



2020-2021

Back to Learning Plan

Updated November 13, 2020

Updates or changes are highlighted in yellow.

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Introduction

Governor Holcomb's executive order allows Indiana schools to reopen for the 2020-2021 school year. The Office of Catholic Schools has provided guidelines for the reopening of Catholic schools in the Diocese of Lafayette-in-Indiana in light of the global COVID-19 pandemic. The Indiana Department of Education (IDOE), in conjunction with the Center of Disease Control (CDC), the Indiana Non-Public Education Association (INPEA), and the Indiana Catholic Schools Consortium (ICSC) worked together to release guidelines for reopening Indiana schools. These documents were referenced in the planning for the re-entry of students and staff.

Catholic schools and families partner in spiritual, emotional, physical, mental and social formation of students. It is for this, assurances must be in place to provide a safe return to in-person formation and academic instruction at St. Paul Catholic School.

St. Paul will reopen school for the 2020-2021 year with in-person teaching and learning on Thursday, August 6th. While there is no perfect plan, this plan provides flexibility to respond to the changing needs. With the cooperation of students, parents, staff, and the entire community, St. Paul can reopen and return to creating positive relationships so our students have the best education possible.

THIS IS A FLUID DOCUMENT, CHANGES MAY BE MADE AS MORE INFORMATION ARISES. CHANGES IN THE POLICY WILL BE HIGHLIGHTED IN YELLOW.

Prevention and Mitigation Measures

St. Paul leaders, teachers and staff members will educate our students about the practices and procedures being implemented with regards to personal hygiene, bathroom breaks, water bottle fill-up, hallway and classroom procedures and many other precautions being taken to keep things clean and sanitized.

A checklist has been created for the purpose of educating everyone about his/her personal responsibilities before entering school, while at school and after leaving school. (See appendix A for checklists) Parents, students, teachers and staff members should use this checklist each day to better ensure the safety and well-being of everyone in school. Also, teachers and staff members will be trained on what to look for and will notify the school nurse, secretary, and/or administration if they notice one of their students might not be feeling well. The administration is requesting that everyone do their part in completing a self-screening before entering school.

NO ONE SHOULD ENTER SCHOOL IF HE/SHE IS NOT FEELING WELL, HAS A FEVER OR HAS BEEN IN CONTACT WITH ANYONE WHO IS ILL. Teachers and staff will take immediate action to remove anyone from school who is ill. Points of isolation will be provided to keep everyone safe at school.

Parents must call the main office if their child is ill. **Do not contact individual teachers.** If leaving a message, please make sure to leave the following information:

- Date
- Student Name and Grade
- Reason for absence- Illness or non-illness related
- Illness Related
 - What symptoms does the child have?
 - When did they start?

If at any time during this process, someone within the school setting tests positive for the COVID-19, the administration will follow the CDC, IDOE and Country Board of Health guidelines to determine mitigation procedures. Depending on the circumstances, in some cases administration might only close a classroom. In other cases, the entire school may close. Below are common symptoms of COVID-19.

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

School Calendar/Schedule

The first day of school for students is Thursday, August 6, 2020. Students will attend five days per week and the school day start and end times remain the same. Drop off times are being adjusted (see Social Distancing Protocols, Arrival). At this time, the school year calendar remains unchanged. The school year consists of scheduled e-Learning days where students will not come to school and will be assigned work to complete at home. This allows for practice should any needed closures occur in the future. You can view the full academic year calendar on our website.

Exclusion from School for Individuals with COVID-19 Symptoms

Non-COVID Illness or Symptoms

Non-Covid Symptoms

Individuals with alternate diagnosis for illness, verified by physician, may return to school:

- After 24 hours of treatment **AND/OR**
- Resolution of fever with a note from a physician.

Tested Positive

Symptomatic

Individuals who experienced symptoms and were tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); **AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); **AND**
- At least 10 calendar days have passed since symptoms first appeared; **OR**
- The individual has received two negative tests at least 24 hours apart.

Asymptomatic

Individuals who have not had symptoms but tested positive for COVID-19 may return when:

- They have gone 10 calendar days past their test without symptoms; **AND**
- Have been released by a healthcare provider.
- Students may also return if they are approved to do so in writing by the student's health care provider.

Tested Negative

Tested negative with symptoms

Individuals must remain home:

- For at least 10 days from the first day symptoms appeared **AND**
- 72 hours fever-free without fever reducing medicine and improvement of respiratory symptoms.
- Individuals may return to school with a physician note stating alternate diagnosis is suspected **AND** 72 hours fever-free without fever reducing medicine and improvement of respiratory symptoms.

Tested negative with NO symptoms

Individuals may return to school:

- Unless known close contact with an infected individual. A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day quarantine, even if test results are negative for COVID-19.

Not Tested

Individuals must remain home:

- For at least 10 days from the first day symptoms appeared; **AND**
- 72 hours fever-free without fever reducing medicine and improvement of respiratory symptoms.

Close contact

Individuals in close contact (within 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19 must:

- Quarantine for 14 days before returning to school.
- They must remain symptom free.

Individuals Ill at School Protocols**Non-COVID-19 Related Illness**

Individuals who do not display symptoms of COVID-19 may be seen and treated in the nurse's office. These would include students who are injured, students with special health care needs, those requiring medical treatment of non COVID-19 related illness, and those on individual health plans.

COVID-19 Symptoms

Individuals who display COVID-19 symptoms will be seen in a separate isolated area, until picked up by a guardian. Only essential staff assigned to the room may enter. A record will be kept of all people who enter the room and the room will be disinfected throughout the day. Strict social distancing and personal protective equipment (PPE) will be required for any staff member entering the room. Individuals who are ill will be walked out of the building to their parents/guardian.

Distribution of Medication

Parents are encouraged to administer medications (i.e., ADHD medications) at home prior to students coming to school. Parents are encouraged to work with their physician to develop a medication dosing schedule that does not require a mid-day/lunch dose of medication for their student. Nurse and school staff will develop a means of administering daily medications and managing other necessary, healthy visits to the nurse's office (i.e, individual medical plans) for students to minimize exposure to individuals who are ill

Confirmed Case of COVID-19 on School Property

If there is a confirmed case of COVID-19 on school property, the school will contact the local health department immediately. As soon as St. Paul becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted buildings, furnishings and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting.

It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts, including siblings and other household members, of their possible exposure and give instructions regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at-large but may need to be selectively identified for contact tracing by the local health department.

Absences

There will be NO attendance awards for the 2020-2021 school year. If a child shows any symptoms of COVID-19 or other illness, please keep them at home.

Prolonged Absence of a Student

If a student is required to be home for an extended period of time, administrators, teachers, students and parents will work together to create an academic plan for the student. These plans will consist of daily work and homework. Plans will vary depending on the student and grade level.

Appointments

Parents are asked to make any student appointments outside of school hours. **Students are to return to school after an appointment with an appointment note.**

Social Distancing Protocols

As recommended by the CDC, IDOE, Grant County Board of Health, teachers, staff and administration will do their best to implement social distancing protocols. We understand that at times the recommended six feet is not feasible.

Classrooms

Classrooms will be spaced out as much as a specific room allows. Desks will all face the same direction when possible and seating will be assigned. Outside spaces may be used to allow for increased social distancing.

Class Pods

Pods will be established to help prevent crossing of students. Pods will be grouped by grades as follows: K-2, 3-4 and 5-6. Students and teachers will abide by the following guidelines;

- Students within their pod are not required, but recommended, to wear a face covering IN THE CLASSROOM. Students in grades 3-6 are required to wear a face covering at all times, unless able to maintain social distancing guidelines.
- Students within their pod will go to lunch and recess together.
- Students from different pods will not mix within the classroom.
- Whenever pods are together in common areas, face coverings are required. (i.e. Mass, Friday Gathering in the gym)

Arrival

A new arrival and drop off route is in place. Parents are to use the entrance east of the school gym around the back of McCarthy Hall. Parents will then exit the property after passing the west doors between the school and church.

A staggered arrival will be implemented. Families will be given an arrival time slot, 8:00-8:15 AM or 8:15-8:30 AM. Please sign up for an arrival time slot at signupgenius.com.

Students need to enter the building wearing a face covering. Students will go straight to their lockers and then to their classrooms. **NO STUDENTS ARE TO ENTER THROUGH THE FRONT DOORS DURING ARRIVAL TIMES.** No parents will be allowed to walk students to their classrooms.

Dismissal

Dismissal will be from 3:30-3:45 PM. **NO PARENTS ARE TO PARK IN THE PARKING LOT.** Parents are to enter the dismissal line using the east entrance by the gym and drive around to the west door. Students will stay in their classroom until called down for pick-up.

Each family will need to have a car tag in the front dash of their window with the student's last name and grade(s) of the student/s. A school tag will be provided, if you need more than one, please call the office.

Mass

Students will attend Mass on the following days. Face coverings are required when in the church.

- Monday: K-2nd
- Tuesday: 3rd-4th
- Wednesday: 5th-6th
- Thursday: 3rd-6th (closed to public)
 - Students will have Reconciliation once a month after the Thursday morning Mass

Lunch

Students will go to lunch within their pods.

- 11:00-11:25 AM: K-2nd
- 11:35-12:00 AM: 3rd-4th
- 12:10-12:35 PM: 5th-6th

Spacing will be implemented as much as possible and all students will face the same direction. The following guidelines are in place:

- Students must bring lunch to school each day and leave it in their locker.
- Students who forget a lunch will be provided with a school made lunch. No phone calls will be made during the lunch hour.

Until Further Notice:

- Microwaves are NOT available, which means NO heat up lunches.
- Silverware and condiments (ketchup included) will NOT be provided.
- Visitors are NOT allowed to eat lunch with students. No lunches brought to the school.
- Students will not be allowed to leave for lunch.

Recess

Students will go to recess within their pod. Students will go outside whenever possible, please dress accordingly. If weather prevents students from going outside, the gym will be used. Students will use hand sanitizer before and after going to recess to help prevent any spread of COVID-19. The playground equipment will be used on a weekly rotating schedule. Recess times are as follows:

- 11:25-11:55 AM: K-2nd
- 12:00-12:30 PM: 3rd-4th
- 12:35-1:05 PM: 5th-6th

Friday Gathering

Small gatherings will follow the CDC, IDOE and Grant County Health Board guidelines. Social distancing of at least six feet apart will be maintained for group gatherings with students outside of their pods. Gathering will take place outside or in the school gym from 8:40-9:00 AM. Students will be socially distanced and required to wear a face covering.

Personal Protective Equipment (PPE)**Face Coverings**

All students in grades 3-12 in Diocese of Lafayette-in-Indiana Catholic schools are required to wear face coverings that comply with Executive Order 20-37 #6 concerning K-12 educational institutions. Executive Order 20-37 can be found [here](#).

Students need to come into the building with a clean mask each day.

Masks must cover nose and mouth when social distancing is not possible.

Masks must be school-appropriate. They must not contain logos, images, symbols or writings that are in any way contrary to the Catholic mission of our institution. The principal or a chosen designee will have the discretion to determine whether a mask violates this policy.

In some cases face coverings will be required; in others, it is highly recommended. It is recommended that clean additional face coverings are kept in a student's locker in case one is lost, soiled or forgotten. It is important that students understand the importance of face coverings, how to properly wear them and how to properly clean them. (See Appendix B) The following guidelines are in place for face masks/coverings:

Arrival	Required
Hallways	Required

Classrooms	Pk-2 Recommended 3rd-6th- Required when not able to be 6 feet apart.
Bathrooms	Required
Mass	Required
Recess	Recommended
Dismissal	Required
When social distancing is not allowable	Required
Friday Gathering	Required

Water Bottles

Water fountains cannot be used and parents are encouraged to provide children with a water bottle.

- Students may refill their water bottles using the water bottle filling station in the cafeteria.

St. Paul will not be providing bottled water to students. Bottled water can be purchased in the office for \$0.50.

Hand Sanitizer

Hand sanitizer will be available at the school for students to use. Parents are encouraged to provide small hand sanitizers for their child to keep at their desk and in their pocket to use when they feel it is necessary.

Visitors and Volunteers

Until further notice, St. Paul will not be permitting non-essential visitors or volunteers in our building. **If you need to meet with St. Paul staff, an appointment is required. NO PARENTS ARE ALLOWED TO BRING A FAST FOOD LUNCH OR EAT LUNCH AT SCHOOL. (See lunch policies for more information)**

- Visitors and volunteers will be required to wear a face covering while in the building.
- Drop off of items for students should be limited to only items that are absolutely necessary. Please do your best to see to it that students have everything they need with them when they enter the building each day.

Outside Usage of Facilities

Until further notice, outside groups or individuals not affiliated with St. Paul Catholic Church or School will not be allowed to use the main school building. The exception to this is:

- Groups or individuals with which we have a formal on-going partnership.
- McCarthy Hall rentals may occur as long as cleaning protocols are followed.

Before School Care

To limit the crossing of students from different pods before school, St. Paul will **not** be offering a before school program. Students will be allowed to be dropped off at school as early as 8:00 AM. IF YOU ARE IN NEED OF A DROP OFF BEFORE 8:00 AM, PLEASE CONTACT MRS. WEIMER.

After School Care

St. Paul will offer an After School Care program. It will take place in the cafeteria, school gym and outside, to allow for social distancing. Students are required to wear a face covering if moving around in the cafeteria. Face coverings are recommended if students are sitting socially distanced, in the gym, or outside. (See the After School Care guidelines if you will be using the After School Care program.) Please sign up for After School Care [here](#).

Prolonged School Closures/e-Learning

Families, students and teachers should be prepared at all times for a school closure and a switch to e-Learning. St. Paul will follow the CDC, IDOE and Grant County Health Board for school prolonged closures. In order to effectively and efficiently communicate with school families, parents are asked to keep their contact information current, including their phone, address and email. Please inform the school office immediately if your information changes.

Teachers and administrators will work together to create an e-Learning plan. Students will be required to attend a daily Google Meet class and complete any other work given by their teacher. We will do our best to make it possible to continue educating the students spiritually and academically during the COVID-19 pandemic.

Technology

Adequate and equitable access to technology is necessary for successful remote learning experiences. St. Paul is working to be in a position to offer a technology device

to all students; preschool through sixth grade, in the event of long term closure. Students in preschool and kindergarten will have access to tablets and students in first through sixth grades will have access to a Chromebook. **New Chromebooks and Tablets will be used as soon as they arrive. They are currently on back order. Other school devices will be used until then.**

Families will be asked to complete a usage agreement that describes the expectations, responsibilities and liabilities of using a St. Paul device off campus. (See Technology Handbook for more detailed information.)

Preschool Guidelines and Policies

Please see the [Preschool Guidelines and Policies Manual](#) for more information.

School Cleaning Protocols

Enhanced cleaning and disinfection of frequently touched surfaces will be conducted throughout the school day by custodial staff. In addition, disinfectant for use by the office and teaching staff will be provided for cleaning desk tops, door handles, sink faucets, etc. in those spaces. Custodial staff will utilize pump sprayers to disinfect surfaces in accordance with manufacturer's instructions for use and will schedule the use of this equipment when students/staff are not present.

Parent Acknowledgement and Return to School Agreement

Student(s) Name: _____

Parent Name: _____

Updated Contact Information:

- Phone Number: _____
- Email Address: _____

Parent Signature - Acknowledgement and Agreement of Guidelines

Appendix A: Checklist

Students/Parents:

- Cloth face covering with you at all times (required)
- Water bottle (recommended from home)
- Hand sanitizer (recommended from home)
- Fever/illness free for 72 hours
- Have not been in contact with anyone who has Covid-19 (required)
- COVID-19 symptom awareness training

All students should have a face covering with them at all times. There will be certain situations when wearing a face covering will be required.

Teachers/Staff Members:

- Face covering with you at all times (required)
- Water bottle (recommended)
- Hand sanitizer (recommended)
- Fever/illness free for 72 hours (required - stay at home if you are ill)
- Have not been in contact with anyone who has Covid-19 (required)
- COVID-19 training

All teachers/staff members should have a face covering with them at all times. There will be certain situations when wearing a face covering will be required.

School Building Safeguards:

- Require students and staff to be fever free for 72 hours without the use of fever reducing medication before returning to school.
- Maximize instructional space and scheduling flexibility.
- Employ enhanced cleaning procedures with additional hand sanitizer stations.
- Open playgrounds with separate zones for sanitization purposes.
- Allow the use of water fountains for bottle or cup refills only.
- Adjust lunches to maximize available open space and utilize alternate scheduling to adhere to safety guidelines.
- Identify a separate space in school nurse's office to treat symptomatic students.
- Restrict visitors and guests in our school building.
- Discontinue perfect attendance incentives.

Appendix B: Face Coverings (pictures from CDC)

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

- WASH YOUR HANDS**: Illustration of hands being washed with soap and water.
- PLACE OVER NOSE AND MOUTH**: Illustration of a person placing a yellow cloth mask over their nose and mouth.
- MAKE SURE YOU CAN BREATHE EASILY**: Illustration of a person wearing the mask, with arrows indicating airflow.

TAKE OFF

- TAKE OFF YOUR FACE COVERING**: Illustration of a person removing the mask by the loops.
- FOLD OUTSIDE CORNERS TOGETHER**: Illustration of the mask being folded with the outside corners together.
- PUT ASIDE FOR WASHING**: Illustration of the folded mask being placed on a surface.
- WASH YOUR HANDS**: Illustration of hands being washed with soap and water.

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



6 ft

Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

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Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelo en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

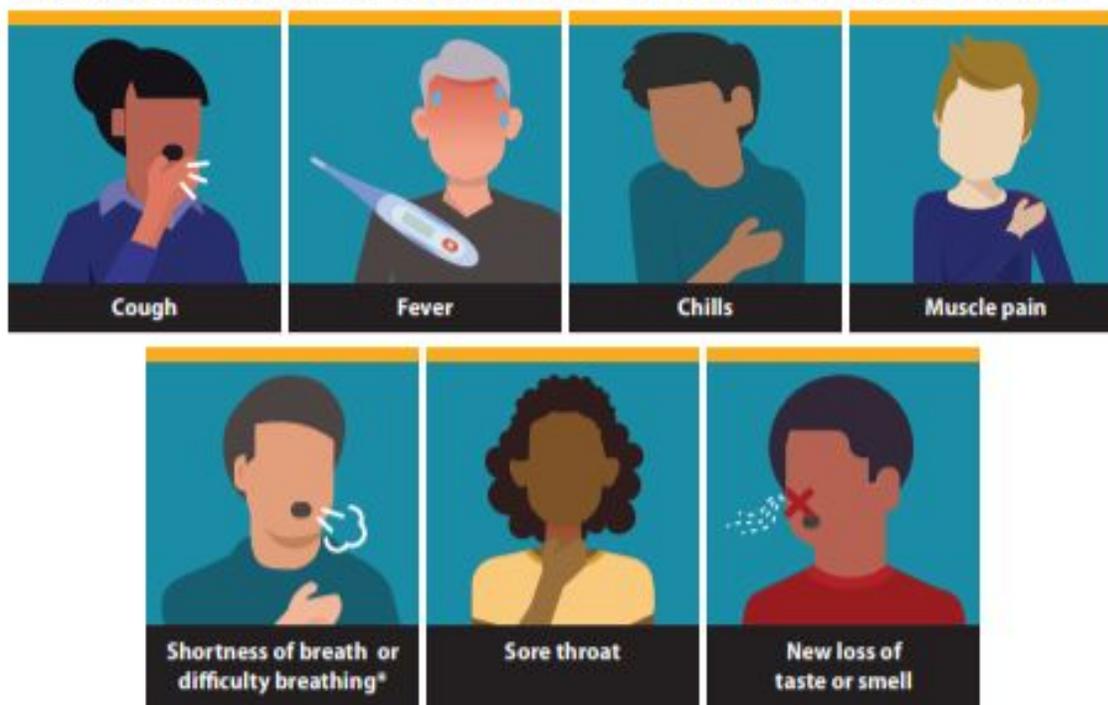


cdc.gov/coronavirus-es

MM15017-4 11/2020, 2021/10/16

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

***Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.



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