



**St. Paul Parish School  
Return to School Plan  
2020-2021**

Review the following documents:

- 2020-2021 Return to School Framework
- Guidelines for Returning to the Workplace

Add a narrative for each area below to describe your school’s plan.

Submit to [dcsh@rchdpdx.org](mailto:dcsh@rchdpdx.org) no later than August 15, 2020.

**SECTION 1: OPERATIONAL VITALITY**

| STAGES AND TIMELINES                              |   |
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| <b>Planning Team</b>                              | <p><i>Preschool - 8 Operational Vitality:</i> Principal, Assistant Principal, and Pastor (Additional assistance and guidance from various representatives of faculty and staff)</p> <p><i>Early Childhood Planning Team:</i> Director of Early Childhood (Pre-K Teacher), Preschool Teacher, Assistant Principal, and Principal</p> <p><i>Academic Excellence Planning Committee:</i> Assistant Principal, Principal, Student Support Team, Staff Members</p> <p><i>Finance Planning Team:</i> Principal, Assistant Principal, Business Manager, and Chair of Finance Committee</p> <p><i>Technology Planning Team:</i> Principal, Assistant Principal, Tech Committee</p> <p><i>Additional Support and Guidance to be received:</i> Lane County Public Health, Parent Nurse and Doctor, Eugene Region Principals</p> |
| <b>Timeline for Planning and Roll-out of Plan</b> | <p><b>June and July:</b> Preliminary planning completed by principal, assistant principal, and pastor</p> <p><b>August :</b> Small grade level group meetings with faculty and staff to receive input and guidance</p> <p><b>August:</b> Meeting with SAC Members to review plan and seek input from SAC</p> <p><b>August 13:</b> Plan submitted to the Archdiocese of Portland</p> <p><b>August 13:</b> Communicable Disease Plan and Return to School Plan submitted to Lane County Public Health (LCPH) for review</p> <p><b>August 19:</b> After plan is reviewed and guidance received by DCS and LCPH distribution of the plan will be sent to parents via email and posted on school website</p>   |

**COMMUNICATION PLAN**

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| <p><b>How will your school keep shareholders abreast of the plans for re-opening and beyond?</b></p> | <p><b>July:</b> Mid-month email communication to faculty, staff, and parents<br/> <b>August 4:</b> Email communication to parents with update based on current ODE requirements including survey<br/> <b>August 10:</b> Email communication to parents with update based on current ODE requirements<br/> <b>August 19:</b> Plan shared with all shareholders<br/> <b>August 31:</b> Email communication to parents with update based on current ODE requirements<br/> <b>Beginning September 7:</b> Shareholders will receive information in weekly newsletter "The Voyager"<br/> <b>September:</b> Monthly updates will be posted in the parish bulletin and weekly "Scroll" regarding school happenings and current status based on COVID-19<br/> <b>Ongoing:</b> Advancement and Development Team will regularly update the school website with current information</p> |
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| <p style="text-align: center;"><b>PROTOCOLS</b></p> |  |
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| <p><b>Communicable Disease Plan</b></p>             | <p><i>As an Archdiocesan elementary school, St. Paul Parish School will follow Multnomah Education Service District's (MESD) Comprehensive Communicable Disease Management Plan inclusive of a specific management plan for COVID-19:</i></p> <p><a href="https://www.multnomahesd.org/uploads/1/2/0/2/120251715/multnomah_education_service_district_-_comprehensive_communicable_disease_management_plan_updated_07-22-2020.pdf">https://www.multnomahesd.org/uploads/1/2/0/2/120251715/multnomah_education_service_district_-_comprehensive_communicable_disease_management_plan_updated_07-22-2020.pdf</a></p> <p>St. Paul Parish School will also work closely and partner with Lane County Public Health (LCPH) for assistance in contact tracing, potential and confirmed cases within the school community, and adhere to recommendations regarding protocols to communicate with them.</p>  |
| <p><b>Cleaning and Hygiene</b></p>                  | <ul style="list-style-type: none"> <li>● Additional hand sanitizers will be installed throughout the building and placed at the entrance and exit of each building</li> <li>● Students will sanitize hands each time they enter and exit the classroom, building or restrooms</li> <li>● After using the restroom students must wash hands with soap and water for 20 seconds</li> <li>● Cohorts will be assigned specific restrooms to use</li> <li>● Teacher will implement hand sanitizer breaks throughout the day and disperses a portion of hand sanitizer into each students' hands</li> <li>● Students will wash hands before and after lunch</li> <li>● Signage will be displayed by all sinks and in classrooms to remind students of proper handwashing procedures</li> <li>● The school building will continue to have daily cleanings each evening and additional cleaning throughout the day by custodial staff</li> <li>● Special attention will be given to sanitizing and disinfecting</li> </ul> |

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|   | <p>frequently touched surfaces including playground equipment, door handles, sink handles, drinking fountains, and shared objects (e.g. toys, games, art supplies) between uses multiple times per day</p> <ul style="list-style-type: none"> <li>● A specific schedule for cleaning of classrooms and bathrooms during the school day will be developed and utilized</li> <li>● Faculty and staff will help disinfect the classroom throughout the day</li> <li>● Playground structure will be disinfected at least once daily and between use by each cohort in accordance with CDC guidelines</li> <li>● Each classroom will be cleaned once per day with the Clorox 360 Electrostatic sprayer and disinfectant cleanser</li> <li>● Disinfectants will be applied safely and correctly following labeling direction as specified by the manufacturer.</li> <li>● Cleaning products will be kept out of reach of students</li> <li>● When feasible, teachers will be encouraged to keep windows open to allow for circulation of outdoor air as much as possible</li> <li>● Ventilation systems will be utilized and filters will be changed frequently</li> </ul>  |
| <p><b>Social and/or Physical Distancing</b></p> | <p><i>Social distancing is an effective way to prevent the spread of potential infection. Supporting physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible is expected.</i></p> <ul style="list-style-type: none"> <li>● Employees, students, parents, and visitors are to practice staying the recommended distance of six feet from others and eliminating contact with others whenever possible.</li> <li>● Traffic Flow Maps will be established</li> <li>● Signage, floor marking with tape, or other identifying marks for standing will be used to direct students and staff throughout the campus</li> <li>● Minimize standing in line with students and keep six feet of distance</li> <li>● Specific doors will be identified for entry and exit to shared spaces</li> <li>● A minimum of 35 square feet per person will be established in determining room capacity for each classroom, office space, staff lunchroom, mailbox room, supply room and meeting spaces</li> <li>● Maximum enrollment per grade level has been limited to meet square footage requirements</li> <li>● Current classrooms may be reassigned to accommodate class enrollment and meet square footage requirements</li> <li>● Arrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person;</li> <li>● Students are assigned seats and will stay in the same seat at all times</li> <li>● Signage will be posted outside each room to identify maximum capacity of the room</li> <li>● Modifications to the schedule will be made to limit the number of students in the hallway, drop-off and pick-up times, lunch and recess times</li> </ul> |

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|                                   | <ul style="list-style-type: none"> <li>● Staff will maintain six feet of distance in all meetings, professional development, shared spaces, etc.</li> </ul>  |
| <p><b>Cohort Groups</b></p>       | <p><i>Cohorting is a significant strategy to reduce the risk of COVID-19 spread. Cohorting refers to a consistent group of students that stays together for the duration of the school day.</i></p> <ul style="list-style-type: none"> <li>● Cohorts will be assigned based on grade level</li> <li>● Cohorts will be limited in size to accommodate the space available to provide 35 square feet per person, including staff</li> <li>● The grade level teacher and one additional staff member will be assigned to each cohort</li> <li>● Students will remain with their classmates at all times, including structured recess.</li> <li>● Students are not to visit another classroom outside of their cohort</li> <li>● Family drop-off and pick-up cohorts will be established</li> <li>● Students cannot be part of multiple cohorts that exceed a total of 100 people within the educational week</li> <li>● Interaction between students in different stable cohorts will be minimized (i.e. After School Care)</li> <li>● Cohorts will be assigned specific restrooms to use and common areas (i.e. hallways)</li> <li>● Stable student cohorts will remain in one classroom environment and staff that teach specific academic content areas (i.e. music, Spanish, MS math, etc.) will rotate to the classroom</li> <li>● Staff who interact with multiple stable cohorts must wash/sanitize hands between interaction with different stable cohorts</li> </ul> |
| <p><b>Screening Protocols</b></p> | <p><i>Screening is a way to quickly check for signs of infection. By screening students regularly, possible cases of COVID-19 infection are identified faster. This keeps more students and staff safe.</i></p> <ul style="list-style-type: none"> <li>● Students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> <li>❖ <b>Primary symptoms of concern:</b> <ul style="list-style-type: none"> <li>➤ cough,</li> <li>➤ fever (of greater than 100.4°F) or chills,</li> <li>➤ shortness of breath,</li> <li>➤ or difficulty breathing.</li> <li>➤ (Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID19. More information about COVID-19 symptoms is available from CDC.)</li> </ul> </li> </ul> </li> <li>● In addition to COVID-19 symptoms, students should stay home from school if they exhibit signs of other infectious diseases (i.e. strep throat, pink eye,)</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>● Visual screening of all students will take place daily and students will be questioned for symptoms</li> <li>● Symptoms questionnaire will include the following: <ul style="list-style-type: none"> <li>○ <i>Does the student have a new or worsening cough?</i></li> <li>○ <i>Is the student experiencing shortness of breath or difficulty breathing?</i></li> <li>○ <i>Does anyone in their home or with whom they live have current symptoms of COVID19?</i></li> <li>○ <i>Has anyone in their home or with whom they live been diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?</i></li> <li>○ <i>Has the staff or student been in close contact of anyone diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?</i></li> </ul> </li> <li>● Temperature check of students will be taken during drop-off time (please see Drop-off procedures)</li> <li>● Before entering the building, staff members can self-screen, attest to their own health,</li> <li>● If a staff member exhibits any symptoms, he/she should immediately contact the assistant principal and/or principal and arrange for alternative plans for class coverage</li> <li>● Staff will complete on-line daily log that will be reviewed daily by the principal</li> <li>● In order to maintain records for contact tracing, daily logs will be kept in a confidential School Medical Binder and placed in a locked cabinet in the main office</li> <li>● Upon entering the designated building and/or classroom, staff will use hand sanitizer available at the entry</li> </ul> <p><a href="#"><u>LCPH Daily Symptom Screening for Schools</u></a></p> <p><b><i>Emergency signs that require immediate medical attention:</i></b><br/> <b><i>Trouble breathing</i></b></p> <ul style="list-style-type: none"> <li>→ Persistent pain or pressure in the chest</li> <li>→ New confusion or inability to awaken</li> <li>→ Bluish lips or face</li> <li>→ Other severe symptoms</li> </ul> |
| <p><b>Personal Protective Equipment (PPE) Protocols</b></p> | <p><i>Face coverings are required in Oregon for everyone age 5 and older, in all indoor public spaces and also outdoors when you cannot keep 6 feet from others.</i></p> <p><i>“ODE, OHA, schools, families and community organizations have important new roles in preparing families and care takers to prepare younger children to wear face coverings safely and effectively. This includes instruction on how to properly wear a face covering, desensitization support (getting used to wearing face coverings), recommended materials for homemade face coverings, proper care and cleaning, and how to allow for “face covering breaks” during instruction. Lack of access to a face covering cannot be a barrier to instruction; each school has a responsibility to ensure that</i></p>   |

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|                                 | <p><i>students have access to usable face coverings.</i></p> <ul style="list-style-type: none"> <li>● Face coverings or face shields for all staff, contractors, or other service providers, following CDC guidelines Face Coverings</li> <li>● Face coverings or face shields for all students in grades Kindergarten through grade eight following CDC guidelines for Face Coverings</li> <li>● If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, staff will implement the following: <ul style="list-style-type: none"> <li>○ Provide space away from peers while the face covering is removed; students should not be left alone or unsupervised;</li> <li>○ Provide additional instructional support effectively wear a face covering;</li> <li>○ Provide students adequate support to re-engage in safely wearing a face covering;</li> <li>○ Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.</li> </ul> </li> <li>● PPE will be provided for all faculty and staff (1-2 face shields and 2 masks)</li> <li>● Disposable masks and gloves will be available as needed in the school office</li> <li>● Plexiglass barriers will be utilized as needed for teachers when working 1-1 with students</li> </ul>  |
| <p><b>Student Protocols</b></p> | <ul style="list-style-type: none"> <li>● Students are encouraged to wash hands often with soap and water for at least 20 seconds and at least 3x per day</li> <li>● Students will use hand sanitizer upon entry/exit from the building, classroom, bathroom and any other area they may be in</li> <li>● Avoid touching eyes, nose and mouth</li> <li>● Student desks and tables will be placed 6 feet apart Preschool through grade eight</li> <li>● Students are not to visit another classroom outside of their homeroom classroom</li> <li>● Students will have a designated space, solely for their use in their classroom</li> <li>● Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently</li> <li>● Use of lockers in the middle school will be suspended until further notice</li> <li>● Students will not dress down for PE</li> <li>● Students will use designated restrooms</li> <li>● The number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms</li> <li>● If a student becomes ill at school, he/she may be instructed to go home or to the nearest health center</li> <li>● If COVID-19 symptoms are present, the student will be isolated in the health room until the parent, or their parent designee, arrives to pick them up</li> <li>● If another classmate is considered to have been exposed to COVID-</li> </ul> |

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|                               | <p>19 at school, he/she may be instructed to go home or to the nearest health center</p> <ul style="list-style-type: none"> <li>● Students diagnosed with COVID-19, may return to school when the following criteria are met: <ul style="list-style-type: none"> <li>○ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications);</li> <li>○ respiratory symptoms (cough, shortness of breath, etc) have improved;</li> <li>○ Lane County Public Health Department (LCPH) releases the student to return to school safely</li> </ul> </li> <li>● If a student exhibits symptoms that could be COVID-19 related, they should contact their medical professional and get tested.</li> <li>● Administration is to work under the premise that the student has contracted COVID-19 and may not return to school until the criteria listed above have been met</li> </ul>  |
| <p><b>Staff Protocols</b></p> | <ul style="list-style-type: none"> <li>● Staff are encouraged to wash hands often with soap and water for at least 30 seconds</li> <li>● Staff will use hand sanitizer upon entry/exit from building, classroom and while moving around building and classroom</li> <li>● Avoid touching eyes, nose and mouth</li> <li>● All staff will be required to wear face shield and/or face mask unless working alone in their classroom</li> <li>● Staff that work with multiple stable cohorts must wash/sanitize their hands between each interaction</li> <li>● When social distancing of six feet may be limited (ex. working 1 on 1 with a child), faculty/staff are required to wear their face shield and/or mask</li> <li>● If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he/she will be instructed to go home or to the nearest health center</li> <li>● Employees returning to work from an approved medical leave will contact the principal and submit a healthcare provider's note before returning to work</li> <li>● Employees diagnosed with COVID-19, may return to school when the following criteria are met: <ul style="list-style-type: none"> <li>○ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications);</li> <li>○ Respiratory symptoms (cough, shortness of breath, etc) have improved</li> <li>○ Local county Department of Health releases the staff member to return to school safely</li> </ul> </li> <li>● If an employee exhibits symptoms that could be COVID-19 related, they will be expected to contact their medical professional and get tested.</li> <li>● Administration will work under the premise that the staff member has contracted COVID-19 and may not return to school until the criteria listed above have been met</li> <li>● Employees are to disinfect their own workspace/classroom</li> </ul> |

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|                                       | <p>multiple times throughout the day, giving special attention to commonly touched surfaces</p> <ul style="list-style-type: none"> <li>● Shared space such as the copy room, office and faculty room will have signage indicating capacity limits. These capacity limits need to be adhered to at all times</li> <li>● Use of shared appliances such as coffee machines, refrigerators and microwaves is not recommended</li> <li>● Should employees choose to use shared appliances, they need to disinfect the handle after use</li> <li>● Personal items placed in the refrigerator should be labeled and placed in an individual storage unit (i.e. lunch sack, paper bag)</li> </ul>   |
| <p><b>Visitors and Deliveries</b></p> | <p><i>While risks of COVID-19 persist, as determined by county health agencies, visitors and deliveries to school will be limited.</i></p> <ul style="list-style-type: none"> <li>● Only archdiocesan scheduled personnel are allowed on campus during preparation for reopening</li> <li>● Only scheduled deliveries will be allowed on campus prior to the first day of school</li> <li>● After School opens, all deliveries will be left by the front door of the school and school staff will bring it into the building</li> <li>● One person or family is allowed in the front office at a time</li> <li>● Upon entering the office, six feet of physical distance between all people must be maintained (except within the same family), masks or a face shield are required, and visitors and/or staff must use hand sanitizer upon entry and exit</li> <li>● Visitors choosing to enter the office will be screened for COVID-19 symptoms upon every entry</li> <li>● Anyone known to have been exposed to COVID-19 within the preceding 14 calendar days will be restricted from school property</li> <li>● Parents wishing to check a child in/out during the school day will call the office and request their child and then wait outside for the child. During this time only, the office staff will record the child arriving or leaving in place of the parent signing the child in or out</li> <li>● Non-essential deliveries, including food/forgotten lunches, birthday surprises, personal items are suspended until deemed safe</li> </ul> |

| <p><b>PREVENTATIVE TRAINING</b></p> |  |
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|                                     | <p><b>100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing</b></p>   |
| <p><b>Staff Training Plan</b></p>   | <p><b>June, July, and August:</b> Principal attends bi-weekly (T,Th) training and information meetings hosted by LaneESD with LCPH to stay current on best practices and recommendations of ODE, OHA, and LCPH</p> <p><b>August:</b> Principal, Assistant Principal, Administrative Assistant, and</p> |



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|                                     | <p>assigned staff will review best practices and training material available through Oregon School Nurses Association <a href="#">COVID-19 Toolkit</a></p> <p><b>August 28:</b> All school employees will receive the most current copy of the Return to School Plan (They will also receive drafts throughout the writing process).</p> <p><b>August 31 - September 4 In-Service Week:</b><br/> <i>Staff will:</i></p> <ul style="list-style-type: none"> <li>● Review, discuss and clarify the Return to School Plan</li> </ul> <p><i>Training will be completed in the following areas:</i></p> <ul style="list-style-type: none"> <li>● Sanitation and hygiene instruction</li> <li>● Social distancing</li> <li>● Health practices for self and students,</li> <li>● Use of flow charts and signage in building and classrooms</li> <li>● Beginning of the day and end of the day procedures</li> <li>● Restroom and recess routines</li> <li>● Identifying COVID-19 related symptoms and proper temperature screening</li> </ul> <p><i>Professional Development focused in the following areas and will be on-going throughout the year:</i></p> <ul style="list-style-type: none"> <li>● Remote Learning utilizing the “Distance Learning Playbook for Grades K - 12”</li> <li>● Anti-Racism and Equity in Teaching</li> <li>● Training from Committee for Children for assistance with social and emotional needs of students due to COVID-19</li> <li>● IT Training in areas identified by staff (i.e. Google Classroom, MysteryScience, Apple Teacher)</li> <li>● SimpleK12</li> </ul> |
| <p><b>Student Training Plan</b></p> | <p><b>September 3:</b> Each Staff member will create and send home a “Welcome Back to School” video to highlight some initial practices that will be implemented into the classroom (i.e. what will it look like when they come into the classroom)</p> <p><b>September 8 - 11:</b><br/> Teachers will provide explicit instruction and provide opportunities to practice the following routines:</p> <ul style="list-style-type: none"> <li>● Social distancing and health practices during drop off, pick up, in the classroom and on the playground</li> <li>● Use and storage of personal items</li> <li>● Following flow maps</li> <li>● Beginning of the day and end of the day procedures</li> <li>● Use and wearing of masks and/or face shields</li> <li>● Use of desk shields</li> <li>● Restroom and recess routines</li> <li>● Lunch routines</li> </ul> <p><b>September 14 - 18:</b><br/> Teachers will continue to review instructions and practice previously</p>   |

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|                                    | <p>mentioned procedures</p> <p><b>On-going throughout the year:</b><br/>Teachers will review and practice expectations with students as needed</p>  |
| <p><b>Parent Training Plan</b></p> | <p><b><i>Prior to the start of the school year and on-going as needed:</i></b> Parents will be trained in identifying COVID-19 related symptoms and proper temperature screening via printed material and video resources available at:</p> <ul style="list-style-type: none"> <li>❖ Oregon School Nurses Association <a href="#">COVID-19 Toolkit</a></li> <li>❖ Lane County Public Health <a href="#">School Reopening Resources</a></li> </ul> <p>Parents will be given directions and encouraged to prepare younger children to wear face coverings safely and effectively. This includes instruction on how to properly wear a face covering, desensitization support (getting used to wearing face coverings), recommended materials for homemade face coverings, and proper care and cleaning.</p> <p>Parent communication will include drop-off/pick-up revisions and new expectations</p> <p>The school website will give parents access to videos that demonstrate new safety and health procedures</p> |

| <p style="text-align: center;"><b>SCHOOL SCHEDULE AND ROUTINES</b></p> |  |
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| <p><b>Morning Drop-off Plan</b></p>                                    | <p>Arrival of students in grades kindergarten through eighth will begin at 7:50 each morning and be divided into fifteen minute increments with specific groups. Students need to arrive during designated time. If unable to arrive during designated time, the student needs to arrive after 8:35 in order not to mix students from different groups.</p> <ul style="list-style-type: none"> <li>❖ 7:50 - 8:05 - Group A</li> <li>❖ 8:05 - 8:20 - Group B</li> <li>❖ 8:20 - 8:35 - Group C</li> </ul> <p><i>*Parents will be able to sign-up for their designated drop-off and pick-up times via Sign-Up.com</i></p> <p><i>Routines for morning drop-off are as follows:</i></p> <ul style="list-style-type: none"> <li>● Students will be divided into groups and be dropped of during one of the specified times</li> <li>● All members of the same family will have the same drop-off time</li> <li>● Families will be assigned a specific parking lot (either front or back) to drop off students</li> <li>● Designated staff will greet students, complete a visual screening, a questionnaire, and take student temperature while the student</li> </ul> |

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|   | <p>stays in the family’s car.</p> <ul style="list-style-type: none"> <li>● If a student doesn’t have a temperature greater than 100.4, or exhibit symptoms, the child will be guided to his/her classroom.</li> <li>● If a child has a temperature greater than 100.4, exhibits symptoms visually or through the questionnaire, the student will be taken home for the day.</li> <li>● Students in grades five through eight will enter the classroom at the door on the outside of the “upper wing building”</li> <li>● Students in grades first through fourth will enter the “lower wing” at the south entrance of the building and report directly to the classroom</li> <li>● Students in kindergarten will go directly to the classroom and enter at the room at the southwest corner.</li> <li>● Students in preschool and pre-kindergarten will meet in designated areas by parish hall. A parent or guardian will walk his/her child to the location and sign the student in. A visual screening, questionnaire, and student temperature will be taken during this time.</li> </ul>   |
| <p><b>After School Pick-Up Plan</b></p> | <p>Pick-up of students in grades kindergarten through eighth will begin at 2:30 Monday, Tuesday, Thursday, and Friday, and at 2:00 on Wednesday. Each afternoon will be divided into fifteen minute increments with specific groups. Students need to be picked up during designated time. If unable to arrive during designated time, the student needs to arrive after 8:35 in order not to mix students from different cohorts.</p> <p><b>Monday, Tuesday, Thursday, and Friday Pick-up Times:</b></p> <ul style="list-style-type: none"> <li>❖ 2:30 - 2:45 - Group A</li> <li>❖ 2:45 - 3:00 - Group B</li> <li>❖ 3:00 - 3:15 - Group C</li> </ul> <p><b>Wednesday Pick-up Times:</b></p> <ul style="list-style-type: none"> <li>❖ 2:00 - 2:15 - Group A</li> <li>❖ 2:15 - 2:30 - Group B</li> <li>❖ 2:30 - 2:45 - Group C</li> </ul> <p><i>Routines for afternoon pick-up are as follows:</i></p> <ul style="list-style-type: none"> <li>● Students will be divided into groups to be picked up during one of the specified times</li> <li>● All members of the same family will have the same pick-up time</li> <li>● Families will be assigned a specific parking lot (either front or back) to pick-up students</li> <li>● Parents will stay in the car</li> <li>● Staff will make visual contact with family and send student to the car</li> <li>● Parents will contact the school if they are unable to pick-up their child at designated time</li> <li>● Students must be picked up no later than fifteen minutes past the last pick-up time</li> <li>● Students will stay in the classroom until parent arrives</li> </ul> |

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|                                  | <p><i>*Parents will be able to sign-up for their designated pick-up and drop-off times via Sign-Up.com</i></p>  |
| <p><b>Food Service Plan</b></p>  | <p>The lunch program will operate as follows:</p> <ul style="list-style-type: none"> <li>● Student to bring their own lunches each day</li> <li>● All students will wash hands before lunch</li> <li>● Students will eat lunch in the classroom at assigned desk</li> <li>● Each student in grade 5 - 8 will wipe down his/her desk before eating</li> <li>● Students in grades preschool - 4 will have his/her desk wiped down by staff member</li> <li>● Microwaves will not be available</li> <li>● Hot lunch will not be available during the month of September</li> <li>● Coordination of the Hot Lunch Program will be reviewed and evaluated with the local school district (currently St. Paul contracts with 4J School District to provide lunches)</li> <li>● A review of implementing hot lunch will take place in September to evaluate whether or not the hot lunch program will start in October</li> <li>● If a student does not have a lunch at school, one will be provided by the school</li> <li>● Lunch may not be delivered from parent, restaurant or delivery service during the school day</li> <li>● Staff will not be allowed to each lunch in the staff lounge with other staff members from different cohorts and must maintain six feet of social distance</li> </ul>   |
| <p><b>Extended Care Plan</b></p> | <p><b>Before School Care:</b></p> <ul style="list-style-type: none"> <li>● Morning care will be available beginning at 7:30 am in the school gym</li> <li>● Students will enter through the gate by the front door</li> <li>● Designated staff will greet students, complete a visual screening, a questionnaire, and take student temperature</li> <li>● All students must wear a face covering and practice social distancing</li> <li>● All students must be enrolled for morning care - NO drop-in students will be allowed.</li> <li>● Students will remain in morning care until morning arrival begins at 7:50am</li> <li>● Attendance will be limited to 10 students per day</li> </ul> <p><b>After School Care:</b></p> <ul style="list-style-type: none"> <li>● Students attending the After School Care Program will be kept in the following cohorts: <ul style="list-style-type: none"> <li>❖ Preschool, Pre-K, and Kindergarten</li> <li>❖ 1st, 2nd, 3rd, and 4th Grade Students</li> <li>❖ 5th, 6th, 7th, and 8th Grade Students</li> </ul> </li> <li>● Care will be available daily from the final dismissal until until 6:00pm</li> <li>● All students must be enrolled in the After School Care Program - NO drop-in students will be allowed</li> <li>● Cohorts will be kept to a small number</li> <li>● Parents will call the After School Director when they have arrived at</li> </ul> |

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|   | <p>school</p> <ul style="list-style-type: none"> <li>● Students will be escorted out to the parent</li> <li>● Once students are with the parent, the After School Care Provider will sign the student out in the presence of the parent using the Kinderlime App</li> </ul>  |
| <p><b>Recess and Playground Plan</b></p>                                    | <p><b><i>Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Non-contact activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE. Students will recess in separate areas of the campus. Play structures will not be in use. Student cohorts will be assigned specific times for recess in order to allow for one cohort to be in designated play area (blacktop, playground, grass field)</i></b></p> <ul style="list-style-type: none"> <li>● Recess activities that allow for physical distancing will be encouraged</li> <li>● Students will not be required to wear masks if they are able to stay 6' apart from one another</li> <li>● Before and after using playground equipment, staff will ensure that each student wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60 - 95% alcohol</li> <li>● Students will follow the specified traffic pattern and enter and exit through designated doors</li> <li>● Playground structure will be disinfected at least once daily and between use by each cohort in accordance with CDC guidance</li> <li>● Each cohort will have their own designated recess equipment which will be kept in baskets in the classroom</li> <li>● Students will bring their basket with equipment to and from the playground.</li> <li>● Equipment will be cleaned daily by staff</li> <li>● At all times, the playground and blacktop areas will be closed to the general public</li> </ul> |
| <p><b>Assembly, Announcements, Athletic, and Schoolwide Events Plan</b></p> | <ul style="list-style-type: none"> <li>● All assemblies, schoolwide events (i.e. Back to School Ice Cream Social) school sponsored athletic programs, special performances will be eliminated until deemed safe</li> <li>● Monday Morning Muster, will be streamed into each classroom beginning at 8:45 on Monday mornings via a live streaming service.</li> <li>● Monday Morning Muster will include a prayer service, special announcements, Catholic Identity and School Climate Theme, student birthdays, and other special recognition of students and staff</li> <li>● As needed announcements will be made through the phone intercom</li> <li>● Field trips are cancelled - classroom teachers are encouraged to incorporate digital field trips and virtual guest speakers until deemed safe to travel</li> <li>● School-wide parent meetings (i.e. Curriculum Night, Parent/Teacher Conferences) will be modified to meet social distancing guidelines</li> </ul>  |

**SECTION 2: ACADEMIC EXCELLENCE**

| <b>CURRICULUM AND INSTRUCTION</b>   |   |
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| Attach completed <a href="#">Reflections on Distance Learning Worksheet</a> |   |
| <b>Plan for Teacher Curriculum Development</b>                              | <ul style="list-style-type: none"> <li>Resources will be provided to teachers via emailed during break from school</li> <li>During In-Service Week staff will work on curriculum and continuation of curriculum guide work and integration of technology into instruction</li> <li>Scheduled school inservice dates throughout the school year.</li> <li>Weekly PLC time and faculty meetings for teachers to effectively communicate on goals and use of technology to assist with learning.</li> </ul>  |
| <b>Beginning of Year Assessment Plan</b>                                    | <p>Student Support Team Members develop a “Beginning of the Year Assessment Plan” and work with staff to implement. The Assessment will include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>Summative and Formative student assessments will occur as normal in all grade levels including preschool and pre-kindergarten. This information will be used to drive intentional grade level instruction.</li> <li>Kindergarten through 8th grade STAR Reading and Math Assessment</li> <li>DIBELS Assessment in Kindergarten through 6th Grade</li> <li>K- 8 Writing assessment</li> </ul> |
| <b>Grading Expectations and/or Policies</b>                                 | <ul style="list-style-type: none"> <li>Students in Kindergarten through grade 4th will continue to use standard based grading system</li> <li>Fifth through eighth grade staff will develop a policy for grading by creating a standards based grading system</li> </ul>  |
| <b>Asynchronous and Synchronous Teaching Expectations</b>                   | <ul style="list-style-type: none"> <li>Teachers will provide specific instruction to students at the start of the school year to assist them with digital learning platforms in preparation for the potential of returning to DDL or a hybrid model. S</li> <li>Daily synchronous meetings in core subjects will be scheduled Monday-Thursday at 2:30 to provide guidance and direct instruction.</li> </ul>  |
| <b>Plan to Mitigate Learning Loss</b>                                       | <ul style="list-style-type: none"> <li>The Student Support Team will work with staff</li> </ul>   |

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|  | <p>to develop a plan to mitigate learning loss.</p> <ul style="list-style-type: none"> <li>● All teachers will use data from fall assessments to drive and inform individual instruction and create goals per class and per student</li> <li>● Additional support will be given to students performing below grade level in order to perform at grade level.</li> <li>● The Student Support Team will be available to provide assistance and ideas for teachers to implement.</li> </ul>                                       |
| <p><b>Systems of Support for Diverse Learners and/or English Language Learners</b></p> | <ul style="list-style-type: none"> <li>● The Student Support Team will review needs and offer support to the teacher and/or students when applicable.</li> </ul>   |
| <p><b>Plan for Students Unable to Attend School</b></p>                                | <ul style="list-style-type: none"> <li>● Google Classroom will be used to assist students that are unable to attend</li> <li>● Zoom appointments with classroom teacher as needed</li> <li>● Livestream instruction will be made available to students</li> <li>● Recording of livestream instruction will be uploaded to the Google classroom for students to access by 4:30 each day</li> <li>● Student Support Team Members will assist teachers in providing instruction to stay at home students</li> </ul>               |
| <p><b>Professional Development Plan for Teachers</b></p>                               | <ul style="list-style-type: none"> <li>● The principal and assistant principal will provide training on the topics prior to school, during in-service week, and be available to assist teachers as needed throughout the school year.</li> <li>● Teachers will develop plans for individual professional growth based on the Danielson Teaching Model</li> </ul> <p><i>(Please see Staff Training Plan for details in regard to Professional Development Plan for faculty and staff throughout the course of the year)</i></p> |
| <p><b>Plan for Specialists Classes (i.e. Art, Music, Language, etc.)</b></p>           | <ul style="list-style-type: none"> <li>● Spanish and music specialists will push into the classroom</li> <li>● Spanish and music specialist may also livestream into the classroom and students will be supervised by another staff member in the classroom</li> <li>● Weather pending, PE will take place outside or the specialist will push into the classroom.</li> <li>● If available, the gym will be used for PE when proper cleaning can take place</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>● Pullout specialist classes will begin when it is deemed safe.</li> <li>● Technology instruction will be placed on hold for the coming school year and reevaluated based on instructional need</li> </ul> |
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## MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

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| <b>Plan to Support SEL at the Start of the School Year</b>            | <ul style="list-style-type: none"> <li>· Second Step curriculum</li> <li>· Parent communication regarding easing anxiety around returning to school, wearing masks, distancing protocols.</li> <li>· Student Check-ins</li> <li>· Communication with parents when a student is expressing concerns.</li> <li>· Checking on and maintaining the wellbeing of the staff regularly is of utmost importance, especially those disproportionately impacted by Covid-19.</li> </ul>  |
| <b>Family Support and Training Plan</b>                               | <ul style="list-style-type: none"> <li>· Consistent communication with families via email, letters, newsletters, website, and social media</li> <li>· Zoom back to school night so the students can meet the teacher, see the classroom, families can ask questions etc...</li> <li>· Release of the reopening plan so families can discuss with their child what school will be like.</li> <li>· Update on the digital distance learning plan</li> <li>· Offer training to parents on how to use our digital platforms to allow for seamless transition if need be.</li> <li>· Training on digital platforms for students.</li> </ul> |
| <b>Plan for Identifying and Supporting SEL Mental Health Concerns</b> | Establish a teacher committee on SEL programs to support all learners.   |

## TECHNOLOGY

|   | <b>Hybrid Model or 100% Distance Learning</b>  |
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| Learning Management System or Platform used at each grade level | <ul style="list-style-type: none"> <li>● ·Preschool and Pre-Kindergarten Students will utilize Shutterfly</li> <li>● Kindergarten will evaluate the potential of using Seesaw Platform</li> <li>● First through grade eight will use the Google Classroom</li> </ul> |
| Acceptable Use/Safety Policies                                  | <ul style="list-style-type: none"> <li>● Staff will review current technology policy</li> <li>● Technology policy will be updated to include digital learning, permission for child to be part of</li> </ul>   |



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|  | synchronous and asynchronous recordings;<br>signed by both parent and student   |
| Technology Purchase Plan and Related Costs | <ul style="list-style-type: none"><li>● iPads will be purchased and implemented for one-to-one use in grades five through eight</li><li>● Staff computers will be updated</li><li>● Funding for new purchases of technology will come from restricted funds raised at last year's auction</li><li>● The current inventory of iPads will be updated and reallocated for student use in grades first through fourth</li><li>● Zoom License will be purchased for all staff</li><li>● Plan for the possible need to update the wifi infrastructure to meet bandwidth needs to have the highest</li></ul> |

**SECTION 3: MISSION AND CATHOLIC IDENTITY**

| MISSION AND CATHOLIC IDENTITY              |   |
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|  | <b>Hybrid Model or 100% Distance Learning</b>   |
| <b>Schoolwide Eucharistic Celebrations</b> | <p><b>100% On-Site Learning:</b></p> <ul style="list-style-type: none"> <li>● Monthly Mass will be streamed from the church to all classrooms inside of the school</li> <li>● One class will host the Mass and attend service in the church (maximum capacity will be 35)</li> <li>● Pastor will work with classroom teacher to plan the liturgy</li> <li>● Church and/or school staff will provide livestream to students and parishioners</li> <li>● Music will be arranged with Pastoral Musician</li> <li>● Students not attending school in-person will be encouraged to participate via the live stream</li> <li>● Singing will be allowed with masks</li> <li>● Assistant Principal, Principal, or Pastoral Associate will assist the Pastor as Eucharistic Ministers</li> </ul> <p><b>Hybrid or 100% On-Site Learning:</b></p> <ul style="list-style-type: none"> <li>● Monthly Mass will be streamed to all students at home</li> <li>● Pastor, Principal, Assistant Principal, and/or Pastoral Associate will plan Mass</li> <li>● Church and/or school staff will provide livestream to students and parishioners</li> <li>● Music will be arranged with Pastoral Musician</li> <li>● Principal, Assistant Principal, or Pastoral Associate will assist the Pastor as Eucharistic Ministers</li> </ul> |
| <b>Faith Life Activities</b>               | <ul style="list-style-type: none"> <li>● Activities will be developed by staff to celebrate special days in the Liturgical Calendar (i.e. All Saints Day, October - Month of the Rosary, Catholic Identity and School Climate Theme)</li> </ul>   |
| <b>Service Learning Plan</b>               | <ul style="list-style-type: none"> <li>● Schoolwide service activities will be reevaluated based on current COVID guidelines</li> <li>● Modify current schoolwide service projects including Can-A-Week, Christmas Hospitality, Project Starfish</li> <li>● Teachers will develop individual classroom plans to provide outreach to the homebound,</li> </ul>   |

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|   | <p>senior facilities, hospitals, etc.</p> <ul style="list-style-type: none"> <li>● Work with local agencies like Catholic Community Services to support and assess their current needs</li> </ul>  |
| <p><b>Visibility Plan for Pastor</b></p>  | <p><b>100% On-Site Learning:</b></p> <ul style="list-style-type: none"> <li>● Pastor will follow guidelines established for face covering</li> <li>● Hands will be washed upon entry and exit of the classroom</li> <li>● Follow distance protocol when visiting classroom</li> <li>● Lead Masses and prayer services for students and staff</li> </ul>  |
| <p><b>Visibility Plan for School Administration<br/>(Principal and Assistant Principal)</b></p> | <p><b>100% On-Site Learning:</b></p> <ul style="list-style-type: none"> <li>● Administration will follow guidelines established for face covering.</li> <li>● Hands will be washed upon entry and exit of the classroom.</li> <li>● Follow distance protocol when visiting classroom</li> <li>● Administration will assist with student drop-off and pick-up and be visible throughout the school day</li> <li>● Administration will be visible during recess, help with maintaining distancing, and disinfection.</li> <li>● Monitor student and staff practices of following protocol (i.e. social distancing, wearing of masks or face shields)</li> <li>● Assist staff with triaging health needs of students</li> </ul> <p><b>Plan for 100% Distant Learning:</b></p> <ul style="list-style-type: none"> <li>● Administration will assist staff with Digital and Distant Learning (DDL) needs</li> <li>● Administration will drop-in and visit DDL classrooms</li> <li>● Administration will have access to all Google Classrooms to review and assist staff</li> <li>● Administration will have weekly meetings with PLCs.</li> </ul> <p><b>Hybrid Learning Model:</b></p> <ul style="list-style-type: none"> <li>● Administration will adhere to a combination of guidelines created in the 100% on-site or DDL plan</li> <li>● Administration will assist staff with students that are off-site</li> </ul> |