



* **Please note:** The Department of Catholic Education and Faith Formation offers the below guidelines in accord not only with Archdiocesan recommendations, but also in compliance with those set forth by the Louisiana Department of Education, the Louisiana Department of Health, and the Centers for Disease Control.

This is a fluid situation, so the constantly updated document, “Louisiana Strong Start 2020: School Reopening Guidelines and Resources,” should be consulted frequently. Please visit www.louisianabelieves.com to access this document.

Fall 2020 Re-Opening Plans for Parish Faith Formation Programs

I have the strength for everything through him who empowers me. (Phil. 4:13)

We are called to provide a Culture of Safety for our children and youth. At this time we are challenged to provide religious education and healthy community relationships during the Covid-19 pandemic. As with Safe Environment, COVID-19 preparation is not a formality; it is a call for us to show respect for each person in our care. It is the responsibility of the Parish Catechetical Leader to ensure that these various precautions, sanitization and safety measures, and guidelines are followed and executed. ***Parish School of Religion (PSR) and any other faith formation programs (for example, RCIA) that use Catholic School facilities should comply completely with the guidelines and plans laid out by the respective Catholic School. All are expected to work in cooperation with the school leader to ensure that practices and protocols are followed.***

Scheduling

- As long as we are in Phase 2 in the state or in your civil parish/city, we limit the size of our classes to 25 people. (1 adult to no more than 24 students or 2 adults to no more than 23 students)
- In Phase 2 we cannot allow high school volunteers to work in the PSR program. We are limiting our classes to enrolled students and adult catechists.
- KEEP GOOD ATTENDANCE RECORDS
- Limit non-essential visitors who enter the building (especially if you are in a school building)
- Stay informed of civil parish, city and state restrictions for group size

Physical Space

- Assure that you have a room or designated space for each class of students and keep students in the same group for each class
- If using classrooms in an elementary school, DO NOT move any furniture; it is set up by the classroom teacher for social distancing

- If using classrooms in an elementary school, do not use any of the classroom supplies or materials; they are sanitized and set aside for specific students or staff
- All student desks in Phase 2 or lower must be facing the same direction with 1 student per desk
- Student desks must be 6 feet apart
- If you use room dividers, they must meet fire code
- Ventilation – ensure ventilation systems are operating properly
- If you have class outdoors, assure this won't trigger allergies or asthma
- If you meet outdoors, groups must remain the same size and must remain in sight of administration, yet apart from other groups
- Turn off or cover all water fountains
- Monitor bathroom use so as not to have a group in the bathroom at any time.
- Provide physical guides, such as tape on floors or signs on walls to promote social distancing

Arrival

- Temperature of staff is taken as they enter the building; if the adult's temperature is 100.4° or higher, the adult cannot come to PSR or parish activity
- Staff greet students at their cars
- Temperature taken prior to getting out of the car – if the child's temperature is 100.4° or higher, the student cannot come to PSR or parish activity
- Hand sanitizer is given to every person as they enter the building
- Staff member signs each person (adult and child) in and out of the building
- Staff member visually checks the child – flushed cheeks, rapid breathing, difficulty breathing

Departure

- Students are dismissed from an established location in a method which will prevent a large gathering in one place

Students and Catechists

- Catechists and students will wear cloth face coverings. While inside the school building, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context. Face coverings are optional, but recommended for students in grades K through 2.
- Who cannot wear a cloth face covering? Anyone who has severe trouble breathing or anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
- Wash hands frequently
- Watch for signs of anxiety, abuse or neglect in students

Attendance Records

- All adults who enter the building must sign in and out
- Keep good record of student attendance for each class/activity
- Keep all records in one centralized place

Operational

- Have at least two forehead contact thermometers on site for each activity; disinfect after each use (contact free thermometer is preferred)
- Have supplies for each student and catechist to use each week so they are not sharing
- Supplies should be sanitized at the end of each use
- Leave doors open to offices and classrooms to reduce touching by multiple people
- Ensure that your maintenance/custodial staff have appropriate training to clean and maintain your spaces used for PSR and youth activities
- Provide cleaning supplies, including soap, hand sanitizer (with at least 60% alcohol for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, extra supply of cloth face coverings, and no-touch/foot-pedal trash cans. A minimum of 2 weeks supply should remain in stock in case of supply chain disruptions.
- Ensure safe and correct use and storage of cleaning supplies, in locked area away from students. Use only products that meet EPA guidelines.
- Disinfect bathrooms and high touch areas of the building frequently.
- Once classes have dismissed, all areas are to be deep-cleaned. If using a school building, specifications must be to the satisfaction of the school leader.

Common Areas

- Close common areas such as staff rooms, playgrounds unless they are carefully monitored for group size and cleaned
- Snacks cannot be brought in and shared by a class or group.

For additional assistance, or if you have any questions at all, please contact:

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