



**TRUE CROSS CATHOLIC SCHOOL**  
**HEALTH AND SAFETY PROTOCOLS**  
**2021-2022**

*(TCCS will continue to follow all guidance from federal, state, and Archdiocesan authorities.)*

True Cross Catholic School is dedicated to providing a healthy and safe learning environment for all students, staff, and community. The mission and vision of TCCS has remained unchanged since the founding of the school and is rooted in partnership. For the past 75 years, TCCS has flourished upon the essential and united collaboration between families, school, and parish. Never have the words essential and united been more important than they are today. We believe that together we are better and as we work through the logistics to safely return to campus this Fall, this remains at the forefront of our minds.

**GOALS –**

- Provide an environment that ensures the health and safety of our students, staff, and community.
- Continue to offer an exceptional Catholic education to our students.

**OUR MISSION**

True Cross Catholic School is Christ-centered Catholic school community who, united with its parish and in collaboration with its families, nurtures and forms the minds, hearts, and spirits of the children it serves.

In order for children to grow and learn, it is essential to provide a healthy and safe environment.

This document will outline our current plan for health and safety protocols during the pandemic.

True Cross Catholic School will continue to actively monitor the recommendations and guidelines set forth by the Archdiocese of Galveston-Houston, federal, state, and local authorities and will make additional modifications to this document as needed.

*This document was revised on July 30, 2021*

## **STUDENT HEALTH PROTOCOLS**

- All parents are responsible for ensuring that a daily self-screening of each student occurs prior to coming to school. Parents should not medicate their child to lower a fever prior to coming to school. (See the Screening Document attached.)
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate physical distancing, hand hygiene, and respiratory etiquette.
- All students should regularly wash their hands for 20 seconds, at least every two hours, or use hand sanitizer regularly if unable to wash their hands.
- All students will be trained on proper handwashing techniques and participate in teacher-scheduled handwashing times throughout the day.
- All students are required to wear a face mask or shield to cover nose and mouth when entering the building and during transition times, to and from different classrooms. The students may remove the masks once they are in the classroom and seated at their desks. (Please note: if masks are left behind, they will be discarded nightly.)
- Please be aware some students will need to quarantine after traveling. If you plan to travel, please consult with our front office before you leave so that you may assess whether you will need to quarantine upon return. Please know that all absences related to quarantine will be excused and students may continue learning remotely.

## **EMPLOYEE HEALTH PROTOCOLS**

- All faculty and staff of True Cross Catholic School will be required to complete a daily self-screening prior to coming to work. (See the Employee/Visitor Screening Document attached.)
- All employees will receive training on procedures and will know and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene and respiratory etiquette (for example, cough/sneeze into arm, cover mouth with tissue, etc.)
- All employees shall regularly wash their hands for 20 seconds at least every two hours and utilize hand sanitizer as needed.
- All employees shall maintain appropriate physical distancing from others, unless intervening in an emergency where an individual's safety is compromised.
- All employees are encouraged to use masks or shields to cover the nose and mouth when in close contact, less than six feet, from a person.
- Please be aware some employees will need to quarantine after traveling, especially if their travel involves visiting any area that is high-risk for COVID-19. Employees may also be asked to quarantine if travel plans include associating with large groups of people - for example family reunions or Disney World. If you plan to travel, please consult with our front office before you leave so that you may assess whether you will need to quarantine upon return.

## **GENERAL HEALTH AND HYGIENE PRACTICES**

- Hand sanitizing stations will be located at the entrances of the campus and found at all the frequently used building areas.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and in all frequently used building areas.

## **BUILDING PROCEDURES AND LOGISTICS**

- The campus will post self-screening and mitigation practices.
- Classrooms will be arranged to provide the maximum physical distancing possible within the constraints presented by the facility and the functions within each classroom.
- An isolation room has been identified and is located near the clinic.
- When permitted, student gatherings will be held outdoors.
- Large group gatherings are not planned, at this time. Some gatherings may be held virtually, if applicable.
- The Shrine of the True Cross will relay plans for the safest options for students to attend Mass. At this time, students will not be required to wear masks while in church, only as they walk to the church.
- Maintenance staff will monitor HVAC systems frequently.
- Cleaning of restrooms will be completed every two hours.
- Playground equipment will be cleaned twice per day.
- For lower elementary grades, soft furnishings and shared toys/manipulatives will be limited. “Learning centers or stations” will be cleaned after each use.
- Students will be allowed to move about the building into their special’s classrooms, including art, music, PE, and Spanish.
- Students in Middle School, grades 5-8, will change classrooms for classes. Teachers will sanitize the classrooms after each class leaves.
- The Cafeteria and Gymnasium will also be used when more physical distancing is needed.
- Restroom capacity will be monitored and adjusted. Water fountains will be disconnected at the spigot. Students should plan to bring disposable water bottles daily. (Please note: if water bottles are left behind, they will be discarded nightly.)
- Students will not be permitted to travel to the nurse’s clinic unless there is a critical emergency. Teachers will contact clinic staff who will report to the classroom to care for the students.
- Students will eat lunch in their homeroom classes.
- All practices will be reviewed regularly to promote physical distancing and limit the spread of disease.

## CAMPUS CLEANING PLAN

- The campus will be cleaned throughout the instructional day. Restrooms will be cleaned every two hours.
- Touch surfaces will be cleaned throughout the day.
- Classrooms will be equipped for cleaning between student transitions.
- Teachers and students will be trained on cleaning techniques.
- Cleaning products will be safely stored when not in use.

## ARRIVALS/DISMISSAL/TRANSITIONS

### Arrivals/Drop-Offs

- Our drop-off procedures have not changed. Entry points are listed below:
  - PreK – 1<sup>st</sup> grade students will enter through the main lobby. Please utilize our main entrance off of FM 517 (between church and school) and follow flow of traffic East across school front parking lot. Children will exit from passenger side to front porch. Proceed to stop sign at Middle School. Turn left to exit onto 517.
  - Students in 2<sup>nd</sup> – 4<sup>th</sup> grades will enter through the rear entrance to the Elementary School. Please enter off Spruce Drive into the back parking lot, follow the flow of traffic along the edge of the parking lot (near fields), after playground turn to the left. Students will exit from the passenger side of their car onto the sidewalk.
  - Middle School Students, 5<sup>th</sup> – 8<sup>th</sup> Grades, will enter through the rear gymnasium door (located across from the playground in the back parking lot). Enter from Spruce, follow flow of traffic along the edge of the parking lot (near fields), after playground turn to the right and stop in front of the gymnasium. Students are to cross in front of their own car to get to the gymnasium door.
- Students will not be permitted to gather in the lobby, cafeteria, or gymnasium, but will instead go immediately to their homeroom class.
- All areas of the building (gymnasium, cafeteria, library, larger classrooms, etc.) will be utilized to limit the size of student groupings.

### Dismissal

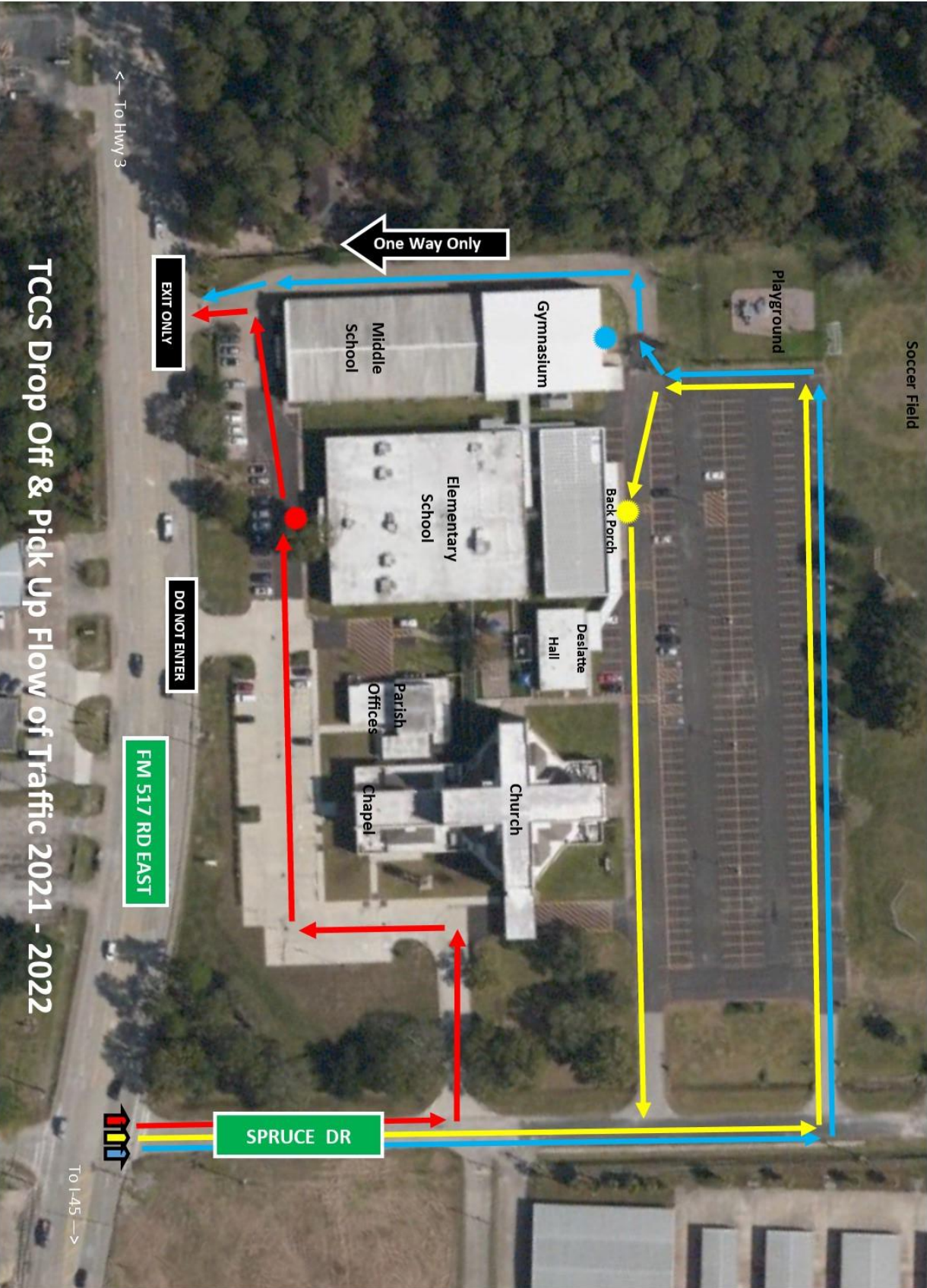
- Students will be dismissed through their designated arrival points, as listed above.
- Parents are asked to be patient when picking-up their children because it will take longer to move the students to the dismissal points, due to physical distancing.

### Transitioning

- Traffic patterns will be established throughout the campus to separate individuals, classes, and grades as much as possible.
- Signage will be posted to reinforce physical distance expectations.
- Students will be encouraged to move directly from one point to the next without congregating in the hallway during transitions.
- Considerations will be made in every classroom, based on student needs.

All Traffic Will Enter on Spruce Dr.

-  Early Childhood (Prek, Kindergarten, 1st Grade)
-  Elementary (2nd, 3rd, & 4th Grades)
-  Middle School (5th, 6th, 7th & 8th Grades)
-  Drop Off Point
-  Enter Here



# TCCS Drop Off & Pick Up Flow of Traffic 2021 - 2022

## **HOT LUNCH/MEAL SERVICE**

- At this time, TCCS will offer hot lunch/meal service.
- Students will eat meals in their homeroom classrooms.
- Visitors will not be allowed during lunch time.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

- As of now, sports activities are allowed. We will follow guidance from the Archdiocese of Galveston-Houston.
- Handwashing and sanitation stations will be available and face masks should be worn by spectators and participants.
- The protocols of the home team campus will prevail at sporting events.

## **VISITORS / DELIVERIES / MISCELLANEOUS**

- True Cross Catholic School will restrict all visitors to school to only those essential to school operations. Please conduct all business through the phone.
- Visitors will not be allowed on campus during lunchtime or other student activities.
- All visitors or guests coming to the front entry will be screened for COVID-19 symptoms.
- All visitors who enter into the lobby will wear a mask.
- For parents coming to pick up children for early release or for illness, masks must be worn. Waiting will not be permitted in the lobby but must be done in the family vehicle.
- Essential meetings may be conducted virtually or via telephone through appointment.
- Until further notice, field trips will be allowed.
- Until further notice, large student assemblies or programs may be permitted if social distancing is provided, or they may be done virtually.
- Until further notice, to serve our school community, room parents, Crusader Parent committee members, and other volunteers will be allowed on campus after being properly screened.

## **CLEANING RESPONSE TO LAB-CONFIRMED CASE OF COVID-19**

Deep cleaning will be triggered when an employee or student is identified as lab positive for COVID-19. The campus will close off the classroom or other areas that were heavily used by the individual with the lab-confirmed case (student or staff) until the non-porous surfaces in those areas can be disinfected by cleaning staff. If more than 3 days have passed since the person was on campus, deep cleaning will not be required.

### **CAMPUS RESPONSE: LAB-CONFIRMED CASE OF COVID-19 AND GENERAL INFORMATION**

- Additional information will be forthcoming about campus protocols related to COVID-19 from the Archdiocese of Galveston-Houston and the Legal Department. This guidance will be shared, when received.
- True Cross Catholic School will work closely with the Galveston County Health Department (GCHD) for contact tracing for any individual with a positive COVID-19 test.
- True Cross Catholic School has created an isolation room near the clinic for individuals on campus who are suspected to have or who have shown COVID-19 symptoms.
- “Close contact” is determined by an appropriate public health agency. If either of the following “close contact” factors are met at any time in the previous 14 days, at the same time the infected individual was infectious, you should seek input from your physician immediately. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID19, two days prior to the confirming lab test.
- “Close contact” with an individual who is lab-confirmed to have COVID-19 is defined below.
  - Being directly exposed to infectious secretions (ex., coughed on you while NOT wearing a mask or shield; or
  - Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or shield.
- COVID-19 symptoms are listed below. These are symptoms found to be common with the virus. Children with these symptoms should remain off-campus and parents should consult their physician.
  - Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea

## **ILLNESS ISOLATION PLAN FOR STUDENTS AND STAFF**

- Additional information will be forthcoming about school closures and campus protocols related to COVID-19 from the Archdiocese of Galveston-Houston and the Legal Department. This guidance will be shared, when received.
- Any student or staff member with a temperature greater than or equal to 100 degrees and/or showing symptoms of COVID-19 will be treated as a possible positive case.
- Symptomatic individuals will be required to continue wearing their face covering, report to the designated isolation area, and await pick-up.
- The ill individual will remain isolated with the clinic staff or designated staff member to be monitored and receive medical care, if needed, until pick-up is made.
- Family members will be provided with instructions regarding criteria for re-admission to in-school activities (the campus is still awaiting guidance from the Archdiocese).
- An accounting system will be utilized to ensure students/staff who are sent home with illness do not return sooner than allowed by current guidelines unless medical documentation is provided stating the individual is clear to return to school.
- The staff member assigned to monitor the isolation room must perform hand hygiene and wear PPE for the duration of the isolation period for the sick individual.
- The campus will immediately notify the Galveston County Health Department and the Catholic Schools Office and will follow guidance provided.
- After emptied, the isolation room will be sanitized using approved germicidal agents by the campus cleaning crew who will wear appropriate PPE.
- The sick individual does not report to school or participate in or attend other school activities. The student may return to campus after 14 days have passed from symptom onset with improvement in symptoms, and at least 72 hours have passed with no fever, without the use of fever-reducing medication.



# May I enter the school? Start with the 4 red questions below...

Updated July 2021

