



JAMES L. COLLINS CATHOLIC SCHOOL COVID-19 POLICIES AND PROCEDURES 2021-2022

The purpose of this plan is to develop procedures and protocol to support the prevention of COVID-19 throughout the school day. Our goal is to provide a safe and healthy environment for our students, faculty and staff and to ensure the best practices are established based on frequent hand washing/sanitizing, masks, and through disinfection and sanitizing of the school.

James L. Collins Catholic School has prepared this plan in accordance and guidance from the Centers of Disease Control, Texas Catholic Conference of Bishops Education Department, Texas Education Association, Navarro County Health Department and the Diocese of Dallas.

STUDENT ARRIVAL

- Parents will have been previously notified to ensure their student does not have any symptoms that could indicate COVID-19 before dropping off.
- It is highly recommended that all students wear a mask while inside the school.
- Masks need to be replaced or washed daily. Each student should have a mask in their backpack in a Ziplock bag.
- From 7:15am until 7:45am, early arriving students will hold in the cafeteria. Masked students will be seated together and separate from unmasked students.
- At 7:45am, all students will report to their respective classroom for study hall until class begins at 7:50am.

CLASSROOM- KINDERGARTEN THRU 8TH-

- Students will hand wash or sanitize their hands anytime they leave or enter the classroom.
- Students will be required to frequently hand wash throughout the day.
- Students will have their own individual supplies and will not share items.
- Teachers may reduce the use of large table seating in classrooms and replace with desks when possible. If tables are used, teachers may limit the number of students per table and identify which seats are to be used to provide as much social distancing as possible.

- Students will be required to bring their own non-sweating water bottle personalized with their name. Refills will be made in the classrooms. All traditional water fountains are out of use. Water bottle refill fountains may be used when available.

CLASSROOM – PREK

- Students will be guided in proper handwashing on a regular basis throughout the day. At the beginning of school, they will view a video about proper hand washing. During the school day, the teacher and aides will supervise student handwashing on a regular basis throughout the day.
- PreK will conduct recess on the PreK playground only.

ELECTIVE CLASSES

- Weather permitting – PE will hold class outside.
- When PE is held in the gym students, it is highly recommended that students wear masks when participating in close contact activities.
- Any activities bringing students into close physical contact will be avoided. If necessary, however, wearing a mask is highly recommended.
- During Mass, there will be a Mass choir seated in the choir loft spaced apart and wearing face shields. To encourage student participation in Mass, especially singing, the remaining students will sit with their class - spread out in the pews and with one pew in between them.

CAFETERIA & RECESS

- Cafeteria workers will utilize personal protective equipment (PPE) including gloves and masks.
- Students must wash or sanitize their hands before going to the cafeteria.
- Students in grades K-3 will sit 4 to a table during lunch, diagonally across from each other. Students in grades 4-8 will sit 2 to a table during lunch, opposite ends, opposite sides.
- Students will raise their hands for assistance while in the cafeteria.
- Tables will be disinfected between lunch periods.
- Students will wash/sanitize their hands before they go to the playground and again when they return.
- Visitors are not permitted in the cafeteria during lunch.

DISMISSAL

- PreK students will travel down the PreK hallway and wait there for their parents to arrive.
- Elementary & Intermediate students will stay in their classrooms and will be dismissed when their names are called over a Zoom videoconference.

BUS/TRANSPORTATION

- Students will hand sanitize before being seated.
- Students will sit on the bus in family groupings or in an assigned seat and must not move from that seat.
- ALL students and the bus driver MUST wear a mask while riding the bus.
- The bus will be disinfected/sanitized after each route.
- Roof hatches will be open as weather permits to help with air flow.

VISITORS – Visitors to JLCCS will be limited. Individuals who proceed beyond the front school entry area will follow specific guidelines for visitors as specified below

- Parents will not be allowed to congregate inside the school during drop-off or pick-up.
- All essential visitors must sanitize their hands upon entering and must wear a mask.
- No visitors will be allowed in the cafeteria during student lunches. An alternative location outside the cafeteria will be available after Labor Day.
- Schools are permitted to prevent any individual who does not comply with these guidelines from being admitted to the campus or a bus until they meet any of the criteria from re-entry to the campus.

HAND WASHING/SANITIZING

- Hand sanitizer will be available at every entry of the campus, in classrooms, the cafeteria and in common areas throughout the school.
- Staff will be expected to regularly wash or sanitize their hands.
- Students will be expected to wash their hands for at least 20 seconds and/or use hand sanitizer each time they change rooms/locations.

BUILDING DISINFECTION & SANITATION

- Three UV Sterilization lights have been purchased to use to sanitize the keyboards in the computer lab and library.
- High touch surfaces will be disinfected frequently. For instance, all classroom desks and tables will be wiped down with disinfectant at the end of each school day.
- Hand sanitizer will only be allowed with 50% or higher alcohol content
- Each entry of the school will have a designated hand washing/sanitizing station.

FACULTY & STAFF PRACTICES

- It is strongly recommended that faculty and staff wear face masks, particularly when working in close contact with students for an extended period of time.
- Faculty and staff will undergo additional social distancing and sanitation training as it relates to their responsibilities.

- Faculty & staff will self-screen daily provided the COVID-19 screening guidelines before coming onto campus each day. Teachers and staff would report to the school system if:
 - (a) they have come into close contact with an individual who is lab confirmed with COVID-19; or
 - (b) they themselves have COVID-19 symptoms.
- Faculty & staff exhibiting COVID-19 symptoms will leave the campus immediately.
- Faculty & staff will strongly recommend students wear a mask on a temporary basis, even if they are typically unmasked during the day, when working in close proximity for an extended period of time.

COMMUNICATIONS

- In addition to being provided COVID-19 symptoms screening guidelines, parents will be emailed or sent text on a regular basis to remind parents to screen their student(s) for COVID-19 symptoms.
- Parents will be notified via email or letter if there is a reported case of COVID-19 related to their child.

COVID -19 SYMPTOMS FOR SCREENING

- COUGH
- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- CHILLS
- REPEATED SHAKING WITH CHILLS
- MUSCLE ACHES
- SORE THROAT
- LOSS OF TASTE OR SMELL
- DIARRHEA
- HEADACHE
- FEELING FEVERISH OR A MEASURED TEMPERATURE GREATER THAN OR EQUAL TO 100.0 DEGREES FAHRENHEIT
- KNOWN CLOSE CONTACT WITH A PERSON WHO IS LAB-CONFIRMED TO HAVE COVID-19

STUDENT OR SCHOOL EMPLOYEE – SYMPTOMATIC OR EXPOSURE TO VIRUS

- If a student or school employee is demonstrating COVID symptoms, the individual should be tested.
 - If the test results are positive, the individual will isolate 10 days, and the school will conduct contact tracing efforts.
 - If the test results from a non-PCR test are negative, the individual will be quarantined for 10 days and following day 7 should take another test (PCR or antigen) and show no symptoms in order to return, and the school will do a deep cleaning.
 - If the test results from a PCR test are negative, the individual will watch for symptoms and may return to school.
- If a student or school employee is not demonstrating COVID symptoms and has positive test results, the individual will isolate 10 days, and the school will conduct contact tracing efforts.
- If a student or school employee is exposed to another person who has tested positive and is **fully vaccinated**, the individual does not have to quarantine as long as he/she is not demonstrating any COVID symptoms.
- If a student or school employee is exposed to another person who has tested positive and is **unvaccinated**, the individual may choose one of the following quarantine options:
 - Option #1: Return to school following a 10 day quarantine, if a negative PCR test following day 7 is obtained and no COVID symptoms are demonstrated. The individual will continue to monitor for symptoms through day 14.
 - Option #2: Return to school following a 14 day quarantine, if the individual is unwilling or unable to test and no COVID symptoms are demonstrated.
- If a positive case is identified, we will notify members of the school community. The school will also notify the Navarro County Health Department.
- Definitions:
 - Quarantine = stay home 100%
 - Isolation – isolate to your own room, bathroom, & separate eating space for 10 days
 - Exposure - at least 15 minutes total in a day spent less than 6 feet away from an individual who has tested positive