



****Updated 11/18/2020**

COVID-19 PREPAREDNESS GUIDANCE: A PATH FOR FACULTY, STAFF AND STUDENTS' RETURN TO SACRED HEART SCHOOL FALL 2020

This action plan has been designed in accordance with the guidance from DIOCESES OF: CROOKSTON | DULUTH | NEW ULM | ST. CLOUD | WINONA-ROCHESTER

Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass..."

Pope Francis Strong in the Face of Tribulation: A Sure Support in Time of Trial

DISCLAIMER from the Diocese: As a result of the COVID-19 pandemic, things are changing quickly and the effect, enforceability, applicability, and interpretation of laws and guidance are likely to change from time to time. The information contained in this guidance does not constitute legal advice and does not attempt to address the potential impacts of all local, state and federal laws and recommendations that may have been issued in response to COVID-19. Rather, this guidance is intended to be used for general planning purposes and is written solely to assist schools in creating their own reopening plans. Please review the applicability of the provisions of this guidance, and applicable laws and recommendations, to your specific school. Schools are encouraged to consult with their own legal counsel to address laws and guidance applicable to their locality. **Compliance with this Plan does not guarantee the absence of COVID-19 or other illnesses in a school.**

Approved 8/12/2020

OPERATIONAL PRACTICES

1. Training of Staff and Stakeholders

- The Principal and Administrative Assistant will be the Designated COVID19 Points of Contact to coordinate all operations specific to health and safety practices.
- School Board will approve the Action Plan. Copies of the Action Plan will be mailed to the parents prior to the first day of school, be available on our school website, and in the school office.
- Staff will receive a copy of the Action Plan and will be trained on safety procedures before school begins.
- The first week of school the students will be trained to follow health and safety procedures.

2. Adaptability

- Sacred Heart School will remain flexible, and plans will be adapted when necessary to keep staff and students healthy and well. Any changes needed will be discussed with staff, then communicated to the families, and stakeholders.

3. Entrance/Dismissal Protocols

- Students must report directly to their classroom using the west entrance if riding the bus and east (main) entrance if not riding the bus. Parents need to remain outside when dropping off or picking up students in order to maintain social distancing.
- Kids Zone students will enter and leave the gym via the north gym door by Highway 56. Parents will need to sign them in/out by the door so as not to enter the gym area. This entrance is for Kids Zone children only.
- Students should not arrive before 7:30 as the main entrance will be locked. If arriving before 7:30, students will need to remain outside and will be unsupervised.
- Any student who arrives after 8:10 will need to report to the office and have their temperature taken by the administrative assistant before reporting to their classroom.
- Parents and/or visitors will need to hand sanitize and wear a face covering before entering the school building/office area.

4. Health Checks

- Upon arrival, students will use hand sanitizer and temperatures will be checked. If a staff member or student has a temperature of 100.4 or higher they must stay home or will be sent home. Students that experience COVID19 symptoms while at school will be isolated immediately while they wait to be picked up.
- If there is a need for shutdown/isolation, or any other health related concerns, we will follow the guidelines of the CDC and the Mower County Health Dept. with the most up-to-date information.
- Students and staff will hand sanitize when leaving the school building.
- Staff will self-regulate their own temperature check and communicate with the principal regarding any health concerns/symptoms.

5. Physical Distancing in School

- Students will be spaced as far apart as possible within each classroom.

- Lunch will be in two shifts, Gr. 5-8 and Gr. K-4 to allow for social distancing at the lunch tables and for proper cleaning/disinfecting.
- Outdoor space will be used as much as possible with social distancing. Face coverings are not required outside. Sunscreen is encouraged.
- Hand washing routines with social distancing will be built into the school day.

6. Communication and Signage

- Signage will be posted at the main entrances for proper health procedures and COVID19 symptoms, along with signage throughout the school building.
- A letter will be sent home to communicate symptoms of COVID19 that would prohibit staff/students from attending school.

7. Attendance

- Daily attendance will be taken. There will be no perfect attendance award.
- We will follow the most up-to-date information from the CDC and Mower County Health Dept. guidelines to inform families in the event of a positive COVID19 test, need for shutdown/isolation or any other health related concerns. Tricia Nerison (school nurse) and Chrissy Weis (Mower Co. Health Dept.) will be our contacts for information on best practices for attendance.
- Students who need to be absent for an extended period of time may participate in the class via distance learning.

YOUR CHILD MUST NOT GO TO SCHOOL, DAYCARE OR YOUTH PROGRAMS IF:

- Test positive for COVID-19.
- Show symptoms of COVID-19.
- May have been a close contact with someone with COVID-19 must stay home for at least 14 days (quarantine). They must stay home even if they do not have symptoms of COVID-19. The Minnesota Department of Health (MDH) recommends that your child get tested if they are a close contact of someone with COVID-19. Parents should talk to their child's doctor or other health care provider to decide whether to test their child.
- Are waiting to get tested, or waiting for COVID-19 test results.
- If your child has symptoms of COVID-19 or tests positive for COVID-19, they must stay at home in isolation and away from others as much as possible for at least 10 days (counting from the day their symptoms first started or the day they were tested), and until their symptoms get better and they have not had a fever for 24 hours (without taking medicine to lower the fever). Even if they feel better, they must stay home for the full 10 days.
- These steps help to keep children and staff in schools, child care, and youth programs safe.

The following are several resources for home screening and attendance guidance for families from

MDH: <https://www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf>

<https://www.health.state.mn.us/diseases/coronavirus/schools/attendance.pdf>

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

8. Transportation

- Students will follow Southland's protocols for riding the bus including wearing a face covering.

- Parents may drop off/pick up their children at the main (east) entrance of school. Parents need to remain outside when dropping off or picking up students in order to maintain social distancing.

9. Preparedness for Temporary Closure

- If there are high levels of community transmission of COVID19 that affect our students, families and/or staff where we are unable to provide a quality in-person education for our students, Sacred Heart School will switch to distance learning.
- We will contact Mower County Health Department and work with health officials to make a decision on moving to a temporary closure. We will also follow Minnesota Department of Health guidelines.
- In the event of closure and movement to distance learning, teachers will be given adequate time to prepare for distance learning and parents will be notified.
- As always, Sacred Heart School is focused on delivering the quality, faith-filled education our students need in the best and safest manner possible.

10. Liability Waivers

- Waivers for our Catholic schools have been created by the Diocese for our Catholic Schools for families and students to sign.

11. Assessment of Plan Effectiveness

- Our plan will be reviewed as needed to follow the recommendations of the CDC, MN Dept. of Health and Mower County Health Dept.

HEALTH AND WELL-BEING

1. Cleanliness and Disinfecting Processes/Hand Hygiene and Respiratory Etiquette

- K-8 will sanitize throughout the day as needed using a vinegar/Dawn Dish Soap cleaning mixture and/or disinfecting wipes to minimize exposure to cleaning chemicals.
- Students/staff will use hand soap and water as often as possible using proper hand hygiene. Hand sanitizer will be available in each classroom and other areas in the school building and church.
- Maintenance staff will use proper and safe PPE and disinfecting products throughout the school building.
- Students will be trained in proper hand hygiene, respiratory etiquette, face coverings and other preventative measures.

2. Face Coverings

- Per mandate, faculty, staff and students will use appropriate face coverings throughout the day, especially when proper social distancing of 6 feet cannot be maintained. Extra masks will be available if a child or staff member forgets to bring one to school.

3. Drinking fountains

- Students will need to bring a water bottle to school and use our bottle filling station as the regular drinking fountain will be closed.

4. Facility Ventilation

- Our HVAC system uses fresh air for heating and cooling. We will also open windows and use

fans for ventilation.

CURRICULUM AND INSTRUCTION

1. Approach to Curriculum Planning/Assessment/Feedback and Reporting (Grading)

- Teachers will use formative and summative assessments to assess student learning and use data from NWEA fall testing to identify learning gaps.
- Curriculum will be adjusted and differentiated as needed to meet all academic standards. We will use best practices in grading policies to best serve student academic progress.

2. Supporting Academic, Social and Emotional Needs

- Teachers will contact parents with any concerns that may arise and will continue to use *Conscious Discipline* as our social/emotional curriculum.
- Consultation with Southland will continue for special education services.

3. Addressing Students/Families on Distant Learning/Administrative Considerations

- In the event of temporary closure or extended closure, communication to students and parents will be forthcoming from teachers and administration. Our distant learning plan would be utilized. Each student will be provided a school-issued device. Teachers will pre-record videos or host Zoom sessions for maintaining connectedness in the event of closure.
- Administration will continue to communicate with Southland should the need arise for any adjustments to support our planning.

CREATING AND MAINTAINING COMMUNITY

1. Internal Relationships

- Staff and faculty will meet in person with social distancing for our in-services and staff meetings. Our Action Plan will be reviewed and finalized before school starts.
- Open House will be held with parents signing up with Sign-up Genius to visit with their child's teacher(s).
- Parents will be mailed a copy of our school's action plan along with their welcome back to school letter with information about the upcoming school year.
- Two grades will attend Mass twice/month with social distancing and face coverings.

2. External Relationships

- Outside visitors will be limited throughout the school day.
- Up-to-date information will be posted on our Facebook page, website and/or emailed to our parents.
- Volunteer opportunities and attendance at school activities will be reduced. School staff and administration will share information when opportunities to attend events occur.

Catholic Identity and Mission that Guides the School

- We will continue to include prayer during morning announcements and throughout the

school day.

- We will continue to be a blessing to each other and to love one another because we are stronger when we work together as one. As Catholics we believe in the sanctity of human life and are working to best protect the mind, body and souls of our school community. We will do all that we can to provide a safe, healthy and spiritual learning environment.

*A*s Catholics who believe Jesus is the Christ and that all creation comes from God, Sacred Heart School pursues academic excellence while living out the Gospel values through the Sacraments - especially the Eucharist - and in service to others.

