

Our Lady of Angels Regional Catholic School



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Forming Future Leaders in the Faith**

Catholic Schools Onward
*Best Practices and New Opportunities
as We Move Forward*

**Procedures/Policies
during the Coronavirus**

August 2020

Introduction and Philosophy

Introduction

This document will provide information regarding the plan to return to Our Lady of Angels Regional School brick-and-mortar learning for the 2020-2021 school year. Before we present the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below, will allow us to remain open and only use virtual learning for those who have been identified with COVID-19 or in a situation in which a parent feels working from home is beneficial.

Partnership

Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. **It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring children's health daily. Most importantly, this means that children who are experiencing symptoms – such as:**

- **Fever**
- **Chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue, muscle or body aches, headache**
- **New loss of taste or smell**
- **Sore throat, congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

must be kept home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Cohorting

A cohort is a group of students in the same grade in a single homeroom.

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort/class, we would then move to virtual learning at home with just the identified cohort/class. The rest of the school would continue to operate with in-class instruction.

Social distancing

Social distancing is also a fundamental practice in all our procedures. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. **Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.**

Strategic Use of Masks

Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when moving about the classroom is necessary without effective social distancing. When a child is at his/her desk with his/her cohort in a socially distance situation, (behind their desk barrier-see attached information) the student may remove his/her mask. Using these principles, a student can then remain mask free for some part of the day, unless a parent indicates they would like their child to keep their mask on the entire day. This policy will be in place unless an order exists from a governmental agency that mandates differently.

Enhanced Cleaning

The school will increase the cleaning of common areas and highly used features such as doorknobs, handrails, and counters. Children will need to bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established.

Monitoring Health

Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

Virtual Learning

OLA will make two types of non-traditional learning available: distance learning and virtual learning.

- If a child is sick, or a parent suspects the child may be sick, we will have an option where the child can join the class via a telecommuting practice through Google Meet. The major subjects will be available through this method. Materials will be exchanged through the Learning Management System (LMS) of Google Classroom.
- In the case where a cohort has been dismissed from school because a case of COVID-19 has been identified, the entire cohort/class will utilize distance learning for the isolation period – up to 10 days. Lessons will be delivered through the LMS of Google Classroom and Google Meet.

Modified Attendance

Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not attend school or participate in any of the virtual lessons, will they be marked absent.

Daily Monitoring of Health

Introduction

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily. To provide the healthiest environment possible for staff and students, OLA will implement a daily health monitoring system as outlined below.

Philosophy

Health monitoring should be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

Process

1. Each morning, the parents will ask their child(ren) daily health questions in order to determine if they are experiencing any of the following symptoms of COVID-19 listed below. As we learn about the disease, we may need to alter the list by adding or subtracting symptoms.

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue, Muscle or body aches, Headache**
- **New loss of taste or smell**
- **Sore throat, Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

At Home

Parents will agree at the start of the school year to monitor the health of their children daily by signing a sworn statement of commitment.

In the Classroom

- OLA teachers will conduct a daily scan of the students to monitor if there are any concerns related to health at morning prayers and before prayers at lunch. This will be an overt process, where the teacher will ask the children if they have experienced any of the symptoms, as grade/age appropriate. The teacher will make a deliberate effort to monitor health without running through the list of symptoms, and then refer children with concerns to the nurse or school office for further monitoring.
- The health of staff and students will be monitored by tracking absenteeism.

General Principles for the Building

Introduction

There are several key practices that will be implemented at OLA to help maintain a safe learning environment

Philosophy

Foundational premises when designing a safe learning environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

1. The admission of visitors to the school office/building will be limited to emergencies only. All safety measures will be adhered to should an emergency arise.
2. High touch surfaces such as doorknobs, remotes, and light switches will be cleaned frequently.
3. Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
4. Hand sanitizers will be available in the hallways near entrances and in other strategic areas.
5. The school will make part of its group prayer time a reminder to social distance and to wash hands.
6. Parents are responsible for providing a mask, a storage bag for the mask, and each students' own school supplies. No sharing of supplies will take place.
7. Group singing will be discouraged unless increased social distancing is possible otherwise the students will refrain from singing.
8. Computer class - use of own devices only is mandatory.
9. Special teachers and departmental teachers will move from classroom to classroom as students will remain in their cohort/classroom.
10. No outside food for sharing will be accepted – this includes birthday treats.
11. Ventilation is important – The building is temperature and environmentally controlled. The windows can be opened if needed.
12. Field trips are experiences that break cohorting and expose students and staff to risk of exposure to COVID-19 and will not be scheduled nor take place.
13. Any child and/or staff member traveling to a location designated as a “Hot Spot,” will need to be quarantined for 14 days. The plans to travel must be communicated to the school office staff as soon as plans are finalized.

Catholic Identity

Introduction

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. **What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.**

Philosophy

Catholic schools have a two-fold charge: providing an education that is academically excellent and deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

Process

1. There will be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.
2. School Masses will require maintaining the appropriate social distancing.
 - Attendance of parents and general community at the school liturgies will have to be suspended.
 - Because of the social distancing mandate, two masses will take place on consecutive days so all grades can attend.
3. OLA will provide opportunities for daily prayer in each cohort/classroom.
4. As all schools across the diocesan community, OLA will recite the “Prayer to the Virgin Mary for the Protection from Coronavirus” by Pope Francis daily. (Page 20 of document)
5. OLA will increase opportunities for cross-grade faith sharing using virtual means (i.e., Grade 8 and Grade 1 buddies meeting virtually).
6. OLA will find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.).

Saint Raphael Room

Introduction

When students are experiencing discomfort or potential symptoms of COVID-19, there needs to be a holding space where they are isolated from others with enough room that several students could sit in the room and be six-feet apart.

Philosophy

The concept is to provide a safe supervised staging area where students can wait until a family member arrives to pick them up from school.

Process

1. In OLA school, the space designated as the TV Studio (Room 206) will be the area where anyone experiencing symptoms will wait to be picked up by a family member. This space is directly across the hall from the Nurse's Office and will allow her and the office staff the opportunity to monitor the students.
2. Anyone entering the room must wear a mask.
3. The room will be sanitized after each use.
4. The following items will be kept in the room:
 - a. Disposable paper towels
 - b. Tissues
 - c. Waste container with plastic liner
 - d. Alcohol-based hand sanitizer
 - e. Hard-surface disinfectant

Entering/Exiting the Building

Introduction

Entering and exiting the building every morning and at dismissal is the activity which unofficially begins and ends the school day. It is important that this procedure is smooth, stress free, efficient and conducted in a manner that keeps the children safe.

Philosophy

A foundational premise when designing a safe entry/exit throughout the day and controlling transmission of any virus, is to help keep it from the building. During the entry into and exiting out of the building social distancing and hand sterilization will be implemented. These procedures are recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

1. **In the morning, it is mandatory that parents take temperatures and monitor the health of children before they leave home.** Please do not give your child Tylenol or any other fever reducing medication before they leave home without notifying the office personnel.
2. Buses and car riders will enter the building at 2 different entrances. The entrances will be marked and directions for drop off will be included in a separate communication. **The use of a mask is mandatory when entering and exiting the school building.** Buses will empty one at a time, so social distancing can be maintained, and each child's hands can be sanitized. Car riders will socially distance by family and each child's hands will also be sanitize.
3. Each entrance will be monitored by staff to help ensure students maintain a social distance.
4. Once students enter the building, teachers will review the daily monitoring health check list.
5. Signage in classrooms will be displayed that ask — "Did you answer your daily health questions at home?"
6. The dismissal lines will be called as follows in order to maintain social distancing:
 - Bus Riders – as each bus arrives those children will be called and exit from the Main Entrance
 - Car Riders – these students will exit from 2 separate doors and walk to the parking lot; no cars may leave until all students are safely boarded
 - Walkers – these students will exit from the far door and use the Amosland Avenue exit
 - CARES – these students will move to the cafeteria

Bus Riders - Please know that OLA has no control over the safety policies set by the various school districts for the students riding the bus. Parents must contact their school district to inquire about the safety measures that will be enforced on the bus.

Moving Within the Building

Introduction

Movement about the building is essential and cannot be eliminated. OLA has devised a plan to allow for travel throughout the building while keeping the students and staff safe.

Philosophy

Students need to travel from the bus, to their classroom, to the lavatory and other essential areas. The proper use of masks, social distancing and maintaining cohorts/classes is essential at these times.

Process

1. As people travel about the building, the use of masks is mandatory.
2. Directionality will be established in the hallways. Each hallway will be split so students will travel in one direction by staying to the right and walking single file within their cohort only.
3. Students in Grades Pre-K to 3 now have private lavatories within their classroom so they do not need to leave their classroom to use the lavatory. These lavatories will be cleaned and sanitized daily.
4. A lavatory schedule will be developed for the students in Grades 4 to 8. No student in Grades 4 to 8 may use the lavatory without their cohort/class. Each cohort/class will be given 2 times in the morning and 2 in the afternoon to use the lavatory facilities. All sinks handles etc. will be cleaned after each use. Should a student have an emergency the teacher will contact the office staff to have someone escort the student to the nurse's office.
5. Planned travel within the building, such as recess, will be organized so several cohorts/classes are not in the hallway simultaneously.

Classroom Set-up

Introduction

The organization of the classroom is important in supporting the academic progress of students. The classroom space at OLA will provide an environment that allows teachers and students to interact comfortably and safely. Careful consideration has been given to the strategic placement of furniture, learning centers, and materials to optimize student learning, reduce distractions and keep children safe.

Philosophy

Fundamental practices include the concepts of maintaining the cohort/class and social distancing. The use of cohorts/classes is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

1. All non-essential furniture, carpets, materials, and/or equipment that is not needed will be removed and stored in a place outside of the room.
2. Desks/tables will all face in the same direction.
3. Desks/tables will be placed 3 to 6 feet from the center of each desk to the center of the next desk and will contain an individual desk barrier. (Page 21 of Document)
4. Teachers will wear face shields, so students can see their faces as they are providing direction and instruction.
5. Classrooms will be thoroughly cleaned and sanitized daily and at various times during the day.

Materials Within the Classroom

Introduction

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning, which include, books, writing instruments and materials for special area subjects.

Philosophy

Foundational practices include the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. Classrooms will eliminate the use of shared materials. Every student must have their own materials and supplies that will be kept at their desk area.
2. Classrooms will set up areas where students can store personal items and books that keep them isolated from use by others.

Lunch

Introduction

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

Philosophy

A foundational practices include the concepts of maintaining cohort and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

Process

1. Students will wash/sanitize hands before lunch.
2. Masks will be worn while traveling to and from the cafeteria. The masks may only be removed while eating.
3. Students will stay in their cohort as they eat lunch, at least 6 feet away from other cohorts.
4. In order for students to remain socially distant during lunch, they will eat alternatively either in the cafeteria or their classroom. For example: On Monday all the A sections will eat in the cafeteria as the B sections eat in their classrooms. On Tuesday all the B sections will eat in the cafeteria and the A sections will eat in their classrooms. This will allow OLA to maintain the rules for social distancing, keep the students in their cohort, and give the students a chance to move to a new environment.
5. The cafeteria tables and student desks will be wiped down before and after each meal.
6. There will not be any shared meals. All students receiving hot lunch will eat in the cafeteria daily. Nutritional Development Services will provide and serve individually packaged meals and utensils directly to those students receiving hot lunch.
7. Students will wash/sanitize hands after lunch.
8. Lunch volunteers will continue to support OLA at lunchtime. They will be required to wear masks at all times and pass a temperature check upon entry into the building.

Lunch Recess

Introduction

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to ensure our students have a safe recess.

Philosophy

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities yet limit physical contact will be played.

Process

1. Students will go to recess using the same procedures established for eating in the cafeteria. When the A sections eat in the cafeteria, they will have recess in their classroom. When the B sections eat in their classroom, they will have recess either outdoors or in the gymnasium. The rules for social distancing will be mandatory and all cohorts/classes will remain a distance from each other and no interaction with other cohorts/classes will take place.
2. Students will wash/sanitize their hands before and after recess.
3. Students will not need to wear masks while at outdoor recess with their cohort/class and are playing socially distant activities.
4. No student may bring play equipment/toys from home.
5. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease. All contact sports/activities are forbidden.

Library

Introduction

The use of the library has evolved over the last several years and has moved from a place where children borrowed books to a research center. There are many safe alternatives to delivering the same academic support provided by a traditional library class.

Philosophy

Library resources continue to be an integral part of the academic program.

Process

1. The Library curriculum/activities will be taught to each cohort/class in their classroom.
2. Only students wishing to borrow books may enter the Library. Only the Library Aide will touch the books on the shelves with gloved hands. When a child returns a borrowed book, the book will be quarantined for 24 hours and cleaned with a portable UV-C Sanitizer before being returned the shelves and put back into circulation.
3. Students in the Primary grades may visit the Library one cohort/class at a time and the areas will be cleaned between cohort/class visits.
4. Electronic eBooks will be made available to all students online.

Physical Education

Introduction

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through a “new normal.”

Philosophy

Physical education is an integral part of the curriculum in an elementary school and essential that it continue safely.

Process

1. Weather permitting, PE class may be held in an outdoor space. Weather non-permitting, PE class will be held in either the Gymnasium or the classroom.
2. Hand washing/sanitizing before and after PE class will take place for students and teachers.
3. All students must have personal water bottles for hydration before, during and after PE class.
4. Any PE equipment used in class will be sanitized after each use.
5. All PE activities will involve social distancing and non-contact protocols.

Art/Music/Technology

Introduction

These guidelines are written with the goal of keeping the integrity of quality Art, Music, and Technology programs while navigating through a “new normal.”

Philosophy

Art, Music, and Technology are an integral part of the curriculum in an elementary school and essential that they continue safely.

Process

1. All Special Teachers will move from classroom to classroom as students will remain in their cohorts.
 - Art and Music – The student cohorts/classes will alternate the use of the Art and Music rooms weekly. For example: On the first week all the A sections will go to the Art/Music Room for lessons as the B sections will receive instruction in their classrooms. On the second week all the B sections will go to the Art/Music Room and the A sections will receive instruction in their classrooms. This will allow OLA to keep the students in their cohort/class, give the students a chance to move to a new environment, and allow the use of our new Art/Music spaces.
 - Technology instruction will take place in each cohort classroom only.
 - Hand washing/sanitizing before and after class will take place for students and teachers.
 - Social distancing and individual use of material protocols will be adhered to during the instruction of these subjects.

DCIU Services/Resource Room/Honors Math

Introduction

These guidelines are written with the goal of keeping the integrity of quality DCIU and Resource Room support services, and the Honors Math program while navigating through a “new normal.”

Philosophy

The DCIU Services, Resource Room and the Honors Math programs are an integral part of the curriculum in an elementary school and essential that they continue safely.

Process

1. The DCIU support services will take place at OLA as in the past.
 - Two meeting rooms in the school have been designated for services, thus enabling a cohort/class to remain together and proper social distancing to take place. Masks must be worn by students and teaching personnel at all times.
 - Hand washing/sanitizing before and after sessions will take place for students and teachers.
2. The Resource Room personnel will work with students within their cohorts/classes as much as possible. The “Classroom Set-Up” mandates on Page 9 of this document will apply.
3. The Honors Math Room will be open for instruction. The students will remain in their cohorts/classes and will travel to the classroom using the proper rules for moving in the hallway. The “Classroom Set-Up” mandates on Page 9 of this document will apply.

Virtual Learning Cohort Instruction within the Classroom at OLA

Introduction

Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically.

Philosophy

As much as possible, instruction will continue to apply best practices incorporating our Catholic identity and based on educational research and sound pedagogy. The term “virtual learning” refers to adapted instructional practices being utilized by means of online instruction and interaction with students using various technological devices and platforms aligned to the curriculum.

Process

1. OLA will continue to provide the use of a Learning Management System (LMS) through Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Direct instruction will take place as teachers:
 - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
 - Google Classroom will be used for instruction by teacher.
 - Textbook online components will be used when available.
3. Appropriate assessments with timely feedback will be utilized.
4. The academic goal is mastery of the curriculum for the year.
5. The use of small and large group instruction through virtual learning will occur to meet needs of students.
6. OLA will set up a process for students to view class from home by using Google Meet.
7. The principle of movement within lessons will be encouraged when possible to avoid students sitting at their desks for too long.
8. A use of Technology components training video will be made available to all parents.

Virtual Learning Individual Instruction outside the Classroom/At Home

Introduction

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

This guidance is for situations in which a child cannot attend class. This may be because a parent is not comfortable sending their child to school or because the child must do a limited time of quarantine.

Philosophy

The term “virtual learning” refers to instructional practices being utilized so a child can access what is taking place with his/her class by means of connecting virtually to the classroom in real-time.

Process

1. OLA will provide the use of a Learning Management System through Google Classroom to centralize schedules, materials, lessons, instruction, assessments, feedback and communications.
2. OLA will provide a direct video connection to the classroom during the period the child is unable to attend class through Google Meet.
 - Child is able to receive direct instruction by teacher
 - Textbook online components will be used when available.
3. Students will be given all of their textbooks, workbooks, notebooks, etc. along with an Our Lady of Angels Regional School owned Chromebook or iPad for their academic use at home. Parents will be required to sign a “Loan of Technology Device” Release Form in which they will agree to take full responsibility for the safety of the device and agree to pay in full for a replacement device should any damage occur while in their child’s possession. The Archdiocesan “Technology Acceptable User Policy” will be in affect and will be strictly enforced.
4. Each student will be given a class schedule, times to be virtually present in the classroom, and will attend the virtual classroom in either their gym uniform or regular school uniform.
5. Appropriate assessments with timely feedback will be utilized.
6. The academic goal is mastery of the curriculum so the child stays current and can return prepared to rejoin the class.

CARES

Introduction

It is integral for our schools to provide a CARES program especially during the current circumstances. For many of our students, this will be their first re-entry into the school setting. CARES is an offshoot of the regular school day; thus, all procedures in place for the school should be adhered to during the CARES program.

Philosophy

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

Process

1. Social and safe-distancing practices will be observed as much as possible. The cohort model will be kept within the CARES program. Students will be kept with the same adult monitor in the program. The CARES program will take place in the cafeteria.
2. Outside visitors will not be allowed to enter the area where the CARES program is being held. Parents picking up students from CARES will meet their children at the front door of the school.
3. Students will be responsible for providing their own snack and beverage during their time in CARES. There will be no snack sharing.
4. All CARES employees will follow the same health checklist practices as the school employees.
5. All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) will be practiced during CARES sessions.
6. In order to limit the CARES students to vulnerability, CARES students will be called to the cafeteria after all other lines are dismissed.
7. The cafeteria will be sanitized prior to student entry for the CARES program.
8. Materials used by CARES students on a regular basis will be sanitized daily.
9. Monitored hand washing/sanitizing will be done on a regular basis.
10. The CARES program and personnel will comply with any emergency actions and resulting decisions that occur during the school day.

No other afterschool activities or school assemblies will take place at this time. The possibility of holding afterschool clubs and assemblies will be reevaluated throughout the school year.

Directives for Suspected or Confirmed Case of COVID-19

Our Lady of Angels Regional School and the parents of OLA students will make every effort to monitor the health of the students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and Child Care programs are **not expected** to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically school, has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps.

Below is some specific guidance related to situations involving the school, community and COVID-19.

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.

1. The school nurse will immediately separate the staff and/or children with COVID-19 symptoms at school. The individual will be comforted in the Saint Raphael Room until a family member can come and take them home. Individuals who are sick will go home or to a healthcare facility depending on the severity of the symptoms. CDC guidance for caring for oneself and others who are sick will be followed.
2. The staff member of student can return to school when:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared or,
 4. or if cleared by a medical professional
3. If a case is confirmed, please refer to the guidelines below.

If a student has a confirmed case of COVID-19

1. The school administration will notify the local health officials to ask for guidance.
2. The student(s) and his/her siblings will be dismissed from school for 2 to 5 days until health officials can determine the next steps.
3. The school administration will communicate to staff and the affected families that there was a confirmed case. **The identity of the student involved will be kept confidential and will not be shared.**
4. When a confirmed case arises, the school administration will use the health official guidance. Should the cohort/class need to be quarantined for up to 10 days, they will move to Virtual Learning at home as described on Page 16 of this document.
5. The classroom where the student was present will be closed for 24 hours. The areas(s) related to the identified case of COVID-19 will be cleaned and disinfected as soon as possible.
6. The student can return after the following conditions have been met:
 - o 3 days with no fever **and**
 - o Symptoms improved **and**
 - o 10 days since symptoms first appeared
7. The cohort/class will also return to school when all these conditions are met by each student.
8. Should a family member of one of our students test positive for the virus, the parent will need to notify the school office and keep their child(ren) home for 2 to 5 days until health officials can determine the next steps. These students will move to Virtual Learning at home as described in Page 16 of this document.

If a staff member or volunteer has a confirmed case of COVID-19

1. The school administration will notify the local health officials in order to ask for guidance.
2. The staff or volunteer will be dismissed for 2 to 5 days until health officials can determine next step.
3. The dismissal of the cohort/class, related to the suspected case of COVID-19, will be considered according to health official guidance.
4. The school administration will communicate to staff and the affected families that there was a confirmed case. The identity of the staff member or volunteer involved will be kept confidential and will not be shared.
5. The classroom where the staff member or volunteer was present will be closed for 24 hours. The area(s) related to the identified case of COVID-19 will be cleaned and disinfected as soon as possible.
6. The staff member or volunteer can return after the following conditions have been met:
 - o 3 days with no fever **and**
 - o Symptoms improved **and**
 - o 10 days since symptoms first appeared

Please know that these guidelines are subject to change due to pandemic conditions and guidelines issued by the Archdiocesan Office of Education, the Center for Disease Control (CDC), and the State of Pennsylvania. All updates will be communicated through our Option C Communication System as soon as possible.



PRAYER TO THE VIRGIN MARY FOR THE PROTECTION FROM CORONAVIRUS

O Mary, you shine continuously on our journey as a sign of salvation and hope. **We entrust ourselves to you**, Health of the Sick. At the foot of the Cross you participated in Jesus' pain, with steadfast faith. You, Salvation of the Roman People, know what we need. We are certain that you will provide, so that, as you did at Cana of Galilee, joy and feasting might return after this moment of trial. **Help us, Mother of Divine Love**, to conform ourselves to the Father's will and to do what Jesus tells us: He who took our sufferings upon Himself, and bore our sorrows to bring us, through the Cross, to the joy of the Resurrection. Amen.

We seek refuge under your protection, O Holy Mother of God. Do not despise our pleas – we who are put to the test – and **deliver us from every danger**, O glorious and blessed Virgin.

Prayer by Pope Francis

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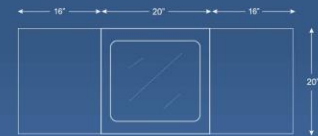
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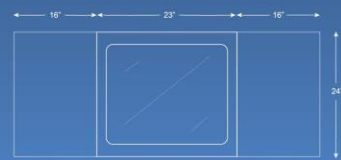
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