



**St. Mary of Mt. Carmel Catholic School**

**School Reopening and  
COVID-19 Preparedness Plan**

**August 22, 2020**



# St. Mary of Mt. Carmel Catholic School

## **School Reopening and COVID-19 Preparedness Plan**

In preparation for the beginning of the 2020-2021 school year, St. Mary of Mt. Carmel School is committed to the health and safety of our students and staff and to providing an exceptional academic learning experience. While there are many unknowns for the coming year and there can be no guarantees, it is our responsibility as staff and families to work together to do all we can to protect the health of one another. Our best opportunity to do this is through following the procedures outlined in this plan.

This plan has been developed using the Diocese of St. Cloud planning document, “COVID-19 Preparedness Guidance: A Path for Students’ Return to School, Fall 2020,” which relied on information provided by the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH).

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*(Must be signed and returned to office before the start of school)*

## **INTRODUCTION**

The 2019-20 school year will be remembered not only for a world pandemic, but also as the year of adaptations. St. Mary’s staff quickly embraced technology as a teaching tool and students and parents adapted to the demands created by doing school and work from home. While we can be proud of what we were able to accomplish together, it became evident that distance learning was far from ideal for elementary-age students and their families.

Amidst all the changes and missed opportunities of the spring of 2020, the absence of the face-to-face relationships that are at the heart of a Catholic School – relationships between classmates, teachers, families, and a shared focus on growing as followers of Jesus Christ – was one of the most difficult losses to overcome. To learn, play and pray together is what makes us community and supports our full human development. The good news is that, while there will be challenges to the new year, we are confident that we can come together again as a community in a safe way.

Our Covid Preparedness Plan was developed after participating in numerous diocesan principals’ meetings where we reviewed guidance provided by the Minnesota Department of Health (MDH), the Center for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the Diocese of St. Cloud document, “COVID-19 Preparedness Guidance: A Path for Students’ Return to School, Fall 2020”. The new procedures and safety measures suggested in these documents provided the framework for a new culture of health and safety as we return to the classroom. Through a shared commitment to all safety measures – home health checks before school, hand washing and personal hygiene, school sanitizing, social distancing, face coverings, and encouraging classroom cohorts while reducing group interaction – we can effectively reduce the chance of disease spread and protect the health of St. Mary’s staff, students and families. We cannot eliminate all risk, but our collective commitment can significantly reduce our shared risk.

Based on the current Todd County Covid-19 rates, the state reopening guidelines will allow us to begin the school year with in-person learning. In addition, we will be able to continue with all students in the school through the first four levels of the County Covid-19 case rates guidelines (see chart below). We are excited to have our students back in the classroom and, with prayer and diligence, we will work together to diminish the likelihood of COVID exposure.

Peace in Christ+, Linda K. Dinkel

## **Executive Order 20-82; MDH Reopening Guidelines; Implications for St. Mary's School; Point of Contact**

### **Instructional Scenarios**

Based on the July 30<sup>th</sup> executive order of Governor Walz, all schools in the state will be using the weekly reports from MDH on the 14-day COVID-19 case rate in their county to help inform their instructional policies. These statistics will be invaluable in recognizing up-to-date transmission rates in Todd County that will help guide our decisions as a school community. The three instructional options that could happen during the coming school year include:

**Scenario 1: In-person learning for all students.** Schools will create as much space between students and teachers as possible, but are not strictly held to the 6 feet of social distance during primary instructional time in the classroom.

**Scenario 2: Hybrid model with strict social distancing and capacity limits:** Schools must limit the overall number of people in school and on buses to 50% maximum occupancy and social distancing of at least 6 feet between people. St. Mary's School meets this model with everyone in attendance. However, transportation provided by the district will become more limited under the hybrid model, and parents may have to provide their own transportation to and from school.

**Scenario 3: Distance learning only:** If COVID infections worsen in Todd County to 50 or more cases per 10,000 people, all students may be required to distance learn. Distance learning only may also be implemented if local, regional or statewide COVID rates rise significantly, or if a cluster of cases appear in our school.

### **MDH COVID 19 County Case Rate Guidelines**

The following is taken from the MDH document "Data for K-12 Schools: 14-day COVID-19 Case Rate by County":

This document includes data that can be used by schools in making decisions about their safe learning model. It shows the number of cases by county of residence in Minnesota over 14 days, per 10,000 people by the date of specimen collection:

#### **Recommended policy options based on 14-day case rate range**

(Taken from MDH: <https://www.health.state.mn.us/diseases/coronavirus/stats/wscool.pdf>)

<b>Policy Option Range</b>	<b>Range (14-day case rate per 10,000 people)</b>
1. In-person learning for all students	0 to less than 10
2. Elementary in-person; Middle/High School Hybrid	10 to less than 20
3. Both Hybrid	20 to less than 30
4. Elementary Hybrid; Middle/High School Distance Learn	30 to less than 50
5. Both Distance Learn	50 or more

### **Implications for St. Mary's Instructional Plans**

Due to our class sizes and by moving one or two classes to larger spaces, if a Hybrid model is called for, St. Mary's will still be able to keep all students in the classroom and will not need to distance learn any students in this model. This means that plans to distance learn will likely only be implemented in one of the following situations:

- 1) Todd County 14-day COVID-19 cases surpasses 50 cases per 10,000 people, or
- 2) A cluster of cases occur within a St. Mary's classroom or the school, or
- 3) An individual student needs to distance learn because they or a member of their family has received a positive COVID test.
- 4) The governor mandates distance learning.

### **Designated COVID-19 Point of Contact**

Linda Dinkel, Administrator, will be the point of contact in all matters relating to COVID-19. She is responsible for developing COVID preparedness plans and protocols, communication to all stakeholders, training in preventive measures and new procedures, and any other necessary communication and reporting. Jennifer Houdek will assist at times and may be called with initial concerns or questions which will be referred to Mrs. Dinkel.

### **SECTION ONE: Operational Practices**

#### **1. Training in Reopening Plan, Communication & Adaptability**

The preparedness plan will be reviewed and adjusted to as needed to meet the best interest of students, families and staff. Reviews will take place as directed by Diocesan, local, and state leaders related to COVID-19. Changes to the plan will be shared with staff, parents, board members, students and the St. Cloud Diocese.

TASK	STAFF & SUBSTITUTES	PARENTS	STUDENTS	VOLUNTEERS	COMMUNITY
Communicating, training, implementing and maintaining all new procedures related to COVID prevention.	Administrator will explain procedures related to COVID prevention and train staff in all new protocols before the opening of school. Train substitutes as needed.	Administrator will communicate plan for reopening school including actions and responsibilities of staff to carry out new protocols for risk mitigation, and parent and student responsibilities for the protection of students and staff.	Classroom teachers will train and reinforce new procedures: hand washing and hygiene, sanitizing, face coverings, social distancing, and any new procedures the students are involved in.	Administrator will train in new procedures of hand washing, face coverings, sanitizing, and social distancing. Volunteers will be assigned to only one cohort and area per day.	Administrator will share pertinent information with pastor, school council, trustees, and parish council of steps taken for school reopening.

#### **2. Family, Student, and Staff Home Health Screening**

The first, most important step in student and staff health begins at home. In the past, parents have often sent students to school even though they have a fever. For the prevention of disease spread, this cannot be allowed. **Before the beginning of the school year, parents and staff will be required to sign an agreement\* indicating that they will comply with the following procedures:**

\*See Page 21 to sign and then turn in Agreement to school office.

All families and staff will be required to perform a health assessment **every morning** before coming to school. If any COVID symptoms are present (see below) you are required to keep you child home, or as staff, stay home, and contact your health care professional. (See page 19 for Decision Tree for People with Illness).

- A fever of 100.4 or higher within the last 72 hours (3 days)
- A cough or sore throat
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- New loss of sense of taste or smell
- Have had direct household contact with someone experiencing these undiagnosed symptoms
- Diarrhea and/or vomiting in the last 24 hours

### 3. On-Site Health Screening for Symptom Development

It is possible that symptoms could develop in students or staff after arriving at school, or a family could become aware of exposure to someone with COVID symptoms. It is also possible that an individual was given fever-reducing medicine before coming to school. For these reasons, **every student and staff member will have a temperature check between 10:30 and 1:00 each day.**

- A. Individuals who develop any of the listed symptoms while on site will immediately go to the nurse's office and remain until transportation home has been arranged. Their health care provider should be contacted for testing and diagnosis.
- B. If the individual is unable to be picked up right away, they will remain in isolation, attended by one adult staff member until transportation is available.
- C. Ms. Jennifer Houdek will be the point person in charge of contact, response and follow through with parents, and, if there is a concern of possible COVID illness, with local health authorities.
- D. Staff and families should contact Ms. Jenn if they, their student, or a family member has COVID symptoms, has received a positive result on a COVID test, or has had close contact/exposure to someone with COVID-19 over the past 14 days. All information provided is confidential under HIPAA privacy laws.

### 4. Family Quarantine Situations and Returning to School after an Illness

There are three possible quarantine situations: (For distance learning provisions for quarantined students and families, see Section Six.)

- A. Positive COVID Diagnosis: If a student or a member of the same household has received two positive COVID diagnosis, the student may return to the school after all of the following indicators are met:
  - a) Remain at home for at least 10 days after symptoms first appeared, AND
  - b) Fever-free for at least 72 hours without the use of fever-reducing medicine, AND
  - c) Other symptoms have improved, AND
  - d) You have received two negative tests in a row, 24 hours apart (or as indicated in writing by your physician).  
(Household members must also stay home for 14 days).
- B. Undiagnosed Illness: If you or someone in your household is having any respiratory symptoms (cough OR sore throat OR difficulty breathing) and no test is taken for diagnosis, you may return to school after all of the following indicators are met:
  - a) You are fever-free for at least 72 hours without using fever-reducing medicine, AND

- b) Other symptoms have improved, AND
- c) At least 10 days have passed since your symptoms first appeared.  
(Household members must also stay home for 14 days).
- C. Close Contact with a person with COVID-19: Anyone who has close contact with someone diagnosed with COVID-19 should quarantine for 14 days after exposure, based on the typical length of time it takes to develop the illness.
- D. Teacher and Staff Illness:
  - a) Quarantine for 10 days
  - b) If the teacher is not ill but is quarantined, they will teach their classroom from home through distance learning with staff support on site in the classroom.
  - c) If the teacher is not well, a substitute teacher will be found.

NOTE: If a student or staff member has a confirmed case of COVID-19, the parents and staff of the affected class(es) will be made aware of the diagnosis.

## 5. Family & Staff Travel Guidelines

- A. Families and students who travel internationally will be required to self-quarantine for 14 days upon return. Students will follow Alternative Instruction Procedures in order to complete their school work.
- B. Families and students traveling between states will need to pass the normal screening assessments in order to return to class.

## 6. On-Site Health Screening for Visitors

Given the current need to mitigate exposure, visitors inside the building are discouraged where possible. (For more information on parental access to the building during morning drop off and afternoon pick up, see Section 4, page section, page 10). People needing to enter the building are required to utilize the COVID Self-Assessment Symptoms Checklist and must report to the school office upon admittance to the building.

- COVID Symptoms Checklist will be posted at all entrances and in the office.
- If any symptoms are present, the visitor will not be permitted to enter.
- Visitors must report to the office upon admittance to the building to verify or complete an assessment.

## 7. Communication and Signage of Health and Safety Protocols

St. Mary's will communicate all health and safety protocols that are implemented for the safe return of students and staff.

- The School Re-Opening and Preparedness Plan will be reviewed by Diocesan officials, staff, and the school council.
- The Plan will be shared with families and staff members.
- Clear instructions and/or school signage will be posted in the school where appropriate, as well as on the website, SchoolSpeak and social media.

Signage includes:

- School entrance protocols for students and staff
- Visitor protocols for entering the building
- Health check list before entering
- Hand washing protocols

- Social distancing protocols
- Face covering protocols

## **8. Attendance**

Students: St. Mary's School will adhere to the regulations of the State of Minnesota concerning school attendance. The regulations are published in the parent handbook. Based on the attendance requirements for the handling of suspected or confirmed cases of COVID-19, St. Mary's will extend the number of days a child can be absent from school.

Staff: The staff policy relating to COVID-19 will be in the staff handbook.

## **9. Transportation**

St. Mary's will be in continued consultation with LPGE School District on their educational model and its implications for student transportation. At present, it is probable that busing will only be available for St. Mary's students when public school students are attending school in person. Implications for St. Mary's families include the possibility that we if we are in an in-person learning mode and LPGE is in hybrid or distance learning mode, there could be days of the week, or periods of time when busing is not available to our students. Families will be surveyed on the ability to transport children to and from school and St. Mary's will work with individual families to develop a plan for transportation.

## **10. Preparedness for Distance Learning**

### **See Section "Curriculum and Instruction" Action Plan for distant learning plan.**

The local point of contact for COVID-19 County Infection Rates is Katheryn Mackedanz from Todd County Public Health. The administration will be notified if there is an increase in cases that could lead to temporary distance learning. The administrator will communicate with staff and families the possibility of moving to distance learning. A minimum of 24 hours of advance notice will be given to families and staff when moving to distance learning.

## **11. Assessment of Plan Compliance and Effectiveness**

The preparedness plan will be assessed and revised based on recommendations and/or requirements from the Diocese of St. Cloud, Todd County Public Health, CDC, MDH, and MDE. The plan effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and the Todd County infection rate. The administrator will assess compliance and effectiveness on a continual basis through observations and review with staff, with retraining, clarification, and/or modifications where needed.

## **SECTION 2: Health and Well-Being**

### **1. Cleanliness and Disinfecting Processes**

- a) The custodian and staff will establish a schedule for routine cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day.
- b) Appropriate PPE will be provided to staff responsible for disinfecting assigned locations.
- c) The administrator will work with custodial staff to ensure they have appropriate tools and supplies for cleaning and disinfecting.
- d) Appropriate cleaning times will be established to avoid cleaning products near children and ensure there is adequate ventilation during cleaning.

- e) Each classroom will be supplied with adequate cleaning and disinfectant equipment allowing for time to clean and disinfect as needed.
- f) Staff will teach and model correct handwashing procedures and build routines of hand hygiene into the daily schedule.
- g) Staff will reinforce the need for handwashing, train and re-train as needed.
- h) Cohort groups are established for recess and time on the playground to limit combining students that are not typically combined at these settings.

Scheduled, routine cleaning/disinfecting of high-touch surfaces will be implemented and carried out by custodial and other staff as appropriate. In addition, each classroom will have cleaning supplies available. Staff will be trained in effective sanitizing procedures. Surfaces and objects to clean include:

- Door handles
- Light switches
- Stair banisters
- Bathroom fixtures and stall doors
- Water Bottle fill stations
- Shared countertops/tables
- Shared seat backs
- Any shared toys or classroom objects

## 2. Hand Hygiene

All students, staff and visitors will sanitize their hands utilizing hand sanitizer stations where available, their own personal alcohol-based hand sanitizer, or washing with soap and water for at least 20 seconds, using the bathrooms on the lower level or the hand washing stations available on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Our primary efforts are aimed at protecting and isolating as much as possible the environment within individual classrooms and work areas. The following situations require hand washing/sanitizing:

### Handwashing/Hand Sanitizing Situations

<p><b>Entering the School from Outside</b> Upon entering/re-entering the school all students, staff, visitors and volunteers must wash or sanitize hands</p>	<p>-at the beginning of the school day and before entering your classroom or work area -any time during the day when you have been outside the school and before returning to your room (after recess, lunch Mass, appointments, etc.)</p>
<p><b>Re-entering Classroom or Work Area</b></p>	<p>-after using the bathroom. -after being in the hallway for any reason</p>
<p><b>Entering Shared Spaces</b> library, playground, cafeteria, church, church basement</p>	<p>-due to the shared nature of these spaces, we will use every measure to reduce the possibility of germ spread before entering these space, and then again before re-entering the classroom.</p>

## 3. Face Coverings

Executive Order #20-81 mandates the wearing of face coverings for K-12 grade to protect other people in case an individual does not know they are infected. St. Mary's School must abide by this mandate. They are to be worn by all staff and K-6 students when in a school

building or another campus building for school use, and when using school transportation. People who have trouble breathing or cannot tolerate a face covering due to developmental, medical or behavioral health reasons are exempt from wearing face coverings. Preschool students are not required to wear face coverings.

- A. Allowed face coverings include: paper or cloth disposable masks; scarf; neck gaiter, face shields under certain circumstances
- B. Families will be required to provide face coverings for their children to wear at school every day. We encourage face coverings that can be pulled up and down from the neck easily because they won't easily be misplaced. The school will have a limited supply of disposable and washable face masks if masks are lost or forgotten.
- C. Staff will follow the same face covering guidelines as k-6. Under the provision of the MDH mask guidelines, teachers are permitted to wear a face shield without a mask when speaking at length to students in the instructional setting. Extra social distancing should be observed.

#### 4. Social Distancing in Classrooms and Shared Spaces

- a) Hallways will be marked with tape at 6 ft intervals to visually indicate an appropriate social distance in this shared space.
- b) Classrooms: All classrooms (except kindergarten/preschool) have individual student desks spaced 6 feet apart where possible and facing in the same direction.
- c) Supplies: Classroom student supplies will not be shared.
- d) Physical Education: Guidelines for appropriate spacing for physical education are being researched and developed.

#### Face Coverings and Social Distancing Situations and Responses in Classrooms & Shared Spaces

LOCATION	SOCIAL DISTANCE MEASURES	FACE COVERINGS 6 Years and up
Entrance to School, Hallways & Stairs	-All student and staff movement will keep to the far right in the direction they are moving in hallways or stairways -Markings will be placed in hallways and stairs as visual cues to maintain 6 foot spacing -Upper floor will always use the south stairs to access all floors -Lower floor will always use the north stairs to access the lower floor bathrooms or library, use south stairs to go outside.	Yes
Coat Closets	-Lockers and Cubbies will be coded by teachers in groupings 6 feet apart; teachers will release students by those groupings to retrieve items.	Yes
Classrooms	-Desks placed 3 to 6 feet apart facing the same direction -If tables are used on occasion, plastic dividers are provided and/or increased sanitizing protocols	STUDENTS: Yes  TEACHER: Yes, will wear face coverings except: -when presenting to the class with at least 6 ft. spacing and a face shield -when alone in the room
Bathrooms	-Only 3 students may use the stalls/urinals at a time, and only two using the outside sinks at a time.	Yes

Lunchroom	Unknown at this time	Yes
Entrances	-Maintain 6 feet distance with markings on the floor	Yes
Offices	-Maintain 6 feet distance with markings or chair settings for appropriate distancing when more than one person	No if alone Yes if more than one
Specialists: Title One, Speech Therapy, Tutoring	-Title 1: plexiglass partitions will be provided with routine sanitizing -Speech Therapy and Tutoring: plexiglass partitions will be provided with routine sanitizing	<u>Title 1 STUDENTS &amp; TEACHER</u> : Yes, <u>Speech Therapy and Tutor STUDENTS/TEACHERS</u> : Yes, or with face shield when masking inhibits teaching and learning
Recess	Classes will remain in cohorts during outdoor recess	No
Mass	Cohorts of students with teachers will attend Mass on Wednesdays, Thursdays and Fridays, distanced as required by church guidelines	Yes
Dismissal	1 <sup>st</sup> Bell: All Busers dismissed, pick up younger siblings if needed, exit through library door to load bus. 2 <sup>nd</sup> Bell: All other siblings pairs dismissed to exit north or south door as per family plan 3 <sup>rd</sup> Bell: Remaining students dismissed to exit north or south door as per family plan including those attending after school care in the library.	Yes
After School Care	-Outside when possible -Library if 1 to 6 students -Parish Hall if over 6 students	No outside Yes inside

## 5. Drinking Fountains and Water Bottle Fill Stations

Two water fountains have been replaced with Water Bottle Fill Stations. Drinking from fountains will be inactivated and only using the fill stations will be allowed.

## 6. Protecting Vulnerable Populations

Families and staff members should notify the administrator if they are at high risk for complications from contracting COVID-19. The administrator will work with the family or staff member to make arrangements for alternative learning or work assignments.

## SECTION 3: Curriculum and Instruction

### 1. Curriculum Planning

The fourth quarter of the 2019-2020 school year was as challenging as St. Mary's staff could imagine any school year could be, yet as a result of that challenge, the staff grew in ways that were unexpected and exciting. Teacher surveys at the end of the year revealed a new confidence in the use of technology and an increased focus on the essentials of teaching and learning. We learned what methods of instruction were most effective for distance learning, and what in-classroom strategies did not translate well in those circumstances. In addition, parent surveys indicated a high approval rate of teacher efforts, but a general dissatisfaction with the limitations and demands of distance learning for the family.

These survey results were reviewed at end-of-the-year workshops, and will form the basis for August workshops as we review teaching strategies for both in-person and distance learning, investigate new ways of combining teacher-directed and student-directed learning as well as a variety of ways of assessing student learning in the different learning models that might occur

this year. Teachers will also participate in virtual training on Design Thinking provided by Resource Training and Solutions which will inform and direct our curriculum, teaching, student learning and assessment improvements throughout the year.

Additional areas for professional development include:

- a) New health and COVID prevention protocols and expectations.
- b) School guidelines for moving between the different learning modes, and effective teaching and assessment techniques and strategies.
- c) Technology tools for distance learning and their application in the K-6 classroom during in-person learning, incorporating chrome books and chrome tablets in the classroom to build familiarity and student competency in the advent of distance learning.
- d) Methods for enhancing teacher-student-family communication, improving student accountability, especially during distance learning,

## **2. Assessment**

Reopening plans include Dibels testing at Fall Family Meetings to identify student learning gaps, as well as Benchmarks for all students in September. Teachers will use more formative assessments early in the year to identify learning gaps and work as a class, with para-professionals, and Title I teacher to reteach where needed to support students.

## **3. Attendance, Grading, Feedback and Reporting**

During distance learning last spring, attendance and communication became an issue for some students and their families. St. Mary's will work hard to establish good communication with families while students are in the classroom in order to facilitate better communication in the advent of distance learning, which in turn will improve attendance. Teachers will take daily attendance in all learning scenarios and the school will follow the policy book attendance guidelines. Grading will remain the same as in normal, in-class situations with the exception of eliminating grading for art, music and physical education. Student progress and/or grades will be posted in SchoolSpeak regularly.

## **4. Supporting Unique Academic, Social, and Emotional Needs**

The administrator and teachers consult with LPGE School District to provide services for students with IEP's. The Title I teacher will deliver services on-site when learning is in-person. If distance learning occurs, Title works with the classroom teacher to provide services when possible. We will be investigating the possibility of the Title I teacher having one-on-one contact with students in distance learning mode.

Social emotional learning (SEL) strategies, along with faith-based support strategies, will be implemented in the classroom to support students.

## **5. Addressing Students and Families on Distance Learning**

Based on our review of teacher and parent surveys from last spring, personal experience, growth and limitations, the staff will develop and finalize procedures and concepts to improve delivery of distance learning. Initial areas of consideration:

- a) In-person learning and training of students in use of technology, communication formats and impressing expectations for success to be better prepared for distance learning.
- b) Enhanced family communication.

- c) Family guidance for all learning modes.
- d) Assessing student and family technology needs.
- e) Development of daily and weekly schedules to promote school and home routines.
- f) Review of Technology Policy.

## **6. Administrative Considerations**

It is impossible to plan for all occurrences, but one can plan to be aware. It will be very important for Administration to be attuned to perceptions, realities, potentials and pitfalls that appear throughout the year. Some areas that require focus include:

- a) Adjustment in staff assignments.
- b) Adjustment in health and safety protocols and awareness of compliance issues and retraining if needed.
- c) Delivering, adjusting and adapting teaching and learning to various modes of learning, and assessing their effectiveness and guiding adjustments.
- d) Awareness of staff needs for emotional and professional support and collaborative experiences.
- e) Communication to all stakeholders of any changes to the COVID Plan or significant developments not previously anticipated.

## **SECTION 4: Creating and Maintaining Community**

### **1. Community Centered on Christ**

Relationships with each other and with Jesus Christ are at the core of Catholic education. New measures to fight the spread of COVID-19 present challenges that only increase the need to build and maintain community, cultivate relationships and foster communication. Teaching and sharing our faith, and praying and experiencing the Mass will be vital to sustaining the unity and community of our staff, student and families. St. Mary's staff will work to develop new ways of supporting these efforts in light of the changes we must implement this year, and administration will work with the pastor to ensure opportunities for sharing and building community centered on Christ.

### **2. Fall Family Meetings**

In order to maintain social distancing, St. Mary's will replace the previous open house format with individual family meetings scheduled over a two-day period. Parents and students will sign up for half hour time slots with their student's teacher in their classroom. While students remain with in their classroom for one-on-one with their teachers, parents will attend a short powerpoint presentation in the church basement and fill out and hand in necessary paperwork. Social distancing and sanitation guidelines will be followed.

### **3. Review of Past Events, Gatherings and Celebrations**

Teachers and staff will review all events from past years to explore new ways of living out our faith, coming together as community, and raising funds for the school. Ideas will be proposed to the School Council, pastor, and stakeholders for input and guidance.

### **4. Communicating with Parents**

St. Mary's School reopening plan will be communicated to all families enrolled in the school,

posted on SchoolSpeak, the school website, and on social media. Individual family conferences are scheduled to occur before school opens to answer questions about the plan and provide clarification if needed.

## 5. Changes in the Plan and its Procedures

Any changes in protocols will be communicated to parents through emails, SchoolSpeak, school website and social media. Students will receive training in the new procedures.

## **SECTION 5: Summary of New or Revised School Routines & Procedures**

### 1. School Mass

Tentatively, Mass schedule for students will be as follows: (Students will continue to minister at a minimum of one Mass every six weeks.)

3 + 4 (32)	Wednesday Mass: 8:30
K + 2 (36)	Thursday Mass: 8:30
5 + 6 + 1 (38)	Friday Mass: 8:30

### 2. Drop off and Pick up Changes

In order to reduce the congestion of parents and students at the school entrances at the beginning and end of the day, several changes have been made to the morning and afternoon routines. In general, parents will not be allowed into the building at the beginning or end of the day to drop off or pick up their students. Also, because of the expected increase in children walking to parked cars, **the parking lot will be closed off to all school traffic in the morning and afternoon and a new drop off/pick up zone will be arranged on Todd Street.**

### DROP OFF & PICK UP PROCEDURES

- A. Parents can park at the north entrance and drop off or pick up their students. PLEASE DO NOT PARK ACROSS THE STREET FROM THE SCHOOL unless you will walk your child to the school doors.
- B. Todd Street will be closed to north traffic from 7:45 to 8:15 and from 2:45 to 3:15 every school day, creating a one-way south lane.
- C. Buses will park at the south end of Todd Street to drop off or pick up students (schedules are still being reviewed before reopening).
- D. A parent parking area and student walking path will be marked along the curb of Todd Street for drop off and pick up.

### 3. Dismissal at the End of the Day

- A. 1<sup>st</sup> Bell: Busers will be released at 2:50, with older siblings immediately picking up their younger siblings. They will exit out the library door and walk to the bus.
- B. 2<sup>nd</sup> Bell: Older siblings who do not ride the bus will be released at 2:55 to pick up their younger siblings and go to the north or south door as per their family plans.
- C. 3<sup>rd</sup> Bell: All other students will be released at 3:00 and go to the north or south door as per their family routine and After School Care will go to the library.

#### 4. Lunch and Recess Schedules

In keeping with the need to social distancing, we will not be able to have all students in the church cafeteria at the same time. We are still awaiting final decisions from LPGE schools on what types of meals--hot or cold lunch--they will be supplying to St. Mary's. Either way, there will be an alternating shift of recess and lunch in order to reduce the number of students on the playground. We may be eating all cold meals in the classroom, or we could arrange for two hot lunch shifts in the cafeteria and two recess shifts with up to 55 students in the lunchroom or on the playground in the following schedule:

11:30 - 12:00	K + 1 + 5 + 6	(52)	Recess
12:00 - 12:30	2 + 3 + 4	(46)	Lunch (alternating in class)
12:00 - 12:30	K + 1 + 5 + 6		Lunch (alternating in class)
12:30 - 1:30	2 + 3 + 4		Recess

#### 5. Hallways and Bathrooms

In order to reduce congestion in the hallways, doorways and bathrooms, we will release one class at a time to go from the school to recess or lunch, and from recess to lunch and back to the classroom.

#### 6. Shared Spaces for Music and Physical Education

- A. Music: In order to comply with guidance that suggests eliminating singing to mitigate the chance of COVID spread, Music Theory and Appreciation will be the focus of our music curriculum this year, held in individual classrooms.
- B. Physical Education: We are seeking clearer guidelines on physical education at this time. Current possibilities include as much outdoor class as possible, in-classroom activities, health, and increasing the usable space in the church basement if the lunch room is not being used.

#### 7. Sanitizing Practices

The following guidelines are under development (see chart below):

- The custodian in cooperation with teaching and staff will create a written schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for COVID-19 and train any possible replacements in these protocols.
- PPE will be provided for staff responsible for disinfecting.
- The administrator will work with custodial staff to ensure they have the supplies needed to carry out sanitizing protocols.
- Each classroom will be supplied with cleaning and disinfectant equipment to clean and disinfect between uses.
- Teachers will establish routines of hand hygiene into their class daily schedule and teach and reinforce handwashing with soap and water for 20 minutes.

<b>SPACE</b>	<b>FREQUENCY OF DISINFECTING</b>	<b>PERSON RESPONSIBLE</b>
Classrooms/Office	Multiple times per day	Staff, Custodian, Student
Bathrooms	Multiple times per day	Custodian
Hallways	Multiple times per day	Custodian
Water Fill Stations	Multiple times per day	Custodian
Door Handles & Light Switches	Multiple times per day	Custodian
Lunchroom	After each cohort	Supervisor
Phy Ed Equipment	After each cohort	Teacher

## 8. Food and Drink

- A. Water: St. Mary's is replacing two of its water fountains with water bottle fill stations. Students will not be allowed to drink directly from the fountain, so all students will need an individual water bottle.
- B. Food for classroom snacks can be provided for the whole group by the teachers, or brought by an individual and only consumed by them.

## 9. Summary of Shared Spaces Procedural Guidelines

<b>Area of Focus</b>	<b>Procedure</b>
Morning Drop Off	Early arrivals (7:30 to 7:45) enter through library door. After that, both north and south entrances may be used. Signage reminders to students to wash hands before proceeding to their classrooms and 6 ft spacing

<b>Area of Focus</b>	<b>Procedure</b>
Bathrooms	<ol style="list-style-type: none"> <li>1. As a group, only one class may use the bathroom at a time.</li> <li>2. Five students in the bathroom at a time (3 stalls, 2 sinks)</li> <li>3. Only one student from an individual class can be dismissed to use the bathroom at a time.</li> </ol>

<b>Area of Focus</b>	<b>Procedure</b>
Lunch/Recess	Dismissal to lunch and recess will be staggered to allow for social distancing in the hallway and entering lunch. <ol style="list-style-type: none"> <li>1. Wash hands before lunch.</li> <li>2. Lunch Location: To Be Determined.</li> <li>3. Wash hands before returning to classroom.</li> </ol>

<b>Area of Focus</b>	<b>Procedure</b>
Afternoon Dismissal and Pick-up	Three bells will be used for afternoon dismissal <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Bell @ 2:50: Bussers are released and exit building through the library door.</li> <li>2. 2<sup>nd</sup> Bell @ 2:55: Siblings sets are released and exit building and based on family plan.</li> <li>3. 3<sup>rd</sup> Bell @ 3:00: Remaining students are released and exit building based on family plan.</li> </ol>

**SECTION SIX: Quarantine and Isolation Guidelines; Resuming School Work****1. Students and staff will follow CDC guidelines for quarantine and isolation situations.**

If a student or staff exhibits COVID symptoms or has received positive results from a COVID test they are required to stay home as per CDC guidelines (see below) and may return to school after ten days have passed since 1) their positive test results or 2) their symptoms first appeared. (See page 19 for Decision Tree for People with Illness).

**2. Resuming School Work for Students and Teachers**

- A. **STUDENTS:** When a student is able to resume doing school work (while still in quarantine after illness passes, or if they exhibit no symptoms in quarantine, or if they are quarantining because a family member is on quarantine), St. Mary's will provide distance learning within two working days of notification of quarantine. Student and family will work together with the school and classroom teacher to create an individual distance learning plan for the time of quarantine.
- B. **TEACHERS:** When a teacher is quarantined for her own illness, COVID diagnosis or not, a substitute teacher will be provided. If a teacher is quarantined without symptoms (because a family member is quarantined or the teacher is asymptomatic), the teacher will resume teaching from her home as soon as possible and a paraprofessional or other St. Mary's staff member will be present to assist and monitor in the classroom.

For CDC COVID-19 quarantine and isolation explanations and guidelines, see page 20.

## St. Mary's School Family and Staff Morning Health Screening

## HOME HEALTH CHECKLIST

Please post this daily health checklist in your home and complete it every morning. If symptoms are evident, STAY HOME and report symptoms to the school.

	Temperature of 100.4 F. or higher
	Loss of taste or smell
	New uncontrolled cough that causes difficulty in breathing (For students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever
	Have had close contact with a person with confirmed COVID-19 (within 6 feet of an infected person for at least 15 minutes)
	Had close contact with a person under quarantine for possible exposure to COVID-19 (within 6 feet of an infected person for at least 15 minutes)

## Decision Tree for People with Illness

Lab Confirmed COVID-19 Test	Symptoms Consistent with COVID-19	Other Diagnosis
Positive test result: Stay home at least 10 days since beginning of symptoms and until no fever for at least 3 days without medication and improvement of other symptoms	Recommended to go take a COVID-19 test and wait for test results (See previous column, Lab Confirmed COVID-19 Test for protocols).	For children and staff with other diagnoses (stomach flu, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition.
Siblings and household members also stay home for 14 days	For symptoms consistent with COVID-19, contact your health care provider for guidance.	Stay home until symptoms have improved. Follow specific return guidance from the health care provider.
Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appear and until no fever for at least 3 days without medication and improvement of other symptoms	Symptoms are: New onset cough or shortness of breath, fever, chills, muscle pain, sore throat, loss of sense of smell or taste, loss of smell and gastrointestinal symptoms of diarrhea, vomiting or nausea	If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.
Siblings and household members also stay home for 14 days		Siblings and household members do not need to stay home.
St. Mary's School will be in contact with Todd County Public Health for guidance		Individual must be 24 hours symptom free without medication or 24 hours after starting antibiotics to return to school.
All families will be notified of lab confirmed COVID-19 in the building		

## COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



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**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



## St. Mary of Mt. Carmel School

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### PREPAREDNESS PLAN VERIFICATION AND HOME HEALTH CHECK AGREEMENT **Sign and return to the school office**

Parents and staff must read and understand the preparedness plan. The plan provides the health and safety protocols that will be implemented by St. Mary of Mt. Carmel Catholic School, along with curriculum and instruction guidelines and creating and maintaining a healthy community. The plan was developed using guidelines from the Diocese of St. Cloud, Minnesota Department of Education, Minnesota Department of Health, and CDC.

Print Name: \_\_\_\_\_

\_\_\_\_\_ I have read and understand the preparedness plan protocols that will be implemented by St. Mary of Mt. Carmel School.

\_\_\_\_\_ I will complete the daily health screening for each child or as a staff member or volunteer.

\_\_\_\_\_ I will notify the school of any illness that prevents my child or myself (staff member) from daily attendance.

\_\_\_\_\_ (Staff member or volunteer only) I have been trained in the preparedness plan protocols.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_