

**Reopening of Holy Family Catholic School
School Year 2020 - 2021 Procedures and Operations**

DRAFT



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Section 1: Letter from the Principal

At Holy Family Catholic School, the safety and well-being of our community is our top priority. In light of the current COVID-19 pandemic and in accordance with guidance from the Centers for Disease Control, Texas Education Association, Texas Catholic Conference of Bishops Education Department, and the Diocese of Austin, we are taking the following precautionary measures to ensure the safety of the students, faculty, and staff on our campus for the 2020-21 academic year. Our plans to meet these guidelines are based around four foundations: monitoring and responding to student and faculty health; limiting and eliminating unnecessary or risky activities; revising cleaning and disinfection protocols; and finally, having additional blended learning and virtual learning options available for planned or unplanned shutdowns.

It is important to note that the information below is based on the public health situation as we understand it today and is intended to support planning for school year 2020-2021 activities and instruction beginning August 18, 2020. We will continue to respond to guidance from the Bishop, the Governor and State and local governments. Our goal is to re-evaluate all policy and procedures each quarter for changes and modifications. We will keep you informed of changes via the weekly e-newsletter and additional emails, as needed.

Section 1:1 Catholic Identity

School Mass will be live-streamed on the Holy Family Facebook page every Thursday morning at 8:30, beginning September 10, 2020. If safe to do so, limited numbers of students will attend Mass at St. Vincent de Paul Church on Thursday mornings. Live-streaming into classrooms and at home will also be available throughout the year.

Other activities (Adoration, Rosary, Reconciliation, Retreats, etc.) will be planned as time, space, and other rules allow.

Section 2: On campus activities and instruction

Section 2:1 Safety Protocols

Important note: While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19) from CDC, TEA, TCCED, and the Diocese of Austin. Changes to the public health situation over the course of the summer or during the school year may necessitate changes to this guidance, including additional restrictions.

Please contact Mrs. Guzman, Holy Family's School Nurse, to address issues regarding COVID-19 concerns. Her first day is August 3, and she can respond to concerns and communicate to staff and families after that date. She may be contacted via email at aguzman@holyfamilycs.org.

Face coverings include non-medical grade face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth (no exhaust valve masks). All students from PK-8th grade will be required to wear a face covering when they enter the buildings and when 6 feet from other persons cannot be maintained. You should be prepared to provide face coverings that are comfortable for your child(ren). Tightly woven cloth masks are proving to be more effective as they can "catch" more respiratory droplets than face shields. Holy Family will have a supply of disposable masks available should a student's mask become unusable during the school day. We recommend having your child practice wearing a face covering for longer periods of time as the school year approaches.

Section 2:2 Training

- All teachers and staff will receive training on COVID-19 protocols and specific practices for our school prior to the start of school.
- Beginning on the first day of school, students will receive instruction appropriate to their age on hygiene practices and will continue with regular training.

Section 2:3 Screening Protocol

- Daily screening will be required for each student and staff member. Student screening will be completed during morning drop off as each student enters

the main doors of each building. Teacher screening will be completed in the Charity building as teachers arrive before 7:30 AM. **A screening must be completed before any student, faculty, or staff member is admitted into the school buildings.** See list of COVID-19 symptoms for screening.

- Teachers and Staff will self-screen for the symptoms listed below and check temperature before coming to school each day. They will contact the school and will not come to school if
 - ✓ They have come into close contact with an individual who is lab-confirmed with COVID-19 or presumptive COVID-19.
 - ✓ Have COVID-19 symptoms or fever

- Families and students should ask yourself these self-screening questions daily and check temperature before coming to school:
 - ✓ Do I have a fever or any of the symptoms listed below?
 - ✓ Have I or anyone in my household tested positive for COVID-19?
 - ✓ Have I had any known contact with someone who tested positive for COVID - 19?
 - ✓ If you answered yes to any of these questions, then **DO NOT** come to school. Please contact the School Nurse if you do not come to school so we can track possible cases.

- COVID-19 Symptoms Screening
 - ✓ Cough
 - ✓ Shortness of breath or difficulty breathing
 - ✓ Chills
 - ✓ Shaking or exaggerated shivering
 - ✓ Significant Muscle pain or ache
 - ✓ Headache
 - ✓ Sore throat
 - ✓ Loss of taste or smell
 - ✓ Diarrhea
 - ✓ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - ✓ Have had close contact with person who is confirmed or suspected of having COVID-19

***Close Contact is defined as: 1) being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or 2) being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Section 2:4 Communication

- Signs will be placed at all entrances to state when to stay home and if entering you consent to being healthy.
- Signs regarding current Face covering requirements will be placed at all entrances.

Section 2:5 Arrival Protocols

- A screening of students by a staff member wearing personal protective equipment will occur before students can enter the school buildings. Students must have masks on when the screening takes place. Only one parent may accompany a student to the door of the building; we encourage parents to stay in their cars during drop-off. However, you must wear a face covering if you accompany a student to the door.
- Upon entering: face covering must be on, sanitize hands, and answer screening questions.
- If the health screening is approved, students will move immediately to their classroom. At this time, parents are not able to walk students to class to reduce the number of adult-to-adult interactions. We will remove this restriction as soon as it is safe to do so.
- If the health screening is not approved, the student must return home or go to the designated isolated area until a parent can pick him/her up.
- Homeroom teachers are responsible for being in the classroom by 7:30 and ready to receive students.
- Students will remain in their classrooms for morning prayer and pledge that will be conducted over the PA system. The school day will officially begin at 8:00 AM.

Section 2:6 Classrooms Protocols

- Desks will be 6 ft. apart and facing the same direction.
- Student's belongings will be stored separately.
- Students will not share school supplies and will bring in their own filled water bottle. Water bottle refilling stations will be available in Faith, Charity, Hope , and the gym. Water fountains will not be available until further notice.
- The number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day will be kept as minimal as possible.
- individual activities or activities that encourage more space between students and staff will be incorporated into the instructional day. For younger students, group activities will be adapted to minimize physical contact and reduce shared items.

Cotton hats with face shields will be provided for all students in PK and kindergarten. The hats and shields will be left at school so they can be sanitized each day. For adolescent students, group activities and activities that require physical contact will be minimized.

- Clear acrylic desk dividers will be placed on desks to serve as 1) additional protection of students, teachers, and staff from respiratory droplets with which they might otherwise come into contact, and 2) additional protection to allow students more movement at their desk (e.g., work or stretch while standing up).
- Snacktime outside will be encouraged when weather permits. Social distancing will be required.
- Desks, doorknobs, and laptops will be cleaned 3 times each day--before and after lunch and before dismissal.
- Increased air circulation and ventilation in all classrooms is being designed and will include most classroom and office doors remaining open throughout the day.
- Opportunities to go outside for specials, recess, and other activities will be maximized when weather permits.

Section 2:7 Hallway Protocols

- Walk through hallways on the right side maintaining 6 ft. apart from each other.
- Taped arrows on the floor and posters will assist with directions and one-way rules.
- Face coverings must be worn in the hallways.
- Water bottle refilling stations will be available in Faith, Charity, Hope, and the gym. Water fountains will not be available until further notice.

Section 2:8 Lunch/Snack Protocols

- Students will wipe down their desks before eating.
- After wiping down desks, students will wash their hands before eating.
- Students will eat lunch in their classrooms or outside if weather permits and at the teacher's discretion.
- Students will eat snacks either in their classroom or outside.
- Students must bring their own individually packaged snack each day.
- Students will not share food.
- Students will bring their own lunch unless ordering from The Daily Spread is available, then individually packaged meals will be delivered to the classroom.
- Use disposable food service items when possible(e.g., utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled by the student only and returned to the lunchbox to be sanitized at home. Disposable lunch bags are encouraged.
- At this time, we are not able to allow parents to visit for lunch or send a treat to share for a child's birthday. Parents and teachers are encouraged to come up with alternative plans like celebrate a "half" birthday later in the year.

Section 2:9 Hand Washing Protocols

- Each teacher must teach proper handwashing skills that include 20 seconds of washing hands with soap and running water. All sinks on the campus will be utilized and sanitized throughout the day with social distancing required.
- Each teacher needs to schedule a minimum of 4 handwashing times throughout the day.
- Suggested times to wash hands: before eating snack and lunch, after recess, before leaving for the end of the day. (Students will sanitize immediately upon entering school in the morning.)
- Hand sanitizer will be available in each classroom and work space.
- No more than 2 students in the restroom at one time. Only one student at a time is permitted in Faith building restrooms.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer will be used.

Section 2:10 Recess

General Protocols for all Grade Levels

Safety Protocols in Place:

- 1) Face Shields or face coverings are required when not able to maintain social distancing
 - a) Optional
 - i) Teachers and students may wear gloves if they choose.
- 2) Hand sanitizer will be available for students, teachers, and monitors near the recess play area.
- 3) Hand washing will be done before recess, during recess (if needed), and after recess.
- 4) Maintain one group of students at a time when playing in each designated recess area.
- 5) Shared Objects
 - a) Discourage sharing of items that are difficult to clean or disinfect.
 - b) Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - c) Ensure adequate recess equipment to minimize sharing of high touch materials to the extent possible (e.g., assigning each class their own equipment to be placed in their own containers and bags) or limit use of

supplies and equipment by one group of children at a time and clean and disinfect between use.

d) Students will not share equipment from other classes until it's been cleaned.

Section 2:11 Specials Classes

To the best of our ability, Specials will be included in student's schedules. Teachers will travel to the students' classrooms. Physical education for all students will be outside, weather permitting. Music classes will plan lessons that incorporate music theory, rhythm, and games until singing and playing wind instruments can be safely reintroduced.

Section 2:12 Library Safety Protocols

- Library will not be open to classes until after September 8th.
- The Librarian will visit classrooms for library time.
- Holding area for returned books – 72 hours.

Section 2:13 Dismissal Protocols

- We are investigating alternative dismissal procedures including apps that allow students to be dismissed from their classroom. We will send updated information when available.
- Wash hands before leaving
- Students and staff will maintain social distancing during dismissal by sidewalk markings throughout the campus.
- We will have additional staggered dismissal times to allow students to maintain social distance.
- All parents will need to use the carline to pick up their children until further notice. Walking up to the campus to pick up children has been suspended. The only exceptions are for parents picking up children from the office who are ill.

Section 3: After-School Care

After school care vans will pick up students in the front of the campus. Students will be supervised by staff until the students are on the van with social distancing in place. Please contact your after school care provider about safety measures being used for transportation and on their campus.

Section 4: Student Activities

Student activities will be virtual where possible. There will be no after school student activities on campus until after September 7th. Field trips will be virtual until further notice.

Section 4.1 Athletics

The Director of Athletics will communicate with athletes and their families to update them on timelines and procedures for practices, games, and meets in accordance with recommendations by the CAPPs League.

Section 5: Illness Protocol

When to stay home (self-isolate)

- If you have symptoms of COVID-19
- If you have tested positive for COVID-19 or you were exposed to someone with COVID-19 within the last 14 days
- Notify the School Nurse at your earliest opportunity so cases can be tracked.

When a staff/faculty or student should be sent home:

- If fever is above 100
- If fever is 99.0 - 99.9, check fever every 30 minutes. If fever increases, send home
- If unresolved coughing, fatigue, headache, new onset diarrhea, or other COVID-19 symptoms are present

Any student who reports feeling feverish should have temperature checked immediately.

Students will be immediately separated when they show COVID-19 symptoms while at school until the student can be picked up by a parent or guardian. The school will plan to separate ill students with COVID symptoms from students with non -COVID symptoms.

Any individuals—including teachers, staff, students, or other campus visitors— who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

1. At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications); and

2. the individual has complete resolution in symptoms (e.g., cough, congestion, etc);
and
3. at least ten days have passed since symptoms first appeared

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

If there is a positive case for COVID whether teacher, staff, or student, the school must identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers and/or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well and should be screened for symptoms and should self-isolate for the recommended period of time given by the Williamson County Health District. In the event class is in self-isolation due to exposure, distance learning will take place in lieu of being in the classroom.

Written notification will be sent if a positive COVID-19 case is identified among school participants (teachers, staff, or students). For students, such written notification is to be provided to the parents or guardians of the students. The school must also notify the Williamson County Health District within 24 hours of receiving information about a positive case on campus.

Any student, teacher, or staff member who has had close contact with someone, to include family members or anyone in the community, who is lab confirmed to have COVID-19 (or experienced any of the symptoms of COVID-19) should self-isolate for the 14 day incubation period and will not be allowed on campus. They should be screened at the end of the 14 days, if they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

The school community will be informed when a student, staff member, or visitor has a confirmed case of COVID-19. To respect the privacy of our community members, only required information will be shared which is unlikely to include names of ill persons.

Section 6: Visitor/ volunteer procedures

At this time, only adults essential to school operation will be allowed in buildings to reduce the number of adult-to-adult interactions. We will lift these restrictions as soon as it is safe to do so. All adults will be required to wear a face covering to enter school.

The teachers will need your volunteer support more than ever this year. However, volunteer opportunities will be limited to mainly off campus support and out of classroom projects/activities. We are working with the Parent Association to provide alternative or modified opportunities.

All adults essential to the operation of the school will be screened to determine if:

1- They have any of the symptoms below

- COVID-19 Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Significant Muscle pain or ache
- Headache
- Sore throat
- Shaking or exaggerated shivering
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees.

2- They have been in close contact with an individual who is lab confirmed with COVID 19.

All adults will have their temperature checked. Any individual who fails these screening criteria will not be able to enter the school.

Section 7: Cleaning of facilities

- School areas will be cleaned once during the school day and once after the school day. A set time with the cleaning crew will be established.
- Daily cleaning will consist of both routine cleaning and disinfecting.
- Routine cleaning with soap and water removes germs and dirt from surfaces and

- should be done daily and if any surfaces are visibly dirty.
- Cleaning crew will disinfect the following frequently touched surfaces daily:
Bathroom counters, sinks, toilets, faucets, handles, phones, laptops, keyboards, entrance and exit doors, classroom desks and tables
 - Teacher/Students will wipe desks, tables, individual laptops, door knobs, light switches and phones as well as shared items used in the classroom twice a day with wipes.
 - Custodians will clean common surfaces throughout the school day to include school door knobs, bathroom sinks, faucets, light switches, entrance and exit doors.
 - P.E. equipment will be cleaned between each class.

Section 8: Distance Learning Plan

Holy Family Catholic School will provide a Virtual Learning Model for any families wanting an HFCS education but are not ready to attend in-person classes throughout the school year. Please note that students will be required to wear uniform shirts each day for their virtual class.

Section 8.1 Virtual Learning Model

The Virtual Learning model this fall will look very different from the emergency spring distance learning in that it will be more structured for students and more coordinated by teachers with these new supports and communication strategies outlined below. Students will participate in both synchronized (live instruction in core content) and asynchronous (independent) instruction throughout the school day.

Students will be responsible for completing and turning in assignments according to the teacher's procedures, expectations, and timelines.

Parents of virtual students are encouraged to provide a workspace and school-day expectations in the home environment; and to reach out to teachers or the Director of Technology if customization of the virtual experience is required or if/as they encounter technology needs for virtual schooling in the home.

Section 8:2 Student Engagement

Distance Learning Minimum for Self-Contained Classes (Pre-K and Elementary-1st-5th grades).

- Teachers will provide digital lessons with each core subject taught daily.

- Teachers will schedule a daily check-in with students in addition to daily lessons. Teachers can choose to use this time for morning meetings, mini lessons, social emotional activities, etc.
- Teachers will set up virtual office hours at least twice a week in order to assist students and parents with questions or extra help.
- Parents are encouraged to continue to work with teachers to foster student relationships including remote "birthday" celebrations, virtual field trips, and other parent volunteer based activities.

Distance Learning Minimum for Middle School-6th-8th grades

- Teachers will coordinate to make sure that students are face-to-face with a teacher each day.
- Online class would happen at the same time as the regular class time.
- Classes will meet using Microsoft Teams.

Communication

- Parents and students will be informed of distance learning expectations/plans.
- Weekly syllabus will be given to parents and students at the start of each week that will include a schedule that details assignments and expectations for the week.
- Parents will be notified weekly through Family Portal reports regarding missing assignments.
- Teachers will contact parents for any work missing for two weeks.

Struggling Students

- The Learning Support Coordinator will continue to work with teachers and families to support students with identified learning differences and accommodations.

Social Gatherings

- Teachers will strive to schedule at least one "social activity" or gathering per week for their students.

Specials/Electives

- Holy Family will continue to provide specials/elective classes virtually for students.

Assessment

- End of unit assessments will be conducted through online resources. Grading practices will reflect normal policies as is appropriate for each grade level.

Curriculum Standards

- The same distance learning platform (Microsoft Teams) will be

used per grade level.

- On-line resources will be streamed through Microsoft Teams to allow easier access and tracking of assignments for students and parents.
- TEKS covered in each quarter will continue to be tracked and documented.

Daily Schedule

- School calendar will be used for scheduling distance learning classes.