

Kearns – St. Ann Catholic School Covid-19 Response Plan 2020 -21

Although we anticipate starting school on August 17, 2020, the final decision to re-open our schools will be made by Bishop Solis in consultation with Mark Longe, Superintendent of Catholic Schools. It should be noted when making a decision to either re-open or close schools, the Bishop will take into consideration the CDC and State/Local Health Department guidelines and restrictions as well as follow any legal orders in place issued by the State of Utah.

The State of Utah has created phased guidelines which are delineated by colors; Red- High Risk, Orange-Moderate Risk, Yellow- Low Risk and Green- New Normal Risk. At the Red and Orange level, schools will experience “soft closures”. At the Yellow and Green levels, school buildings are allowed to be open as long as certain safe-guards are in place.

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Special Considerations:

Short-Term School Facility Closure

- A. Closure ordered by the Health Department
 - 1. Entire School Closure 14 Days
 - 2. Individual Class to Quarantine for 14 Days
 - 3. Individual Students to Quarantine for 14 Days
- B. Parent and Staff Communications

Sports and Activities

- A. Sport Practice Protocols
- B. Student Clubs
- C. Theater and Music
- D. Student Busing/Transportation Protocols

**– Level Red –
High Risk
Soft School
Closure**

A. Delivery of Curriculum/Remote Instruction

- Grade 2nd – 8th will use Class Dojo, Google Classroom, Zoom, packets, and Google Meeting to deliver Blended Instruction.
- Grades PreK – 1st will use Class Dojo, Zoom and packets to deliver instruction.
- All homeroom teachers will have visual contact weekly with all students for instruction purposes.
- Schedules will be developed for virtual times and lessons will also be recorded.
- Modified Grading Scale will be communicated to students and parents.
- Attendance Policy will be communicated to parents.
- If items need to be picked up or dropped off, they will be in the library of the school.
- Principal will provide professional development for teachers.

B. Authorized Personnel In School Facility

- Only the principal, office manager, finance officer and staff, given permission by the principal, will be allowed into the building. Employees in the building will be limited to 10 people

C. Maintenance and Cleaning

- The building will be deep cleaned nightly. Special emphasis will be placed on all contact services
- Only limited areas of the school will be open to traffic.
- Plexiglas shields will be put up in the front office.

D. Fostering Community and Communication

- Teachers may be reached via email. Emails received after 4 pm will be returned the next day.
- The office and the principal can be reached via phone from 8:00 am – 4:00 pm. The office and principal may also be reached via email.
- A weekly email update will be sent to the families by the principal. Updates will include emotional, spiritual and financial resources and support for families.
- Facebook and website pages will be updated with announcements and to demonstrate the work done by students during this time.
- Teachers will email parents and or students when there are concerns.
- Virtual Parent/Teacher Conferences will be scheduled.
- Teachers will send out a weekly schedules by Monday morning for upcoming week's work and schedule.
- The principal will hold virtual weekly faculty meetings.
- The principal will convene virtual tri-monthly Advisory School Board meetings.

	<p>E. Maintaining Catholic Identity</p> <ul style="list-style-type: none">• Religion curriculum will continue to be delivered online.• Prayers will be conducted daily with students.• Virtual Sunday masses for families each week by Father Omar.
	<p>F. Technology needs-Student/School/Faculty</p> <ul style="list-style-type: none">• Chromebooks are available for faculty and students who do not have access to a computer with a camera and sound.• We currently do not have any families that do not have internet access.• If internet access is not available to families in the future, packets and teacher phone calls would occur for those students. The school will also look to assist the family with securing a temporary remote connection.

<p>– Level Orange – Moderate Risk Soft School Closure</p>	<p>A. Delivery of Curriculum/Remote Instruction</p> <ul style="list-style-type: none"> • Same as Level Red
	<p>B. Authorized Personnel In School Facility</p> <ul style="list-style-type: none"> • Only the principal, office manager, finance officer and staff, given permission by the principal, will be allowed into the building. Employees in the building will be limited to 20 people.
	<p>C. Students/Tutoring in the School Facility</p> <ul style="list-style-type: none"> • Individual students/tutoring may be allowed in the school for targeted instruction. • Students who need additional tutoring will be serviced through Zoom or Class Dojo dependent upon grade level.
	<p>D. Maintenance and Cleaning</p> <ul style="list-style-type: none"> • Same as Level Red
	<p>E. Fostering Community and Communication</p> <ul style="list-style-type: none"> • Same as Level Red
	<p>F. Maintaining Catholic Identity</p> <ul style="list-style-type: none"> • Same as Level Red
	<p>G. Technology needs-Student/School/Faculty</p> <ul style="list-style-type: none"> • Same as Level Red

**– Level Yellow
– Low Risk
Schools in
Session**

A. Delivery of Curriculum/Prepare for Simultaneous Instruction

- Teachers will deliver instruction in the school building.
- Essential lessons will also be coordinated with Khan Academy for those students who may be at high risk.
- Traffic pattern and schedule will be in place when students are moving outside the classrooms.
- No shared school supplies.

- **Social Distancing and PPE Protocols***
- Teachers will provide training and guidance to students to ensure protocols are followed.
- Students should be seated as far apart as reasonably possible.
- Students should stay seated unless permitted to move around the room.
- Parents must request access to the building by appointment.
- Volunteers will not be allowed into the school building.
- Signs will be posted to remind everyone of social distancing protocols.
- Signs will be posted to remind students and staff to wash their hands.
- Bathrooms limited to 2 students at a time. Schedules set for classroom bathroom breaks.
- Students are required to bring a water bottle which will go home each day for washing.
- Students will wash hands or use sanitizer when they arrive.
- Masks required of all faculty, staff and students.
- Sanitizer will be located at every classroom entrance, faculty room, bathrooms, offices and common spaces.
- Teacher to administer sanitizer when students enter the building after recess.
- The building will be deep cleaned nightly. Special emphasis will be placed on all contact services

*** This will depend on current Health Department guidelines.**

B. Drop off/Pick up-School Entry Procedures*

- Entrance and exit to the building will be designated based on the time of day. There are five possible entrances or exits from the building.
- Temperature check for all faculty/staff/students/volunteers upon entering the building and the temperature must be under 100.4.
- Alter pick up times by 5 minutes to allow for social distancing
- Directional hallways with signage.

	<ul style="list-style-type: none"> • Halls marked with six foot distancing placards and adult supervision in hallways. • Avoidance of students congregating in halls in groups. • Up and down stairwells designated. • Excess furniture removed from classrooms to accommodate distancing. • Those classrooms with tables will be replaced with desks. • Backpacks will be allowed in the middle school classrooms. <p>* This will depend on current Health Department guidelines.</p>
	<ul style="list-style-type: none"> • School Activities-Mass, Sports, Recess, PE, etc... • PE to be held outside, weather permitting. • PE will have no team contact sports • Recess divided between playground, gym and the fields • Recess allow small groups up to five students non-contact games • Mass will use church COVID protocols • Morning assembly in the auditorium will use the bleachers with appropriate spacing. • Directional hallways with signage.
	<ul style="list-style-type: none"> • Lunch Protocols • Three lunch schedules using the USBE CNP protocol • Directional hallways with signage.
	<p>C. Protocols for Sick Students or Staff</p> <ul style="list-style-type: none"> • Anyone with a temperature 100.4 or greater will be isolated and sent home immediately. • Anyone with a temperature of 100.4 will be required to contact their doctor and determine if they need to be tested for Covid-19. • Anyone testing positive must quarantine for two weeks. • Any family that has been ordered to quarantine by the health department must notify the school. • If a student or staff member test positive for Covid-19, the school will comply with directives from the Health Department.
	<p>D. Return to School After absences due to Covid-19</p> <ul style="list-style-type: none"> • The school will follow the Health Department guidelines for students returning to school. • The school will request a Doctor's note stating that the individual is no longer ill or contagious.
	<p>E. Back up Staffing Plan</p> <ul style="list-style-type: none"> • A list of substitutes will be established. • Substitutes will be trained on schools online learning platform. • Teachers will provide virtual instruction plans for the substitute.

	<p>F. Authorized Personnel In School Facility</p> <ul style="list-style-type: none"> • All faculty/staff and approved guests. • Parent access would be permitted with prior approval.
	<p>Maintenance and Cleaning</p> <ul style="list-style-type: none"> • Bathroom and high contact areas will be cleaned every 2 hours. • Sanitizer at every classroom entrance door, faculty room, bathrooms and school offices. • Teacher to dispenser sanitizer when students enter the building after recess/PE or as needed. • Daily Cleaning of student desks, furniture and equipment. • Ensure adequate ventilation in all areas of the building. • Regularly clean and sterilized HVAC system. • The building will be deep cleaned nightly. Special emphasis will be placed on all contact services
	<p>G. Fostering Community and Communication</p> <ul style="list-style-type: none"> • Teacher regular communication • Principal regular communication • Social media • Back to School Night Virtual Presentation • Small group gatherings for orientation. • Meet the teacher – small group sign-ups for each grade.
	<p>H. Maintaining Catholic Identity</p> <ul style="list-style-type: none"> • Mass as frequently as possible. • For family activities, prayer services, retreats, etc., a schedule will be determined to provide for activities while accommodating social distancing.
	<p>I. Technology needs-Student/School/Faculty</p> <ul style="list-style-type: none"> • Purchase additional chromebooks in order to limit the need to share.

<p>– Level Green – New Normal Risk Schools in Session</p>	<p>A. Delivery of Curriculum/Prepare for Simultaneous Instruction</p> <ul style="list-style-type: none"> • Teachers will deliver instruction in the classroom. • Lessons will also be virtual for those students who may be at high risk.
	<ul style="list-style-type: none"> • Social Distancing and PPE Protocols* • Students should be seated as far apart as reasonably possible. • Limit parent access to the building. • Face covering requested for at risk students, employees, volunteers. • Signage to remind students to wash their hands. • Students are required to bring a water bottle which will go home each day for washing. • Students will wash hands or use sanitizer when they arrive. <p>*This will depend on current Health Department guidelines.</p>
	<p>B. Drop off/Pick up-School Entry Procedures</p> <ul style="list-style-type: none"> • Back to regular procedure • Limit parent access to the building • Pre-K have a separate pick up time • K-5 dismiss 5 minutes before middle school
	<p>C. School Activities-Mass, Sports, Recess, PE. etc.</p> <ul style="list-style-type: none"> • Mass - Numbers as determined by the health department and the Diocese. • Sports- As determined by the Diocese. • Recess – allow use of playground by all classes. • Sanitize hands of students returning from recess. • Recess equipment to be cleaned regularly. • PE – resume team sports. • Maintain hygiene protocol as set by the health department.
	<p>D. Lunch Protocols</p> <ul style="list-style-type: none"> • Stagger schedule more to allow for continued distancing.
	<p>E. Protocols for sick students or staff</p> <ul style="list-style-type: none"> • Same as Level Yellow
	<p>F. Return to School After absences due to Covid- 19</p> <ul style="list-style-type: none"> • Same as Level Yellow
	<p>G. Back up Staffing Plan</p> <ul style="list-style-type: none"> • Determine list of available substitutes
	<p>H. Authorized Personnel In School Facility</p> <ul style="list-style-type: none"> • All faculty/staff/approved volunteers. • Parents come to the front desk area.
	<p>I. Maintenance and Cleaning</p> <ul style="list-style-type: none"> • Same as Level Yellow
	<p>J. Fostering Community and Communication</p> <ul style="list-style-type: none"> • Continue regular communication with principal’s letter, newsletter, social media.

	<ul style="list-style-type: none">• Teacher phone calls/emails.
	K. Maintaining Catholic Identity <ul style="list-style-type: none">• Masses bimonthly• Rosaries• Morning Prayer• Prayer throughout the day
	L. Technology needs-Student/School/Faculty <ul style="list-style-type: none">• Cleaning keyboards between each class

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Special Considerations

Short-Term School Facility Closure	<p>A. Closure ordered by the Health Department</p> <ul style="list-style-type: none"> • Use the protocol for red or orange based upon health department recommendations • Shift curriculum to online delivery.
	<p>B. Parent and Staff Communications</p> <ul style="list-style-type: none"> • Use the protocol for red or orange based upon health department recommendations.
	<p>C. Remote Instruction Protocol</p> <ul style="list-style-type: none"> • Use the protocol for red or orange based upon health department recommendations.
	<p>D. Preparing for Return to School</p> <ul style="list-style-type: none"> • Cleaning protocols in place • Communication to parents and students • Yellow protocols set in place
Sports and Activities	<p>A. Sport Practice Protocols</p> <ul style="list-style-type: none"> • Based upon Diocesan decision and guidelines • If practices occur temperatures will be taken and the focus will be on skills to avoid personal contact. • Limit parent access.
	<p>B. Sport Practice Protocols</p> <ul style="list-style-type: none"> • Based upon diocesan decision and guidelines. • If practices occur, temperatures will be taken and the focus will be on skills to avoid personal contact. • Limit parent access.
	<p>C. Music</p> <ul style="list-style-type: none"> • No shared instruments • Social distancing in place
	<p>D. Student Busing/Transportation Protocols</p> <ul style="list-style-type: none"> • Temperature taken before students board the bus in the morning • Wear face masks • Sanitize bus when it drops off in the morning and again at end of day route • One student per seat, a seat empty behind each student • No field trips until we are at green.