

ARCHDIOCESE OF INDIANAPOLIS



SAINT JOAN OF ARC INDIANAPOLIS, INDIANA

COVID-19 HEALTH AND SAFETY RE-ENTRY PLAN 2020-2021 SCHOOL YEAR

We are building God's kingdom through lives of leadership, integrity, and service.

"Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass....."

*-Pope Francis
Strong in the Face of Tribulations:
A Sure Support in Time of Trial*



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

Saint Joan of Arc Catholic School of Indianapolis will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by the administration. A more comprehensive plan follows.

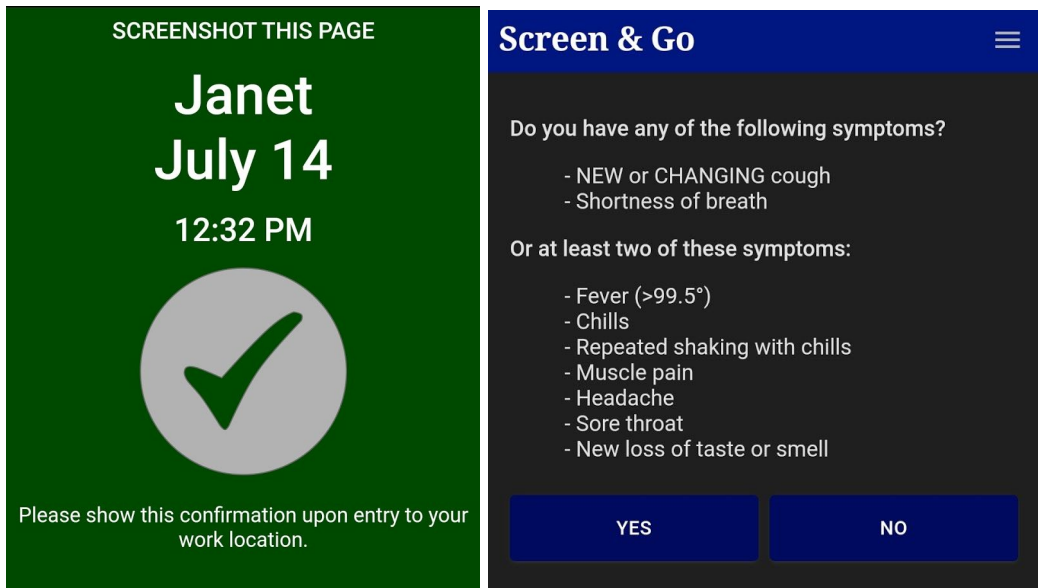
2020-2021 SAINT JOAN OF ARC INDIANAPOLIS RE-ENTRY PLAN

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan is **fluid** and will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. **St. Joan of Arc School** will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as a priority. A committee of educators, commission members, parents, medical personnel, etc. was formed to address and create protocols for the return of students in the fall. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and the Center for Disease Control was used to create a plan that speaks to the local subsidiarity of St. Joan of Arc School. At all times St. Joan of Arc School leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the SAINT JOAN OF ARC community.

Staff Daily Screening Process for Staff:

Each day, St. Joan of Arc staff members will scan a QR code that will prompt them to answer screening questions to verify their healthy status.



Sickness Guidelines

Students and staff will be **expected and required** to stay at home if they have had any of the following symptoms:


- 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
- Runny nose or congestion
- Diarrhea
- Nausea or vomiting

Exposure Guidelines:

Students and staff will be expected to stay at home if they have been in close contact with a family member or friend who has tested positive for COVID-19 or who is actively symptomatic.

TOPIC	EXTRA MEASURES TAKEN DUE TO COVID-19
<p>SCHOOL ENTRANCE</p>	<ul style="list-style-type: none"> ● What are the procedures for morning drop off for students? Students will use hand sanitizer (Foamy IQ) upon entering the building <ul style="list-style-type: none"> ○ Carlines will be dismissed one row at a time; as opposed to by group. ○ Preschool Students will still enter through Door 10 ○ Grades K - 8 Students will enter at Door 1 ● Where do students go when entering the building? <ul style="list-style-type: none"> ○ Students will be greeted by staff members who will ensure masks are in place and sanitizer has been dispensed and properly applied; ○ Students will continue to their classroom while practicing social distancing measures outlined on the floor. ○ Students will follow standard operating procedures for entrance into the classroom. ● What if a student arrives late? <ul style="list-style-type: none"> ○ Parents will call the main office and once prompted, will escort children to the main office; ○ Front office staff will assist students with the proper way to enter following the mentioned protocol. ○ Students will follow standard operating procedures for entrance into the classroom. ● How will health checks (possible temperature checks, questionnaires) be handled? <ul style="list-style-type: none"> ○ Temperature checks will be conducted as needed or suspected; ○ If a student does not feel well, the student will be screened; ○ Students who staff suspect might be ill or displaying symptoms will be assessed by the school nurse or other staff member. ● Are parents/visitors allowed in the building? <ul style="list-style-type: none"> ○ No; we look forward to welcoming you back as soon as it is safe to do so. ● Is handwashing going to be required? <ul style="list-style-type: none"> ○ Yes, after a student uses the bathroom. ● Will staff need to complete a questionnaire, temperature check, or other health safety check? <ul style="list-style-type: none"> ○ The staff will adhere to Archdiocesan requirement to log into Ascension Care Management Daily ● Will parents be required to answer any questions about the student’s health and physical condition? If so, how often? <ul style="list-style-type: none"> ○ Parents will be issued an assurance statement that reads, “By sending your child to school each day, you are verifying that your

	<p>child(ren) is free of symptoms and safe to be in the school environment”;</p> <ul style="list-style-type: none"> ○ Likewise, we will affirm to parents that our staff is affirming the same and communicate the Ascension Care plan. Teachers affirm daily they do not have the following symptoms: <ul style="list-style-type: none"> ▪ cough ▪ shortness of breath or difficulty breathing ▪ fever (>100.4) ▪ chills ▪ muscle pain ▪ sore throat ▪ new loss of taste or smell
<p>SCHOOL DISMISSAL</p>	<ul style="list-style-type: none"> ● How does the dismissal of students look different? <ul style="list-style-type: none"> ● Hallway protocols <ul style="list-style-type: none"> ○ Staff members will be posted in the hallway to ensure students are exiting by social distancing in an orderly fashion. ● Car riders? Walkers? <ul style="list-style-type: none"> ○ Students will be dismissed from classrooms rather than gym. Dismissal will be staggered. ○ Door 6 students will be dismissed individually. ○ Door 3 students will be dismissed individually. ○ Door 1 students will be dismissed individually ○ Cars - Family Numbers/Names for car riders will be announced over the PA by row in which they are parked. ● After-school care, tutoring, and/or extra-curricular clubs and activities? <ul style="list-style-type: none"> ○ AYS will be dismissed following all other students.
<p>SOCIAL DISTANCING IN THE CLASSROOM</p>	<ul style="list-style-type: none"> ● What will social distancing look like? <ul style="list-style-type: none"> ○ Students will sit at individual desks in grades K - 5; upper grades will have students spaced as much as possible at tables with 3-ft. partitions set up at each space to mimic a student “office.” ○ Desks will face the same direction and be spaced as far apart as possible; ○ Desks and tables will have clear 3-sided partitions (also known as the student’s “office”) available in each student’s designated space. ○ Students will stay in the homeroom classroom the majority of the day. <ul style="list-style-type: none"> ▪ Content area teachers and specials teachers will rotate. ▪ Students will eat lunch in the classroom. ● How will social distancing be taught and supported? <ul style="list-style-type: none"> ○ The ground will be marked and labeled in 6 ft. increments and directional traffic will be implemented. ○ Teachers will undergo training before school starts regarding expectations for social distancing;

<p>SOCIAL DISTANCING IN THE CLASSROOM</p>	<ul style="list-style-type: none"> ○ Morning Announcements will be used to reinforce messaging; ○ Posters displayed throughout the building; ○ Tutorial videos, teacher instruction, and constant teacher monitoring. ● What visual supports (distance lines, directional arrows on floors, hallway traffic) will be added? <ul style="list-style-type: none"> ○ Gorilla tape will be laid showing one-way traffic. ○ Six feet increments will be indicated by an arrow  <ul style="list-style-type: none"> ○ Posters communicating social distancing, masks, and other best practices will be highly visible. ● If masks are required, what are the protocols? <ul style="list-style-type: none"> ○ Staff will be required to wear masks or shields while students are present. ○ Students will be expected to enter the building wearing a mask or shield. ○ Students will be allowed to remove their masks within their classroom community and only in their designated spaces ("offices"). When they move, they must put a mask or shield back on: "When you move, you mask or shield." ○ A shield will be provided for every student and will be stored at school within the student's "office." ● What about students with sensory issues? What about preschool/Kindergarten? <ul style="list-style-type: none"> ○ Shields will be permitted in place of masks. ● Is there a need for the reorganization of furniture? <ul style="list-style-type: none"> ○ Furniture will be removed if space is needed to social distance student desks. ● Will schedules need to be adjusted to provide social distancing? <ul style="list-style-type: none"> ○ Outside recess time slots (by grade level) will be included in the master schedule.
<p>MASKS and FACE COVERINGS</p>	<ul style="list-style-type: none"> ● Will masks and face coverings be required and what are the protocols? <ul style="list-style-type: none"> ○ Staff will be required to wear masks or shields while students are present. ○ Students will be expected to enter the building wearing a mask/shield. ○ Students will be expected to wear a mask or shield when moving within the building. ○ Students will be allowed to remove their masks/shields within their classroom community in designated spaces. When they move, they

	<p>must put a mask/shield back on. "When you move, you mask/shield."</p> <ul style="list-style-type: none">• Face coverings include masks or neck gaiters-can be any color or design as long as the design is not offensive or distracting. If you have to ask if a design is offensive to yourself or others, then please do not wear it. <p><i>*If your student has not been wearing a face covering routinely, we are asking that students begin getting used to wearing one. Increase the time each day. This will prepare the students to wear a face covering throughout the day. We know that there are strong opinions about the use of masks. SJOA is following the guidance of the Indiana State Department of Health, Marion County Health Department, and CDC which have cited a reduction in COVID-19 transmission when masks are used. Our number one goal is to ensure the safety of our students and faculty as well as ensuring as much face to face instruction as possible throughout the school year.</i></p>
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<p style="text-align: center;">SOCIAL DISTANCING IN SHARED SPACES</p>	<ul style="list-style-type: none"> ● Will students need to wear masks in shared spaces? <ul style="list-style-type: none"> ○ Yes ● What does traffic flow look like throughout the building? <ul style="list-style-type: none"> ● Hallways? <ul style="list-style-type: none"> ○ 6ft distancing ○ One-way traffic patterns ● Lockers/Locker Rooms? <ul style="list-style-type: none"> ○ Lockers will NOT be utilized. ● Library? <ul style="list-style-type: none"> ○ Restroom usage protocol will be in place for the library; ○ A shield will separate librarians and students who enter; ○ School librarians will visit each homeroom to teach the proper way to reserve/locate a book. ● Gym? <ul style="list-style-type: none"> ○ PE will meet outside as much as possible; ○ Mr. Demma will teach social distancing games; ● Recess and playground area? <ul style="list-style-type: none"> ○ Assigned time for recess for each grade. ○ Playground structures will not be in use until further notice. ● Restrooms? <ul style="list-style-type: none"> ○ Students will be issued a personal ID tag with a number on it. taught proper protocol for using the restroom. Classroom teachers will assist in developing this plan. ○ Students will be issued a personal and individual restroom pass. ○ Upon arriving at the restroom, students will “reserve” a stall by hanging their pass on a hook mounted outside the restroom. ○ Two waiting positions for a restroom will be marked on the ground if all stalls are “occupied.” ○ Students will thoroughly sanitize their hands before going to the restroom. ○ Students will thoroughly wash their hands after using the restroom. ○ Before entering the classroom again, students will sanitize hands at the classroom door. ○ Restrooms will be cleaned more regularly. ○ Teachers will ensure the procedures are in place and that students follow the standard operation procedures every time they enter the classroom. ○ There will be no whole-class restroom breaks.
<p style="text-align: center;">UNIFIED ARTS & EXTRA- CURRICULAR ACTIVITIES & CLUBS</p>	<ul style="list-style-type: none"> ● How will P.E., Band, Choir, Art, etc. be provided and how might these classes look different than in previous years? <ul style="list-style-type: none"> ○ Teachers will travel to classrooms. ○ Projects and lessons will be modified due to the alternative class location. ○ For Art, students will keep their own individual art kits to reduce need for sharing.

	<ul style="list-style-type: none"> ○ Music classes will be centered around music history and music appreciation. No band during the school day. ○ Spanish will follow specials teachers protocol ● Consider other extracurricular that might be offered and the logistics of each (robotics, debate teams, spell bowl teams, theatre, academic teams, student council, etc.). <ul style="list-style-type: none"> ○ SJOA will follow CYO safety guidelines for after school events and athletics. ○ There will be no Synergy Sessions or Enrichment Clubs until further notice.
DISINFECTING & HYGIENE	<ul style="list-style-type: none"> ● Will the school provide necessary supplies for proper hygiene? Will students bring their own? <ul style="list-style-type: none"> ○ Sanitizing wipes will be provided by the school; ○ Hand Sanitizer will be provided by the school; ○ Antibacterial soap will be installed in the restrooms. ● How often will students wash hands? What will this look like? <ul style="list-style-type: none"> ○ Students will wash their hands thoroughly 3 times daily; ○ Handwashing will occur during restroom breaks. ● Where will hand sanitizing stations be located throughout the building? <ul style="list-style-type: none"> ○ Motion-detected hand sanitizer pumps will be stationed on the wall at each classroom door entryway.
DISINFECTING & DEEP CLEANING	<ul style="list-style-type: none"> ● How often will deep cleaning take place? What does this look like? <ul style="list-style-type: none"> ○ We will deep clean upon notification of a positive Covid case within our buildings. Otherwise we will continue to deep clean during regularly scheduled breaks. ● What expectations will exist for cleaning of classrooms, restrooms, and other high touch areas? <ul style="list-style-type: none"> ○ Sanitizing wipes will be widely available for teachers and students to frequently wipe high touch surfaces. Our cleaning company will also clean and disinfect high touch surfaces nightly. ● How will the playground and P.E. equipment be sanitized/disinfected? <ul style="list-style-type: none"> ○ The playground structures will not be used until further notice.
EVIDENCE OF A POSITIVE CASE IN THE BUILDING	<ul style="list-style-type: none"> ● How will confidentiality issues be addressed? <ul style="list-style-type: none"> ○ A collaborative statement by the North Deanery that is pre-approved by the Arch about a positive case will be issued. ● What space will be used as a waiting area for those displaying symptoms? <ul style="list-style-type: none"> ○ If isolation is needed outside of the nurse’s office, the conference room will be vacated and used for isolation.

	<ul style="list-style-type: none"> ● How will you assure that all follow CDC guidelines (at least 10 calendar days without symptoms and have been released by a healthcare provider/two negative tests at least 24 hours apart)? <ul style="list-style-type: none"> ○ A doctor’s note verifying the student is symptom free will be required by the parent before students can return. ● How will the school leader communicate to family and community? <ul style="list-style-type: none"> ○ School Messenger - email, voicemail, text message, and social media ● If a teacher or staff member becomes sick, how will classes get covered? Is the school’s substitute teacher list current? <ul style="list-style-type: none"> ○ A building sub has been hired and will be available for emergency coverage. ○ Each class will have a contingency plan enacted if a case is determined. ○ Potential closing of school and distance learning could be implemented if subs can not be found.
LUNCH	<ul style="list-style-type: none"> ● Will students eat in the cafeteria? <ul style="list-style-type: none"> ○ Students will eat lunch in their classroom communities. ○ Lunch program will still be provided and delivered to classroom. ○ Students may bring packed lunches from home.
WATER FOUNTAINS	<ul style="list-style-type: none"> ● Will students have access to water? <ul style="list-style-type: none"> ○ Drinking fountains will be shut down; ○ However, the bottle filler will be turned on. Students are encouraged to bring a labeled water bottle from home. Teachers or other staff members will refill bottles throughout the day. ○ Water bottle stations will be sanitized frequently throughout the day.
SCHOOL MASS	<ul style="list-style-type: none"> ● Will all school Masses continue? <ul style="list-style-type: none"> ○ 5th - 8th will attend Mass on Thursdays; K-4 will attend Mass on Tuesdays to accommodate social distancing guidelines. ● How will social distance be practiced? <ul style="list-style-type: none"> ○ Certain pews are blocked off to meet social distancing guidelines. Masks/shields will be required.
FIELD TRIPS	<ul style="list-style-type: none"> ○ There will be no field trips until further notice.
VISITORS	<ul style="list-style-type: none"> ○ No visitors are permitted in the building until further notice. ○ Conferences will be conducted via Zoom or phone until further notice.

<p>MORNING ASSEMBLY</p>	<ul style="list-style-type: none"> • There will be no all-school assemblies until further notice. • Morning meetings will take place at the start of each day in every homeroom (classroom community).
<p>BACK TO SCHOOL EVENTS</p>	<ul style="list-style-type: none"> • All Back to School events will be held virtually. There will be no in-person events at this time. • An optional in-person NEW Parent Meeting (parents new to SJOA) will be hosted (as of this time) with the highest level of social distancing and safe health practices.

Catholic schools are to submit the Re-Entry plan in full to the Office of Catholic Schools within two weeks of the first instructional day of the 2020-21 program year.