



Seton Primary (Preschool-2)
700 North A Street
Richmond, IN 47374
(765) 962-5010

Seton Intermediate (3-6)
801 West Main Street
Richmond, IN 47374
(765) 962-4877

Seton Junior/Senior High (7-12)
233 South 5th Street
Richmond, IN 47374
(765) 965-6956

SetonSchools.org

July 21, 2020

Dear Parents, Guardians, and Students,

As we prepare for the 2020-2021 academic school year, Seton Catholic Schools has put together a comprehensive plan that we feel will take many precautions to allow us to provide an environment that is safe for all of our Seton Catholic families. As you look through the Re-Opening plan, we want to make sure that everyone understands that this plan is fluid and has the potential to change as we learn new information that relates to Covid-19. The #1 goal is to make sure that safety is at the forefront of our plan. Some main topics that we would like to point out are:

- Seton Catholic Schools will offer two methods of instruction. The options are:
 - In-Class instruction
 - Virtual Instruction
- Masks will be required for all students throughout the school day from the time students are dropped off until the time they are picked up. Evidence has shown that the best way to prevent the spread of Covid-19 is by using masks.
- Physical distancing environments will be created when possible in the classrooms, lunchrooms, and all facilities when possible.
- Additional plans will be released that are specific to each facility. These plans will discuss adjustments in daily schedules, lunch plans, and other items that are specific to each facility.

As we draw closer to the start of school, we strive to provide every opportunity and more that our families are familiar with. Regardless of requirements or protocols, Seton Catholic Schools will continue to provide high quality instruction. We thank all of our families for continuing to choose Seton Catholic Schools. Please do not hesitate to reach out to us if you have any questions or concerns.

Thank you and God Bless,

Fr. Sengole, Mrs. Becker, and Mr. Markward



Seton Primary (Preschool-2)
700 North A Street
Richmond, IN 47374
(765) 962-5010

Seton Intermediate (3-6)
801 West Main Street
Richmond, IN 47374
(765) 962-4877

Seton Junior/Senior High (7-12)
233 South 5th Street
Richmond, IN 47374
(765) 965-6956

SetonSchools.org

ARCHDIOCESE OF INDIANAPOLIS



Seton Catholic Schools
Richmond, Indiana

Covid-19 Health & Safety
School Re-Opening Plan
2020-2021 School Year

Our Mission

Seton Catholic Schools, a pre-kindergarten through grade twelve coeducational ministry of St. Andrew, St. Mary, and Holy Family parishes, provide students of all faiths and beliefs an environment of academic excellence sustained and enriched by the Gospel values of love, faith, justice, and the inherent dignity of each individual. The faculty of Seton Catholic Schools strives to guide all students toward fulfillment of academic, personal, and spiritual potential in a loving and caring atmosphere. Seton Catholic Schools nurture students to be lifelong learners and community leaders by combining rigorous college preparatory course offerings with a rich program of extracurricular activities. Service to the community, as well as the cultivation of individual gifts and talents, is an integral part of learning at all grade levels.

Catholic Schools in the Archdiocese of Indianapolis believe:

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

RE-OPENING PLAN

The Seton Catholic Schools School Re-Opening Plan has been created with the safety of our students, staff, and families as our priority. Our reopening plan relied heavily on information and assistance from our parent surveys, the Wayne County Public Health Department, the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and Center for Disease Control. We are very appreciative of all of the individuals and offices that have given their time and input helping to make this plan.

Something that we must keep in mind is that this plan is very fluid and subject to change, whether more or less restrictive, based on guidance from the above listed groups. As guidance changes, Seton Catholic Schools will make decisions that are in the best interest of all students, staff and families.

At each campus, there will be more descriptive plans and protocols that will be specific to each building based on factors, such as floorplans, space, schedules, etc. These protocols will be communicated from each building to students and families. These protocols are in addition to the Seton Catholic Schools Re-Opening plan.

PRIORITIES

Consensus from the medical professionals is that the number one way to prevent COVID-19 transmission among our school community is to not bring it into school or onto campus. The expectation is for students, teachers and staff members to stay home in the following situations:

- When exhibiting symptoms associated with COVID-19. Every student, teacher and staff member are expected to become familiar with these symptoms and complete a daily self-screening protocol.
- After close contact with persons who have tested positive for COVID-19 or are symptomatic
- After returning from travel to certain locations, as guided by CDC or local public health officials

Communication is will be critical from families during these times. If you have experienced any of the above scenarios, it is the expectation of the parents to contact the school and inform them. When informed, this information will not be shared with others unless necessary for contact tracing.

SCREENING

All students and employees will be required to complete a daily self-screening. The expectation is that students and parent become familiar with symptoms related to Covid-19. Students, with the help of their parents, will be expected to complete a self-screening before leaving home each morning. In addition to home self-screening, we will establish processes for students to receive basic screenings at school by staff when necessary. No touch thermometers and other screening tools will be used for in-school screening when needed.

When a student, teacher or staff member who is already at school reports symptoms of COVID-19, there will be a designated quarantine room and staff member who is trained to respond. A student brought to this location will be screened for symptoms and the school will contact parents. When the parent arrives, the student will be guided to the location of where the parents are at. The school employee will give guidance to the parents/guardians on steps to take with health professionals prior to returning to school.

When a student needs to stay home for COVID-19 related reasons as described above but is feeling well enough to continue to participate in class, Seton Catholic School will provide Virtual instruction (described below), which will allow the student to keep pace with the learning activities and assignments of their classes. Our goal will be for students to remain fully enrolled in all of their classes and keep up with their classwork throughout the time they need to be at home, as long as they are well enough to do so. They will still participate along with their classmates and teachers who are in the building, through the Virtual instruction model. While the student should reach out to his/her teachers with questions related to their coursework, another resource to contact will be Mrs. Cartwright and Mr. Tremain.

NOTE: Historically many of our students have not wanted to miss a day of school for fear of falling behind academically. While we appreciate the focus and priority they place on their education, it is imperative that parents and students use good judgement and stay home when sick, not feeling well, or exhibiting any of the symptoms of Covid-19. A reminder that the school will no longer be recognizing perfect attendance for students.

RETURN TO SCHOOL

Students required to stay home for reasons related to Covid-19, and their families will receive guidance on what they need to do in order to return to school and when. In some cases, this may include a student getting a Covid-19 test and/or seeing a physician. In others, it may include staying home, quarantining and self-monitoring for a defined time period. We will rely upon guidelines and input from Wayne County Public Health Department.

EDUCATION OPTIONS

Seton Catholic Schools will offer two options. Those two options are:

- In-Class Instruction (student is present in the classroom)
 - For In-Class Instruction, students will be required to attend school in person while following all the requirements that are set forth in the re-opening plan. Attendance and assignments will be required.
- Virtual Instruction (student remains at home)
 - For Virtual Instruction, students will be expected to join their classmates via a streaming software. Attendance will be taken, and assignments will be required. This will be a live interactive format that allows the student to interact with the teacher while learning the lesson as if they were seated in the classroom. If a student does not log in and attend, it will be counted as an absence.
 - School policy will be in place for students from each instruction option.

RISK MINIMIZATION

When returning to school, there will be preventative measures put in place to help prevent and minimize the risk of the spread and help with contact tracing, should a case of Covid-19 be diagnosed. Some of these measures might be uncomfortable or inconvenient but the goal is safety for all. If a student or parent is not comfortable with following the requirements, we will welcome conversation with those individuals and families to address their needs if feasible.

Masks

- Masks will be required during the school day, inside and outside of the building. Students will be expected to wear masks between passing periods, during drop off and dismissal, in the lunch line, and when moving throughout the classroom. Students will be allowed to have their mask off when eating lunch.

Seating

- Students will have assigned seating during the school day in all classrooms and during lunch. Seton Catholic Schools will do our best to social distance students when possible.

Lockers

- Lockers will not be used during the 1st semester. We will allow students to use backpacks. When in the classroom, there will be a designated area for students to place their backpacks. This will vary in each classroom based on the layout of each classroom. Teachers and staff will inform students in each classroom. We will re-evaluate this for the 2nd semester and make changes as necessary after consultation with medical professionals.

Sanitizing

- Steps will be taken to sanitize Seton Catholic School facilities and equipment multiple times throughout the day. Each classroom will be sanitized after students leave the classroom. Students may be asked to sanitize their work area before leaving the classroom.
- Hand sanitizer will be placed throughout the building and in classrooms. Students will be required to sanitize their hands when entering and leaving the classrooms and the lunchroom.

Physical Distancing

- Seton Catholic Schools will continue to work to create environments that allow for appropriate physical distancing for students, staff, and teachers while in school and/or on campus. The following specific steps will be implemented to ensure maximum physical distancing for students, teachers and staff:
 - o Classroom spacing and arrangement of desks for maximum distance
 - o Assigned seating in the classroom (best for contact tracing)
 - o Increased presence of teachers and administrators in hallways and areas where students congregate to remind students of distancing guidelines
 - o Adapting group work assignments to be done more electronically than in shared spaces
 - o Adapting activities and locations for courses such as physical education, visual arts, and performing arts, to maximize distance and avoid activities which have shown greater risk of virus transmission
 - o Reducing and eliminating shared classroom materials whenever possible

REQUIREMENTS

As noted in our Reopening Expectations document all students, teachers, staff members and guests will be required to wear a face mask while in the school building and on our campus. Masks may be removed for eating after the person has left the cafeteria serving line and point of payment. Everyone should plan to bring their own masks every day, to keep them clean, and to follow other proper use guidelines throughout the day. Extra masks will be available for those who arrive at school and have forgotten theirs.

Cloth masks or surgical masks are sufficient to meet this requirement, and additional personal protective equipment (PPE) is allowed for any student.

When students, teachers and staff are on campus but outside the building a face mask is required unless a physical distance of six feet from others is maintained.

CLEANING PROCEDURES

Our facilities staff will be implementing regular cleaning and sanitizing procedures throughout the building. These procedures will be more intensive than normal. Additionally, teachers, coaches, moderators, administrators and staff will work in conjunction with the facilities staff to ensure all parts of our building and campus are covered by their cleaning and sanitizing efforts.

PERSONAL HYGIENE

All students, teachers, and staff will be expected to practice consistently the highly publicized hygiene practices shown to reduce the risk of virus transmission. These include:

- Frequent handwashing
- Hand sanitizing – Seton Catholic Schools will provide sanitizing stations throughout the building. Students are encouraged to carry and use their own hand sanitizer throughout the day as well.
- Washing and/or sanitizing of hands will be required of all students, teachers and staff members before and after eating lunch
- Avoiding touching your face
- Students and staff will wear clothing that is properly laundered to school each day.

FOOD SERVICE AND NUTRITION

The current environment creates inherent challenges to producing, serving and consuming food and drinks in a school setting. Changes to these procedures will include the following:

- Water fountains will be accessible for bottle-filling only. Students will continue to be encouraged to bring their own reusable water containers and rely on them throughout the school day.
- Cafeteria service will be adapted to eliminate close proximity in lines. Students are encouraged to not share or trade items during lunch.
- Students will be encouraged to bring their own lunches and to not share items.
- Eating locations will be designated and have the potential to be expanded to designated locations to allow for physical distancing.

DROP-OFF, PICK-UP

Drop-off and pick-up locations and procedures will be similar to years past. The only entrances open to students in the morning will be the entrances that have been used in the past. Those locations are:

- Primary- North doors in parking lot
- Intermediate- South doors located in the middle of the building
- High School- Atrium entrance located on S. 5th St.

When entering the building in the morning, students will not be allowed to congregate at their lockers or in the hallways. They will be expected to move to their first class of the day or to one of the large designated gathering areas (cafeteria, gymnasium, etc.). Students who are waiting for

pickup after school will be asked to wait outside, weather permitting, and with physical distancing.

For students (high school) that choose to go to 5th St Bagels before school will be allowed to do this. When returning to the school, food and/or drinks that are purchased will not be allowed in the building.

ASSEMBLIES, LARGE GATHERINGS AND FIELD TRIPS

All school masses, guest speakers and other types of all school assemblies are a vital part of our educational and faith formation programming. How to incorporate safely these activities and assemblies into our school day is still under discussion. We are committed to having our all school liturgies. We are examining a variety of options and will keep students, parents, faculty and staff updated as decisions are made.

School day field trips will be discontinued until further notice.

VISITORS

Visitors to school will be restricted. Parents dropping off items for their child will be met at entrance and will not be able to enter the building. A school staff member will gather the item from the parent and get it to the student. Any visitor that is allowed into the building will be required to have their temperature taken, wear a mask and will check-in at the main office desk.

POSITIVE TEST

If a student or someone from their household is confirmed positive for COVID-19, we ask that they inform the school immediately.

- Primary- Secretary, Mrs. Kitchin
- Intermediate- Secretary, Mrs. Caskey
- High School- Dean of Students, Trent Tremain

If a teacher, staff member or someone from their household is confirmed positive for COVID-19, we ask that they inform the school immediately.

- Primary and Intermediate- Principal, Kim Becker
- High School- Principal, John Markward

COOPERATION WITH LOCAL HEALTH OFFICIALS

Upon learning of a positive case of COVID-19 in our school community, the school must provide notification to the Wayne County Public Health Department and the Office of Catholic Schools. If the student resides outside Wayne County, we must also notify the county public health department in which the student resides. We will provide this required notification and will remain in communication with these officials about their procedures and guidance as we care for our students and families.

CONTACT TRACING

The current requirement is that local health officials will carry out their own contact tracing procedures. The school will carry out procedures to help with contact tracing. The following

procedures will be followed when a student, teacher, staff member or other person who has been in the building tests positive for COVID-19:

- School staff will conduct a brief interview to help determine close contacts among the school community
- The student or community member's close groupings will be considered, such as classroom seating arrangements, teams, etc.
- Families of students who have been in close contact with the Covid-19 positive individual will be contacted by the school, and asked to self-monitor and follow the guidelines given by the Wayne County Public Health Department. This may include a requirement to stay home from school for a period of time.

HOUSEHOLD MEMBERS

According to the Indiana State Department of Health, "If an individual in one's home has COVID-19 or is quarantined because of COVID-19, those in the household should also stay home for a minimum of two weeks." As stated above, communication with school officials is critical.

COMMUNICATION AND PRIVACY

In the case a member of our school community was to test positive for COVID-19, we will depend on the specifics of the situation to guide what communication is necessary with the broader school community. Privacy considerations and sensitivity, as well as the health and safety of the entire school community, will always be respected. Our communications will follow the directives issued to us by the Wayne County Public Health Department and the Office of Catholic Schools.

SCHOOL CLOSURE

Depending upon the situation, upon learning of positive COVID-19 cases in our school, it may be necessary to temporarily close the school for cleaning. In addition, we will closely monitor community transmission rates and our own school absentee rate. A decision to close the school will be made in consultation with the Wayne County Public Health Department and the Office of Catholic Schools. We will communicate to the school community any time a decision is made to close the school. If this decision is made, we will continue providing a fluid, high quality education through our Virtual Instruction method for all students.