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[SetonSchools.org](http://SetonSchools.org)

## Seton Catholic High School Re-Entry and COVID-19 Plan

As we continue to work together with the Wayne County Health Department, the Archdiocese of Indianapolis, and with guidance from the ISDH and CDC, we know school is a vital part of our Seton Catholic Community. This plan has been developed with two guiding principles. One, implement health and safety protocols to mitigate the risk of COVID-19 to keep our students and families safe; and two, offer a full day education to our students, five days a week.

The goal of our School Re-Entry and COVID-19 Plan is to keep all students in a traditional classroom setting for the remainder of the school year. Mitigating risks by using cautious strategies allows us to prevent students from needing to stay home because they are identified by a contact tracer. This plan will include procedures for three options of learning. We will plan for the flexibility to pivot to any one of the three options of learning depending on the severity of the COVID-19 in our region and the prevalence of cases in our school community. We will rely on guidance from the Indiana Governor's Office, the Indiana Department of Education, the Wayne County Public Health Department, the Archdiocese of Indianapolis, and the Seton Catholic Schools Commission in making decisions to pivot between modes of learning.

Our plan is to offer three options to families starting September 14th, 2020. One of the options is a new plan based on parent requests. This new option is explained in Option 2 (Please see below).

### **Option #1: In-Class Instruction (5 days a week)**

To protect all students and staff, the health and safety protocols found in this plan will be implemented. Social distancing will be enforced to the extent possible. All staff and students will wear a face covering when entering and when exiting the school building, during transition times within the building, and in the classroom as directed by the Governor's orders.

In Option 1, if a student tests positive for Covid-19, is considered a close contact, or has symptoms that align with Covid-19, the student(s) will move to Virtual Instruction while in

quarantine. Once a student has been cleared to return to school, those students will transition back to In-Person Instruction. Policies and procedures will be in place to support these students.

### **Option #2: Modified In-Person/Virtual Instruction (New)**

The modified In-Person/Virtual Instruction would require students to report to school on Monday, Wednesday, and Friday, while participating in Virtual Instruction on Tuesday and Thursday each week. This would allow teachers to see those students for 3 days a week, every other week. Students would be committed to completing the 9 weeks in this model. At the end of the 9 weeks, parents/students would either re-commit to another 9 weeks in this model or switch to another. The goal would be to phase this option out at the end of the 1st semester.

### **Option #3: Virtual Instruction**

In this mode, students will be engaged in Virtual Instruction from home. The schedule will follow the school schedule (8:10-3:10pm) with the same breaks and lunch periods that students will have that will be participating in Option #1.

Unless told otherwise, a student's enrollment is considered in-person instruction. If a parent chooses, due to health reasons or other related issues, for their child to receive the modified model or full Virtual Instruction, current school families must fill out the [Seton Catholic High School survey](#) by **Sunday, September 6, 2020.**

## **STRATEGIES**

As we transition to In-Class Instruction, we will use the following strategies:

1. **Social Distancing**: Whenever possible, students and staff will be at least six feet apart. The possibilities of social distancing will depend on the architecture of the classroom and space.
2. **Masking**: Masking is a scientifically proven way to mitigate the transmission of the coronavirus and will prevent students from required quarantine when a case is identified. All students and staff will be required to wear cloth masks, and masks will be worn when social distancing is not possible, during transitions from class to class, and when entering/exiting the school building. Face masks must be worn properly – covering nose and mouth. Face masks do not include bandanas.
3. **Sanitation**: The custodial staff is trained to provide the safest environment for our school community throughout the school year. In the case of a deep clean, we will work with a professional company if needed.
4. **Personal Hygiene**: Students will be trained in proper handwashing and hand sanitizer is placed throughout the building and within classrooms. Time will be built within the school day

for handwashing including the start of the day, before lunch, after using the restroom, and after sharing equipment.

5. Contact Tracing: We will consult with the Wayne County Health Department contract trace with confirmed cases of COVID-19.

Atrium doors will open at 7:30am

If students arrive between 7:30 and 7:50, they will report to the gymnasium, where they will social distance.

Parents will be asked to follow a drop-off procedure for their children. This will be communicated on Sept. 8.

Once students enter the atrium, they will not be allowed to leave to go to the 5th St. Bagels. If a parent/guardian drops their child off at 5th St. Bagels and upon entering the atrium, has an elevated temperature or is exhibiting Covid-19 symptoms, parents/guardians will be contacted to come and pick up their child.

Staff and students will be expected to self-screen each day prior to coming to work/school. When arriving at school, all will be screened before entering the building.

What protocol will be in place for students driving to school?

- Students are advised to self-screen each day prior to coming to school. When arriving at school, all students will be screened before entering the building.
- Students will wear a mask at all times throughout the school day, except during lunch.
- All students will enter through the atrium doors located on S. 5th st. or the designated drop off for their building.
- Students will be asked to wash/sanitize their hands frequently. Hand sanitizer will be placed throughout the building.
- Students will report to their 1st/5th period class each day at 7:50.
- If it is before 7:50, students will report to the gymnasium.

What protocol will be in place for students being dropped off?

- Students are advised to self-screen each day prior to coming to school. When arriving at school, all students will be screened before entering the building.
- Drop off will be at the atrium doors no earlier than 7:30.
- Students will wear masks into the school.

- Students will wash/sanitize their hands.
- Students will report to their 1st/5th period class each day at 7:50.
- If it is before 7:50, students will report to the gymnasium.

#### Passing Periods:

- Passing periods will be extended to avoid students congregating. This will be a time to use the restroom when necessary.

#### Restrooms

- Restrooms will be assigned to grade levels. This will help with tracing in a scenario where a student would test positive for Covid-19.
  - Basement restrooms- grades 7 & 8
  - Atrium restrooms- grades 9 & 10
  - Upstairs restrooms- grades 11 & 12

### **CLASSROOM SETTING**

Each classroom is different in terms of architecture and student composition. Spaces will be socially distanced when possible. Detailed plans for specialized classes like choir and band have been developed and will be distributed to those students that have elected to take those specific courses. General guidelines include:

- Students will be masked while in the classroom.
- Masks must be worn properly – covering nose and mouth.
- Teachers will wear approved face-covering and/or face shields when in the classroom.
- Students will have assigned seats. Students will not be allowed to change seats.
- A seating chart will be kept by the teacher.
- Classroom desks, facing the same direction, will be arranged to maximize distance, three to six feet whenever possible.
- Reinforce good hygiene practices like hand washing and covering coughs properly. Hand sanitizer will be available throughout the school building and classrooms.
- Students and staff will assist with the cleaning of their own workspaces.
- Physical Education classes will not be masked unless students and teachers are meeting in a group.
- Students will be arranged in cohorts throughout the day.
- The school will limit shared resources between students, especially in art classes, labs, etc.

### **LOCKERS/BOOK BAGS**

- Students will have books and materials in their book bags, which will be with them throughout the school day.
- Students will be assigned lockers. Lockers on the 3rd floor will be designated for students that are enrolled in the band.
- Students will only be allowed to visit the locker before school, before lunch, after lunch and after school (or before and after band class).

### **SCHOOL-WIDE ADDITIONAL PROTECTIVE MEASURES**

- Water fountains are closed. The water refill station in the atrium will be available for students to refill their water bottles.
- Student water bottles must be clear.
- Hand sanitizer will be available at designated entrances and throughout the building.
- Signs and communication are posted throughout the school building – signs regarding social distancing, handwashing, hand sanitizing stations, and arrows.
- Non-school essential items from home are not recommended, unless deemed necessary.
- Visitors are not permitted during school hours unless approved and made by an appointment.
- Visitors, by appointment, will enter door #4 (South doors between high school and St. Andrews), and sign in at the front office. The use of the staff lounge will be limited and social distancing will be kept, when possible.
- Students that must leave the building for an appointment will be required to sign out in the office. When returning, students must be rechecked for symptoms at the office.
  - Parents will need to plan ahead and contact the school to communicate appointments. When parents arrive to pick up their student, please remain in your car and call the school office. Your child will then be escorted to the designated exit.

### **SANITATION**

Seton Catholic Schools custodial staff will sanitize to prevent the spread of disease using products recommended by the CDC, local health departments, and/or risk management professionals.

#### **Routine Cleaning:**

Routine cleaning is performed on a regularly scheduled basis by the custodial staff. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash, and other building based tasks.

Routine High Touch Cleaning includes the following: Restroom stalls and dispensers, toilets, sinks, faucets, cafeteria tables, food preparation surfaces, and computer labs.

### Supplemental Cleaning:

Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease.

Supplemental Cleaning includes the following: Door handles, knobs, elevator buttons, handrails, recreational equipment, countertops, light switches, printers, and front desk.

### Personal Area Cleaning:

Personal area cleaning is performed by all students and staff in their personal workspace, which may include their desk, telephone, keyboard, chair, or any other items they use. This cleaning is customized to personal preference and standards and is done using school-supplied cleaning products and equipment.

Personal Area Cleaning includes the following: Desks, keyboards, mice, phones, chair arms, cabinet and file drawer handles, microwaves, refrigerators, and small appliances.

### Emergency Cleaning:

An emergency cleaning plan will be in place if a location is identified as contaminated or when directed by the Wayne County Public Health Department. If a large number of students and/or staff become ill, decisions about closing a classroom, section, or entire school will be considered to allow for deep cleaning to take place.

## **CAFETERIA/FOOD SERVICES**

It is not possible to mask while eating. Students will be expected to socially distance while in the lunch line.

There will be three 25-minute lunch periods. Students will be in the cafeteria.

### **Mitigation Strategies:**

- Staff will be expected to self-screen each day prior to coming to work.
- Students will have time before lunch to go to their locker, wash their hands, and go to the restroom.
- Students and staff will be masked in the line, and masks will not be removed until they are seated at their table.
- Students will have assigned seats during lunch.
- PPE will be utilized by all food service staff that are preparing and serving food. Staff will distribute food items.

- Prepared salad will be an option.
- Sneeze shields will be in place.
- Cafeteria will be cleaned between each meal service.
- Food sharing will be prohibited.
- Students and staff will utilize hand washing and/or hand sanitizing to promote safe eating practices.

### **SCHOOL HEALTH PROTOCOLS**

The school administration will play a vital role in the screening and care of students with COVID-19 related symptoms, in addition to their normal function.

All school personnel will have the proper PPE available when attending to students or staff members.

Self-Screening: Parent are advised to screen their children for symptoms every day before sending students to school for the following:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth.
- Sore throat
- New uncontrolled cough that causes difficulty 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
- Loss of taste or smell

**STUDENTS WHO EXHIBIT ONE OR MORE OF THE SYMPTOMS OF COVID-19 LISTED ABOVE, THAT IS NOT OTHERWISE EXPLAINED, MUST STAY HOME.**

Parents are required to inform the school if their student or a member of their household tests positive for COVID-19.

#### **Absent from School:**

Parents should do the following when calling the school to report an absence:

1. Call the school to speak to the secretary.
2. The secretary will ask the parent if the student is exhibiting symptoms.
3. Students who are ill will be **REQUIRED** to have a medical slip from a medical doctor.
4. Students will be marked as COVID Medical (VDC19) in Facts (aka RenWeb).
5. Students are allowed 10 absences throughout the school year, but medical excuses are not counted against the student.

#### **Return to School:**

Seton Catholic Schools will follow the ISDH guidelines for safe return of students and staff to school. Below are the guidelines in place:

## Student, Faculty, and Staff Member Return to School guidelines ISDH



### Individual is NOT a known close contact to a COVID-19 case:

Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>Siblings and household members should follow the close contact chart below for exclusion.</li> <li>If diagnosed with another condition that explains the symptoms, such as ear or bladder infection, individual does not need to isolate and close contacts do not need to quarantine, doctor's note required to return to school.</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must be fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms, unless otherwise advised by a healthcare provider.</li> <li>If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease.</li> <li>Please provide proof of negative COVID-19 test (not antibody).</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>

### Individual IS a known close contact to a COVID-19 case:

Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>quarantine</b> for 14 days after the last contact with the COVID-19-positive person.</li> <li>If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>The criteria in both of the above bullets must be met before returning to school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>quarantine</b> for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms.</li> <li>If still symptomatic after the 14 days, individual must wait to return to school until fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> <li>If the close contact tests positive, <b>isolation</b> starts on the day of symptom onset and isolation may end prior to the last day of <b>quarantine</b> or after the 14 days of quarantine.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow this chart.</li> </ul>

Updated: 8/27/20

If a student displays symptoms of COVID-19 while at school:

- The student will be escorted and placed in the Covid-19 isolation room.
- The person attending the student will wear proper PPE.
- The student will be asked a series of questions related to Covid-19 symptoms and follow the [Covid-19 Screening Decision Tree](#).
- Based on screening questions, the student will either be sent back to class or the parents/guardians will be called to pick up the student.
- Guidelines from the ISDH will be followed for student re-entry.

Additional Health Information:

- If an employee displays symptoms of COVID-19 during the school day, they will be asked to go home, self-monitor and seek guidance from their healthcare provider.
- In the event of a documented positive case, the school will follow the direction of the Wayne County Health Department.



- Seton Catholic High School will help with [contact tracing](#) of COVID-19 when they occur in our facilities and share information with the Wayne County Health Department, the Archdiocese of Indianapolis, and the Indiana Department of Education.
- Parents should ensure that contact information is complete and current in [Facts](#) (aka RenWeb) throughout the school year to promote timely and clear communication.
- If a student/staff member has a confirmed case of Covid-19, names will not be shared.
- If a student/staff member is considered a [close contact](#) of a positive Covid-19 case, the student and their family will be contacted by the Wayne County Health Department with direction to isolate/quarantine.
- If Seton Catholic High School is contacted by the Wayne County Public Health Department to isolate/quarantine a student due to a positive case or [close contact](#), parents will be contacted immediately and the student will be sent home.
- If a student has gone and taken a Covid-19 test, we ask that parents keep that student home until the results of the tests have been confirmed.

## CATHOLIC IDENTITY

Seton Catholic High School, working in partnership with parents, will form disciples through religious instruction, sacraments, prayer, retreats, service opportunities, community, foster community, and teaching.

### Daily Prayer:

- Each class, in-person or remotely, will start with prayer intentions and prayer.
- The Pastoral Minister will work with faculty and staff to help incorporate prayer into the classroom.
- Daily prayer will be posted on Canvas during remote learning.

### Weekly Masses:

- Weekly masses will be presented in a way that students will be able to participate in the school masses every week, in-person and/or virtually.
- Due to limited seating, students will attend Mass every other week in-person. When students are not attending Mass in person, they will attend virtually from their classroom.
- Students who attend Mass will be socially distanced with assigned seating.

### Retreats:

- Seton Catholic High School will revise its retreats to comply with state and archdiocesan guidelines.
- The Pastoral Minister and committee will work with the administration to conduct the best practices possible for a retreat that meets all procedures and guidelines.

Service Requirements and Opportunities:

- Students will not be required to complete documented service hours during the 1st semester. This will be reviewed later in the semester and a decision will be made regarding the 2nd semester.
- Students are always encouraged to complete acts of Mercy in the community when possible and safe.

[Quarantine Guidance for Families](#)

[Student, Faculty, and Staff Member Return to School guidelines ISDH](#)

[Covid-19 Testing Information](#)