



Bishop John Carroll Cathedral School

Recognizing that our schools provide Catholic education, but one that is unique to each school’s mission and site, the goal is to provide schools with a framework to create their own site-based school continuity plan that outlines the reentry to the school year with a focus on learning and the safety and ongoing health of students, staff and families. The Archdiocese of Oklahoma City guidance is informed by local county, state and CDC guidelines. Due to capacity and resource limitations, not all schools will be able to address or implement all the considerations listed. Schools should use this document as a guide in consultation with their school site committee to determine which considerations are feasible and the most appropriate way to prioritize and proceed.

❑ Establish a school site committee			pg. 4
Tim McFadden-Principal	Gabby Barros-Elementary Teacher	Dr. Kathy Lofgren-Medical Professional	Riza McCoy-PTO/SAC
Jennifer Herndon-Assistant Principal	Connie Gooch-Early Childhood Teacher	Anh Pham-Church/Vietnamese Community	Kenny Merkel-SAC/Business Leader
Geoff Hinton- Middle School Teacher	Dr. Jed Perdue-SAC/Medical Professional	Brian Pennell-PTO/Community Leader	Steve Haynes-Facility Maintenance
Shannon Welch-PTO/Health Department			

❑ Develop and implement a family and community communication plan pg. 4-5
<p>Facts/Parent Alert- Implemented over the summer. We have also included Facts/Renweb confirmation of contact information to our Final Registration checklist. In addition, we have upgraded our website to be a hub for information to include a Covid 19 Response tab that will house weekly principal letters, protocols, procedures, and a quick health update. Green= MidDay Temperature and Wellness check is All Good, Yellow= Communicate with school for new procedure, Red=Moving to quarantine protocol. Website: https://bjccs.org/reopening-plan</p>

Staff

- Staff will communicate in advance of coming on campus if any health issues arise.
- Staff will answer Health Screening and take temperature upon arrival.
- Communicate results and exit building immediately if there are any concerns.

Student

- Parent Health Screening prior to leaving the house.
 - Checklist given to parents during Final Registration
- Students temperatures taken prior to parents leaving the premises.
 - 3 screeners in Circle Drive
 - 2 screeners in Connor Center Drive
 - Verbal Health Screening will be conducted as kids exit the vehicle.
- [Covid Planning.pptx](#)

Visitors

- No parent-volunteer allowed in the building while students are in the building.
- Visitors or deliveries will be stopped in the vestibule.
- Following Church/Archdiocese Protocol.
- Use of vestibule procedures.
 - Temperature
 - Health Screening

Drop Off

- Drop procedures modified to allow for temperature and Health Screening.
- We are going to ask that all Pre-School, Pre-K and any families with a single child will drop off through the Connor Center.
- All other grades or families with multiple students will drop off through the School Circle Drive.
- Staff will be taking a no-touch temperature of each student as they exit the vehicle.
- Staff will also ask for Health Screening questions.
- Parents will not leave until the student is cleared.
- Students with any symptoms will be taken back to the parents vehicle and implement the appropriate protocol per current CDC recommendation.

- We are expanding into the Connor Center with three classrooms.

- Provide overflow for classes to expand into adjoining empty classrooms.
- Dedicate specials to a smaller number of classes per week.
- Provide the teachers with the ability to ZOOM into classrooms and thus keep that cohort intact.
- This provides adjoining classrooms for overflow, and the smaller classes will be moving to larger classrooms.
- Classes will cohort with their teachers with minimal staff change with social distancing being observed.
- Specials will be dedicated by week and that teacher can either socially distance or remote into the classroom.
- One way hallways and entries have been identified to staff, students and parents.
- Fencing to enclose school spaces is being installed to give students more space and multiple areas to cohort outside, spread out and distance appropriately.
- We will cycle two classes through lunch at a time. One of those will be in class with lunch delivered, the other will eat in the cafeteria.
- To reduce traffic in bathrooms, outdoor hand washing stations will be set up at high traffic areas to reduce in and out traffic.
- Supplies will be individualized, with no community use.
- Students will be required or issued a drawstring bag for storage of Face Covering, water bottle, extra clothing during outdoor times.
- Students will be taught social distancing practices at school and prior to the school year.
- Families are strongly encouraged to practice and reinforce social distancing at home, per state protocols.
- Provide time and space outdoors or in larger spaces for students to spread out, take off Face Covering and relax.
- All athletic sporting events must adhere to CGSAA guidelines provided by the Archdiocese.
- Assemblies will be broadcast or recorded.
- Strategic social distancing for all large gatherings on campus, inside and outside facilities, will be observed.

❑ Develop a plan in the event that a positive case, or suspected case, is identified in the school **pg. 8-9**

We will follow the most current CDC, AAP, local, and state guidelines along with advice from medical professionals with regards to re-entry to school, due to illness or self-quarantine. These are subject to change according to appropriate guidance. Please see below for symptoms and re-entry guidelines as of July 6, 2020.

- Individuals exhibiting symptoms of coronavirus without other explanation should be prohibited from coming to school or sent home if exhibiting symptoms at school.
- If a staff member or student begins exhibiting symptoms of COVID-19 during the school day, they will be isolated, sent home immediately and asked to consult with their health care provider. These individuals should not return until they have met the criteria below. Anyone who is considered high risk or vulnerable should discuss when re-entry is recommended with their healthcare provider.

If a staff member or student tests positive, the following steps will be followed:

- Immediately isolate the individual if they are at school. Send the ill staff member home and call families to pick up sick children immediately;
- Identify and close areas of the school building where the individual spent more than 30 minutes. The area will be professionally cleaned;
- BJCCS will work with health officials and be in communication with the Catholic Schools Office to determine if school closure is warranted and for additional measures the school must take to contain exposure.

Exclusion and Readmission Criteria

1. Immediately isolate and send home any employee or student who has any of the following symptoms of possible COVID-19:

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 greater than or equal to 100.4 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19.

2. Employees or students with symptoms listed above will not be allowed to return to work/school until:

- a. In the case of an employee or student who was diagnosed with COVID-19 the individual may return to work/school when all three of the following criteria are met:
 - i. At least 3 days (72 hours) have passed since recovery including resolution of fever without the use of fever-reducing medications;
 - ii. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
 - iii. At least 10 days have passed since symptoms first appeared.
- a. In the case of an employee or student who has multiple symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three-step criteria listed above. If the employee or student has multiple symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- b. If the employee or student has a single symptom that could be COVID-19 (such as fever) the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or be symptom free for 72 hours without medication before returning to work/school.

3. Employees or students with known close contact to a person (e.g., someone in their household) who is lab-confirmed to have COVID-19 must stay home, self-monitor for

symptoms, and be tested. They cannot return to work/school until they have been tested and/or completed a 14 day self-quarantine period from the last date of exposure.

Close Contact is defined as being within 6 feet for 15 minutes or more.

During the Day Positive or Suspected

- -Keep student in one isolated location.
 - Benches North Side of Cathedral
 - Under Connor Center drive up.
 - In Mercy Center
- -Run phone tree per CDC or OCCHD
- -Remove siblings/household members and or close family in school and initiate appropriate protocols
- -Contact trace teacher/staff children

Out of School informed of Positive or Suspected

- Contact Trace
- Inform appropriate families of who might have symptoms or an exposure.

❑ Create a tiered response for potential school closures

pg. 10

- In the event of multiple positive cases within the school, the Archdiocese in conjunction with state officials will decide if a closure is necessary at a class or whole school level. The Archdiocese in conjunction with state officials will determine when a school closure is necessary due to community spread.
- In the event of a closure, parents will be notified via Renweb email and school alert and will receive updates on reopening dates.
- A closure may be short-term (a few days), mid-term (a few weeks), or long-term (months) and will be determined based on virus spread and in conjunction with health and archdiocese officials.
- Distance Learning procedures will be enacted at the class or school level according to the closure.
- Facilities will be thoroughly disinfected prior to reopening.

Distance Learning

Teachers, Parents, and Students must all understand that it is unrealistic for a teacher to be able to deliver instruction through distance learning and in person instruction. What is realistic and what makes the most sense for the majority will be used to determine many of these decisions. Families should be prepared to move to distance learning quickly and effectively.

- Individual- If a student must quarantine individually, the teacher will make every effort to provide synchronous education via distance learning platforms.
- Class- If an entire class, or enough of the class is logically absent, the teacher will move into distance learning for the allotted time.

☐ Determine school use of personal protective equipment (PPE) and how to secure it
pg. 10-11

Per AOKC 7/16/2020 3:42pm

Based on this, we ask all schools to require face coverings for all faculty and staff, students in 1st through 12th grade and all visitors. A school can utilize face coverings with PK3-Kindergarten (as most already plan to use them in arrival, dismissal and times of transition). When in their classrooms, schools can allow small mask breaks, especially for grades 1-4, when students are working independently, etc. if they are able to provide social distancing measures.

In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives (for example: face shields) should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Monitoring the virus is an ever-changing situation. We will continue to monitor the situation and the advice of civic leaders and health authorities, adjusting precautions as needed. Schools will be notified if there is a change of requirement.

All students should come to school wearing a school appropriate Face Covering. Examples of school appropriate masks include sports teams, superheroes, fun colors and designs, etc. This will help prevent a classwide, 14 day quarantine in the event a child or staff member in the class tests positive for Covid-19.

- Face Coverings are highly encouraged for 2nd Grade and below.
- Students, teachers, and staff will wear school appropriate Face Covering during the school day. Everyone needs to have extra masks with them in case their current mask cannot be used.
- Students will be allowed to remove masks during lunch, recess, select PE activities, and other outdoor times, as well as rest times for the younger students.
- Teachers may wear face shields in conjunction with masks where appropriate and when social distancing cannot be maintained (e.g. when teachers are working one-on-one or in close proximity with students.)

☐ Promote a culture of good hygiene practices

pg. 11

Classroom:

- Hand sanitizing stations will be mounted by entrances and stairwells.
- Sanitizer will be in each classroom.
- After arrival and dismissal, the duty teacher will wipe door handles, equipment, etc.
- Students will sanitize on the way to their cars.
- A cleaning company will come in every night to clean the entire school.
- Students will be given hand sanitizer upon entry and dismissal of the classroom.
- Backpacks, jackets, lunch boxes, and water bottles will be kept individually on the student's desk and chair/locker.
- Parents should wash and sanitize uniforms, masks, water bottles, lunch boxes, backpacks, and

jackets daily.

- Students are responsible for bringing all belongings home every day for sanitizing. Re-entry to the classrooms for forgotten items will not be permitted at the end of the day.
- A minimum of two clean masks should be brought to school each day to ensure one is always available.
- Students will use water bottles.
- Water fountains will be disabled except for the no-touch water bottle fillers.

Cafeteria:

- Staff will clean lunch spaces after each lunch group.
- Hand washing and sanitizer will be available.
- Cafeteria workers will clean high touch surfaces between each lunch group.
- Students will not handle lunch tickets.
- Adults will distribute condiments and utensils.
- Students who bring their own lunch from home should also bring any utensils they need.

Recess

- Wash hands before and after recess
- Sanitize hands upon entry and exit of classrooms.
- Each recess group will have a designated set of outdoor equipment.
- No recess equipment from home will be allowed until further notice.

❑ Evaluate school cleaning practices

pg. 11

Classroom:

- After entry and exit of class, the teacher will wipe door handles, equipment, etc.
- Teacher will spray surfaces and let sit at the end of the day.
- Teachers will clean when leaving for lunch or during lunch breaks.
- Teachers should consider periodic cleaning between specials or rotations.
- Students are responsible for bringing all belongings home every day for sanitizing.
- Students should not be handling cleaning supplies such as sprays or wipes.
- Teachers will call maintenance if an issue arises that needs attention beyond their ability to handle while still teaching.

Maintenance

- Will clean all common areas with cleaning materials.
- Twice a week will utilize the electrostatic sprayer in all school spaces.

Cafeteria

- Adults will clean lunch spaces after each lunch group.
- Cafeteria workers will clean high touch surfaces between each lunch group.

Recess

- Each recess group will have a designated area so as not to break cohorts.

- No recess equipment from home will be allowed until further notice.

❑ Create protocols regarding spaces shared between parish and school functions pg. 12

After School Care

- Students will follow the protocols in place for the school.
- Students will wear masks when in the building.
- Students will not be in their school day cohort due to space and staffing. However, they will be spread out as much as possible.
- All students in aftercare will be required to wear face coverings if they can go outside.

Religious Education

- RE will follow the guidelines of the school for sanitization and spacing. Considering professional cleaning on Wednesdays after RE.

❑ Work with facilities manager to mitigate viral spread through ventilation systems pg. 12

- HVAC filters will be changed frequently. Only the gymnasium, Connor Center, and Office have Central Air.
- Windows will be open when possible to circulate fresh air. Steve Haynes is working on this as we speak.
- Doors will be open to promote circulation.

❑ Plan for distance learning contingencies pg. 12

- In the event of an absence due to illness or self-quarantine, assignments will be provided online. Each grade teacher will continue the AOKC curriculum via distance learning.
- Plans are being formulated now to improve on instruction based on feedback from families and staff to improve online learning.
- If BJCCS closes due to Covid spread, distance learning will be delivered via Zoom, Google Classroom, supplemented by other online or print resources.
- Distance Learning and absent work procedures will be shared with parents at the start of the school year by each grade level teacher and will be evaluated and subject to change as needed throughout the school year.

❑ Consider adjusting routines to allow for social distancing in common areas pg. 13

- Students will practice social distancing in the halls, common areas

- Markers will be placed in hallways and other common areas to serve as a visual reminder.
- Students will be taught social distancing practices at school and at home.
- Families are strongly encouraged to practice and reinforce social distancing at home, per state protocols.
- School Mass: please see section “Considering Needs for School Liturgies”
- Athletic and extracurricular will be evaluated and determined at a later time.
- As of right now, the only afterschool activity involved on campus is After Care and Morning Care.
- Looking for additional help in Morning Care.
- Strategic social distancing for all large gatherings on campus, inside and outside facilities, will be observed.
- Max occupancy for each room will be posted on doors.

❑ Consider reorganizing classrooms to maximize social distancing

pg. 13-14

- BJCCS will follow the social distancing guidelines as outlined by the [American Academy of Pediatrics](#)’.
- Student learning spaces will be as far apart as possible.
- If communal manipulatives are used in things like Centers or Daily 5, disinfecting will be enacted between groups
- Students will be taught social distancing practices at school.
- Families are strongly encouraged to practice and reinforce social distancing at home, per state protocols.
- Students, teachers, and staff will wear school appropriate masks during the school day. Everyone needs to have extra masks with them in case their current mask cannot be used. Students will be allowed to remove masks during lunch, recess, select PE activities, and other outdoor times, as well as rest times for the younger students.
- Students and teachers will not wear gloves during the school day in accordance with CDC and AAP guidelines.
- Teachers should wear face shields in conjunction with masks where appropriate and when social distancing cannot be maintained (e.g. when teachers are working one-on-one or in close proximity with students.)
- Students will practice social distancing in the halls.
- Markers will be placed in hallways and other common areas to serve as a visual reminder.
- Teachers will change classrooms when possible instead of students.

❑ Consider needs for school liturgies

pg. 14

- Fr. Will will be saying two masses a week on Thursdays 8:30am and 10am in order to social distance and sanitize between the masses.
- School Mass will be closed to visitors.
- Decisions on participation in school liturgies will take into account the extent of current COVID activity in the community.

- All Archdiocesan policies will be followed regarding masking and social distancing.
- Modifications will include decreasing the number of students participating in Mass at one time and increasing the number of services during the week, if possible.

❑ Revise transportation plans to maximize health and safety

pg. 15

- Field trips will be suspended until further notice.
- [See Drop Off and Pick Up Plan](#)

❑ Considerations for serving school meals

pg. 15-16

- Due to space only one class will eat in the cafeteria while another will eat in their classroom.
- School meals will be served directly to tray upon student's arrival.
- Scheduling will dictate which classes are paired.
- Students will wash hands inside prior to eating.
- Students will wash hands again outside after eating.
- Stagger class arrival so that students are not waiting in line.
- Limit amount of students in the cafeteria (maximum of two classes per lunch period).
- Seat students with social distancing space.
- Dismiss students one at a time with proper spacing.
- Visitors will not be allowed to eat in the cafeteria to limit exposure to students
- All food in classrooms must be prepackaged if they are going to be shared.
- Food from home must never be shared.

- Staff will clean lunch spaces after each lunch group.
- Hand washing and sanitizer will be available.
- Cafeteria workers will clean high touch surfaces between each lunch group.

- Students will not handle lunch tickets.
- Staff will distribute condiments and utensils.
- Students who bring their own lunch from home should also bring any utensils they need.