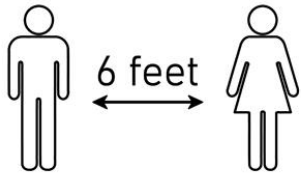


# **CATHOLIC FORMATION** **COVID-19** **SAFETY PLAN**

**LUMEN CHRISTI PARISH**





# STRATEGIC SOCIAL DISTANCING

## Classroom Space

- 1<sup>st</sup>-11<sup>th</sup> grade classes will be held in Lumen Christi Catholic School classrooms.
- Classrooms have been modified to accommodate strategic social distancing between all students and catechists/leaders.
- Excess furniture has been removed from classrooms to allow a minimum of 6-feet between students.
- A line has been marked at the front of each class room to indicate where a catechist should stand. If more than one person is teaching in the classroom, those individuals should space themselves out 6 feet apart.
- Please do not move any furniture in the classrooms.
- To make sure that no items from the Lumen Christi student's desks, we will have a barrier on their desk openings. Students should not remove these from their desks.

## Masks

- Consistent with the state of Wisconsin mask mandate, cloth face coverings will be required for all grades and all staff, catechists and leader, including coming into and exiting the building. Face shields can be worn with a cloth face covering.
- Face masks will still be required even if the Wisconsin mask mandate expires. The Catholic Formation staff will let volunteers and families know when a mask is no longer required during Catholic Formation.
- Face coverings must be appropriate and not too distracting. No vulgar language, violence, drugs or alcoholic messages are allowed on masks.



# CLEANING AND DISINFECTING

## Cleaning

- Diamond 1000 sanitizing and disinfecting solution will be available in all classrooms.
- Classrooms, bathrooms and high touch areas will be disinfected/sanitized before classes begin.
- Hand sanitizer stations are located in each classroom.
- Students will not be sharing any supplies throughout the year.

## Ventilation

- This summer, all unit vents in classrooms were all thoroughly cleaned and filters were all replaced.
- Ventilation system regularly circulates fresh (outdoor) air.
- We have a contractor that maintains the systems, including the filter replacement. Filters will be replaced quarterly.
- If weather permits, you may open your windows in the classroom. Please make sure to close the windows and sanitize the window handles if you open them during class.
- All classroom doors are to remain open during Catholic Formation Class.



# WELLNESS PROTOCOLS

## Health Screening

- To help prevent the spread of COVID-19, parents will be asked to screen their student prior to them being dropped off or driving to class. Catechists, staff, leaders and volunteers will follow the same protocol.
  - If a catechist, volunteer or student feels sick, they should stay home and notify their contact within the Catholic Formation Department ASAP.
  - Further COVID-19 health screening checklist is available on the life-long formation page under COVID-19 section.
- Parents will be asked to fill out a google form should their student test positive for COVID-19 or if they came into close contact with someone that tested positive. This form and additional details for screening are located under life-long formation COVID-19 section.

## Visitors/Volunteers

- At this time, only essential visitors/volunteers will be allowed in the school building. Parents are not allowed inside for pick-up/drop-off.
- Catechists, volunteers/visitors will be asked to do a self-screen before assisting during Catholic Formation.

## Protocols for a positive COVID case

- Lumen Christi Catholic Formation Department and Lumen Christi Catholic School are working closely together to ensure the safety of the school students and the formation students while using shared space. When a student, teacher or volunteer/staff tests positive for COVID-19, Lumen Christi School and Catholic Formation Department will collaborate to ensure that all shared spaces are cleaned and disinfected.
- When a student, catechist, volunteer or staff member tests positive for COVID-19 or comes into close contact with someone that tests positive for COVID-19, he or she will need to stay home from Catholic Formation until their quarantine period is over.
  - Close contact is defined as being within six feet of someone that tested positive COVID-19 for at least fifteen cumulative minutes over a 24-hour period.
- For quarantine protocols, please see the [Washington Ozaukee Health Departments Quarantine Protocols](#) located on Lumen Christi's Life Long Formation Page-COVID-19 section.
- For additional details, see [Catholic Formation Protocol for a Positive COVID Case](#) and the [Washington Ozaukee Health Department's COVID Flow Chart](#).

## COVID Room

- Student's that arrive to Catholic Formation class that are exhibiting symptoms of COVID-19 will be asked to be immediately picked up by their parents. Students will be removed from their class and placed in our "COVID Room" until a parent arrives. Since classes are approximately an hour long, parents will be asked to pick their students up within 30 minutes.



# ADDITIONAL SAFETY MEASURES

- At this time, no food or drink is allowed during Catholic Formation. Students are allowed to bring a water bottle from home.
- We are strongly discouraging bathroom use during Catholic Formation time.
  - If a student or catechist/leader does need to use the bathroom during class time, the leader will be asked to hang their brightly colored sign outside the door. Our staff and/or volunteers will be walking the hallways and will escort any students to the bathroom to minimize the amount of students in the bathroom at once.
  - Staff/Volunteers will wait outside of the bathroom before escorting the student back to class.
  - Only one student to use the bathroom at a time.
- Catechists are to stay with students at all times. If a catechist has to step away for any reason, they will be asked to hang their signs outside the door so that a volunteer can step in to assist as needed.
- Please stay in your classrooms for the duration of class. At this time, we will not be using any areas in the school building besides the assigned classroom.



## Pick-Up/Drop-Off

### Class Start Times

- Catechists and senior leaders are asked to be in their classroom/meeting space at least 15 minutes prior to the start of their class time. Early presence will guarantee that students will be coming to a person-not an empty space.
- Parents are asked to drop their students off on-time and no earlier than 10-minutes prior to the start of their class times.

### Drop-Off/Pick-Up: 1<sup>st</sup>-8<sup>th</sup>

#### Drop Off:

- Sunday morning classes for 1<sup>st</sup>-8<sup>th</sup> are in between Mass times. To ensure the safety of all students, we will have a coned off area in the parking lot, between the school and the Church. Please see map on the Lumen Christi Life Long Formation Page.
- All cars will enter the campus from St. James Lane. See the map attached for the specific route based on the grades of your children.

## **For the October classes:**

- All students will be dropped off in the coned off area between the Church and the School.
- All cars will enter campus from St. James lane and follow the map. Catechists will be outside holding up a sign with their name. Please stop in front of your catechist and allow your children to get out. Parents are not allowed inside of the building.
- Once all the students arrive for class, the catechist will bring them inside to their classrooms.

## **From November-end of the year:**

- All cars will enter campus from St. James lane and follow the map. Catechists will be inside their classrooms waiting for their students.
- All cars will wait in the same line for drop off.
  - 1<sup>st</sup> and 2<sup>nd</sup> grade students will be dropped off at the main school doors and head straight down the hallway to their classrooms.
  - 3<sup>rd</sup>-8<sup>th</sup> graders will be dropped off at door 11 and head down the stairs to classrooms.
  - Students Volunteers/staff will be both inside the school and outside helping guide students to their classrooms. All volunteers/staff have a master list of which class a student is in, and signs are posted outside of the classroom doors as well.

## **Pick-Up**

- Pick up begins promptly at the end of class. Please arrive no earlier than 10 minutes prior to the start of pick up as the parking lot will be busy with cars going to Mass.
- ENTRY is through the St. James Lane entrance for EVERYONE – To avoid backups onto Mequon Rd, cars with A (5<sup>th</sup>-8<sup>th</sup>) pickups will head north on Bobolink to Chestnut to St. James – Cars with only B (1<sup>st</sup>-4<sup>th</sup>) pickups will enter on Bobolink and turn right on St. James
- If you want to park and walk to pick-up your 4K-3rd grader, you will need to follow the traffic pattern into campus and park between the school and church buildings. Wait in your car and your child will be released once the car pickup line has finished.

## **High School Pick-Up/Drop-off:**

### **Staggered Start Times**

- To limit the amount of congestion with the teens arriving/departing class, we will have staggered start times. Please arrive promptly to class so we can begin on time.
  - 9/10<sup>th</sup> grade students: 6:00pm-7:15 pm
  - Confirmation Students: 6:15 pm-7:30 pm

### **Drop-Off/Pick-Up**

- Parents dropping off and picking up their high school students for class should enter through St. James Lane to eliminate congestion and drop their students off at door 11. Please exit directly to Mequon Road.
- High school students driving themselves should park and enter through door 11 and go directly to their classrooms.