



# **Catholic Schools Onward** *Best Practices and New Opportunities as We Move Forward*

## **Guidance and Procedures**



**And incorporating St. Isidore's Re-entry Committee's planning**

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## Introduction and Philosophy

### **Introduction**

This document will provide information regarding the plan to return to St. Isidore School learning for the 2020-2021 school year. The principles listed below, will allow us to remain open and only use virtual learning for those students quarantined due to 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.** When symptoms persist, the child should be seen by a doctor and medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

**Cohorting:** 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 within a cohort, we would then be able to move to virtual learning at home with just the identified cohort if necessary. 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 in coordination with CDC and Bucks Co. health guidelines.

**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 distant situation, the student may remove his mask. When masks are not required they should be stored in a paper bag labeled with child's name. An extra mask should be kept in each child's backpack in a separate labeled bag. When students are seated at their desk they may wear a face shield if this is more comfortable. If speaking to their teacher, who is less than 6 feet away, they would need to put on their mask. Parents may elect for their child to keep their mask/face shield on the entire day. Face Shields are being provided by Bucks Co. This policy will be in place unless an order exists from a governmental agency that mandates differently.

**Enhanced Cleaning:** The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children must bring their own water bottles to school, please label water bottles with student's names on them. Common water fountains will not be in use. However we do have bottle filling stations. 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 the morning. Additionally, the school will implement temperature monitoring when a student exhibits or shares they are not feeling well. Please make sure we have the correct information to contact you should your child become sick. Our staff's safety is also extremely important to us; therefore, all staff members will be required to check their temperature each day and monitor their own health for symptoms.

**Virtual Learning:** Use of both in-school and remote learning will be available.

- If a child is required to be isolated or quarantined at home, remote learning will be available.
- In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize remote learning for the isolation period. Lessons will be delivered through Google Classroom/Meet.
- Families will be given the opportunity to select inschool or remote learning. If remote learning is selected the student must be logged on, in uniform and prepared to learn. Remote learning will be determined on a trimester basis.

**Modified Attendance:** Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot, or do not, participate in virtual lessons, will they be marked absent. If a student is too sick to participate virtually or in person, the parent needs to notify the teacher, the student will be marked absent as is the normal practice. Teachers will provide students with the work they missed.

## **Our School Day**

### **MORNING DROP-OFF**

#### **Vehicle Drop-Off:**

Note 1: All drop-offs MUST be done in the vehicle line. You are NOT allowed to park and walk the student up to the building.

Note 2: All students MUST wear face masks when exiting vehicle, waiting in gym (if applicable), and walking to their classroom. Face masks may be removed once the child is sitting at their desk, social distancing.

Note 3: If circumstances (e.g., doctor/dentist appt.) require drop-off after primary drop-off period (8:00 – 8:20), the guardian should park and walk the student up to the main door and ring doorbell. Face masks MUST be worn by guardian and student.

1. All vehicles enter the parking lot from 4th Street.
2. Vehicles should have their family name tag hanging from the passenger side sun visor so that staff can easily recognize the name.
  - a. Two tags for each family will be provided by the school.
  - b. During drop-off this helps the staff recognize families.
3. Vehicle line forms along the left fence and proceeds toward the main entrance steps.
4. Vehicles proceed to one drop-off point at main entrance steps.
  - a. No student is allowed to exit vehicle until it stops at the steps.
  - b. If the guardian has to exit the vehicle to assist in getting the student out of the vehicle, they must be wearing a face mask.
5. Students exit the vehicle, proceed into the main building, use hand sanitizer, and then proceed directly to classroom or other designated area.
  - a. Pre-School/Pre-K will go to assigned location in gym until all students arrive at which time their teacher will escort them to their room.
  - b. K through 6th Grade will go directly to their room in the main building.
  - c. 7th and 8th Grade will go directly to their room via the main building hallway until they exit from the Fr. Graff hallway and enter the Middle School through the door near the library.

### Bus Drop-Off:

1. Buses will drop off students at the rear entrance to the gym.
2. Staff member will be present to coach social distancing as students exit the bus and enter the gym.
3. After entering the gym, students will use hand sanitizer then proceed directly to their classroom as described in Item 5 of Vehicle Drop-Off section.

### **AFTER SCHOOL PICK-UP**

#### *Vehicle Pick-Up:*

Note 1: All pick-ups **MUST** be done in the vehicle line. You are **NOT** allowed to park and walk into the building.

Note 2: All students **MUST** wear face masks when leaving their classroom, waiting in the gym (if applicable), and walking out to the vehicle.

Note 3: If circumstances (e.g., doctor/dentist appt.) require pick-up outside the primary pick-up period (3:00 – 3:30), the guardian should park, go to the main door and ring the doorbell. The guardian and student **MUST** wear face masks while in the school or outside their vehicle in the parking lot.

1. All vehicles enter the parking lot from 4th Street.
2. Vehicles need to get in specific lines depending on who is being picked up.
  - a. Pre-School and/or Pre-K **ONLY**: line up starting at the main entrance steps.
  - b. **BOTH** Pre-School/Pre-K and K-8: line up in the K-8 line.
  - c. K-8: line up along the left fence near the end of the main building and wait for the Pre-School/Pre-K vehicles to depart before going to the main entrance steps.
3. Vehicles in line cannot block the two openings in the fence. These areas must remain open for buses.
4. Staff members will be outside to identify the students being picked up by each vehicle.
5. Vehicles will be required to have a family name tag hanging from the passenger side sun visor so that staff can easily recognize the name.
  - a. Two tags for each family will be provided by the school.
6. Staff members will call into the school the names of those being picked up.
  - a. 3-4 vehicles will be called at a time.

7. Students will remain in their classroom, or gym, until called over the PA system to proceed to the front entrance where socially distant waiting areas will be available for students going to each vehicle.

a. Pre-School and Pre-K students will gather in the gym while waiting to be picked up. Social distancing will be followed.

8. Once all students for the vehicle are assembled, they may enter the vehicle.

a. If the guardian has to exit the vehicle to assist in getting the student into the vehicle, they must be wearing a face mask.

9. The vehicle will stay in-line until the one in front of it has left.

10. This process will continue until all students are picked up.

#### *Bus Pick-Up:*

1. Bus students will be called down to the gym prior to the busses arriving.

2. Lines for each bus will be marked to allow social distancing.

3. Students must wear face masks while in the school, going out to the bus, and while on the bus.

4. Staff member will be present to coach social distancing as children wait in the gym and board the bus.

#### *Half-Day Kindergarten Pick-up*

1. All vehicles enter the parking lot from 4th Street.

2. Vehicles line up starting at the main entrance steps.

3. Staff members will be outside to identify the students being picked up by each vehicle.

4. Vehicles will be required to have a family name tag hanging from the passenger side sun visor so that staff can easily recognize the name.

a. Two tags for each family will be provided by the school.

5. Staff members will call into the school the names of those being picked up.

a. 3-4 vehicles will be called at a time.

6. Students will gather in the gym while waiting to be picked up. Social distancing will be followed. Staff will direct the students to proceed to the front entrance where socially distant waiting areas will be available for students going to each vehicle.

7. Once all students for the vehicle are assembled, they may enter the vehicle.
  - a. If the guardian has to exit the vehicle to assist in getting the student into the vehicle, they must be wearing a face mask.
8. The vehicle will stay in-line until the one in front of it has left.
9. This process will continue until all students are picked up.

**CARES:** Will continue to be offered and hours will remain the same (6:30-8:00) for families who need to drop off their children for morning CARES you will take your child to the rear of the building to the Early Childhood door. Students will gather in the large PreK room where they will be spaced out and only able to be next to a sibling. Pick up remains the same; families will sign out at the door and students will go with the family member to vehicle.

**Hallways:** Students will not be in the hallways often, when they are they will need to wear masks, follow distancing protocols, sanitize hands when leaving and entering their destination. Signage will be posted around the school buildings as reminders and reinforcing healthy behavior. Only 1 cohort at a time will travel keeping 6' distancing.

#### **Classrooms:**

- Students will remain with their cohort. Special teachers will rotate into classroom except PE (outside when possible), and technology for grades 3-8.
- Classrooms will continue to be cleaned daily as well as the items in the room.
- Each classroom will have a hand sanitizer station and reminders of washing hands after bathroom use will continue.
- Student work, spacing and interaction.
  - For our early childhood students work may be done at tables, on the carpet, in small groups with doing our best to social distance. As part of the social learning and skills exceptionally important for this age group and because of their maturity, we will do our best to meet the recommendations but cannot guarantee it they will always be 3-6 feet apart.
  - In areas where social distancing may be more challenging micro-boards will be placed to separate students and will be cleaned periodically.
  - Supplies for students will be communicated by teachers as we work to decrease the amount of sharing between students.
  - Students and teachers will utilize Google as our Learning Management System (LMS). They will be able to communicate and work through projects using Google docs, sheets, slides etc. and Google Meet for remote learning.
  - For middle school teachers, teachers will rotate to homerooms.
  - Rooms have been moved to allow for distancing. Gr. 6 is now in the Music/Spanish room. Grade 7 moved to Gr. 6 room, and Honor's math will be held in the science room (gr. 7).
  - Cleaning of high touch areas within the classroom will be done by teachers, outside the classroom will be done by custodial staff.

## **Lunch/Snacks/Recess**

Students at the beginning of the year will continue the tradition of bringing in their own lunch. Students will all eat in their rooms or outside with their cohort, the cafeteria will not be used at this time. We will explore options for students to eat in the cafeteria at a later time. For Early Childhood, they always eat in their rooms. Snack time will continue in the rooms as usual per the daily schedule.

Recess will continue as we mark off the playground areas by cohort and rotated periodically. Students will be reminded to keep their hands to themselves and not share equipment. Equipment will be wiped down in accordance with the recommended health guidelines. Students will be required to sanitize hands upon return.

## **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**

1. No visitors to the school
2. High touch surfaces will be cleaned frequently such as door knobs, remotes, and light switches by teachers.
3. Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
4. Hand sanitizers are available in the hallways near entrances and in each classroom.
5. As part of our morning prayer, announcements, a reminder to social distance and to wash hands.
6. Each student is encouraged to provide their own supplies to reduce the need to share supplies.
7. Computer class - UV wands are available for cleaning after each class.
8. Field trips are to be virtual only, until otherwise determined feasible, as these experiences would break cohorting and expose students and staff to risk of exposure to Covid-19.
9. **Any child traveling to a location designated as a “Hot Spot,” will need to be quarantined for 14 days when they return home.**

## **Other:**

- **Restrooms:** Students will be able to use the restrooms on a scheduled basis as is the current practice as well as when needed, adhering to social distancing guidelines, cleaning schedules and washing of hands.
- **Assemblies:** There will be no assemblies or large gatherings. A review of the calendars and events will be addressed as each one arises.
- **PAPA (Parents as Partners Association):** will continue to meet virtually and will work to provide alternative options for events. Information will be communicated as it becomes available.
- **After School Activities:** Currently we are working on virtual clubs to prevent cross cohort mixing and provide building cleaning time. Clubs such as Science Explorers and Crazy 8's are in the planning process.
- **Back to School Night:** Currently in the planning process with teachers, as we do it virtually on our scheduled date.
- **Parent-Teacher Conferences are scheduled for Oct. 15 & 16<sup>th</sup>. Most likely virtually.**
- **Student Support Services:** will continue to be offered with distancing, masks as well as other information that will be sent home to parents of children who receive services.

## **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 deeply 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**

1. School Masses will be live streamed with communion provided after Mass.
2. We will continue our morning and afternoon prayers over the phone system.
3. We will promote service learning experiences in virtual spaces.
4. We will still recognize our families in daily prayer offering.
5. Students will still be preparing for their sacraments and they are still scheduled. Should there be any changes the families impacted will receive communication.

## **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 conducted in a manner that keeps everyone 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 and hand sterilization will be implemented. 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**

1. Parents are required take temperatures of children before they leave home.
2. Upon entry students should immediately sanitize their hands.
3. Buses will discharge and load one at time per entrance, so social distancing can be maintained and each child’s hands can be sanitized.
4. Have each entrance monitored by staff to help insure students maintain a social distance.
5. Use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.
6. Students should store their mask in a storage bag if they are going to remove it once they reach their desk.

### **Late Arrivals:**

- Only 1 family permitted entry at a time. Once student is signed in they will travel to class. Younger students will be escorted as will students in the middle school building. This has always been our practice for safety.

**Picking up a Student Early:**

- Please continue to send in notes or emails to Mrs. McSherry and homeroom teacher.
- Students will wait inside the school at the designated pick up time.
- Only one family in the entry at a time.
- All early dismissals need to take place prior to 2:30 pm.

**Picking up a sick student:**

- Parent/guardian will be contacted by a staff member, (please make sure your contact information is accurate and up-to-date).
- Students will be held in isolation and monitored until pick up (request as quickly as possible).
- Students must remain home until medically released to return to school.

**Positive COVID-19 Case:**

- In all cases we will be working with the Bucks County Health Department, (BCHD) and following their recommendations for quarantine. They mobilize when there is a positive test not when someone has symptoms or only has been tested. It is possible that an entire cohort could be quarantined while the BCHD makes a final decision on who needs to stay home after a positive test. Although it could continue to be the cohort, it may be those who were within 6 feet of the ill person for 15+minutes. Those students/staff will participate in remote learning for the duration of required time as set by BCHD.

\*\*\*Note additional detailed information is listed further in the document

**Agreement:**

Each family is required to sign an acknowledgement of the routines and requirements we have put forth in order to continue enrollment. Note that as the environment changes, requirements change or events change we may make updates necessary at any given time.

## **Library/Technology Split**

### **Introduction**

With the need for cohorting and social distancing we are determining safe alternatives while also delivering the same academic support provided by a traditional library class. The majority of the classes in the younger grades are split between the 2 teachers so that focus can be given to learning the technology and library skills.

### **Philosophy**

Library resources continue to be an integral part of the academic program as well as technology learning as a requirement for student success.

### **Process**

Library in the homeroom when appropriate--- lessons about research, the different types of literature and much of the curriculum can be delivered in the classroom.

1. Activities such as the introduction of authors, genres and the read aloud of books can be conducted in the classroom.
2. Exchange of books, our Library Aide may make a number of selections for students and deliver them to the room so children can “take out” a book for the week.
  - a. Returned books can be isolated for 72 hours before being returned to circulation.
  - b. The selection of books can be made based on a child’s interest, based on themes in the curriculum, or based on a recommendation from the teacher or the librarian.
3. Technology classes will be done in the classroom for K-2 using the IPADS and learning “how to log on, etc”. Technology class for grades 3-8 will be in the lab, learning Google platform and other required skills. Wands are available for cleaning after each cohort/class.

## **Physical Education**

### **Introduction**

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through a new normal.

### **Philosophy**

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

### **Process**

1. Weather permitting, PE class held in outside space. Weather non-permitting, PE in the Gymnasium.
2. Hand washing before and after activity
3. Students must have a labeled personal water bottle for hydration
4. PE teacher will be trained in sanitizing protocols

5. Class equipment sanitized frequently (arrange class times to allow for buffer between classes to allow teacher to facilitate moving, washing and sanitizing)
  6. When equipment sanitizing is not feasible, consider quarantining used equipment for 3 days or more before being used again
  7. Whenever possible, use social distancing activities and face coverings when social distancing is not possible
- 

### **Classroom Set-up**

1. Classes have removed any non-essential furniture, materials, and equipment.
2. Desks all face in the same direction.
3. Desks should be placed 3 to 6 feet from the center of each desk to the center of the next desk.
4. All throw rugs and roll-up carpets have been removed from grades 1 through 8. Rugs for early childhood will be sanitized daily.
5. It is recommended that teachers use face shields, so students can see their lips as they are providing direction and instruction.
6. Teachers are encouraged to have windows and doors open as often as feasible. Class rooms with ceiling fans should have them set to draw air up.

### **Materials within the Classroom**

1. Teachers should eliminate, when possible, the use of shared materials.
2. When materials must be shared, cleaning in between use is essential.
3. Remind children to wash/sanitize their hands after using a shared item.

### **Remote-(Virtual) Learning**

#### **Introduction**

While we realize that in-person instruction has greater impact at the elementary level, 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. Students will be expected to log on by 8:40, in uniform to their homeroom teacher's Google meet. If a computer/Ipad is needed by the student one (if available) will be provided. Prior to the beginning of the school year we will offer a pick up day for materials.

1. St. Isidore will be utilizing Google as our Learning Management System (LMS) to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Students need to be at a desk or table for instruction and need to have their cameras on at all times and working with their microphones muted unless they are talking.

3. Direct instruction will take place as teachers:
  - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
  - Provide live-stream direct instruction.
4. There will be a regular classroom schedule including breaks for those at school and at home.
5. Students in grades 4-8 are expected to be in every class (all day).
6. Students in K-3 will be expected to be in each core subject area: ELA, Math, Religion, Social Studies and Science. Specials will be optional. Students may need support from parents at the beginning.
7. Goal is mastery of curriculum for the year.

We will need to know family plans by August 7. Families who opt to participate in remote learning at the start of the year are expected to remain for the trimester. Students will not be able to see the entire class, but they will be able to see the teacher and receive instruction. There is absolutely no recording of the classroom to be done by students.

In the case where COVID-19 has been identified and students or a cohort need to begin remote learning, the students or cohort will utilize remote learning for the isolation or quarantine period using the same Google learning platform.

If your child is sick, please notify the teacher of the absence in the morning.

### **Parent Guidelines for Remote Learning**

- If a student needs a device, one will be provided with a non-refundable deposit of \$75 for insurance.
- Parents should support the student taking ownership to the extent possible.
- Parents should not be on the screen and should not participate in the class at any time.
- Teacher's teaching may not be recorded or shared with anyone other than the student.
- Body language, humor, and stories may come across differently at home than they do in a classroom full of students.

We believe we have put a great plan in place and have a dedicated team to implement the above plans. We understand that despite thousands of hours of planning and many resources being put into place, this will not be perfect or 100% of what everyone wants. We will make some mistakes, but we will grow and learn from them and make the necessary changes.

**Playbooks**  
**Guidance for Dealing with COVID Cases**

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. St. Isidore will be implementing temperature screenings after morning prayer.

Below is some specific guidance related to situations involving the school, community and COVID-19.

**If a staff member has a confirmed case of COVID-19**

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff member 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 health officials determine the next step.
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. The staff can return after the following conditions have been met, according to CDC guidelines as of this date:
  - 24 hours with no fever without medication, **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) until health officials can determine next steps.
3. The individual will be isolated until a parent or guardian can come and take them home.
4. Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
5. Discourage the cohort from gathering during the initial period until the situation has been evaluated by health officials.
6. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
7. Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
8. The student can return after the following conditions have been met, according to CDC guidelines as of this date:

- 24 hours with no fever without medication, **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. The individual should be monitored and isolation room until a parent or guardian can come and take them home. Individuals who are sick should go home or to a healthcare facility depending on the severity of symptoms. 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. 24 hours with no fever without medication, **and**
  2. Symptoms improved, **and**
  3. 10 days since symptoms first appeared or,
  4. or if cleared by a medical professional.
2. 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. 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**

1. Social and safe-distancing practices are to be observed as much as possible. When able the cohort model should be used in the CARES program. Students should be kept with the same adult monitor in the program.
2. Students are responsible for providing their own snack and beverage during their time in CARES. There will be no snack sharing.
3. All employees will follow the same health checklist practices as school employees.

4. All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) are to be practiced during CARES sessions.
5. Establish a procedure for dismissal at the end of the school day that limits CARES students to vulnerability. (e.g. Call CARES students to the CARES room after all other lines are dismissed.)
6. If the CARES room is a room used during the school day, it must be sanitized prior to student entry for the CARES program.
7. Materials used by CARES students on a regular basis need to be sanitized daily.
8. Monitored hand washing and sanitizing will be done on a regular basis.
9. Follow the Playbook recommendations for any suspected illness.
10. The CARES program will comply with any emergency actions and resulting decisions that occur during the school day.
11. A mobile phone needs to be available to CARES personnel for communications purposes in the event a situation arises during the CARES session.

## **EARLY CHILDHOOD**

### **Introduction**

The need for careful strategic planning has become a reality in the “new-normal” circumstances including the pandemic-related quarantines. 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 below the first grade are enrolled.

### **Philosophy**

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

### **Process**

1. Staff is provided shields, everyone needs to have a mask on when entering and exiting the building.
2. Regular routine for cleaning and sanitizing is scheduled beyond the usual daily times.
3. Please note that our staff, on a regular basis clean and sanitize children’s toys, etc. However, we will be taking extra precautions.
4. Safe-distancing with young children becomes very difficult; therefore, the students will be kept in cohorts as much as possible.
5. Health checks should be done at home and the staff will check in the morning, prior to leaving the gym, to see if a child is showing signs of illness.

## **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. For the following reasons: Let us briefly say a bit more:

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](http://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**

- A safe environment to learn
- Recognize the signs and symptoms when a student is at risk
- Working with the Intermediate Units to provide intervention
- Help students work on coping skills and resiliency
- Teachers are encouraged to collaborate with each other prior to the beginning of the school year and throughout the year.

## **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** –

- Provide lesson on covid-19, the precautions and steps to take to prevent the spread of the disease.
  - These include:
    - Frequent hand washing, social distancing
    - Staying within the cohort
    - No exposing others to sickness
    - Coughing in a safe manner
- Activities in which students can use their creativity to display their knowledge of preventative techniques and the need to treat each other as normal

**Red Phase Schedule:** In the event we are forced to do only remote learning.  
Groups/Grade level Time Subject/Activity \*\*Note times are approximate\*\*\*

**Early Childhood: Preschool-K**

8-8:25	Teacher posts assignments/respond to emails
8:25-8:30	Pledge/prayer/b-day
8:30-8:40	Question of day/calendar/weather/chat
8:40-9:25	Lesson/activity teacher led
9:25	Recap with directions/assignments
9:30-10:00	Time allotment for activities/assignments
10:00-10:30	Snack/play/rest
10:30-11:30	Teacher led activity and interactions with students
11:30-12:00	Student tasking with available teacher assistance
12:00-2:00	Lunch/recess/nap (teacher planning)
2:00-3:00	Individual/small group work sessions

**Elementary Grades 1-5**

8-8:25	Teacher posts assignments/respond to emails
8:25-8:30	Pledge/prayer/b-day
8:30-8:40	Morning Routines, check in calendar etc.
8:40-11:00	Teacher directed instruction for ELA/Math
11:00-11:30	Snack/break
11:30-12:30	Science/Social Studies (30 min. each)
12:30-1:30	Lunch/recess
1:30-2:15	Religion
2:15-2:45	Individual student support or small groups
2:45-3:30	Teacher planning

## **Middle School**

### **Grade 6**

8-8:25	Teacher posts assignments/respond to emails
8:25-8:30	Pledge/prayer/b-day
8:30-9:15	Math
9:15-10:00	ELA
10:00-10:45	Religion
10:45-11:15	Snack/break
11:15-12:30	Science
12:30-1:15	Lunch/break
1:15-2:00	Social Studies/Gallagher
2:00-2:45	Individual student support or small groups
2:45-3:30	Teacher planning

### **Grade 7**

8-8:25	Teacher posts assignments/respond to emails
8:25-8:30	Pledge/prayer/b-day
8:30-9:15	Science
9:15-10:00	Social Studies
10:00-10:45	Religion
10:45-11:15	Snack/break
11:15-12:30	ELA/Finnegan
12:30-1:15	Lunch/break
1:15-2:00	Math/Cipriano/O'Connor
2:00-2:45	Individual student support/small groups
2:45-3:30	Teacher planning

**Grade 8**

8-8:25	Teacher posts assignments/respond to emails
8:25-8:30	Pledge/prayer/b-day
8:30-9:15	ELA
9:15-10:00	Social Studies
10:00-10:45	Religion
10:45-11:15	Snack/break
11:15-12:30	Math
12:30-1:15	Lunch/break
1:15-2:00	Individual student support/small groups
2:00-2:45	Science/Gallagher
2:45-3:30	Teacher planning

**Honor's Math**

8:00-8:30	Teacher posts assignments/respond to emails
8:30-9:15	Grade 6
9:15-10:00	Grade 5
10:30-11:00	Grade 4
11:15-12:30	Grade 8
12:30-1:15	Lunch/break
1:15-2:00	Grade 7
2:00-2:45	Teacher planning
2:45-3:30	Individual student support/small groups