

# Stronger Together

## Sacred Heart Catholic School Start Plan

### 2020-2021

The faculty and staff of Sacred Heart Catholic School are dedicated to providing the safest methods of learning and instruction while balancing the greatest sense of normalcy for students, faculty, staff and parents.

**This plan was developed from the Texas Education Agency (TEA), Texas Catholic Conference of Bishops Education Department (TCCB ED) Guidelines and the Diocese of Victoria Texas Catholic Schools COVID-19 School Continuity Plan 2020-2021.**

In-school instruction will follow the regular schedule of 7:30 / 7:58 a.m. - 3:15 / 3:45 p.m. Distance learning will be implemented on an “as needed” basis. The details in the Stronger Together Sacred Heart Catholic School Start Plan are subject to change at any time based on information provided by local, state or national governing authorities. Additional information or changes to this plan will be shared via email to all families and posted on the Sacred Heart Catholic School (SHCS) website. [www.shschool.org](http://www.shschool.org)

### Health and Safety

**Screening** - All staff members are required to self-screen for Covid-19 symptoms prior to reporting to work. Students will be screened prior to entering any building on campus or morning bus route and when deemed necessary in the school day to monitor changes. Students will also be screened prior to boarding a bus for extracurricular activities. **Per the Center for the Disease Control (CDC) guidelines, initial monitoring of symptoms begins at home. Parents are expected to do a daily monitor check of their children before sending them to school.**

**Symptoms** - Please keep your student/s at home if they show any of the following:

Fever of 100.0 degrees Fahrenheit or higher  
Loss of taste or smell  
Difficulty breathing / shortness of breath / Dry Cough  
Headache / Chills / Sore throat / Shaking or exaggerated shivering  
Significant muscle pain or ache / Diarrhea

Students who exhibit ONE of the following symptoms will be sent home from school and placed under COVID-19 Protocol:

- Fever of 100.0 or higher, Loss of Taste or Smell, Difficulty Breathing/Shortness of Breath, NEW onset Dry Cough, Vomiting/Diarrhea

Students who exhibit TWO or more of the following symptoms will be sent home from school and placed under COVID-19 Protocol:

- Headache, Sore Throat, Muscle or Body Aches/Pains, Nasal Congestion, Runny Nose, Fatigue, Nausea

Teachers will monitor students throughout the day and if symptoms are present in a way that is not normal for the student that student will be removed from the classroom. Students showing symptoms will be removed from the classroom and placed in a designated room prior to parent pickup. **Parents will be notified and should make arrangements for picking up the student within 30 minutes and no later than 1 hour of notification.** SHCS will notify parents if their child has come in contact with an infected student or staff member. In the event students/staff members have been exposed to a symptomatic person, all students in that class will be monitored and parents will be notified. If SHCS receives an official notice of a confirmed case, all students or staff members who have been in close contact may be subject to self-quarantine.

If a child is sent home due to COVID symptoms or has tested positive for COVID, the remaining family, including siblings and staff member, will also be sent home until the appropriate time has lapsed for the family to come back to school.

Students and staff members should not enter the facilities if any of the following apply:

- Confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authorities or their physician.
- Household member that is awaiting COVID-19 test results or waiting their own test results.
- In the event a student or staff member has been in close contact with an infected person, the student/staff member must monitor any personal symptoms for 14 days.

**Face Coverings/Mask** - Schools are expected to comply with the Governor's Executive Order No. GA-29 related to the use of face covering during the COVID-19 pandemic. Per the Governor's order, all students 10 years of age or older are expected to wear face coverings. Students under the age of 10 are strongly recommended to wear face coverings. Exceptions to this requirement include lunch break, when engaging in outdoor activities or when appropriate social distancing can be practiced. Face coverings will be required when students/staff members are riding a bus, in common areas ie. hallways, restrooms. It is the parents' responsibility to provide face coverings for your child on a daily basis. A student will be provided a mask if one is not brought to school. All students and

staff members will wear face coverings for weekly Mass. **Face coverings include medical grade masks, masks considered non-medical grade disposable face masks, cloth face coverings (must be over the mouth and nose), gaiters or full-face shields.** Face shields are acceptable but are not as effective as other face coverings. All face coverings with designs and patterns must be appropriate dress for school and church purposes. **Mask with exhalation valves or vents will NOT meet requirements.**

**Social Distancing** - Every effort will be made to implement recommended social distancing in the school setting. Classrooms have been arranged to separate the students as much as possible in attempts to provide social distancing. It is recommended that all students and staff members strive to obtain social distancing before school begins, during class, classroom breaks, lunches and after school.

**Personal Protective Equipment** - Students and staff members are responsible for providing their own face coverings. Students will be provided with a face covering if one is not provided by parents. The school will provide hand sanitizers throughout the school facilities.

## **Confirmed Diagnosis / Exhibition of Symptoms**

Confirmed Diagnosis - In this document a confirmed diagnosis is referred to as a student/employee or a member of their household who has a confirmed diagnosis of COVID-19 from a certified testing location or by a treating physician.

Following a confirmed diagnosis of COVID-19 all staff and students who have had close contact with the infected individual will be notified. A student with Confirmed COVID-19 diagnosis continue instruction via Distance Learning. Please report a Confirmed Diagnosis to the school nurse, principal or front office via email or phone call.

*[Close contact is considered someone who was within 6 feet of an infected person for at least 15 minutes or directly exposed to infectious secretions.]*

**The individual may return to school when ALL three of the following criteria are met.**

- 1. at least one (1) days (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medication);**
  - 2. the individual has improvement in symptoms (e.g. cough, shortness of breath)**
  - 3. at least ten (10) days have passed since symptoms first appeared.**
- In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three-step criteria listed above.

- If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

## **Response to COVID-19 Case on Campus**

If a confirmed case of COVID-19 has entered a school building, the following procedures will be followed:

1. The Office of Catholic Schools will be notified.
2. The local health department will be notified and the school will follow the latest required action steps and guidance for the appropriate response. The local health department may advise an initial short term (2-5 days) dismissal to allow time for tracing and required cleaning. Partial school closures are possible if affected areas are limited. Additional classroom/facilities arrangements may be made.
3. Areas used by the individual with COVID-19 will be closed off and specific CDC instructions will be followed before cleaning and disinfecting.
4. Confidentiality of the student or staff member is required in all communications by the school.

**Family Member Confirmed Diagnosis** - Report a household family member having a confirmed diagnosis to the school nurse, principal, or front office. Students or staff members of a diagnosed family member must (1) quarantine for 10 days from the onset of symptoms, and (2) at least one (1) day (24 hours) have passed since recovery, (3) and the individual has improvement in symptoms (e.g. cough, shortness of breath, etc.)

### **Disinfecting and Hand Sanitizing**

Students will be instructed in appropriate hygiene practices ie. frequent hand washing and use of hand sanitizer. Hand sanitizer will be available at various locations throughout the campus.

### **Campus Cleaning**

The school building will be disinfected daily by a professional cleaning service with CDC recommended disinfectants which are proven to kill viruses such as COVID-19. Additional cleaners will be provided to the staff for cleaning throughout the day with products certified by the EPA safe for school use. High touch surfaces will be cleaned between classes. Working surfaces and shared equipment will be cleaned after each use.

### **Work and Learning Environment**

Desks or tables will be socially distanced as much as possible. Interaction between student groups will be limited to reduce possible exposure. Sharing of supplies will be limited to reduce possible exposure. Outdoor space will be utilized when appropriate. Common areas will be sanitized between groups. Restrooms will be

monitored to limit the number of occupants and teachers will reinforce proper handwashing by students.

### **Classes and Classrooms**

Students and classes will remain clustered together throughout each day. Mingling of different classes will be avoided as much as possible. The use of common areas such as gyms and playgrounds will occur in designated groups. Students will be subject to certain areas of play for that day. Classes will also have designated days to eat in the cafeteria, in the classroom or in outdoor areas. This is intended to reduce interaction with other classes/students.

### **Arrival, Dismissal & Transitions**

The school will be open at 7:30 a.m. Students arriving prior to 7:30 a.m. should report to the cafeteria to be monitored until 7:30 a.m. when they will be released to go to their classroom. PreK students should be dropped off at their respective buildings (Early Childhood and Gym) to be screened. K-5 students and Jr. High students not involved in athletics should be dropped off at the cafeteria breezeway to be screened. Jr. High students in athletics should be dropped off at the gym to be screened. High School students will be screened at the first building they enter on campus. Upon arrival and screening after 7:30 a.m. Elementary students will report to their classroom and Jr. High and High School students will immediately report to their first period class. Separate entrances/exits will be used when possible to limit exposure. Elementary and Jr. High students should be picked up at the cafeteria breezeway. High School students will depart through the front entrance to the gym or PreK parking lots. During transitions “One-way” and “Stay to the Right” will be used in the hallways.

### **Lunch**

Students can purchase lunches any day with normal cafeteria sales but classes will be scheduled and eat in the cafeteria on designated days. Additional eating areas consist of the Family Center, classrooms, mini gym, and outside covered tables. Microwaves will be provided for students eating in the cafeteria only. If your child’s class is designated not to eat in the cafeteria for that day, your child will not have access to the microwave.

### **PE/Athletic classes**

PE/Athletic classes will be conducted outdoors when possible with classroom groups separated as much as possible. Appropriate social distancing measures will be followed when possible. Students and staff will wear face coverings when transitioning to PE and recess but will not be required to wear them during exercise or play. Equipment used will be cleaned regularly.

### **Extracurricular Activities**

Sports and other extracurricular activities will be mandated by regulations set forth by the TAPPS organization as well as local, diocesan and state officials. Students who are participating in Distance Learning will NOT be eligible to participate in

TAPPS or Junior High Athletics. The Diocese of Victoria Athletic League (DVAL) and TAPPS will provide future rules and regulations for 2020 Fall sporting events. SHCS will provide these rules to the parents once they are published. SHCS families and guests will abide by health and safety guidelines set out by University Interscholastic League (UIL), TAPPS and DVAL.

### **Weekly Mass**

Students and staff members will continue to attend Mass on a weekly basis. **Pk3-5th grades will attend Mass on Wednesday at 8:05 a.m. Grades 6th-12th will attend Mass on Friday at 8:05 a.m.** All students are expected to wear face coverings while attending Mass. All students will wear Dress for Jesus shirts on Mass days.

### **Campus Visitors**

In order to limit potential exposure, visitors are asked to contact the office by phone rather than entering the building when possible. All campus visits must be scheduled by appointment. Please call the school office to arrange a time. Visits and volunteering will be allowed on a limited basis until further notice. In the event that you must enter the building a face covering will be required. All visitors will be screened upon entry.

### **Restrooms and Water Fountains**

Students' physical needs are extremely important. Social distancing and hand washing will remain extremely important throughout the day. Students will be encouraged to wash hands regularly throughout the day. Water fountains will be turned off to reduce the use of shared surfaces. Students are highly encouraged to bring water bottles from home on a daily basis. Students may use clear, reusable water bottles or disposable water bottles. Please mark your child's name on the bottles. High school and Jr. High students will have access to purchasing bottled water in the front office.

### **Materials and Supplies**

Students will be expected to use their own materials and supplies which will be kept in individual assigned areas. Sharing of material will not be permitted. In situations where technology, books, etc. are used with multiple students, proper sanitation protocols will occur. We strongly encourage students to not bring additional personal items to school.

### **Distance Learning**

Sacred Heart Catholic School will take all measures to provide a face to face method of instruction for all students. In the event a student, class, multiple classes or the entire school is to be closed down due to a spike in COVID-19 cases within our school, distance learning will be implemented. Primary methods of Distance Learning will be delivered through RenWeb, Google and other online instructional methods. Distance learning will be provided to students who have a COVID-19

diagnosis or symptoms and for students who have to quarantine due to a family member having COVID-19.

**Attendance**

TEA and TCCB ED guidelines mandate a student must attend 90% of the days a course is offered in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020/21 school year. The requirement applies to both Face to Face learning and Distance Learning. Attendance awards will not be given out for the 2020/21 school year.

**Extracurricular activities/Electives**

All Jr. High sporting activities will abide by the Diocese of Victoria Athletic League (DVAL) rules and regulations. At present time, details for sports seasons have not been developed. All High School sporting activities and fine arts programs will abide by the Texas Association of Private and Parochial Schools (TAPPS policies). At present time, certain dates have been released but particular requirements have not been announced.