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## HEALTH & SAFETY

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OVERVIEW

Cathedral School of Saint Mary is committed to the health and safety of every student and staff member, as well as our families and community. CSSM will follow the guidance and best practices published by the Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (TDSHS), Travis County Department of Health, The Austin Diocese, Texas Catholic Conference of Bishops Education Department (TCCBED), Texas Education Agency (TEA), and local governance.

PURPOSE

The purpose of this document is to communicate and connect with all CSSM students, parents, and staff regarding the CSSM safety protocols for the 2021-2022 school year.

Please know this document is a working plan that is in progress as the Diocese of Austin continues to review and assess requirements and recommendations from the TCCBED and TEA.

To date, the guidance provided are in the following areas:
• On-Campus Instruction;
• Administrative activities by teachers, staff or students that occur on the school campus;
• APSA sponsored and other extracurricular sports and activities;
• Any other activities that teachers, staff or students must complete; and
• Visits by parents and the general public.

ALERTS AND NOTIFICATIONS

• Alerts and Notifications: CSSM has a standard response in place in the event of a confirmed COVID-19 among students and staff. In the event our campus is impacted, parents and staff will receive notification via Parent Square with an update on the day the COVID-19 case is reported.

• Intermittent School to Home: Should there be a need to temporarily close a class or school due to COVID-19, teachers will offer asynchronous instruction, pending the return to class/campus. Home Internet and device access are required for virtual learning. Also, extracurricular and student programs may be temporarily unavailable during a campus closure. This information will also be sent to parents and staff via Parent Square.
At this time, as per CDC guidelines for areas with high levels of COVID-19 community transmission, all students, employees and visitors will be required to wear masks when indoors and/or when recommended social distancing cannot be maintained.

https://covid.cdc.gov/covid-data-tracker/#county-view

This policy will remain in place until the school has been advised that the masking requirement can be relaxed, at which time a revised masking policy will be announced.

Students and employees will continue following CDC guidelines for handwashing and hygiene protocols related to the prevention of the virus.

CDC Guidance on Cleaning, Disinfection and Hand Hygiene

DEFINITIONS

COVID-19 Symptoms:
In evaluating whether an individual has symptoms consistent with COVID-19, the following question and list, as published by the CDC, will be considered:

Has a student or staff member recently begun experiencing any of the following symptoms in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0° Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting
Close Contact

Close Contact through **Proximity and Duration of Exposure**: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).

- **Exception:** In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) [correctly and consistently](#) wore well-fitting masks the entire time.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
ON-CAMPUS INSTRUCTION PLAN

For the 2021-2022 school year, CSSM will only provide On-Campus Instruction. Asynchronous instruction will be provided during approved required quarantine periods.

Social Distancing

CSSM will maintain social distancing that maximizes the instructional experience for all students, by limiting close face-to-face contact per the CDC guidelines.

*CDC Guidance on Physical Distancing*

Quarantine Guidelines

CSSM will follow CDC quarantine guidelines when necessary. (Note: Those who are fully vaccinated (students and employees) and asymptomatic do not have to quarantine.)

*CDC Guidance on Quarantine*

*Austin Public Health – How Long to Quarantine* (CSSM will follow the 7 day quarantine.)
HEALTH AND SAFETY

Training

- All teachers and staff will receive training on COVID-19 protocols and specific practices for our school prior to the start of school.
- On the first day of school, students will receive instruction appropriate to their age on hygiene practices and will continue with regular training.

VISITORS

Access to CSSM campus will be limited to visitors and volunteers essential to school operations and mission viability.

- Visitors and volunteers on campus will be by appointment or invitation only.

- All visitors will be required to enter through the main entrance and pass the safety screening prior to entry.
- At this time, visitors on campus will be required to wear a mask and will be required to maintain social distancing.
FACE COVERINGS

PERSONAL PROTECTIVE EQUIPMENT - PPE

At this time, as per CDC guidelines for areas with high levels of COVID-19 community transmission, all students, employees and visitors will be required to wear masks when indoors and/or when recommended social distancing cannot be maintained.

https://covid.cdc.gov/covid-data-tracker/#county-view

This policy will remain in place until the school has been advised that the masking requirement can be relaxed, at which time a revised masking policy will be announced.

Students and employees will continue following CDC guidelines for handwashing and hygiene protocols related to the prevention of the virus.

CDC Guidance on Cleaning, Disinfection and Hand Hygiene

TEMPERATURE CHECKS

Daily temperature checks will be conducted prior to students and staff entering the facility at the start of each school day. All visitors will have their temperature taken prior to entering the school as well.
HAND SANITIZING AND WASHING

- CSSM will have hand sanitizer and/or hand washing stations with soap and water at each building entrance. Hand sanitizer and/or hand washing stations with soap and water will be available in every classroom.

- CSSM will encourage all students to engage in hand sanitation upon entering and leaving a classroom, with additional opportunities throughout the day. Students will also be encouraged to wash hands after using the restroom and before eating.

CLEANING AND DISINFECTING

General Procedures
CSSM will ensure all ventilation systems are working properly and increase circulation of outdoor air as much as possible, if this does not pose a safety threat to students or staff.

All CSSM buildings are deep cleaned during the summer months, prior to school opening each year in August. Additional deep cleaning is done during holiday breaks as a general operational procedure. This plan will be intensified as described below.

Daily Campus and Building Cleaning
Each classroom will be disinfected daily and between each class. Restrooms will be cleaned multiple times throughout the day. All high, frequent touch areas will be disinfected daily. Staff will have access to disinfectant cleaner to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measures for COVID-19 Positive Cases on Campus
If a classroom, campus or building is closed due to COVID-19, a specific room evaluation and cleaning protocol will be implemented.
MAY I ENTER THE SCHOOL?

It is important for each parent, student and staff member to carefully assess whether they can safely return to campus on a daily basis. This flow chart should help guide your decision making process by which individuals should determine whether or not they should stay home or return to campus. Cathedral School of Saint Mary will receive guidance for each individual case from the Travis County Health Department.

(Note: Those who are fully vaccinated (students and employees) and asymptomatic do not have to quarantine.)

If you have not been vaccinated, refer to page 12 to determine when to enter the school.

Return to School with COVID-19 or symptoms of COVID-19:

If a child or employee has COVID-19 and symptomatic, exclude until at least 10 days have passed since symptom onset, and fever-free** and other symptoms have improved.

Children/Employees who test positive for COVID-19 but do not have any symptoms must stay home until at least 10 days after the day they were tested.

If a student/employee with COVID-19 symptoms test negative, they can return to school following the school's illness policy or if a student has a doctor’s note, they can follow the doctor’s return to school date.

**Fever-free for 24 hours without the use of fever suppressing medications. Fever is a temperature of 100° Fahrenheit (37.8° Celsius) or higher.
One
Is anyone in your household being tested for COVID-19 due to symptoms or possible exposure?

No

Yes

Stay home until confirmation of a no and you have not experienced any symptoms at all. If test result comes back positive, you may return after a 7-day quarantine period from the last date of exposure and you have met the 3 criteria.

Two
Have you been in close contact with a lab confirmed person with COVID-19 and not vaccinated?

No

Yes

Have you been on a 7-day self-quarantine period from last day of exposure and symptom free?

No

Yes

Stay home

Three
Do you have the following symptoms?

*Cough
*Shortness of breath
*Chills or repeated shaking chills
*Muscle pain
*Headache
*Sore throat
*Fatigue
*Loss of taste or smell
*Diarrhea
*Feeling Feverish
*Congestion or runny nose
*Nausea or vomiting

No

Yes

STAY HOME

When you are cleared by your healthcare provider or an alternative diagnosis OR the following 3 criteria are met:

1) At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications).
2) Improvement in respiratory symptoms (cough, shortness of breath).
3) At least 7 days have passed since symptoms first appeared.

Four
Screen for fever temperature of 100.0 or higher fever is present. Do you have fever?

No

Yes

STAY HOME

ENTER

You may return after a 7-day quarantine period from last day of exposure and you have met the 3 criteria for entry.

 ENTER

You may go to school if you have met the 3 criteria for entry.
SCREENING & ISOLATION

SCREENING

Each school day, all parents/guardians are expected to self-screen their students for COVID-19 symptoms prior to sending their students to school.

• As per the handbook policy, parents should notify school administrators regarding a student’s absence.

• If a Health Screening question is answered with a “yes” or the temperature is recorded at ≥100°, the student will be sent to a campus administrator. Parents/guardians must ensure they do not send a student to school on campus if the child has COVID-19 symptoms or is test confirmed with COVID-19.

• Parents/guardians of quarantined students, that is, students who have been in close contact with a test confirmed COVID-19 individual and not vaccinated, should notify the school and are encouraged to participate in Virtual Instruction until the seven (7) day incubation period has passed.

• Any individual that has a household member that has tested positive in last 7 days and not vaccinated or is waiting for test results and has not been vaccinated should not attend school, until the house member has been cleared.
Students or staff who are ill will be separated from the staff and others students and should be picked up as soon as possible.

Students or staff who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19. Other students will be removed from the classroom and taken to an alternate location on campus, so that the classroom can be disinfected and cleaned.

Areas that were heavily used by the individual must be closed off until the non-porous surfaces can be disinfected, unless more than seven (7) days have already passed since the person was on campus.

Those who have been directly exposed to infectious secretions and not vaccinated or being within six (6) feet of the individual for a cumulative duration of fifteen (15) minutes, while not wearing a facial covering, within forty-eight (48) hours before the individual’s onset of symptoms will be contacted.

Those individuals will be required to self-quarantine for seven (7) days from their last exposure to that individual. These students will take part in asynchronous instruction during that time period. A single case would not necessarily close the entire school unless it is determined necessary in conjunction with guidance from the local health department.
CONFIRMED OR SUSPECTED COVID-19 CASES

Any students or staff who either: (a) are test confirmed to have COVID-19 or (b) in direct contact with someone test confirmed (and have not received the vaccine; or (c) experience the symptoms of COVID-19 must stay at home throughout the infection period and should notify the school administration. These individuals cannot return to campus until the school system has been notified and has reviewed the individual case to determine any of the below conditions for campus re-entry have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- The individual has improvement in symptoms (e.g., cough, shortness of breath); and
- At least seven (7) days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or receives a negative confirmation of COVID via acute infection tests at an approved COVID-19 testing location found at https://tdem.texas.gov/covid-19/.

EMERGENCY RESPONSE

If an individual who has been in school and test confirmed to have COVID-19, the school will notify the Diocese and local health department, in accordance with applicable federal, state and local laws and regulations.

The school will close off areas that are heavily used by the individual with the test confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.

Cathedral School of Saint Mary will notify all teachers, staff and families of all CSSM students if a test confirmed COVID-19 case is identified among students, teachers or staff who participate on any on-campus activities.
A New School Year

STUDENT WELL-BEING

We are committed to creating an environment that will address the needs of students’ physical, emotional and mental safety needs during this unprecedented time.

We encourage you to make time to discuss returning to school with your children, and to learn and explore their specific apprehensions. Thinking through and discussing their specific apprehensions, such as going to the restroom, or eating lunch, will give your family an opportunity to address these concerns before they occur.

We will monitor and respond to signs of stress in your children and prioritize self-care, empathy, and patience with yours and your children’s circumstances.

We encourage you to notify teachers and/or the school administration with any apprehensions, anxieties or issues related to your children, as we want to work in partnership with you to create an environment that is both supportive of their needs and conducive to learning.

ARRIVAL

Each morning, students may not enter a CSSM building before 6:30 a.m. All entry doors will be continuously monitored by staff to stop unauthorized access, to complete temperature checks and to monitor for threats. Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry. Entry protocols will be established to maintain social distance. Students will go directly to a designated area upon arrival.

DISMISSAL

Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Parents picking up students during the day will call ahead, so students can be sent or accompanied to the parent vehicle upon arrival. No student will be dismissed between 2:45-3:30 p.m. If your student has an appointment during that time, please pick-up before 2:45 p.m. until further notice.
LUNCH

At this time, parents are not allowed to join their children during lunch period. Students are allowed to bring their own packed lunch. Students may also order lunch from School Eatery that will be individually packaged and delivered to the school.

MASS

Students will attend Mass on Wednesday while observing safety procedures from the church and school. Grade levels will have assigned seating to assure social distancing. Students may go sit with their parents for Mass. Visitors are not allowed to sit among the students.

FIELD TRIPS

At this time, off campus field trips are allowed.

CLASSROOM CONFIGURATION

Desks and/or tables will be socially distanced as much as instructionally possible.

School supplies will not be shared between students if at all possible. If on rare occasion supplies are shared, they will be sanitized between use.

RECESS

Cathedral School of Saint Mary will have a rotation schedule that all grade levels will follow throughout the week. Teachers and other staff members will monitor and work with students to practice social distancing.
LIBRARY

Library period will resume with cleaning protocols in place during class periods.

COLLABORATIVE WORK AND PROJECTS

When possible, technology will be utilized when students are involved in collaborative work. Social distancing and occasional face coverings will be expected for face-to-face group or pair work in the classroom.

GENERAL CLASSROOM SUPPLIES

Age-appropriate signage will be posted in all classrooms regarding all COVID-19 protocols and prevention. Multiple locations of hand sanitizer, tissues, disinfectant and trash cans will be available in several locations to limit student and staff movement.

SPECIALIZED CLASSROOMS

When appropriate, for example during a lab, students will be provided face shields instead of facemasks for safety when there is an increased risk of burn or injury. Specialized equipment such as technology equipment, will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
PHYSICAL EDUCATION (P.E.)

Physical education classes will be held in the gym to allow for maximum physical distance between students. Any activities bringing students into close physical contact with others will be avoided.

EXTRACURRICULAR ACTIVITIES

CHEER

Practices and performances will be conducted following safety protocols provided by guidance from CSSM and TCCBED.

ATHLETICS

Athletic practices and contests will be conducted following safety protocol provided by guidance from CSSM, APSA and TCCBED; including COVID-19 screening, group sizes, sharing and sanitizing of equipment. Hand sanitizing stations will be in gym facilities, and all equipment will be sanitized on a regular basis.

Spectator seats may be marked and/or configured in a way to enforce social distancing. Concessions and/or concession sales will be controlled to allow for social distancing and to follow all state and local health and safety guidelines.

Bus

Students and staff are required to use hand sanitizer upon boarding the bus.

When possible, windows will be open to allow outside air to circulate in the bus.

Bus will be thoroughly cleaned after each trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, windows will be open to allow for additional ventilation and air flow.

Driver will practice all safety actions and protocols as indicated by the CDC.
RESOURCES

POINT OF CONTACT

For COVID-19 related concerns:
- Mr. Robert LeGros, Principal 512-476-1480

School Safety WEBPAGE

A page on the Cathedral School of Saint Mary website featuring our Safety Plan as well any addendums or updates that may need to be published: www.smcschoolaustin.org/covid-19

STAY CONNECTED

Stay connected to CSSM via social media:
- Facebook - https://www.facebook.com/CSSMAustin
- Twitter - https://twitter.com/cssmary