

Visitation Catholic School Return to School Plan 2020-2021

Review the following documents:

- 2020-2021 Return to School Framework
- Guidelines for Returning to the Workplace

Add a narrative for each area below to describe your school's plan.

Submit to dc@rchdpdx.org no later than August 15, 2020.

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	Pastor, Principal, Bookkeeper, School Advisory Council, Parents Club President, Teachers
Timeline for Planning and Roll-out of Plan	Summer 2020—Planning September 2020—Roll-out

FINANCIAL CONSIDERATIONS	
Impact of Change in Enrollment (if applicable)	N/A
Staffing Considerations/Changes	N/A
Building Protocol Expenses	Increase the budget for custodial supplies, PPE, hand sanitizer stations, hand sanitizers, personal cleaning supplies, signage, and partitions.
Federal Funding Plan (i.e. Title IV, ESSER, PPP)	Title II, Title IV, and ESSER

COMMUNICATION PLAN	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	<ul style="list-style-type: none"> • Fall information night, email, phone calls, newsletter, website. • Zoom meetings • Letters and communication to staff to be shared at the start of on-site instruction and at periodic intervals. • Explain infection control measures that are being implemented to prevent the spread of disease.

PROTOCOLS	
Cleaning and Hygiene	<ul style="list-style-type: none"> • Pump hand sanitizer in/out of classrooms and bathrooms, • Wash hands before entering/exit

	<ul style="list-style-type: none"> • Water bottle filling stations • Hand sanitizer stations by all bathrooms and at entrances • All frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., toys, games, art supplies) will be cleaned between uses at least 3 times per day. • Room disinfecting and sanitizing when students leave for lunch and recesses.
<p style="text-align: center;">Social Distancing</p>	<p>Employees, students, parents, and visitors are to practice staying the recommended distance from others and eliminating contact with others whenever possible.</p> <p>Overall:</p> <ul style="list-style-type: none"> • Only essential adults and students are allowed in the building • Face coverings are required for all adults and students grades kindergarten and above and are encouraged for preschool. Individuals may remove their face coverings while working alone in private offices/rooms. • Remove extra furniture to make more room • Removing fabric-covered furniture • Assign seating to maximize physical distancing and minimize physical interaction. • Music teacher: schedule rotations into classrooms for music instruction. • PE Instruction: schedule PE classes outside, or in gym with cohort groups. • Staff who interact with multiple stable cohorts must wash/sanitize their hands between interacting with different stable cohorts. • All Extracurricular events/activities that could mingle cohorts are to be avoided until further notice. <p>Cohorts:</p> <ul style="list-style-type: none"> • Cohorts will consist of groups of same class students up to state/county restrictions. • Students will remain with their classmates at all times, including structured recess. • Students in kindergarten and above are required to wear face coverings. • Students are not to visit another classroom outside of their team or grade level. • Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home. • Students will be trained on social distancing protocols and health practices. • Students will be mindful of the social distancing and health practices or they will not be allowed on campus. • Students will have a designated space, solely for their use in their classrooms and in the extended care space. • Students will not share spaces or supplies • Small group work will remain socially distanced with full PPE

	<p>worn.</p> <ul style="list-style-type: none"> • Students will use restrooms at designated times; the number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms. • An adult monitor will regulate the hallway and restrooms use to ensure no crossing of student cohorts.
<p>Screening Protocols</p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, students will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptoms survey regarding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> Loss of taste or smell <input type="checkbox"/> Diarrhea <input type="checkbox"/> Feeling feverish or a measured temperature of above 100.4 degrees Fahrenheit <input type="checkbox"/> Known close contact with a person who is lab-confirmed to have COVID-19 <p>Students will bring in signed screening daily.</p> <p>All screening information will be kept confidential.</p> <ul style="list-style-type: none"> • All students who become ill at school with excludable symptoms will remain at school supervised by staff until parents can pick them up in the designated isolation area. • Students will wear a facial covering (if they can safely wear one). • Staff should wear a facial covering and maintain physical distancing, but never leave a child unattended. • Daily logs must be maintained containing the following as per designated communicable disease surveillance logs: <ol style="list-style-type: none"> 1. Name of students sent home for illness 2. Cause of illness 3. Time of onset
<p>Personal Protective Equipment (PPE) Protocols</p>	<ul style="list-style-type: none"> • All faculty/staff are required to wear face coverings and/or face shields when not alone in a room. • Students kindergarten and above are required to wear a face covering/face shield to the maximum extent possible throughout the day. Preschoolers are encouraged to wear face coverings. • Students who need a face covering break will be given a space away from peers while the face covering is removed. <p>Face shields have been purchased for all students and staff members.</p>

	<ul style="list-style-type: none"> • Face Coverings/Face shields: Face coverings are an important part of student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. • Face coverings are required for all students in grades kindergarten and up, along with staff. • Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. • Students must remember to wash hands properly as it is the number-one defense against any virus. • Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. • Additional PPE may be needed to prevent certain exposures. <p>Please note that social distancing should still be practiced even with the use of gloves and face coverings.</p> <p>In addition to using PPE, students will be trained and reminded daily to remember to use appropriate hygiene practices:</p> <ul style="list-style-type: none"> • Wash hands often with soap and water for at least 30 seconds. • Use hand sanitizer with at least 60% alcohol if soap and water are not available • Avoid touching eyes, nose, and mouth • Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
<p style="text-align: center;">Student Protocols</p>	<ul style="list-style-type: none"> • If a student becomes ill at school, he/she may be instructed to go home. • If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home. • Students returning to school from an approved medical leave are to contact the principal and submit a healthcare provider’s note before returning to school. <p>Students diagnosed with COVID-19 may return to school when the following criteria are met:</p> <ul style="list-style-type: none"> • At least 10 days after the illness onset and 24 hours without a fever have passed (no fever without the use of fever-reducing medications); and • Respiratory symptoms (cough, shortness of breath, etc) have improved; and • Local county Department of Health releases the student to return to school safely. • Students must be retested and cleared by their physician. <p>If a student exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, the administration is to work under the premise that the student has contracted COVID-19 and may not return to school until three criteria listed above have been met.</p>
<p style="text-align: center;">Staff Protocols</p>	<p>Screening To help prevent the spread of COVID-19 and reduce the potential risk of</p>

exposure to our employees, employees will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptoms survey regarding:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature of 100.4 degrees Fahrenheit or greater
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential.

Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, face coverings, face shields and glove requirements will follow guidelines for schools established by state and local agencies.

Masks/Face Coverings: Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Face Shields will be provided to all staff.

Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Staff must remember to wash hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Additional PPE may be needed to prevent certain exposures.

Please note that social distancing should still be practiced even with the use of gloves and face coverings/face shields.

In addition to using PPE, staff are to remember to use appropriate hygiene practices:

- Wash hands often with soap and water for at least 30 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he/she may be instructed to go home or to the nearest health center.
- Employees returning to work from an approved medical leave are to

	<p>contact their principal and submit a healthcare provider’s note before returning to work.</p> <p>Staff diagnosed with COVID-19 may return to work when the following criteria are met:</p> <ul style="list-style-type: none"> • At least 10 days after illness onset and 24 hours after fever is gone (no fever without the use of fever-reducing medications); and • Respiratory symptoms (cough, shortness of breath, etc) have improved; and • Local county Department of Health and Human Services releases the employee to return to work safely. • Must test Negative before returning. • Employee cleared by physician to return to work <p>If a staff member exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, the administration is to work under the premise that the employee has contracted COVID-19 and may not return to work until three criteria listed above have been met.</p> <p>The responsibility of taking attendance must be performed by the teacher of record.</p>
Visitors and Deliveries	<p>Visitor Restrictions</p> <p>Only school personnel are allowed on campus during preparation for reopening. Once school is back in session on campus, visitors will still be limited while COVID-19 risk persists as determined by county health agencies.</p> <p>Essential visitors approved by the principal/Pastor will be conditional on the visitor passing the same screening process as staff and students.</p> <p>Adult essential visitors must wear a mask and will adhere to social distancing protocols.</p>

PREVENTATIVE TRAINING

	<p style="text-align: center;">100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing</p>
Staff Training Plan	<p>Staff will be trained in August via Zoom and during the in-service week on social distancing protocols, COVID Screenings, and reporting and tracking requirements.</p>
Student Training Plan	<p>Teachers will provide initial and routine instruction in:</p> <ul style="list-style-type: none"> • Social distancing and health practices in the classroom and on the playground • Use and storage of personal items • Following flow maps • Beginning of the day and end of the day procedures • Restroom and recess routines

	<p>Staff will be trained in:</p> <ul style="list-style-type: none"> • Sanitation and hygiene instruction • Social distancing and health practices for self and students • Use of flow charts • Beginning of the day and end of the day procedures • Restroom and recess routines • Identifying COVID-19 related symptoms • Proper temperature screening <p>Hand Washing: Provide age-appropriate handwashing education, define appropriate times to wash hands, and provide hand sanitizer when hand washing is not available.</p> <p>Equipment: All classroom supplies and PE equipment will be cleaned and sanitized before use by another student or cohort group.</p> <p>Safety Drills: During fire drills (and all other safety drills), all cohort classes will be physically distanced during exit, recovery, and reentry procedures.</p> <p>Line up areas: Are to be marked with visual cues to indicate adequate physical distance.</p> <p>Personal Property: Each classroom will have a limit on the number of personal items brought in to school. A full list will be sent home prior to class starting with allowable items (e.g., refillable water bottles, school supplies). If personal items are brought to school, they must be labeled prior to entering school and not shared with other students.</p> <p>Restrooms: Each cohort will have designated restroom schedules alleviating waiting and large groups. An adult monitor will regulate the hallway and restrooms use to ensure no crossing of student cohorts. If this cannot be maintained, the restrooms will be cleaned multiple times throughout the day.</p>
<p>Parent Training Plan</p>	<ul style="list-style-type: none"> • Parents will be trained in identifying COVID-19 related symptoms. • Letters and communication to parents will be shared at the start of on-site instruction and at periodic intervals. • Infection control measures that are being implemented to prevent the spread of disease will be shared with parents.

SCHOOL SCHEDULE AND ROUTINES

<p>Morning Drop-off Plan</p>	<ul style="list-style-type: none"> • Students will be greeted at their car in the student drop off area. • Students kindergarten and above and staff are required to wear masks during morning drop-off. • Staff will conduct temperature checks and a visual screen for the appearance of symptoms. • Students will bring a signed symptom check form. • Parents are asked to keep students in the car until it is their child's turn. • When the screening indicates that a student may be symptomatic, the
------------------------------	---

	<p>student is directed to return to the car to go home.</p> <ul style="list-style-type: none"> • Students who pass the screening will be directed to enter the building and proceed to their classroom. The front doors will be propped open to avoid touching and contamination. • Hand-sanitizers will be placed by each entrance for use prior to student entrance to building. • Each teacher will use a sign-in/sign-out protocol to help facilitate contact tracing. • Hand sanitizer will be available at reception to use in conjunction with arrival/dismissal and sign-in/sign-out.
<p>After-School Pick-up Plan</p>	<ul style="list-style-type: none"> • Outside line up on blacktop 6 feet apart. • Students kindergarten and above will be required to wear masks during pick-up. • Students will be called from their room over the loud speaker system when their car arrives for pickup. • Students will follow directional signs on the floor when leaving their room. • Each teacher will use a sign-in/sign-out protocol to help facilitate contact tracing.
<p>Food Service Plan</p>	<ul style="list-style-type: none"> • Face coverings/face shields required, gloves for preparing, and serving food. • Students must wash hands before meals and will wash hands or use hand sanitizer afterwards. • Students will not share utensils or other items during meals. • Appropriate daily cleaning of meal items • Each table/desk will be cleaned/sanitized prior to meals being consumed. • Students will pick up food in the cafeteria and sit in cohort area maintaining 6 feet distancing.
<p>Extended Care Plan</p>	<ul style="list-style-type: none"> • Extended Care will be held with distanced and assigned student areas. • Staff will conduct temperature checks and a visual screening for the appearance of symptoms. • Each teacher will use a sign-in/sign-out protocol to help facilitate contact tracing. • Each student will have their own supplies and space. • The facility will be cleaned before and after the morning and afternoon shift. • Parents will pick-up and drop off. • Students will stay in cohorts, designated space. • Wear face coverings/face shields to the maximum extent possible.
<p>Recess/Playground Plan</p>	<ul style="list-style-type: none"> • Classes may use the playground for recess on a staggered schedule throughout the school day. • All playground equipment will be disinfected daily and in between each cohort groups. • Assign separate balls for each cohort. • Students must wash their hands before and after using playground equipment with soap and water for 30 seconds. • Cleaning requirements must be maintained.

	<ul style="list-style-type: none"> • Recess activities will be planned to support physical distancing and maintain stable cohorts. • This can include limiting the number of students on one piece of equipment, at one game, etc. <p>Given the lessened capacity for equipment use due to cohorting and physical distancing requirements, teachers will need to set expectations for shared use of equipment by students and may need to support students with schedules for when specific equipment can be used.</p>
<p>Assembly/Announcements Plan</p>	<p>Utilize the school Speaker System and Zoom in the classrooms for assembly and announcements.</p>

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed Reflections on Distance Learning Worksheet	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> • Schools in the Archdiocese of Portland use standards-based instruction. • Teachers write curriculum to support mastery of standards at each grade-level, using the Understanding by Design framework and the Faria Atlas platform. • This process occurs regardless of the learning environment. • Teachers ensure that the content they are teaching and their methods of teaching it enables students to learn both the skills and the concepts defined in the standard for that grade level and to demonstrate evidence of their learning.
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> • STAR Early Literacy, Reading, and Math
Grading Expectations and/or Policies	<ul style="list-style-type: none"> • Provide a detailed syllabus with the grading policy • Provide a timeline of due dates and a work schedule • Provide clear assignment directions posted in one place and repeated in multiple places (post in writing, including in verbal directions of video, include in email) • Display and share Model Work- an excellent example of the learning activity as a model for what students should work towards • Instruction and learning opportunities should follow a routine, a pattern of live lessons, office hours, and due dates • Clearly define expectations for all digital participation (online chat, videos, live discussion, discussion threads, etc.) • Provide technical support information (how to navigate when unexpected device issues come up)
Asynchronous and Synchronous Teaching Expectations	<p>Recommended minimum daily guidelines (includes all synchronous and asynchronous work):</p> <p>K-1st Grade:</p> <ul style="list-style-type: none"> • ELA 60 minutes • Math 30 minutes • Religion 30 minutes • Science/Social Studies 30 minutes

	<p>2nd-4th Grade:</p> <ul style="list-style-type: none"> • ELA 135 minutes • Math 60 minutes • Social Studies/Science 30 minutes • Religion 30 minutes <p>5th-8th Grade:</p> <ul style="list-style-type: none"> • ELA 135 minutes • Math 60 minutes • Social Studies 30 minutes • Science 30 minutes • Religion 30 minutes
Plan to Mitigate Learning Loss	<ul style="list-style-type: none"> • Focus on formative assessments to inform the teaching process. • Create a robust culture of feedback • Focus on priority/focus standards
Systems of Support for Diverse Learners and/or English Language Learners	<ul style="list-style-type: none"> • Teachers will set specific learning goals, identify social and emotional learning needs and supports, and coordinate interventions with multiple providers and educators. • Teachers and teacher aides will provide one-on-one and/or small group instruction time.
Plan for Students Unable to Attend School	<ul style="list-style-type: none"> • A remote learning option will be in place for those who are unable or not comfortable to return physically to school. • Classes at times will be live-streamed during school hours. • Parents and guardians will be responsible for collecting and returning work by a designated time.
Professional Development Plan for Teachers	<p>Teachers will need training in at least the following areas:</p> <ul style="list-style-type: none"> • Creating classroom environments respecting social distancing • Identifying and planning for Focus Standards • Curriculum mapping • Differentiation and effective strategies • Assessment tools • Google Classroom use • Use of additional technology
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	<p>Music teacher: Schedule rotations into classrooms for music instruction.</p> <p>PE Instruction: Schedule PE classes outside, or in gym with cohort groups.</p> <p>Staff who interact with multiple stable cohorts must wash/sanitize their hands between interacting with different stable cohorts. Face coverings must be worn at</p>

	all times.
--	------------

MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> • Continue Google Classroom work to facilitate continuous learning experiences that occur on-site and in a distance learning setting (off-site) • Include options for digital learning and provision for non-digital distance learning where the internet and computers will not be available. • Update family survey: collect information about the numbers, types, and conditions of devices used in their homes to support remote learning. • Share the list of all the software and student-facing technology solutions with families. • Plan for adequate technology at home for off-site working, teaching, and learning. • Review technology policies and data privacy policies and update them if needed.
Family Support and Training Plan	<ul style="list-style-type: none"> • Conduct family needs along with technology and connectivity survey • Inventory school technology and internet connectivity resources • Plan for technology support and replacement, including budget
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> • Continue to educate employees, students, and families on healthy relationships, what unhealthy behaviors might look (or feel) like, and how community members can come forward if they think they or someone they know might be suffering from inappropriate conduct by another. • Create emotionally and physically safe, supportive, and engaging learning environments that promote all students’ social and emotional development.

TECHNOLOGY

	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • Google Classroom for all grades • Seesaw for k-2 • Google Apps for Education 3-8.
Acceptable Use/Safety Policies	Updated Acceptable Use/Safety Policies as per Student/Parent Handbook

Technology Purchase Plan and Related Costs	<ul style="list-style-type: none">• Increased Chromebooks 3-8• Seesaw subscription and Google Apps for Education• Headset/microphones for each teacher• Additional document cameras
--	--

SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	Hybrid Model or 100% Distance Learning
Schoolwide Eucharistic Celebrations	<ul style="list-style-type: none"> • Student cohort groups are invited to attend and host weekly school Mass with social distancing and participate as lectors or altar servers. • Other student cohort groups attend Mass by Zoom. • Cohort groups will rotate turns to attend Mass in church.
Faith Life Activities	<ul style="list-style-type: none"> • Students create videos for special prayer events such as Feast of Saint Francis, Mary Crowning, and Stations of the Cross. • Daily prayer in the morning and afternoon, and weekly student-led prayer services. • Pastor’s weekly homily is shared with students and families. • Students pray the Rosary as a class. • 8th graders attend a virtual retreat. • Other prayer events are shared virtually with the entire school community. • Prayer events with individual classes and groups of students occur every week. • <i>Growing in Faith</i> flyer sent home to families monthly.
Service Learning Plan	<ul style="list-style-type: none"> • Students focus on home service to families (chores, etc. to help their parents, kindness to siblings, etc.). • Some students move service projects to a virtual format working with the agency involved. • Student service logs turned in each trimester. • Monday All-School Prayer students and staff pray and talk about virtues being focused on and acknowledge the great things going on in the school community. • Teachers encourage students to make cards for those receiving the sacraments—Baptism, 1st Eucharist, Confirmation
Visibility Plan for Pastor	Pastors share messages via email, join students via Zoom, and offer opportunities for parents to ask questions via zoom meetings, email or phone calls.
Visibility Plan for Principal	<ul style="list-style-type: none"> • Sends newsletter/emails with updates to families and shares weekly videos

	<ul style="list-style-type: none">• Joins weekly Zoom with each class.• Attends monthly Parents' Club meetings and School Advisory Meetings.• Coordinates weekly staff meetings• Provides parents with opportunities to ask questions via zoom, email, or phone calls.• Conducts wellness checks with families, students, and staff.• Participates in Mass, prayer services and In-person activities with the school community.
--	--