



# ST. HENRY CATHOLIC SCHOOL



A 2016 National Blue Ribbon School

*SHCS 2021-22 COVID-19 Response and School Reentry Plan*

2021-2022

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## **Response Team**

This document is St. Henry Catholic School's plan for a successful school year as we begin our third academic year influenced by COVID-19. In the revised for the second year version of this plan the Kentucky Department of Education's guidelines, CDC guidelines and local health department's information was used in its creation. Our overarching guide will be the Department of Catholic School's plan set forth by the Diocese of Covington. This document is specifically designed to address how we at St. Henry will keep our children, staff and families safe, as we did last year.

The overall COVID-19 response and school reentry team is made up of teachers, administrators, families and community stakeholders across our school.

St. Henry, pray for us!

## **Guiding Principles**

By many measures, we had a successful 2020-21 school year and should feel a collective sense of pride for what we accomplished. This year our goal remains the same - first and foremost, keep our students in the school building learning.

We continue to remember our mission:

St. Henry Catholic School is a place where we learn, grow, and become Disciples of Christ by embracing the Gospel message. We will work toward our full potential each day in order to demonstrate our respect for the sacrifices made by the entire St. Henry community to ensure our success. We will remain connected to God and others, gain confidence in our academic, social, and physical abilities, and contribute to the community through service and leadership.

## **Reducing the Spread**

We will practice layers of prevention strategies to reduce the spread of COVID-19, including: maintaining at least three feet of distance where possible, monitoring for symptoms, offering rapid tests at the discretion of parents, hand-washing, improving ventilation, staying home when sick and contact tracing. Each is addressed below.

### *Maintaining distance in the classroom*

All desks should be at least three feet apart and facing the same direction where and if possible. If the desks are facing each other all students should be masked or six feet or more apart.

Accurate up-to-date seating charts must be maintained and available in the office. Areas requiring seating charts include: classroom seats, the cafeteria, specials and lunch. Other seating charts to consider include but are not limited to: rug, line-up, specials, group work or activities, rest time and indoor recess. Not having accurate seating charts could lead to additional students required to quarantine.

Group work can continue, and can continue with different groups of students throughout the day. Generally, students should maintain three feet of distance between each other in groups when the activity will be 15 minutes or more.

Student seats should not be changed from one day to the next and should not be changed without first discussing the change with Dennis in case there is an active or pending Covid case requiring contact tracing. Generally, it is best to change seats over long holiday weekends or breaks.

Grouping students that are masked together is one possibility to consider when making seating charts. Another consideration, namely in junior high, is maintaining the same seating chart from one class to the next.

In specials children should sit based on the seating chart of their homeroom class.

### *Symptom Monitoring*

First and foremost, students should stay home when/if s/he is feeling sick or showing signs or symptoms of COVID-19, has tested positive for COVID-19, been in close contact with someone known to have COVID-19 or may have COVID-19.

If you have questions about this or are unsure whether or not your child is a close contact, please contact the main office.

Students may be asked to stay home or be picked up from school if they exhibit signs or symptoms of COVID-19. Fever is one symptom, but we have also seen symptoms similar to sinus illnesses result in COVID-19, including runny nose and congestion. We've also seen headaches, stomach aches, chills and unusual or extra tiredness or fatigue as symptoms.

#### *Offering tests*

We have partnered with Wild Health to provide rapid tests free of charge. The test will be administered by our professional nurse and read on St. Henry's premises. We are not testing students on any kind of consistent or rotating basis or without first contacting parents. Tests will only be administered with the consent of a parent at the time of the test. Parents may request tests.

#### *Hand Washing*

We will continue to practice healthy hand washing hygiene and encourage families to practice the same routine at home. Hand sanitizer stations have been installed outside of every classroom, in the cafeteria and gym. They should be used by students frequently.

Staff will also teach, model and encourage covering coughs and sneezes with tissues. Tissues will immediately be thrown away, then hand washing or use of hand sanitizer will immediately follow.

#### *Ventilation*

Window(s) will be open to promote circulation of fresh air into the classrooms when the outside temperature allows. Use of overhead fans will be minimized.

#### *Staying home when sick*

Staying home when known to be sick or having any symptoms is a large mitigator of reducing the amount of students required to quarantine. If your child(ren) has a fever or other symptoms of being ill s/he should not return to school for 24 hours after the symptoms have cleared without medication.

At times a negative test or doctor's note identifying a known other cause for symptoms besides Covid may be required to return to school.

### *Contact tracing*

Contact tracing extends 48 hours prior to the onset of symptoms. When communicating a positive COVID-19 test result, please be prepared to answer these questions:

1. Who tested positive?
2. What are the symptoms and when did they begin?
3. When was the positive test obtained?
4. Who, that you know of, would be considered a close contact\*? Consider practices, games, get togethers, other household members, etc.

\*A close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes while the person was considered contagious. If the children were masked the distance would be reduced to three feet from six feet to be considered a close contact.

### *Assemblies/Mass*

During Mass and assemblies students will be required to wear masks. Parents are welcome to attend Mass and sit in an open seat in the back when their child's class is leading the service.

### *Visitors*

Visitors are welcome this year. Visitors will be required to follow our guidelines, and may be subject to stricter guidelines to ensure the safety of our children. Upon entry, visitors will be required to complete a short health assessment.

### *Field Trips*

Field trips are available again this year. We will be subject to guidelines of places we visit and address each field trip individually to ensure we are considering all safety precautions.

### *Masks*

At this time masks are required for all children and staff during school and during school activities that are on campus. This is for all children, whether vaccinated or not. Masks should be worn properly, meaning that it should stay above the nose and cover the mouth on its own.

Masks are not required while students are eating lunch or snack. They are also not required when children are outside.

The only exception to wearing a face covering is if a student has a medical waiver from a doctor stating that coverings cannot be worn due to a medical condition. The waiver will have to be given to the office.

Students are permitted to wear their own school appropriate mask, meaning that it should not have offensive language or imagery. St. Henry reserves the right to determine whether a mask is appropriate or not.

### **Return to school**

See the Diocesan guidelines for more details on when students can return to school if ill from Covid or another sickness.

In the office we review each students' absence as a result of symptoms of any kind on a daily basis. Parents should keep the office updated on progress, regression, doctor's visits, symptoms and other relevant information as much as possible. This information helps make informed decisions. At times, a student may be required to have a doctor's note indicating another diagnosis besides Covid, or have a negative Covid test to return to school.

### **Maintaining a Healthy Environment**

The section below describes how we will maintain a healthy environment at St. Henry Catholic School.

#### *Cleaning and Disinfection*

Teachers have supplies to ensure rooms are cleaned throughout the day. High touch surface areas, e.g., door knobs, light switches, handles, will be cleaned multiple times. Our facilities and maintenance team from TDG will be cleaning bathrooms, entry ways, the cafeteria and other highly trafficked areas during the day. We have also implemented scheduled routine maintenance checks on all of our HVAC equipment.

#### *Water*

We continue to encourage students to bring their own water bottles. We are replacing more old existing water fountains with touchless bottle filling stations throughout the school to minimize contact and using water fountains traditionally.

### **School-Wide Procedures**

#### *Lunch*

The Diocese food program will offer lunch, including a hot and grab-and-go option. Students will have lunch in the cafeteria during different waves. The cafeteria will be set up to accommodate each grade level sitting in their own section. There will be two students per table

sitting at assigned seats allowing for at least six feet of space between students and all students will face the same way.

### *Hallway Transitions*

During any hallway transitions, students should do their best to avoid standing in clusters or groups. Masks will be worn during transitions.

### *After School Care*

Students in aftercare will be divided into small groups and spread between three rooms. Where possible, siblings will sit together. Students will spend as much time as possible outside.

Students must be signed up for aftercare by following [this link](#).

## **Classroom Procedures**

### *At home learner*

Learners that are at-home as a result of a Covid related event, e.g., considered a close contact or having tested positive, will be able to join class via Google Meet. Other considerations may be made to allow for students to learn at home. Parents need to alert the office when a student has Covid symptoms, has tested positive or is considered a close contact. Office staff will update teachers regarding student details.

Staff will use the first day of a child's absence (24 hours) to collect all needed materials to prepare the at-home learner for success. Once the materials are ready for pickup, an office staff member will contact the family for the materials to be picked up from school.

In third through eighth grade the Google Meet link will be sent to the student's email address. Teachers will not allow students to join the Google Meet if they are unaware of a student being out for reasons related to Covid.

In preschool through second grade the Google Classroom link will be provided to parents and directions for connecting to the link. The teacher will email the parents a schedule for the day, as well as any work that can be completed at home.

In the event that a student is absent for a short time while awaiting a test result that comes back negative, the teacher will make work available on the pick up shelf at the end of each school day.

Special teachers will follow the format of homeroom teachers for at home learners and use the



homeroom teachers' Google Meet link.

*Enrichments*

Enrichment teachers will have classes come to their rooms for class this year. Enrichment teachers will follow the same seating arrangements as the homeroom teacher.

**Nontraditional Instruction (NTI) Framework and Expectations**

Nontraditional instruction will be implemented if we are mandated to do so. If mandated, we will maintain consistent routines while remaining flexible. The expectations for non-traditional instruction and at-home learners because of COVID-19 related event are below.

<i>Expectations for Students</i>	<i>Expectations for Staff</i>	<i>Expectations for Parent</i>
<ul style="list-style-type: none"> <li>- Attend daily.</li> <li>- Participate actively.</li> <li>- Wear your uniform.</li> <li>- Complete work, as expected in school.</li> <li>- Communicate with the teacher.</li> <li>- Sit at designated workspace, e.g., desk, not bed.</li> <li>- Stay on task, including in chat.</li> <li>- Eliminate outside distractions.</li> </ul>	<ul style="list-style-type: none"> <li>- Schedule for the day shared.</li> <li>- All lesson components shared consistently and clearly.</li> <li>- Technology provided where needed.</li> <li>- Engage students in the work.</li> <li>- Support student learning as would regularly be done.</li> <li>- Communicate with families.</li> </ul>	<ul style="list-style-type: none"> <li>- Pick up work at school.</li> <li>- As best as possible, support students at home by ensuring they're logging into class.</li> <li>- Communicate with school.</li> </ul>

Specials will see each class two times per week. Classes will have the same schedule for specials as they would during regular school, i.e., if a class has physical education, then they will also have physical education during NTI. The schedule will remain the same, though the time will be different.

The grading policy will be the same as it is stated in the handbook for a regular school day. Teachers may provide more time, e.g., extra days, to turn assignments in to allow for flexibility in completing assignments. Students may receive an “I” for incomplete work.

### **Emergency Drills**

In the event of an emergency, e.g., fire drill, earthquake, tornado, shelter in place, students will proceed as regularly practiced.

### **Extra-curricular**

We will continue to consider each activity carefully and plan for ways to keep all children safe. We expect to offer a variety of activities, and hope to add some more where possible. Once we meet with teachers who host specific clubs we will be in contact with parents and students as to which ones will be offered and how they will be facilitated following COVID guidelines.

### **Athletics**

All student athletes must complete the Diocese of Covington waiver and release form to be kept on file with the school.