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# Saint Andrew Catholic School Covid-19 Response Plan

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**Special Considerations:**

**Short-Term School Facility Closure**

- A. Closure ordered by the Health Department
  - 1. Entire School Closure 14 Days
  - 2. Individual Class to Quarantine for 14 Days
  - 3. Individual Students to Quarantine for 14 Days
- B. Parent and Staff Communications

**Sports and Activities**

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**– Level Red –  
High Risk  
Soft School  
Closure**

**A. Delivery of Curriculum/Remote Instruction**

- Grade 5-8 will use Google Classroom and Zoom to deliver blended Instruction.
- Grades K– 4 will use virtual instruction platforms to deliver instruction.
- All homeroom teachers will have visual contact daily with all students for instruction purposes.
- Schedules will be developed for virtual times and lessons will also be recorded.
- Academic expectations will be communicated to students and parents.
- Attendance policy will be communicated to parents.
- If items need to be picked up or dropped off, they will be in the front entryway to the school, by appointment only.
- Principal will provide professional development for teachers.

**B. Authorized Personnel In School Facility**

- Only the principal, assistant principal, secretary, finance officer and faculty, given permission by the principal, will be allowed into the building. Employees in the building will be limited to 10 people

**C. Maintenance and Cleaning**

- The building will be deep cleaned throughout. Special emphasis will be placed on all contact surfaces.
- Only limited areas of the school will be open to traffic.
- Plexiglass shields will be put up in the front office.

**D. Fostering Community and Communication**

- Teachers may be reached via email. Emails received after 5 pm will be returned the next day.
- The office and the principal can be reached via phone from 7:30am – 4:00 pm. The office and principal may also be reached via email.
- A weekly letter will be sent to the parents by the principal each Friday. Prayer is also an important piece of this letter. The letter will also give updates and resources available.

	<ul style="list-style-type: none"> <li>● A newsletter will also be sent out each week with general information. Social media pages will be updated to demonstrate the work done by students during this time.</li> </ul>
	<ul style="list-style-type: none"> <li>● Teachers will email parents and or students when there are concerns.</li> <li>● Virtual Parent/Teacher Conferences will be scheduled.</li> <li>● Teachers will send out a weekly schedule with work for the coming week.</li> <li>● The principal will hold virtual weekly faculty meetings.</li> <li>● The principal will convene virtual monthly PTG &amp; School Board meetings.</li> </ul>
	<p><b>E. Maintaining Catholic Identity</b></p> <ul style="list-style-type: none"> <li>● Religion curriculum will continue to be delivered online.</li> <li>● Prayers will be conducted daily with students.</li> </ul>
	<p><b>F. Technology needs-Student/School/Faculty</b></p> <ul style="list-style-type: none"> <li>● Laptops will be available for checkout <i>for students who need devices.</i></li> <li>● Laptops are available for faculty.</li> <li>● If internet access is not available to families, packets and teacher phone calls would occur for those students. The school will also look to assist the family with securing a temporary remote connection.</li> </ul>

<p><b>– Level Orange –</b></p> <p><b>Moderate Risk</b></p> <p><b>Soft School</b></p> <p><b>Closure</b></p>	<p>A. Delivery of Curriculum/Remote Instruction</p> <ul style="list-style-type: none"> <li>• Same as Level Red</li> </ul>
	<p>B. Authorized Personnel In School Facility</p> <ul style="list-style-type: none"> <li>• Only the principal, assistant principal, secretary, finance officer and faculty, given permission by the principal, will be allowed into the building. Employees in the building will be limited to 20 people.</li> </ul>
	<p>C. Students/Tutoring in the School Facility</p> <ul style="list-style-type: none"> <li>• Individual students/tutoring may be allowed in the school for targeted instruction.</li> <li>• Students who need additional tutoring will be serviced through virtual instruction platforms dependent upon grade level.</li> </ul>
	<p>D. Maintenance and Cleaning</p> <ul style="list-style-type: none"> <li>• Same as Level Red</li> </ul>
	<p>E. Fostering Community and Communication</p> <ul style="list-style-type: none"> <li>• Same as Level Red</li> </ul>
	<p>F. Maintaining Catholic Identity</p> <ul style="list-style-type: none"> <li>• Same as Level Red</li> </ul>
	<p>G. Technology needs-Student/School/Faculty</p> <ul style="list-style-type: none"> <li>• Same as Level Red</li> <li>• School-issued laptops will be provided on an as-needed basis in the event that remote instruction is required.</li> </ul>

**– Level Yellow –  
Low Risk  
Schools in  
Session**

**A. Delivery of Curriculum/Prepare for Simultaneous Instruction**

- Teachers will deliver instruction in the school building.
- Special precautions will be taken for those students who may be at high risk, including distanced desk, higher frequency of sanitization and mask.
- Specials teachers (art, music, computers, library, PE) move classrooms to teach their assigned subjects. The students will remain in their classroom.
- No shared school supplies.

**B. Social Distancing and PPE Protocols\***

- Training and guidance to parents regarding social distancing and PPE protocols will take place during Meet the Teacher Night, prior to the start of school, to ensure protocols are followed.
- Teachers will provide training and guidance to students to ensure protocols are followed.
- Students should be seated as far apart as reasonably possible.
- Students should stay seated unless permitted to move around the room.
- Parents must request access to the building by appointment.
- Volunteers will not be allowed into the school building.
- Signs will be posted to remind everyone of social distancing protocols.
- Signs will be posted to remind students and staff to wash their hands.
- Bathrooms limited to 3 students at a time. Schedules set for classroom bathroom breaks.
- Students are asked to bring a labeled water bottle. Drinking fountains will be closed.
- Students will wash hands when they arrive. For those with sinks in the classroom, this will happen in the classroom. For other classes, the students will be assigned designated times.
- Masks required of all faculty, staff and students.

- Sanitizer will be located at every classroom entrance, faculty room, bathrooms, offices and common spaces.
- Teacher to administer sanitizer each time students enter the building and/or classroom.

**\* This will depend on current Health Department guidelines.**

**C. Drop off/Pick up-School Entry Procedures\***

- Entrance and exit to the building will be designated based on the time of day. There are three possible entrances or exits from the building.
- Doors propped open during entrance to the school at the beginning of the day and again at the end of the day to eliminate contact with surfaces.
- Temperature check for students will take place while they are in the vehicle at the car-line.
- Temperature check for all faculty/staff/volunteers upon entering the building and the temperature must be under 100.4.
- Directional hallways with signage.
- Halls marked with distancing placards and adult supervision in hallways.
- Avoidance of students congregating in halls in groups.
- Excess furniture removed from classrooms to accommodate distancing.
- A schedule will be established to limit middle school access to lockers.
- Backpacks will be allowed in the middle school classrooms.

**\* This will depend on current Health Department guidelines.**

**D. School Activities-Mass, Sports, Recess, PE, etc...**

- PE to be held outside, weather permitting.
- PE will have no team contact sports
- Grades 5-8 will wear PE uniforms to school on PE days.
- Recess divided between our playground and the field – 1 class to playground, 2 to separate at the field
- Recess allow small groups up to five students non-contact games
- Mass will be held under special precautions\*\*.

\*\*Masks, socially-distanced seating, gloves, handwashing, etc.

#### E. Lunch Protocols

- Lunch in classroom and or outside, weather permitting with social distancing in place.
- If hot lunch is ordered, it will be delivered to the classrooms.
- Common area microwaves will not be available for staff.
- Access to the kitchen will be limited to kitchen-approved staff.
- Lunch staff will use special precautions\*\*.

\*\*Masks, socially-distanced seating, gloves, handwashing, etc.

#### F. Protocols for Sick Students or Staff

- Anyone with a temperature 100.4 or greater will be isolated or sent home immediately.
- Anyone with a temperature of 100.4 will be required to contact their doctor and determine if they need to be tested for Covid-19.
- Anyone testing positive must quarantine for two weeks.
- Any family that has been ordered to quarantine by the health department must notify the school.
- If a student or staff member test positive for Covid-19, the school will comply with directives from the Health Department.
- Work will be provided for the students in quarantine.

#### G. Return to School After absences due to Covid-19

- The school will follow the Health Department guidelines for students returning to school.
- The school will require a Doctor's note stating that the individual is no longer ill or contagious AND is safe to return to school.

#### H. Back up Staffing Plan

- A list of substitutes will be established.
- Substitutes will be trained on schools social distancing and PPE protocols.
- Teachers will provide lesson plans for the substitute.

#### I. Authorized Personnel In School Facility



	<ul style="list-style-type: none"> <li>● All faculty/staff and approved guests.</li> <li>● Parent access would be permitted with prior approval.</li> </ul>
	<p><b>J. Maintenance and Cleaning</b></p> <ul style="list-style-type: none"> <li>● Bathroom and high contact areas will be cleaned every 2 hours.</li> <li>● Sanitizer at every classroom entrance door, faculty room, bathrooms and school offices.</li> <li>● Teacher to dispense sanitizer when students enter the building after recess/PE or as needed.</li> <li>● Daily cleaning of student desks, furniture and equipment.</li> <li>● Ensure adequate ventilation in all areas of the building.</li> <li>● All touch points and surfaces will be sanitized after school hours on a daily basis.</li> </ul>
	<p><b>K. Fostering Community and Communication</b></p> <ul style="list-style-type: none"> <li>● Teacher regular communication</li> <li>● Principal regular communication</li> <li>● School newsletter</li> <li>● Social media</li> <li>● Meet the Teacher and Back to School Night presentations</li> </ul>
	<p><b>L. Maintaining Catholic Identity</b></p> <ul style="list-style-type: none"> <li>● Mass as frequently as possible.</li> <li>● Morning Prayer</li> <li>● Catholic Corner in newsletter</li> <li>● Prayer throughout the day</li> <li>● For paraliturgical services, a schedule will be determined to provide for activities while accommodating social distancing.</li> </ul>
	<p><b>M. Technology needs-Student/School/Faculty</b></p> <ul style="list-style-type: none"> <li>● Purchase additional technology in order to limit the need to share.</li> <li>● School-issued laptops will be provided on an as-needed basis in the event that remote instruction is required.</li> <li>● Cleaning keyboards between each class.</li> </ul>

<p><b>– Level Green – New Normal Risk Schools in Sessio</b></p>	<p><b>A. Delivery of Curriculum/Prepare for Simultaneous Instruction</b></p> <ul style="list-style-type: none"> <li>● Teachers will deliver instruction in the classroom.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Special precautions will be taken for those students who may be at high risk, including distanced desk, higher frequency of sanitization and mask.</li> </ul>
	<p><b>B. Social Distancing and PPE Protocols*</b></p> <ul style="list-style-type: none"> <li>● Students should be seated as far apart as reasonably possible.</li> <li>● Limit parent access to the building, entrance by appointment only..</li> <li>● Face covering required for students, employees, volunteers upon entering the building.</li> <li>● Signage to remind students to wash their hands.</li> <li>● Students are asked to bring a labeled water bottle.</li> <li>● Hand-washing: For Pre-K and Kindergarten classrooms, students will start the day by washing hands. For other classes the students will be given a designated time.</li> </ul> <p><b>*This will depend on current Health Department guidelines.</b></p>
	<p><b>C. Drop off/Pick up-School Entry Procedures</b></p> <ul style="list-style-type: none"> <li>● Car-Line: Students will be dropped off and picked up and at designated areas (Pre-K &amp; K will enter through southeast entrance, 1-4 at front of building, 5-8 at southwest entrance). Temperatures will be taken while the student is inside the vehicle.</li> <li>● Limit parent access to the building, entrance by appointment only.</li> <li>● All persons entering the building are required to wear a mask. Masks may be removed during instruction and /or office business.</li> </ul>
	<p><b>D. School Activities-Mass, Sports, Recess, PE. etc.</b></p> <ul style="list-style-type: none"> <li>● Mass - Numbers as determined by the health department and the Diocese.</li> <li>● Sports- As determined by the Diocese.</li> <li>● Recess – allow use of the playground by all classes.</li> <li>● Sanitize hands of students returning from recess.</li> <li>● Recess equipment to be cleaned regularly.</li> <li>● PE – resume team sports.</li> <li>● Maintain hygiene protocol as set by the health department.</li> </ul>
	<p><b>E. Lunch Protocols</b></p>

	<ul style="list-style-type: none"> <li>● Students return to the lunch room. Stagger schedule more to allow for continued distancing.</li> <li>● Sanitize the hands of students returning from lunch.</li> </ul>
	<b>F. Protocols for sick students or staff</b> <ul style="list-style-type: none"> <li>● Same as Level Yellow</li> </ul>
	<b>G. Return to School After absences due to Covid- 19</b> <ul style="list-style-type: none"> <li>● Same as Level Yellow</li> </ul>
	<b>H. Back up Staffing Plan</b> <ul style="list-style-type: none"> <li>● Determine list of available substitutes</li> </ul>
	<b>I. Authorized Personnel In School Facility</b> <ul style="list-style-type: none"> <li>● All faculty/staff/approved volunteers.</li> <li>● Parents come to the front desk area to sign-in.</li> </ul>
	<b>J. Maintenance and Cleaning</b> <ul style="list-style-type: none"> <li>● Same as Level Yellow</li> </ul>
	<b>K. Fostering Community and Communication</b> <ul style="list-style-type: none"> <li>● Continue regular communication with a principal's letter, classroom newsletter, social media.</li> <li>● Teacher phone calls/emails.</li> </ul>
	<b>L. Maintaining Catholic Identity</b> <ul style="list-style-type: none"> <li>● Masses weekly</li> <li>● Rosaries</li> <li>● Morning Prayer</li> <li>● Catholic Corner in newsletter</li> <li>● Prayer throughout the day</li> </ul>
	<b>M. Technology needs-Student/School/Faculty</b> <ul style="list-style-type: none"> <li>● School-issued laptops will be provided on an as-needed basis in the event that remote instruction is required.</li> <li>● Cleaning keyboards between each class</li> </ul>

## Special Considerations

<b>Short-Term School Facility Closure</b>	<p>A. Closure ordered by the Health Department</p> <ul style="list-style-type: none"> <li>● Use the protocol for red or orange based upon health department recommendations.</li> <li>● Shift curriculum to online delivery.</li> </ul>
	<p>B. Parent and Staff Communications</p> <ul style="list-style-type: none"> <li>● Use the protocol for red or orange based upon health department recommendations.</li> </ul>
	<p>C. Remote Instruction Protocol</p> <ul style="list-style-type: none"> <li>● Use the protocol for red or orange based upon health department recommendations.</li> </ul>
	<p>D. Preparing for Return to School</p> <ul style="list-style-type: none"> <li>● Cleaning protocols in place</li> <li>● Communication to parents and students</li> <li>● Yellow protocols set in place</li> </ul>
<b>Sports and Activities</b>	<p>A. Sport Practice Protocols</p> <ul style="list-style-type: none"> <li>● Based upon Diocesan decision and guidelines</li> <li>● If practices occur temperatures will be taken and the focus will be on skills to avoid personal contact.</li> <li>● Limit parent access.</li> </ul>
	<p>B. Sport Practice Protocols</p> <ul style="list-style-type: none"> <li>● Based upon diocesan decision and guidelines.</li> <li>● If practices occur, temperatures will be taken and the focus will be on skills to avoid personal contact.</li> <li>● Limit parent access.</li> </ul>
	<p>C. Music &amp; Art</p> <ul style="list-style-type: none"> <li>● No shared instruments or supplies</li> <li>● Music will be held in the gym allowing for spacing.</li> <li>● Art teacher will provide instruction in the regular classroom.</li> </ul>
	<p>D. Student Busing/Transportation Protocols</p> <ul style="list-style-type: none"> <li>● Temperature taken before students exit vehicles at car-line</li> <li>● Wear face masks</li> </ul>

	<ul style="list-style-type: none"><li>● No field trips will be permitted unless school is in green protocol.</li></ul>
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