



PLAN FOR RETURNING TO SCHOOL 2020-2021

“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....”

*-Pope Francis Strong in the Face of Tribulations:
A Sure Support in Time of Trial*

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

St. Joseph Catholic School will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

St Joseph Catholic School has three learning structure plans for the 2020-2021 school year. These structures and details are fluid and will be updated as guidance from the CDC, State of Indiana, Archdiocese of Indianapolis, and Shelby County Health Department changes.

St. Joseph will be in school five days a week as long as safety recommendations continue to allow. While in school, students and staff will maintain social distance by remaining with their grade level cohort throughout the day, including recess. When individual students are not able to attend school for an extended time due to extenuating circumstances, for example if they have been exposed to COVID-19 and need to isolate as mandated by the Department of Education and Shelby County Health Department, they will be able to participate in live instruction with their teacher and collaboration with their classmates through distance learning. Should the Department of Education, Archdiocese of Indianapolis, and Shelby County Health Department require that we not be in our school building, continuous learning, including regular live instruction from teachers and collaboration with classmates while our faith connects us to one another, will be instituted.

Our priorities continue to be:

- Public Health: Provide the safest environment possible for students, educators, families, and the community.
- Student Education: Provide the best educational experiences possible while adhering to public health guidelines.
- Faith: Live, Learn, and Grow in our Catholic Faith

Keeping Our Community Connected

In Person Learning with Safety Precautions in Place

Our goal is to hold traditional classes at St. Joseph School, with each student attending class a full day, 5 days a week.

Conditions:

- Public Health (subject to change) allows for school to be in session
- Social distancing at all times
- Staff and student masks recommended.
- Staff and student masks required when social distancing is not able to be maintained
- Symptom screening expectations
- Hand-washing and hygiene protocols
- Group gathering limitations

Structures in Place:

- Symptom screening and hygiene protocols
- Students remain with grade level cohort throughout the day
- Alternative spaces used for some classrooms
- Intensified cleaning and disinfecting efforts
- Procedures for sick staff or students
- Procedures for drop off/pick up
- Procedures for all visitors

Distance Learning for some students

While some students attend school for in-person learning, other students may need to stay at home for an extended time (for example if they have been exposed to COVID-19) and will engage remotely with the class/teacher. Students at home will remote access live class instruction and collaboration.

Continuous Learning

Conditions: All students engage daily with teachers through remote lessons when unsafe to groups to gather at school

Structures in Place:

- Remote Learning Expectations
- Building disinfecting while all staff and students at home

STRUCTURES IN PLACE

Cleaning

St. Joseph Catholic Church and School has instituted regular cleaning practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees will regularly do the same in their assigned work areas.

- The Parish will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Parish will maintain Safety Data Sheets of all disinfectants used on site.
- Since many spaces at St. Joseph Catholic Church and School are shared by both school and parish groups, a log sheet (see appendix) to track disinfection of each shared space will be posted in each shared space. Groups using the shared space will be responsible for disinfecting the space and recording it on the log sheet.

St Joseph Catholic School additional cleaning procedures:

- High touch areas cleaned multiple times per day by school staff (see appendix).
- Daily disinfection of all public areas according to the [EPA guidance](#) for cleaning schools during COVID-19
- All employees, students, and visitors required to wash hands upon entering the building in morning, after recess, before and after eating, etc.
- All classrooms, offices, meeting spaces will be supplied with disinfectants approved by the [EPA for use against SARS Viruses \(including COVID-19\)](#)

Social Distancing

Every reasonable effort will be made to maintain social distancing throughout the school day. All students and staff are encouraged to wear masks. Masks must be worn at times that social distancing can not be maintained (ie. small group instruction, entering and exiting school)

K-5 drop off

- Parents asked to take temperature/screen children at home
- Doors propped open and staff at door
- Staff screen students for symptoms
- Students immediately wash hands/use hand sanitizer
- If arriving at 7:10 - 7:45, students report to the cafeteria and sit at the grade level table, only using one side of the table, sitting every other seat.
- If arriving 7:45 - 7:55, report directly to classroom

Preschool drop off/pick up

- Curbside drop off/pick up only (no parents walking in)
- Parent unbuckle child
- One staff open doors, helps child out w/o personal touching
- Marked safe zone for students to wait in (2nd staff member in safe zone with children)
- If late, in through the school office. Child signed in, wash hands, walked to classroom by school staff, not parents
- Students will stay in their classrooms at dismissal.
- Staff will be assigned to be outside at dismissal.
- Staff will use the walkie talkie to call students for dismissal as car lines fill
- Students riding the SCS bus will be dismissed to the bus and must wear a mask on the bus.
- After school care will continue all practices of the school day.

Bathrooms

- Limit number in bathroom (1 per stall)
- Post number of people allowed in bathroom at a time
- Door open if no line of sight from hall
- Frequency of cleaning
- Scheduled class trips to the bathroom. Have markings in hall for waiting

Hallways

- Only one class in hall at a time
- Designate stairs for up or down to avoid crossing

Cafeteria

- Lunch in cafeteria with students on one side of tables, every other seat
- Students sit at grade level assigned tables
- One table dismissed at a time to go through the line
- Markings on the floor to guide students in maintaining social distancing
- No shared items
- Trays will have utensils and napkins placed on them prior to students receiving a tray.

Classrooms

- Students will each be assigned a desk and have their own personal supplies
- Desks will be spread out as much as possible and will all face the same direction
- Each student has own set of supplies that stays in the classroom
- Papers will not be passed student to student. Each student turns own into class basket
- No passing papers or baskets
- Teachers will place papers on individual student desks, before students are in classes when possible.
- When small group instruction is used, the teacher will disinfect the table, chairs, and supplies between groups

Specials classes

- The teacher will instruct the class in the grade level classroom (religion, Spanish, art)
- Types of activities for PE will be modified to not have students touching each other or common equipment
- Music class will meet in gym, church, or outside for greater distance between students

Play ground

- Students are required to wash hands before and after recess
- Grades will be assigned areas of the play spaces on a rotating basis to help maintain social distancing

Lockers/cubbies/hooks

- Students will report to class before going to locker/hook.
- Each classroom will have an opportunity to go to their locker/hook when no other class

is at the lockers.

Group gatherings and events

- Follow current CDC, State of Indiana, County Health recommendations for group gathers and adjust as those recommendations change throughout the year.
- Follow Archbishop of Indianapolis's guidance for Mass and Sacraments

Water Fountains

- Drinking fountains will be turned off.
- All students and staff will be supplied with a refillable water bottle
- Water bottle filler stations will be available throughout the day
- Students will be allowed to have a water bottle with them in all classes
- Students may only have water in their water bottle
- Staff and students may carry any water bottle as long as it does not have pictures/words that are offensive, promoting illegal activities, or are contrary to our Catholic Values

Protecting Each Other

It is essential for the St. Joseph school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. By working together we can protect and care for each other.

Screening

The current [CDC guidelines](#) recommend screening all students and employees for COVID-19 symptoms and history of exposure.

Self-Screening St. Joseph staff, students and parents are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, will be sent home immediately.

School-Based Screening

Staff and students will be screened through observation and possible temperature screening.

- *Temperature Screening* St. Joseph Catholic School may take the

temperature of students, employees and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers will be used.

- *Observational/Self-Reported Screening* Faculty and staff will be trained to screen for the symptoms of COVID-19. If a staff member or student is observed to have any of the symptoms of COVID-19, without being otherwise explained, that individual will be isolated and will be required to leave school immediately.

Medical Inquiries

- When reporting a student absence, parents will be asked whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the employee will be asked if they are experiencing any COVID-19 symptoms.
- If a person is obviously ill, school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Symptoms Impacting Consideration for Exclusion from School

Students and employees will be trained to recognize the following covid-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained.

PROCEDURE IF A STUDENT EXHIBITS SYMPTOMS

- Teacher notifies office and walks student to small group instruction room
- Student must wear mask
- Office calls the parents of sick child.
- Principal (wearing mask and keeping distance) stays with student
- Teacher returns to classroom to bag up all student materials
- Principal notifies of which rooms will need disinfected.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the St. Joseph Catholic School will contact the local health department immediately. Unless extenuating circumstances exist, we will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have been preferably released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Tested Positive- Impact on School Operations

When a St. Joseph staff member or student tests positive for COVID-19 we will follow the CDC guidance [here](#) to:

- Inform our local health officials
- Dismiss school for 2-5 days, following the direction of the Shelby County Health Department
- Communicate our plans with our students, staff, and parents
- Thoroughly clean and disinfect our building following the guidance of CDC and EPA.
- Ensure the continuity of education through continuous learning

PPE

All students and staff are encouraged to wear masks. Masks must be worn at times that social distancing can not be maintained (ie. small group instruction, entering and exiting school)

Each student and staff member will be provided cloth masks, but can wear any mask of their choosing as long as any image/words are not offensive, do not promote illegal activities, are not distracting, and are not in contrast with our Catholic Values.

Each staff member will be provided with a face shield.

Cafeteria staff will wear masks and gloves at all times when preparing, serving, cleaning up from lunch.

Personal Hygiene

Handwashing and avoiding touching your face, eyes, nose, or mouth are critical steps a person can take to avoid becoming sick or spreading germs to others. St. Joseph employees and students will wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

Hand sanitizer will be stocked:

- Each classroom, office, meeting space
- At entrance during school drop-off
- After Care Room

Reinforcing healthy habits regarding handwashing is expected and guidance can be found [here](#). These key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Water fountains should not be utilized in schools until further notice. Students and staff will be provided with refillable water bottles.

More information regarding preventative measures can be found below.

- [Signs and Symptoms of COVID-19](#)
- [Social Distancing](#)
- [Handwashing](#)

- [How COVID-19 Spreads](#)
- [Cleaning Procedures and Considerations](#)
- [Proper Use of Cloth Face Coverings](#)
- [Parent Checklist](#)
 - [Symptoms of COVID-19](#)

Visitors To School

(will be updated to meet most current health recommendations)

- Visitors coming into the school will be screened/asked to answer health screening questions and may not be permitted entrance to the building.
- All visitors will be required to wash hands or use hand sanitizer.
- Visitors may be required to wear a mask. Masks will be available if they do not have their own.

Continuous Learning Expectations

- Daily communication from school leadership (principal, priest)
- Daily communication of assignments to students/parents from teachers
- Daily live instruction by teacher via video (i.e. Zoom, Google Meet). Instruction recorded for students unable to attend
- Assignments posted and submitted through Google Classroom
- Parent & Student Google Classroom written instructions available
- Students use blended learning platforms, such Flipgrid to submit some assignments
- Students and teachers will incorporate blended learning platforms during in person learning so that all are accustomed to the platforms
- Tier II and Tier III interventions continue to take place (i.e. Zoom, Google Meet) per SCS criteria
- Opportunities for full class to interact (maintain our community)
- Teachers have prepared kits to enhance learning at home (templates in cover sheets, dry erase markers, manipulatives, flash cards, ruler, highlighters, post its, account log in info)

APPENDIX

School High Touch Cleaning

Item	frequency	Who is responsible	What cleaning agent used
Door knobs			
Light switches			
Desks			
Chairs			
Keyboards			
Manipulatives			
Bathrooms -Sink -Soap dispenser -Paper towel -Doors			
Hand sanitizer pumps			
Stair railings			
doors/push zone			
lockers/cubbies/hooks			
Phones			
Water bottle fillers			
Copiers			
Lockers			

Signage

[Bathroom Capacity](#)

[Hand washing \(English/Spanish\)](#)

[How to wear masks](#)

[Isolation Room](#)

[Social Distancing reminder](#)

[Symptoms of COVID-19](#)

[Water Refill Station](#)

[Welcome, masks required](#)

St. Joseph Catholic School

VISITOR SELF-SCREENING FORM

Visitor Name:

Date

:

Mobile Number:

Location in
School:

Are you showing any signs of the following
symptoms?

- Temperature 100.4 or higher Shortness of breath, difficulty breathing
 Cough Running nose Sneezing Muscle Pain
 Tiredness

Have you been exposed to someone with COVID-19 positive test results?
_____ YES _____ NO

Is the information you provided on this form true and correct to the best of
your knowledge? _____ YES _____ NO

NOTES: Visitation is not allowed if there has been any YES responses to the screening checklist. If “yes” is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

Library Collection Protocol

1. Students will use hand sanitizer or will wash hands for 20 seconds upon or before entering the library. This will allow them to touch the books with clean hands.
2. Students will line up while holding their books to be either returned or checked out again. Mr. Hauk will scan the book according to the student's request thus minimizing contact with materials.
3. Books to be returned will be placed on the metal rolling rack. The books will be placed in quarantine in the area under the stairs for 3-5 days after which time the books will be re-shelved.
4. Students may not choose from or sort through books located on the rolling rack.
5. We will remove the lady bug cushions, green pillows, and the bean bag chairs from use. These will be placed in the loft area which will be off limits to students.
6. The chairs and library desk will be wiped down with cleaner after each class by students and library volunteers.
7. The **library staff and volunteers will wear appropriate face coverings at all times** and students will follow school wide mask protocols. Teachers may be asked to wear face coverings for the protection of volunteers.
8. Upon leaving the library, students will either wash their hands or use hand sanitizer before returning to the classroom.

These guidelines were made with much consideration and consultation with the recommendations of the CDC, Library of Congress, Indiana Department of Education, and the Indiana Library Association.

Dismissal Procedure

2020-2021

Dismissal Team: Kristin Laker, Bri Ayres, Jody Miller, Beth Borland, Bill Turner, and Kay Brouhard

Positions

Name Caller - Kristin

Front of Line - Jody

End of Line - Beth

Gym - Bri

Bus - Bill

Upstairs Dismissal - Kay

Procedure:

2:40 Kay will come to Kristin's and Bri's rooms. They will have their students packed up and sitting in a line in front of their doors, inside their classrooms. Jody will bring third grade to the hall, packed up, and they will sit in a line against the lockers ready for dismissal. Kay will stand outside of 4 & 5 to monitor all 3 classrooms. Kristin and Jody will go out and get into position, Beth will join them. Bri will go to the gym and wait for students and Bill will also get into position in the gym. Preschool will bring their classes to the gym and sit on the middle, half court line. Everyone else will remain in their rooms and be ready to leave at 2:45.

2:45 Kristin will begin calling out names. Students will come from their classrooms to the gym to line up on the right side with Bri. Also, at 2:45 bus riders can be released to the gym. They will line up on the left side of the gym with Mr. Bill. We will have positions marked on the wall to keep them socially distanced. When the first row of cars has been called, Bri will lead them out and dismiss them to their cars when it is safe. When she returns to the gym, Kristin will call the next row and the procedure will continue. When all of the car riders are gone. Kristin will call for After School Care to come to the gym where they will be picked up by their ASC team. If there is a special club or team sport, they would remain in their classrooms too until Kristin calls for them.

Absences: If one of the team is gone, these are the appropriate substitutions.

Kristin - Bill calls names and Kristin's sub does bus duty.

Jody - Bri does the front of the line and Jody's sub leads out.

Bri - Bri's sub leads out

Beth - Depending on the day, Felicia or Billy.

Bill - Billy