

FMCHS
Reopening plan
2020-2021 -1st
DRAFT



This plan is officially part of the 2020-2021 Student Handbook. When you sign off on the Student Handbook you are verifying you've read and fully understand the importance of these safety protocols and the seriousness of COVID-19 virus.

Introduction

This plan has been created to provide clear expectations, procedures and requirements to safely reduce the impact of COVID-19 conditions as we return to in-person learning at Father McGivney Catholic High School this semester. This plan is based on guidelines from the Center of Disease Control (CDC), the Illinois Department of Public Health (IDPH), Madison County Department of Health (MCDH), Illinois State Board of Education (ISBE), and The American Academy of Pediatrics, the Diocese of Springfield, collaboration with Catholic educational institutions and feedback and recommendations from our McGivney families and community. **Regular updates will be made to this plan as new information becomes available from the CDC, IDPH, MCDH, and applicable federal, state and local agencies. Any changes to the plan will be communicated to our McGivney students, families, staff and community.**

The decision to return to in-person learning is based on the importance of fully developing our students; mind, body and spirit, into mature, intelligent and compassionate leaders whose decisions are rooted in our Catholic faith. To quote Pope Francis from a speech given to students in 2013, "In order to educate you must go out of yourselves and be amidst the young, accompanying them in the stages of their growth, standing beside them." Our students need us to be present, to see them, to listen to them, to guide them through these challenging times in a way that is best done in person. In person learning is also supported by medical agencies as well. The AAP, the American Academy of Pediatrics, "strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school." There is no doubt that in-person instruction is best for students.

The decision to return to in person learning comes requires the implementation of a host of health and safety practices focusing on the following:

1. Wearing masks at all times in the building and during end of day release from the campus
2. Social distancing whenever possible to reduce close contact exposure.
3. Extensive and regular cleaning practices for the individual (hand-washing, cleaning student desks etc.) and the school (common touch areas, deep cleaning of the school when needed etc.)
4. Effective record keeping to assist our families and the Madison County Health Department when contact tracing is needed.

These practices will be implemented with rigor and discipline until further notice.

The safe guards we are putting in place allow us to actively live out our Catholic faith and our school motto “Serving the Culture of Life” by protecting the most vulnerable around us, including our classmates, teachers and staff, parents and grandparents and those we may not even know. It is our duty to do what we can to serve those in need. By following these protocols rigorously and with intention on and off campus, we can truly make a lasting change in for ourselves, our community and beyond. Thank you for your continued support of Father McGivney Catholic High School.

Father McGivney Catholic High School will maintain and enforce the following general safety procedures until further notice:

- Illinois guidelines call for masks to be worn by all staff and students when entering the building, in the hallways and in classrooms. All staff and students are required to wear face masks while inside the school building and on activity buses at all times.
- Masks are not required outside the building if 6ft of social distancing can be maintained.
- There will be increased signage reminding students of social distancing, wearing masks and frequent handwashing.
- Visitors to the schools will be limited. All visitors will be required to wear face masks while inside the school and will be required to have a health screening (temperature check and answer questions about COVID-19 symptoms and possible COVID-19 exposure).
- Students will be limited to groups of 50 or less in any one area including lunch areas and buses.

Daily in-person learning will begin August 13, 2020, for all students.

- Students will follow their normal academic schedule attending all of their classes every day. Class periods will be 43-45 minutes depending if it is a Mass Day or Non-Mass Day.

School Hours:

7:00 am – Doors Open

7:30 am – 8:15 am – Early Bird classes are held.

8:15 am – First bell rings - All students should report to their first hour class immediately

8:20 am – All classes begin. If you arrive at school or to your 1st hour class after 8:20 am you will be counted tardy.

3:30 pm – Students are released for the day.

Layers of Protection

The layers of protection listed below are designed to keep the school community as safe as possible. These layers require collaboration between home and school.

Layer 1	At home screening – complete symptom checklist before leaving home via school's Google Form
Layer 2	Arrival at school screening – verify that symptom checklist is complete and temperature has been taken
Layer 3	School-day monitoring and visual screenings – Students should report to the main office if symptoms occur
Layer 4	Face covering will be worn, social distancing and effective hand washing will be enforced

Daily Arrival and Student Screening Process

Students arriving between 7:00 – 7:30 am -

- Enter the building through the main entrance. Masks MUST BE worn properly upon entering the building. – I **strongly encourage** our students to arrive at school after 7:30 am if possible to reduce time in the building.
- All students who arrive before 7:30 am (Early Bird Students and students who must be dropped off) **MUST** report to the Gym for a temperature screening by Mr. Oller. Students should remain socially distant with their masks on in the gym until Mr. Oller has taken your temperature. If your temperature is below 100.4 F you may go to your locker and get ready for the day.
- If do not have an Early Bird class and must arrive before 7:30 am please email Mrs. Jones so we have a record of students in the building at that time.

Students arriving after 7:30 am-

Freshmen and Sophomores – Please enter the building through the main entrance.

Juniors and Seniors – Please enter the building through the gym entrance.

- Every student will be required to complete a self-assessment daily before being allowed to attend school. The daily self-assessment will be administered by a google form sent out by Mrs. Lindsey Jones, our Office Manager. Please answer honestly and do not attend school if you

exhibit symptoms related to COVID-19, have known exposure to a positive COVID-19 individual or are under quarantine.

- At each entrance school staff will take student temperatures through a touchless system. Any student who has a temperature of 100.4 F or higher or has indicated one of the following symptoms on the self-assessment, when they arrive at school or during the school day, will be sent home. Students waiting for a ride will be kept isolated until they are picked up or they are safe to drive home.

Students should not come to school or report to the main office if they show any of the following symptoms:

- Feeling feverish or a measured temperature greater than or equal to 100.4 F.
- Persistent Cough
- Shortness of breath or difficulty breathing
- Chills
- Unexplained fatigue, muscle/body aches
- Loss of Taste and smell
- Unexplained headache
- Sore throat
- Diarrhea, Nausea, and/or unexplained Abdominal pain
- Known close contact (defined by the CDC as being within 6ft of another person for 15 consecutive minutes or longer) with a person who has a positive COVID-19 test or is COVID-19 related quarantine.

CDC links-

1. When You Can be Around Others After You Had or Likely Had COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
2. When to Quarantine if you might be sick –
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

WHEN STUDENTS ARE SENT HOME ILL

When a student is sent home ill, please closely monitor his/her symptoms. Students may be sick for a number of reasons, including COVID-19. We recommend you to contact your medical provider to seek guidance.

Guidelines Regarding Returning to School for a NON- COVID-19 related illness.

- Fever Keep your student home until his/her fever has been gone without the aid of fever-reducing medication for 24 hours.
- Vomiting/Diarrhea Keep your student home for 24 hours after the last time he/she has vomited or had diarrhea and is eating normally.
- Antibiotics Keep your student home for at least 24 hours after the first dose of antibiotics.

Guidelines in the Event of a possible COVID-19 Exposure

If a student or staff member tests positive for COVID-19 or has been in “close contact” with an individual with COVID-19, please notify the school. Information should be shared with our Office Manager, Mrs. Lindsey Jones- ljones@mcgivneygriffins.com or call 618-855-9010. She will notify the school’s administration and we will contact the Madison County Health Department for to begin their process of contact tracing.

- The Madison County Board of Health and the Springfield Diocese will be informed of any cases of suspected COVID-19 and all guidelines for cleaning the facilities will be followed.
- Privacy, FERPA and HIPAA protocols will be followed to maintain our staff and families personal information.
- Communication with our families will occur according to Madison County Health department and Springfield Diocese guidelines.

Guidelines Regarding Returning to School for a Positive COVID-19 Test.

Postive COVID-19 **with** symptoms

You can return to school after:

- 10 days since symptoms first appeared **and**
- 3 days with no fever **and**
- respiratory symptoms have improved (cough, shortness of breath) **and**
- a note from a physician or Madison County Health Department indicating student is well

Positive COVID-19 **with no** symptoms

If you continue to have no symptoms, you can return to school after:

- 10 days have passed since test **and**
- have a note from physician or Madison County Health Department indicating student is well

If you develop symptoms after testing positive, follow the guidance above for Positive COVID-19 with symptoms.

For anyone who has had “close contact” with a COVID-19 positive individual

“**Close contact**” is defined as having been within 6 ft. of a COVID-19 positive individual for at least 15 minutes regardless of a face covering. Those in “close contact” with a COVID-positive individual should stay home for 14 days after exposure. A member of the Administration will send an email to students and families who may have come in close contact with a student or staff member who tested positive of COVID-19.

Staff and Visitors

Staff members and visitors will follow the same expectations as students when entering the building. Visitors should proceed directly to the Main Office where their temperature will be taken and will complete a symptom checklist. Staff members will self-certify a symptom checklist and will also have their temperatures taken when reporting for work.

Face Covering Requirements

All students and staff are required to wear face coverings. All students and staff must provide their own face coverings. Face coverings must be appropriate and not display any wording or symbols deemed unbecoming of a McGivney student. See Dress Down Guidelines in our Student handbook p.30 for guidance. The Administration/Directors will make the final decision on the appropriateness of a mask if needed. One of the many advantages to our situation at the high school level is that our students are young adults. We can count on them to properly wear and keep track of their face coverings. **Face coverings must be worn over the mouth and nose.**

- Face Shields will not be acceptable options at this time due to research showing they may not be as effective as masks.
- Gaiter type face coverings are allowed
- Students who are having breathing issues due to their face covering should report to the Main office. If a student is having trouble breathing they should move to a socially distant location, if possible before removing their mask. Please proceed to the Main Office immediately.
- Frequent washing of reusable face coverings is necessary; please have several masks in rotation for your student.
- Face coverings should be labeled with students first and last name
- Students are allowed to take their masks off to get a drink of water, during lunch time and outdoors if they maintain social distancing of 6ft.
- Students who forget face covering or have a face covering malfunction should report to the main office immediately for a disposal mask for the remainder of the day.
- Our teachers will make every effort to provide opportunities for their classes to go outside when possible allowing for breaks from their face coverings as long as social distancing is being practiced.
- Consistently forgetting or improperly wearing face coverings will be treated as a discipline infraction and a dress code violation.

Cleaning

- Additional hand sanitizing stations will be located in multiple locations throughout the building and in our activity buses.
- Classrooms and outside locker surfaces will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias, and other common areas will be cleaned multiple times throughout the day.

- Compliance with cleaning safeguards also helps protect our custodial staff and other frontline workers whose work helps make our school operate smoothly. Each and every one of us must do our part.

Classrooms

- Teachers will be required to make seating charts. The charts will be used if contact tracing is needed in the event a student is diagnosed with COVID-19
- Masks are required to be worn by all staff and students even if social distancing can be maintained.
- Classrooms will be organized to space students apart to the greatest extent possible while retaining educational function. It is not possible to have students six feet apart at all times, however, items have been removed to allow for additional spacing of desks and tables where feasible.
- Cleaning solutions and hand sanitizer will be provided in each classroom. Cleaning of desks and chairs will be completed during the passing periods each hour.

Athletics and Extracurricular activities

- FMCHS will be competing in the following sports for the Fall season:
 - Girls/Boys Golf
 - Girls/Boys Cross Country.
- Current IHSA guidelines and safety protocols will be used.
- Athletic bags and golf clubs can be dropped off in the locker rooms before 8:15 am. Mr. Oller will lock the locker room until 3:30 pm. If a team is leaving early for a competition Mr. Oller will allow access at that time. Students will **NOT** have access to the Locker room throughout the day **so don't bug Mr. Oller!!!**
- Students will be permitted to stay after school to participate in tutoring with a teacher, small group instruction, music ensemble groups, athletics, or other extra-curricular activities if needed. Mask wearing, social distancing and gather limits (no more than 50) will be enforced.

Personal space and contact

- Avoid handshakes, high fives and social touching as much as possible
- Wash hands with soap and water for at least 20 seconds as frequently as possible, especially before eating and after using the restroom.

Hallways and passing periods

- Avoid congregating during passing periods.
- Teachers will be in hallways during passing periods to encourage students to move quickly to their next class period.
- **Backpacks allowed** – Use of backpacks will reduce the use of hallway lockers throughout the school day. The backpacks should not cause a tripping hazard in the classroom or in the hallways. Rolling backpacks are allowed but a student must easily be able to carry the bag without assistance. Administration has the right to restrict backpacks and other book bags if they become a distraction to the classroom environment or become a safety concern.
- Students are allowed to use their hallway lockers but discourage frequent visits. It is our expectation that students stop at their lockers at the beginning of their school day, before and after lunch, if needed, and at the end of the school day.

Music

Locations:

- Band room - Used for Music History and Theory
- Large Theater area for practices - We will use blue folding partitions to create smaller group areas if needed - This is a very large space
- Small Storage area for practices if needed
- Outside areas when weather permits - When outside and social distance is ensured, masks can be removed. Masks should be worn before entering the building.

Safety Protocols Choir:

1. All students and staff must wear masks when singing
2. Social Distance, even while wearing masks, when students are singing
3. Students should avoid singing in circles, touching and choreography.
4. Conductor/Teacher should be at least 10 ft from the front row of students when they are singing. Masks are still required at this time.
5. Use partitions or floor markings to ensure social distancing will occur.

Safety Protocols Band:

1. All students and staff must wear masks unless their mask must be removed to play their instrument (for example - percussion could still wear a mask).
2. Social Distance even with masks whenever possible.
3. Students should avoid playing in circles, touching and choreography.
4. Students should sanitize hands prior to handling instruments and after handling instruments.
5. Instruments should not be shared.
6. Instruments should be cleaned and disinfected after each use if possible using recommended cleaning procedures. See link for details - <https://nafme.org/covid-19-instrument-cleaning-guidelines/>
7. It is recommended that reed players use plastic instead of cane reeds.

No music at Weekly Masses -

After discussion with Father Jeff Goeckner we decided there would be no music during weekly masses for this semester. Music may be played during All School Masses if possible.

PE

ALL PE CLASSES –

Physical activity is an important piece of developing our students completely; mind, body and spirit. As we make adjustments to allow for our students to safely return to in-person learning for the fall semester, one area that creates issues is Physical Education classes. The following changes will be implemented for PE classes until further notice:

For the entire year -

1. Students will be allowed to wear tennis shoes every day except All School Mass Days.
2. During "All School Mass Days" students will be required to wear mass attire and leather shoes (black or brown).

PE continued

For the 1st Semester only:

1. Students will not be dressing out for PE in their PE uniforms. This will be re-evaluated for the 2nd semester based on the status of COVID and social distancing recommendations. Activities will be designed to reduce sweating in their school uniforms.
2. Since students will not be required to dress out the athletic locker rooms will no longer be needed.
3. We will be focusing on activities that allow for social distancing but still stimulate our students mentally and physically.
4. We will still allow weight lifting and Strength and Conditioning classes at this time. Mr. Oller, Mr. Hart and I are evaluating ways to allow those activities to still meet all the safety guidelines expected for this fall.

Early Bird PE ONLY:

- Students will alternate days they attend early bird PE class only. We will have boys on one day and the girls on the other. The locker rooms won't be available and students will not be dressing out for PE to start the year. It is recommended that girls wear shorts under their skirts. This will allow us to maintain an effective strength and conditioning program while also allowing for more social distancing in the weight room. **It has been requested that students do not arrive early on days they do not have early bird PE if possible. They will not be counted absent on those days.**

Mass Days and Mass Attire- Gathering limits require modification of Mass attire and mass schedules.

- **Students are allowed to wear their normal NON-MASS attire on all mass days this year. EXCEPTION – Mass attire MUST be worn during All School Masses.**
- Mass will be held Tuesday and Thursday. 3 Houses will attend Tuesday mass and 3 Houses will attend Thursday mass. Houses will attend masses every other week.
- Houses not attending mass will meet for faith formation activities during Mass time

Lunch – Gathering limits of 50 or less requires modification of lunch periods

- Lunches will be held in the Griffin's Nest and the Upstairs multipurpose space.
- We will track seating of our students during each lunch period in case contact tracing needs to occur.
- Students will be assigned one of those 2 locations. Refrigerators and microwaves will be available in both locations.
- Masks are not required while eating but should be worn whenever possible. Social distancing will be maintained as much as possible as well.

Water Fountains

- Students are encouraged to bring water bottles. It is strongly encouraged for students to only use the “hands-free” water bottle filling feature of our water fountains.
- Please label your water bottles with your first and last name.

End of Day Dismissal

- 1st floor classes (by House or 8th hour) will exit using the main entrance
- 2nd floor classes (by House or 8th hour) will use the rear stairwell to exit through the entrance by the gym.

Non - Mass Days (Monday, Wednesday and Fridays) Students will be in their Houses –

Student lockers are assigned in close proximity to student’s House classrooms. During House, students will be instructed by their House Mentors to visit their lockers, get all materials they will need for that evening and return to their House classrooms. This will be done for two reasons:

- To ensure limited number of students in the hallway for an extended period of time through staggered visits to lockers
- To ensure students quickly leave the building once the 3:30 bell rings.

Mass Days (Tuesday and Thursdays) Students will be in their 8th hours –

Students will be dismissed at 3:25 pm based on the schedule below to go to their locker, get all materials and leave the school building and campus. Students who share rides should meet at their cars.

- 3:25 pm - Tuesdays – 1st floor classes will be dismissed by their 8th hour and should leave the building immediately after they visit their student lockers
- 3:25 pm – Thursdays – 2nd floor classes will be dismissed by their 8th hour and should leave the building immediately after they visit their student lockers.

All students must keep their masks on and leave campus immediately.

Reporting Absences -

- Mrs. Lindsey Jones, our Office Manager, will be the main contact (ljones@mcgivneygriffins.com or 618-855-9010). All absences must be reported to Mrs. Jones as soon as possible.
- Mrs. Jones will be asking for specific information about symptoms. Documentation will be kept
- Students/Staff will self-report on their health conditions DAILY using a Google form. You may also call Mrs. Jones to report an absence.

Incentive for perfect attendance at the school or teacher level will no longer be practiced at Father McGivney Catholic High School.

Guiding Principles if Remote Learning is activated

Father McGivney will not be offering a remote option in conjugation with our in-person learning plan.

However, individual students who are quarantined or if the entire school needs to quarantine, we will switch to a full remote learning schedule. Our Remote learning plan will require students to follow their normal school schedule 5 days a week from 8:20 – 3:30. All academic classes (Math, Science, English, Theology, Social Studies and World Languages) will meet with their teachers daily for synchronous and asynchronous learning. PE, Health, Art and Music will meet 2-3 days a week. The schedule will allow for students to have “non-screen” time and breaks during their lunch/Advisory periods and extended “Passing periods” between classes (approximately 10 minutes between classes). This will ensure our students are receiving teacher led instruction every day.

FAQ –

Why did McGivney choose to return to in person learning and not pursue other options like fully online or hybrid models?

After extensive discussions and research regarding those other options our team felt we could safely implement in-person learning based on our total enrollment, facility size and resources. It is always our goal to have our students on campus safely engaging with their teachers and other students.

Could you have teachers move classrooms instead of the students to reduce mobility?

Unlike elementary classes, our students are enrolled in honors, traditional level courses and multi-grade courses. A typical freshmen student may be in Geometry with sophomores, Honors biology and traditional English and Honors Spanish. Logistically it is not feasible to have our teachers move classrooms.

How will you enforce safety protocols (mask wearing, social distancing etc.)

Our Faculty and staff will be present in the hallways during passing periods, before and after school and in common spaces enforcing our safety protocols. Safety signage has been increased around the school reminding students, staff and visitors about wearing masks, washing hands frequently and appropriately and remaining socially distant whenever possible.

How will you support students who are anxious and uncomfortable?

Anxiety levels will continue to be high for our students, staff and families as we move into a new phase of the COVID experience. We encourage you to have family conversations about the importance of safety protocols. Mrs. Madura, Mrs. Gillott (our new Dean of Students), Mr. Lombardi and our staff are available to help students deal with anxiety and field their questions. Students are always welcome to stop by the main office if needed throughout the day.

What can we do to get ready of the new school year?

Practice safety protocols at all times. Purchase and wear comfortable masks. Transition your sleep schedules from summer time to school time. Avoid large group gatherings. We are all in this together and we are counting on everyone to safely return to in-person learning on August 13th.

What steps will be taken if a student or staff member has a confirmed case of COVID-19?

The Administration will work with Madison County Health department to communicate with anyone who may be in close contact with that individual based on seating charts, class schedules and lunch seating. Decision to quarantine individuals or the school as a whole will be made in conjunction with Madison County Health Department.