



SACRED HEART CATHOLIC SCHOOL

307 Church Street • Loretto, Tennessee 38469 • 931.853.4388

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Return to School Plan Sacred Heart Catholic School 2020-2021

Here you will find the protocols and guidelines for teachers and students for Sacred Heart Catholic School. We have worked to merge the guidelines and protocols both from Catholic Schools Diocese of Nashville and Lawrence County School System, with special consideration for our population and campus.

Class Size, Spacing Requirements

- Student seating will be arranged with as much space as possible between students.
- Students will be encouraged to wear face shields or masks when not maintaining a distance of six feet apart. Face shields will be provided by the school, labeled for each child, and kept in classrooms for daily use. Teachers will sanitize shields daily. Students will need a face mask to walk to and from the classroom at arrival and departure.
- Teachers should maintain six feet of spacing between themselves and students as much as possible and should wear masks or face shields when closer than six feet.
- Classroom windows should be open when conditions allow.
- For grades that swap classes, students will no longer swap but will remain in homeroom and teacher will come to them, with the exception of 5th and 8th grade Math, who will use the computer lab. No other classes will use the computer lab until further notice.
- Large scale assemblies of more than 50 will be discontinued and assemblies of less than 50 will require face masks or face shields and proper spacing.

Movement Operations

- Only one class in hallway at a time
- Face masks or face shields should be worn by persons in hallways at all times
- Classes will exit back door to go to gym or playground. Classes will re-enter through front door to keep from passing students exiting the building or at restrooms. Downstairs classrooms will enter and exit through their own classroom exits.
- Classes will enter gym through main front entrance and exit through back side door.

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Protocols for Screening Students/Parents

- Parents should check student's temperature at home. Students with a temperature of 100.4 or above should stay home. If any student has been in contact with develops a fever or other symptoms, student should not attend school until it has been confirmed that they have not been exposed to COVID.
- Parents should monitor for cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. If students exhibit any of these symptoms they should stay home.
- Children who fall ill at school will be quarantined with a mask until someone is able to pick child up and staff member caring for ill student should wear N95 mask.
- Students sent home from school should be kept home until they have completely recovered as defined by CDC guidelines and may be asked to provide a physician's note to return to school.
- Family members are not allowed to enter the school building or gym except under extenuating circumstances and then only one family member per student.
- Essential adults entering the building must respond to health screening questions, temperature check, and wear a mask.
- A log of all adults (Employees and non-employees) entering the building, along with screening data and temperature checks will be kept.

Responding to Staff and Students Testing Positive for COVID

- In the event of a positive test among staff or a student, the classroom or areas exposed should be immediately closed until cleaning and disinfection can be performed. The exposed area will remain closed for 24 hours before cleaning to minimize the risk of airborne particles. Cleaning staff should use an N95 respirator, gloves, and face shield when cleaning those areas. If a large area of the school were exposed due to the individual not wearing a face mask in common areas, a short-term dismissal (2-5 days) may be required for cleaning. This decision should be made in concert with the Lawrence County Health Department.

Protocols for Dining

- Students, teachers, and cafeteria staff should wash hands before and after every meal. Touchless hand sanitizer stations will be placed in the cafeteria and school.
- Students will be spaced out 6 feet apart with assigned seats in the cafeteria, with no student sitting where another student has already eaten.

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- A “grab and go” system will be used where lunch is handed out in prepacked disposable containers. No self serve- all drinks, utensils, napkins, and condiments will be with the handout. No student will enter kitchen, but will be served in outer cafeteria area. Barriers will be in place between cafeteria staff and students. Cafeteria staff will use gloves and face masks while preparing and serving food.
- There will be no “Share Table” until further notice. Sharing or trading foods will not be allowed during lunch or break times. Birthday treats are being suspended at this time.
- Distance will be practiced in lunch lines and garbage lines.
- School lunches are encouraged, but if it is in the best interest of the student to bring a packed lunch from home, please notify the principal for initial approval. No school refrigerator or microwave use will be allowed.
- Break sales will be held in the gymnasium with one student at a time (maintaining distancing if there is a line). Plastic barriers will be used during purchases. Students encouraged to bring exact change to minimize interactions between child and cashier.
- No visitors allowed at lunch at this time. No Parent/Grandparent meals will be planned.
- Water fountains will be closed until touchless water bottle fillers are installed. students need to supply their own water bottle or purchase in our cafeteria.

Arrival, Dismissal, Mass, Assemblies, and Extracurricular Activities

- Arrival: Upon arrival at school, students will enter the school and go to their grade level hallway. Students should plan to arrive between 7:15-7:30. A staff member will be present at school at 7:00 am to accommodate bus riders. Students will immediately go to class. Reminder: our new tardy bell will ring at 7:35 to meet updated calendar requirements as announced last spring.
- Student attendance of Mass will be limited to Thursday Children’s Mass, which will be held at a time separate from parishioners (1:45 pm). No visitors will be allowed and established public Mass guidelines for our parish will be followed.
- Field trips are discontinued until further notice.
- Dismissal: Classes will be lined up with teacher in designated areas, spread out along back driveway instead of gathered on back porch. All car riders must be picked up in the car line- no walk ups are allowed, with the exception of Pre-K who is required to be signed out.



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Athletic Activities

- We will follow the guidance of the individual school systems that we are in competition with for Cross-Country, Basketball, and Soccer.
- SHS will NOT be attending the Cross-Country meets held in Nashville this year, even in the event that they do take place. We will look at guidance from the county on county-level meets.

Personal Protective Equipment

- Use of physical distancing measures is designed to create layers of redundancy, recognizing that students are unlikely to be able to maintain full compliance at all times. They are designed to minimize the risk of transmission as much as possible while allowing for feasibility, flexibility, and ease of use.
- Staff and students should wear face masks or face shields when in common areas, including moving between classrooms. Masks may be bought or homemade cloth masks or disposable surgical masks.
- Students should wash their hands or use hand sanitizer before entering the classroom.
- Gloves not required except for staff when cleaning.

Cleaning Protocols

- School buildings will undergo cleaning on an increased tempo.
- Frequently touched surfaces, including desks, lights, doors, bathrooms, playground toys, etc., will be disinfected daily at minimum.
- Classrooms and all common areas including library and computer lab will be disinfected daily.
- Staff should wear gloves and surgical mask or face shield when sanitizing/disinfecting.

Transportation

- Parents are encouraged to drop off and pick up their children if possible, to limit exposure to other children on buses, but students riding LCSS buses will follow county guidelines. Students arriving by bus will have temperature checked and be directed to wash hands immediately upon arrival to school.



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Medically vulnerable students and teachers

- If feasible, the school may consider remote learning as an option for high-risk staff or students.
- Parents may consider keeping children with underlying health conditions at home and pursue education through remote learning with reasonable accommodations being provided by the school.

Google Classroom

- Grades K-8 will be trained in the use of Google Classroom to use in class on a daily basis, as a place for teacher/student communications, classroom resources such as videos and extra worksheets, as a backup assignment book and lesson plan check for students/parents, and for makeup work for student absences or school closures.

***Addendums will be made as needed. Families will be notified.