will not be used for classes until further notice)

- Middle school students will be given a disinfectant wipe to wipe down their chairs when they arrive
- Chairs will be wiped down prior to the arrival of children grades 1-4.
- Seating: Students will sit at every other computer station.
- In classes larger than 15, the additional students will sit at tables with Chromebooks.
- Equipment will be disinfected after each class with the provided LED wand.

Music Room (This room will not be used for classes until further notice)

- Music class will be held outside whenever possible and necessary.
- In the classroom, students will be spread out to socially distance.
- Singing and instrument playing will not occur in large groups indoors.
- Middle school students will be given a disinfectant wipe to wipe down their chairs when they arrive.
- Chairs will be wiped down prior to the arrival of children grades 1-4.
- Equipment will be disinfected in between classes.

Gymnasium

- Physical Education will be held outside whenever possible.
- Gym equipment will be specified for each cohort whenever possible. If any equipment will be shared among cohorts, it will be disinfected in between usage.
- Students will be spread out to allow for social distancing whenever possible.

Makerspace (This room is currently closed until further notice)

- Students will be seated 3 to 6 feet apart.
- Students will not share materials; activities will be such that this is not necessary.
- Any materials used by more than one cohort will be disinfected (note that Engineering is only once a day so there is plenty of time for this).
- If students will be working in groups, dividers and facial coverings will be used.

Art Room (This room will not be used for classes until further notice)

- Students will be seated 3 to 6 feet apart.
- Students will not share materials; activities will be such that this is not necessary.
- Any materials used by more than one cohort will be disinfected.
- If students will be working in groups, dividers and facial coverings will be used.

Physical Education

Introduction

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through the guidelines set forth.

Philosophy

Physical education is an integral part of the curriculum in elementary and middle school, and essential that it continue safely.

Process

- Weather permitting, PE class will be held outside. Weather non-permitting, PE will be held in the Gymnasium.
- Students will wash hands before and after activity.
- Students should carry personal water bottles for hydration before, during and after activity.
- PE teachers will be trained thoroughly in sanitizing protocols set out by local schools
- Class equipment will be sanitized before another cohort uses it.
- PE teacher will keep same groupings throughout lessons
- Certain resources will be designated to each class that only they use.
- Additional focuses in lesson planning:
 - Emphasize teaching personal health and safety and being responsible for equipment use
 - Emphasize teaching personal skill development and personal fitness concepts to promote physical distancing
- Whenever possible, PE teachers will use social distancing activities, and face coverings when social distancing is not possible

St. Raphael Room

Introduction

When students are experiencing discomfort or potential symptoms of COVID, there needs to be a removed to a place where they are isolated from others with enough room that several students could sit in the room and be six- feet apart.

Philosophy

The concept is to provide a safe supervised staging area where students can wait until they could get a transportation from school.

Process

- **“Sick-Space”**- MTC will have a dedicated space provided (old PREP library) and out of the gym area, where a teacher can care for a sick child while being separated from others until a family member can come pick up within **1 hour**.
- During the time of the child’s isolation, the nurse or an appointed staff member will wear a dressing gown, gloves, a face mask, a face shield, and a face mask and shield will be placed on the child who is sick. The child’s belongings will be placed in a trash bag and the staff member, the child, and the child’s belongings will go to the designated area with a toy or book.
- The sick child will use a separate bathroom from others. The bathroom will be wiped down after use, using the 3 step cleaning process provided by the CDC guidelines.
- A family member will pick up child at main school lobby.
- After the sick child exits the school building, the “Sick-Space” isolation space will be cleaned, disinfected, and sanitized.
- The following additional items will be kept in the room:
 - Disposable paper towels
 - Tissues
 - Waste container with plastic liner
 - Alcohol-based hand sanitizer containing at least 70% alcohol
 - Hard-surface disinfectant

Classroom Set-up

Introduction

The organization of the classroom is important in supporting the academic progress of students. Classroom space will provide an environment that allows teachers and students to interact comfortably and safely. Careful consideration has been given to the strategic placement of furniture, learning centers, and materials to optimize student learning, reduce distractions and keep children safe.

Philosophy

Fundamental premises when designing a safe classroom environment are the concepts of Maintaining Cohort and social distancing. The use of Cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

- All non-essential furniture, materials and equipment that is not needed has been removed from classrooms.
- Students will be provided “sit spaces” in place of the traditional carpet time, to ensure the social distancing guidelines of 3 feet to 6 feet.
- If students are working in groups, partitions will be set up to ensure separation, and they must also wear masks or face shields.
- Classrooms have been measured to ensure maximum distancing of desks.
 - Desks will all face in the same direction.
 - Desks will be placed 3 to 6 feet from the center of each desk to the center of the next desk.
- All necessary throw rugs and roll-up carpets will be sanitized on a daily basis.
- The number of students that can be accommodated depends on the size of the room.
- It is recommended that teachers use face shields or masks with plastic fronts, so students can see their lips as they are providing direction and instruction. However, teachers are permitted to use whatever is most comfortable for them to provide effective instruction.

Materials within the Classroom

Introduction

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning. This includes books, writing instruments, and materials for special area subjects.

Philosophy

Foundational premises when designing a safe classroom environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

- We will eliminate, when possible, the use of shared materials.
- In each classroom, we have set up areas where students can store personal items that keep them isolated from use by others.
- When materials must be shared, they will be cleaned and disinfected in between uses.
- Procedures have been established to wipe down items before and after every use.
- Children will sanitize their hands after using a shared item.
- When Middle School students enter a room, they will be given a disinfectant wipe to wipe down the desk before they sit down.
- Prior to students entering a specials room, the teacher will have wiped down all seats and areas that will be used.
- When students travel to a room, an area and place should be established for the traveling student to store items away from being used by others.

Virtual Learning Cohort Instruction

Introduction

While we realize that in-person instruction has greater impact, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines, (including individual or small group situations) weather-related situations, and building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

Philosophy

As much as possible, instruction will continue to apply best practices incorporating our Catholic Identity and based on educational research and sound pedagogy. The term “virtual learning” refers to adapted instructional practices being utilized by means of online instruction and interaction with students using various synchronous and asynchronous methods. Virtual learning can take place in situations where students are unable to be physically present in the school building.

Process

- We will use GOOGLE Classroom to centralize materials, lessons, instruction, assessments, feedback and communications.
- Direct instruction will take place as teachers:
 - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
 - Live-stream direct instruction by teacher.
 - Incorporate recorded instruction via video with follow up.
 - Provide materials that are age- and grade-appropriate.
 - Use textbook online components with timely follow-up.
- We will use assessments with timely feedback.
- The goal for our students is mastery of curriculum for that school year.
- Small group and large group instruction will be used to meet needs of students.
- We will have regular communication with parents/guardians.
- Teachers will incorporate age appropriate physical movement to avoid sitting too long.
- The Standards for Ministerial Behavior will continue to be focused on.
- Middle School students will follow their traditional roster, with teachers available for extra help during study periods, recess periods, and at other times that are mutually convenient for teacher and student.
- Grades K-4 will have a specific schedule that includes virtual whole group instruction, virtual small group instruction, and independent work offline.
- Specials will still be held for grades K-8, at their normally scheduled time.

- Special education will still be incorporated, according to the traditional schedule.

Virtual Learning For Individual Instruction

Introduction

While we realize that in-person instruction has greater impact, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

This guidance is for situations in which a child cannot attend class. This may be because a parent is not comfortable sending their child to school or because the child must do a limited time of quarantine.

Philosophy

The term “virtual learning” refers to instructional practices being utilized so a child can access what is taking place with his /her class by means of connecting virtually to the classroom in real-time.

Process

1. We will use GOOGLE Classroom to centralize materials, lessons, instruction, assessments, feedback and communications
2. We will provide a direct video connection to the classroom during the period the child is unable to attend class.
 - Student will receive direct instruction by teacher during core classes (ELA, Math, Science, Social Studies, Religion)
 - Students will use textbook online components with timely follow-up
3. Assessments will be used with timely feedback
4. Our goal is mastery of curriculum so the child stays current and can return prepared to rejoin the class.
5. We will have regular communication with parents/guardians

Other Considerations

- Keep in focus the Standards for Ministerial Behavior.

Guidance for Dealing with COVIDCases

Schools will make efforts to monitor the health of their students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and Child Care programs are **not expected** to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically school, has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps.

Below is some specific guidance related to situations involving the school, community and COVID-19, which we will be following.

If a staff member or volunteer has a confirmed case of COVID-19

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine next step.
3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering until during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student has a confirmed case of COVID-19:

1. Notify local health officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.
3. Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
4. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
5. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
6. Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The student can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Provide an isolation room.
3. Call for home transportation, if necessary.
4. Can return when:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared or,
 4. or if cleared by a medical professional.

***If case is confirmed, please see aforementioned section
(confirmed case of COVID-19)***

CARES

Introduction

It is integral for our schools to provide a CARES program especially during the current circumstances. For many of our students, this will be their first re-entry into the school setting. CARES is an offshoot of the regular school day; thus, all procedures in place for the school should be adhered to during the CARES program.

Philosophy

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

Process

- Social and safe-distancing practices will be observed as much as possible. Whenever possible, the cohort model will be kept within the CARES program.
- Outside visitors will not be allowed to enter the area where the CARES program is being held (including designated person dropping off or picking up). Children will be met at the school door

when entering and leaving the building. If students are being picked up outside, the designated pick up person must remain at the top of the playground steps, with mask, while waiting for the child.

- Students are responsible for providing their own snack and beverage during their time in CARES. There will be no snack sharing.
- CARES employees will follow the same health checklist practices as throughout the day; symptoms check at the start of CARES, and observing throughout the program. Before school CARES students will have their temperature taken. All students will sanitize or wash hands upon arrival.
- All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) will be practiced during CARES sessions.
- After car line is called, CARES students will report to their cohort in either the CARES room or the gym lobby. Students will wear their facial covering while traveling to the designated area, and they will be socially distanced.
- The CARES room will be sanitized prior to student entry for the CARES program.
- Materials used by CARES students on a regular basis will be sanitized daily.
- Monitored hand washing and sanitizing will be done on a regular basis.
- The CARES program will comply with any emergency actions and resulting decisions that occur during the school day.
- Students' materials and personal belongings such as schoolbags, hats, gloves, lunch boxes and jackets will be stored in a place that provides safe distancing from other student belongings.
- Students will not share materials. (e.g. crayons, pencils, markers).
- Each student who attends the program will need a plastic container with a lid, approximately the size of a shoebox, to store their own materials for the year.
- Any person serving as a substitute for a CARES employee will be apprised of the standards identified above and agree to adhering to them.

EARLY CHILDHOOD / PRE-K & KINDERGARTEN

Introduction

Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. Care needs to be taken so that they are safe and learning in a healthy environment. This guidance is for situations in which students in PK and K are enrolled.

Philosophy

Students and their families will be provided with safe, quality, Catholic childcare in our schools and Early Learning Centers. Educators will nurture a sense of community, curiosity and a love of learning at these beginning levels. Freedom from anxiety and a sense of happiness will permeate the students' learning experience.

Process

- Our goals include social, physical and emotional well-being.

- PK students are only mandated by PA to wear masks when it is impossible to be 3 feet apart from others. However, this will only be if the child can wear this without issue. If there is any reason they cannot wear a mask, the parent/guardian is asked to notify the principal, and the child will not have to wear one.
- Teachers will be in masks or other facial coverings at all times.
- PK students will be dropped off in car line, and will gather in the gym with their teachers.
- Teachers have an established regular routine for cleaning and sanitizing beyond the usual procedures.
 - Much of what will be done we already do on a regular basis (cleaning, sanitizing children's toys, etc.) However, we will be taking extra precautions.
- Safe-distancing with young children becomes very difficult; therefore, the students will be kept in cohorts as much as possible.
- Health checks should be done at home and the staff will follow protocols established at school regarding daily health monitoring.
- If virtual learning takes place, it will be used consistently throughout the school.
- Children will visit the bathroom in cohorts, and will travel to the art room and gym in the same cohorts. Music class will take place in the PK classroom.

Mental Health/Whole Health

Introduction

- It is important to educate and support teachers, staff and families on how to help students successfully and effectively transition back into school in a healthy manner.
- Students need to be in school to support whole health development. Accordingly:
While school closures might have been reasonable as part of the early pandemic response, current evidence and experience support the concept that children can return to school in a manner that maximizes children's health and minimizes risks from a public health perspective.

Consequently, whole health including mental health is our focus. Supporting views include those expressed by the HHS Assistant Secretary for Mental Health and Substance Use (Dr. Elinor F McCance-Katz) and Children's Hospital of Philadelphia (CHOP) - Policy Lab. (Dr. David Rubin at policylab.chop.edu).

Philosophy

It is our philosophy, that through a holistic approach of mind, body and spirit, we provide necessary mental and whole health support along with interventions as needed for students to have a safe and effective transition to a new school year, as well as provide additional support as needed.

General Process

- We will establish a safe environment to learn.

- We will be trained to recognize the signs and symptoms when a student is at risk.
- Mandated reporting will continue to be implemented wherever necessary
- SEL activities, as well as group activities led by our Intermediate Unit counselor will continue to be implemented to provide intervention. These lessons will also help students to work on coping skills and resiliency

Student Awareness

Introduction

COVID-19 and the resulting shut down of activities that students were accustomed to, has created greater anxiety in many students. It is important to take steps to educate students in a manner that does not heighten fear and anxiety.

Goal – To develop activities that will help students learn about Covid-19 in a rational and non-threatening manner.

Process –

- We will provide age-appropriate lessons on Covid-19 and the precautions and steps to take to prevent the spread of the disease. These include:
 - Frequent hand washing, social distancing
 - Staying within the cohort
 - Not exposing others to sickness
 - Coughing in a safe manner
 - The use of face coverings
- Activities will be created in which students can use their creativity to display their knowledge of preventative techniques, and the need to treat each other as normal

Afterschool Activities

Introduction

Catholic School buildings are regularly used by various groups and activities after school hours. During the Coronavirus, these activities may need to be curtailed or modified.

Philosophy

Our students have experienced significant challenges since the shutdown on March 13, 2020. Where possible, keeping as many after school activities running, would help our students.

Process

- Administration will examine the after-school activities in the school, ex: chorus, drama club, Science Explorers, Young Rembrandt's, Kitchen Kapers, Future City.
- If there is a room available, where students may be socially distant and possibly stay close to their cohorts, after school activities may continue. Due to the nature of chorus and singing, that activity may need to be suspended until further notice. All rooms must be disinfected after use by the activity/club.
- Only students enrolled in the school during the day may attend the after-school activities.
- Any activities that may take place virtually, such as Home and School and back to school nights, will take place virtually.
- Outside Groups: these are at the discretion of the pastor. If permitted, proper sanitation procedures must be in place.
- If and when a decision is made regarding CYO Sports, recommendations will then be made regarding use of the buildings. CYO is a separate organization, and as such all protocols will come directly from that organization.

Other Considerations.

- The same guidelines that apply to CARES will be used with After School Activities.

