

August 3, 2020

## **Sacred Heart Catholic School COVID-19 Return to School Plan**



These protocols and procedures have been put into place through the guidance of the Diocese of Biloxi protocols, CDC and MS Department of Health recommendations, MDE considerations, diocesan principals' discussions, weekly Zoom meetings with Mayor Barker (attended by leading physicians of our hospitals, emergency management, county supervisors, university representatives and the superintendents of area schools) and from conference calls with physicians on the front lines battling COVID-19. These are set to provide the safest learning environment possible at Sacred Heart Catholic School for our students, faculty and staff during the COVID-19 pandemic. **These plans may be updated depending on direction from Governor Tate Reeves' office, the MS Department of Health, the MS Department of Education and the Catholic Diocese of Biloxi.**

**Let us all remain hopeful, prayerful and be reasonable and prudent in all of our daily interactions. God be with Sacred Heart.**

### **THE FOUR QUESTIONS**

Posters will be visible at every entrance with the following four questions. If answer is yes to any of the questions, entrance to the school will not be allowed.

- Have you had a fever as defined by the Mississippi Department of Health during the past 24 hours?***
- Have you had a new or unexpected cough during the past seven days?***
- Have you been around anyone exhibiting these symptoms within the past 14 days?***
- Are you living with anyone who has been sick or has exhibited symptoms of COVID-19?***

## COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic and is extremely contagious. As a result, in order to resume school activities, social distancing and other essential safety measures at Sacred Heart Catholic School have been established. The school has put in place reasonable preventative measures and standards of behavior to reduce the spread of COVID-19 at school and school activities.

Students and faculty/staff must stay home for any one of the following criteria:

1. Positive test for COVID-19
2. Individual or any member of the household experiencing symptoms of COVID-19 whether they have a positive test or not
3. Known close contact (within the last 14 days) with a person who is lab confirmed to have COVID-19. Close contact is defined as within 6 feet for a period of over 15 minutes.

Student absences for the above reasons will be counted as excused.

If a child develops symptoms or suspected symptoms of COVID-19, the parent/guardian will be contacted by school staff and will make immediate preparations to have child picked up from school. In the event of a medical emergency, school staff may call 9-1-1 and have child transported to a hospital or healthcare facility.

If a staff member or student suspects or knows they had COVID-19, and had symptoms, they may return to school after:

1. 14 days past the onset of symptoms (or test if no symptoms)
2. Symptoms improve, and
3. Fever free for 24 hours without fever reducing medication.

In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three step criteria listed above.

If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or receive two separate confirmation at least 24 hours apart that they are free of COVID via testing at an approved COVID-19 testing location.

For more detailed protocol information, see the **Catholic Diocese of Biloxi Office of Catholic Schools "Protocol for Returning to School" ([www.biloxidiocese.org](http://www.biloxidiocese.org))**.

## Pre-Kindergarten – 6<sup>th</sup> Grade

**Check in Day** On Tuesday, August 4<sup>th</sup>, teachers will send out a videotape to their parents/students to welcome them to their classroom and to the start of another great year at Sacred Heart Catholic School.

### **Arrival and Dismissal**

Students (1<sup>st</sup>-6<sup>th</sup>) must wear masks upon entering the building. Masks for Pre-K and K students are encouraged yet not required and is up to the parents' discretion. (However, masks are required of all attending Mass.) Face shields are not permitted as they are not as snug fitting and not as effective as masks. No parents are allowed in buildings.

**Cafeteria** opens at 7:00 and breakfast will be served. Parents are not allowed in the cafeteria. Students' temperatures are taken upon arrival. Students will maintain proper social distancing. Tables and chairs are sanitized after 7:30 release.

**Walkers** This will not be an option for the Fall term. There is one exception... All Pre-K and K students have the option to use carpool or may walk to the base of the front steps for the FIRST TWO FULL WEEKS (and the first two days of classes) in the mornings only. The four assistant teachers will meet them at the base of the steps, take temperatures and escort them to the classrooms. Families who live in the neighborhood with children walking to and from school should contact the elementary principal.

**Morning Carpool** This is the only means of arrival to school and will begin at 7:15 on Walnut.

Teachers will take students' temperatures upon getting out of vehicles and before parents leave. If temp of 100.4 or higher is detected, the four COVID-19 questions will be asked. If yes to any of the four questions, protocol will be followed. If no, the parent will be reminded that their child must be fever-free for 24 hours without fever reducing medication before returning to school. All students enter the building through the breezeway and go directly into their classrooms using hand sanitizer upon entering.

**Tardies** Staff member will be outside with a thermometer and tardy book. Parents will line up on Southern Avenue in their cars and temperatures will be taken and tardy slips written at that point.

### **Afternoon Dismissal**

**Walkers** This will not be an option for the Fall term. Families who live in the neighborhood with children walking to and from school should contact the elementary principal.

**Carpool** will begin at 2:45. There will be two carpool lines this year using students' last names. Students whose last name begins with A-M will use the carpool line on Walnut Street. Students whose last name begins with N-Z will be picked up in the carpool line on Southern Avenue alongside the black gates out front. Parents will enter this new carline turning from Court Street onto Southern Avenue. Both lines will pull up, load up their children and move off as a group when instructed by the crossing guard to do so. Then the next set of vehicles will be instructed to pull up. We will help students buckle seatbelts as needed. Please be mindful of our neighbors and not block the driveways on Walnut and Court Streets. Families who carpool with another family should communicate with the front office to ensure students report to the correct carline.

**Extended Care** will take place with proper social distancing practiced at all times.

## **School Day**

**Classrooms** All bookshelves and other class furniture have been placed along the walls to maximize space to distance student desks. No area rugs, bean bags or other soft items will be used since these are hard to clean. All students will use hand sanitizer upon entering and exiting the classroom. Student desks are to be situated to allow for maximum social distancing under the physical confines of the classroom. Students may remove their masks while in their desks with social distancing in place. Students will wear masks when out of their seats if they cannot maintain social distancing. Teachers must wear masks when moving around the classroom. Small group instruction may only be done if social distancing may be achieved. All students should have their own materials and all common items and manipulatives will be thoroughly sanitized between uses. All desks must be sanitized upon leaving the classroom. Personal computers may be brought to school.

**Fifth and sixth grade** teachers will move to their classes rather than the students changing classrooms. This will reduce movement within the modular.

**Specials** All specials teachers will have class in the homeroom classrooms with the exception of PE and computer. PE will be held in the gym with no masks since social distancing will be maintained; no contact sports.

**Common Areas** All must wear masks in the common areas (hallways, cafeteria – before and after eating). Social distancing must be practiced whenever possible. The day porter/custodian will sanitize bathrooms on a regular schedule.

**Water Fountains** Water fountains will be disconnected and covered. Students may bring water bottles (with lids) but must be kept at their desks. No glass bottles. Please label the bottle with your child's name in permanent marker. Students may bring extra bottled water for refills.

**Lunch/Cafeteria** Students may bring lunches from home or purchase lunch from the cafeteria.

Cafeteria workers will wear masks while preparing and serving food. Lunch times will be arranged to ensure proper social distancing. Two grade levels will be allowed to share lunch times - one grade level on each side of the cafeteria using their assigned door entry. Movement in the cafeteria will be kept to a minimum. Lunch choices ordered that morning will be placed on the tables for students and seating will be staggered to maintain social distancing. Tables and chairs will be sanitized between classes. Masks will be worn to the cafeteria and upon leaving. Parents may not have lunch with their child at this time. **Microwaves will not be in use for the 2020-2021 school year.**

No classroom **visitors and volunteers** until further notice.

**Recess** will be a 30-minute period by grade level throughout the day in order to maintain proper social distancing to ensure masks will not be required. Common areas (e.g., swings, picnic tables, etc.) will be sanitized between classes. The jungle gym cannot be properly sanitized and will be roped off and unavailable for use. Contact sports will not be permitted.

## **Other Activities**

**Mass** In person Mass attendance by students will be delayed until conditions are suitable. Students will attend Mass virtually in classrooms. When in-person attendance at Mass is suitable, the following protocol will be observed. In order to maintain social distancing, no more than 100 to 150 students will attend Mass on Thursdays. This means students will only physically attend Mass once a month. (Pre-K with 6<sup>th</sup>, K with 5<sup>th</sup>, 1<sup>st</sup> with 4<sup>th</sup> and 2<sup>nd</sup> with 3<sup>rd</sup> - These pairs lessen the total number who will be moving around in the church - e.g., receiving the Blessed Sacrament). All students, including Pre-K and K students, must wear masks in the church. As guidelines lift, we will reassess the number we can safely have attend Mass at one time. Mass will be streamed live to the rest of the students not in attendance. Parents are encouraged to watch online Mass but may not attend in person in order to maintain proper social distancing.

**Dyslexia Services** Karyn Charles will still tutor and test individual students as needed. Social distancing will be followed and the common area and all shared materials and manipulatives will be disinfected between students. **Speech Therapy and ELL** will take place and follow the same safety procedures.

No **field trips** until further notice.

**After School Camps** Social distancing will be maintained and masks worn if students cannot maintain proper distancing. All students must have their own materials or all must be sanitized between students' use. Classrooms and common areas will be sanitized daily.

## **Health and Sanitation**

- All teachers and students will have their temperature taken upon arrival each morning.
- The administration and all custodial staff will be professionally trained by an outside agency on how to properly sanitize the buildings to keep all safe.
- Custodians will follow a schedule to regularly sanitize common areas daily (e.g., railings, door knobs, stairwells, bathrooms, etc.). Teachers will be given alcohol-based spray to sanitize their classrooms during the day.
- Students and teachers will use hand sanitizer when entering and leaving the classrooms.
- Students and teachers will wear masks when proper social distancing cannot be maintained.
- Contracted service delivery personnel must have their temperature checked and wear a mask. They will have limited access to the buildings. This includes all cafeteria deliveries.
- All must wear a mask, have their temperature checked and use hand sanitizer upon entering the front office.

## **Virtual Learning (PreK-6)**

The following plans and procedures have been established to ensure quality, school-to-home learning for Sacred Heart students who choose this option:

- Teachers will utilize Google Suite for Education (1-6) and SeeSaw (PreK & K) to provide a rigorous virtual learning experience with high expectations for students that meet all grade-level standards. Training sessions for all teachers are currently underway.
- Teachers will record classroom lectures and lessons requiring a visual explanation. These recordings will be posted via Google Classroom.
- Ms. Flanagan will be enrolled in each virtual classroom for periodic observations, to provide assistance when needed and ensure guidelines are being followed.
- All Sacred Heart Catholic School and Diocese of Biloxi grading policies and procedures will apply during virtual learning.
- Teachers will publish office hours at the beginning of the term and will be available during those hours to answer any questions or assist students with assignments. Google Meet will be utilized when needed.
- Virtual learning students will follow the school's academic calendar.
- Students must be committed to virtual learning. Attendance will be taken for each class daily.
- Students must have access to a computer and reliable internet access. Students experiencing technology problems should contact teachers as soon as possible.

- Academic dishonesty of any kind will not be tolerated. Students must demonstrate integrity. Cheating, plagiarism, disclosure of assignments to others or unauthorized collaboration with others will result in academic consequences. Assignments and exams are not to be shared publicly, as they remain the property of Sacred Heart Catholic School.
- Students must register for virtual learning each quarter, and a new agreement and consent form must be signed at the beginning of each quarter if School-To-Home Virtual Learning is chosen.
- Full tuition and fees are required for the School-to Home Virtual Education Program in accordance with the financial policies of Sacred Heart Catholic School.
- Students may not participate in non-virtual athletics or extracurricular activities during the time of the School-to-Home Virtual Education Program.

Simultaneous online teaching by faculty via Google Suite for Education and/or SeeSaw will ensure smooth transitions for students requiring quarantine during the school year.

## Arrival & Dismissal

- Pick-up and drop-off routes will remain the same.
- Students must enter the building wearing a mask.
- Students will enter from the parking lot through the center entrance only, where temperature checks will be performed.
- Students will not be allowed to gather in the cafeteria or hallways prior to 8 a.m.
- Students will be dismissed at 3 p.m. using all rear doors.

### Morning Schedule:

7 a.m.-7:45 p.m.	Cafeteria open for breakfast and snack purchases.
7 a.m.-7:30 a.m.	Students arriving during this time will report to the cafeteria and move to first period classrooms at 7:30 a.m.
7:30 a.m.- 8 a.m.	Students will pick up breakfast/snacks and report directly to their first period class. Teachers will be on duty in classrooms.
8 a.m.	All students should be in the first class of the day. Late arrivals must go to the office for temperature check and sign-in.

## School-Day

- All students, teachers and staff will be required to wear a mask throughout the day. Masks must be worn to cover both the nose and mouth and fit snugly to the face with no gaps. Handmade, fabric or gaiter-style masks are acceptable. Face shields will not be allowed. All masks should be free of offensive language and slogans/images. No political or controversial slogans will be allowed.
- Water fountains will not be available for use this year. Each student will be required to bring a filled water bottle to school each day. Please label the bottle clearly with first and last name. Water will be sold at breakfast and lunch if needed, and beverage machines will be located in hallway. The school will have bottled water available for emergencies.
- Locker rooms will not be used. Students will carry books from class to class. Bell schedule changes will alleviate the need to carry a large quantity of books.
- Break time will be taken in classrooms. Snacks should be brought from home or purchased in the cafeteria upon entering school in the morning.

- During class changes students will move from class to class with hands to self and wearing masks, staying to the right side of the hallways to eliminate congestion.
- Cafeteria seating will be marked for social distancing. Seniors will be allowed to pick up lunch from the cafeteria and eat in the library to eliminate crowding during lunch. Doors will be open during lunches for outside dining in the courtyard as weather permits. Students will be encouraged to go outdoors after eating. Microwaves will not be available for use this year.
- Nonessential visitors will be limited and seen by appointment only.
- Only essential vendors will be allowed on campus.
- All visitors must be screened by school personnel in the front office.
- Masks are required in the school office.

### **Other Activities**

- Mass will be livestreamed to classrooms until conditions are suitable for students to gather in the chapel with social distancing in place. Worship aids will not be used. Visitors will not be allowed.
- Field trips are cancelled until further notice.
- Clubs and after school activities will meet as usual, and will be required to follow guidelines set forth for the school day (i.e. temperature screenings, social distancing requirements). Google Meet will be used if needed.
- High school circles have been suspended for this school year. Additional activities and guest speakers will be scheduled periodically for student enrichment.
- High school after school care will be available as usual.
- All athletic activities will follow the guidelines set forth by the Mississippi High School Activities Association.

### **Health and Sanitation**

- Classroom furniture will be limited to allow adequate spacing of desks. Soft furniture will be removed from rooms to ensure adequate disinfection. Student desks will be arranged to face forward.
- Students will use hand sanitizer when arriving and leaving each room.
- Desks will be sanitized by teachers between each class.
- All shared items will be sanitized after each use.
- Group activities will be limited and only possible if students can be spaced adequately.
- Teachers will maintain updated seating charts to allow contact tracing if needed.

- The custodial staff will sanitize common areas and restrooms throughout the day, and clean and sanitize the building at the end of each day.

## **Virtual Learning (7-12)**

The following plans and procedures have been established to ensure quality, school-to-home learning for Sacred Heart students who choose this option:

- Teachers will utilize Google Suite for Education to provide a rigorous virtual learning experience with high expectations for students that meet all grade-level standards. Training sessions for all teachers are currently underway.
- Teachers will record classroom lectures and lessons requiring a visual explanation. These recordings will be posted via Google Classroom.
- Students enrolled in laboratory-based classes will be taught via video and online resources for virtual labs. When possible, lab kits will be provided to virtual learners for at-home completion.
- A department chair (or designee), Mr. Falla and Dr. Yankay will be enrolled in each virtual classroom for periodic observations, to provide assistance when needed and ensure guidelines are being followed.
- All Sacred Heart Catholic School and Diocese of Biloxi grading policies and procedures will apply during virtual learning.
- Teachers will publish office hours in the class syllabus and will be available during those hours to answer any questions or assist students with assignments. Google Meet will be utilized when needed.
- Virtual learning students will follow the school's academic calendar.
- Students must be committed to virtual learning. Attendance will be taken for each class daily.
- Students must have access to a computer and reliable internet access. Students experiencing technology problems should contact teachers as soon as possible.
- Bell ringer assignments and exit slips will be used to monitor student activity during the scheduled class time. Tests will be open in Google during the time that in-school students are taking them. They will be due at the end of class for all students.
- All quarterly, semester and final exams must be taken on the Sacred Heart Catholic School campus. Precautions will be taken to ensure an exam area that is separate from the general student population. The exams will be proctored by Sacred Heart personnel, and the areas will be sanitized thoroughly before and after each use.
- Academic dishonesty of any kind will not be tolerated. Students must demonstrate integrity. Cheating, plagiarism, disclosure of assignments to others or unauthorized collaboration with others will result in academic consequences. Assignments and exams are not to be shared publicly, as they remain the property of Sacred Heart Catholic School.

- Students must register for virtual learning each semester, and a new agreement and consent form must be signed at the beginning of each semester if School-To-Home Virtual Learning is chosen.
- Full tuition and fees are required for the School-to Home Virtual Education Program in accordance with the financial policies of Sacred Heart Catholic School.
- Students may not participate in non-virtual athletics or extracurricular activities during the time of the School-to-Home Virtual Education Program.

Simultaneous online teaching by faculty via Google Suite for Education and/or SeeSaw will ensure smooth transitions for students requiring quarantine during the school year.