

# Sacred Heart School

## Return to School Plan



### **Mission Statement**

As a faith community enthroned in the Sacred Heart of Jesus, our mission is to provide all our students, of diverse cultures and abilities, an education of excellence, in a Christ-centered environment, encourage them to live the Gospel values of Love, Peace, Justice, Respect, and Service, and prepare them for success in higher education and life, and to be productive, responsible, and effective members of society.

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## Introduction

Sacred Heart School has put together this plan to navigate the reestablishment of our school where students, families, and employees will be safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). We continue to look at evidence based practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). Updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

Sacred Heart School's main goal is the safety of our students, staff and all community members. This school re-entry plan is a working document and may be edited as guidance from the above

mentioned organizations is updated. Any updates to the plan will be shared with all stakeholders.

When preparing for a return to school, our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
  - a. Hygiene: Across the school and throughout the school day, we will emphasize strong hygienic practice.
  - b. Distance options: If a student or an immediate family member is in a higher-risk group, we will give them the option of continuing distance learning.
  - c. Personal Protective Equipment: In addition to the supplies previously used, Sacred Heart School has ordered and received
    - i. Electrostatic Sanitation Sprayers
    - ii. Additional Hand Sanitation Stations
    - iii. Additional non-contact thermometers
    - iv. Spray antiviral disinfectant
  - d. Cohort Groups: To limit the amount of students and staff each person has contact with, efforts will be made to ensure that students remain in their cohort groups.
  - e. Limited and Suspended Large Group Gatherings: At the current time, large gatherings are suspended through at least the first quarter or until the need for social distancing has subsided.
2. **Presence:** Keeping school open daily. We believe that we learn best in community, and we do not want to burden parents with challenging schedules that require them to stay home and out of work. We know that it is in our students' best social, emotional, and academic interest to return to a school-day routine. Therefore, we want our students at school in their cohort for the full day.
3. **Growth:** We want our children to continue their academic progress at the appropriate grade level, in their faith, and following all core academic standards. We recognize that the classroom, supported by home, school, and church community, is the best setting for students' academic growth to occur.

## Revisions

This document will be updated regularly. The school will share the updated document on the school website and distribute the updated version to parents via the school information system.

## Cleaning and Sanitizing

Sacred Heart School holds the safety of our students and staff as a top priority. During this time that our students and staff were not at school, our entire school campus has been deep cleaned, including but not limited to sanitization of all surfaces (desks, workstations, equipment,

doors, restrooms, gates and more), deep cleaning of all carpets, and cleaning and sanitizing of all common areas.

Sacred Heart School employs a variety of maintenance and custodial staff who clean and sanitize throughout the day and after school. To protect our school community and reduce the risk of the spread of infections, the cleaning listed below will be utilized.

1. Specific Measures

Category	Location/Area	Frequency	Person(s) Responsible	Materials to be Used
<b>Workspaces</b>	Classrooms & Offices	At the end of each use  Daily	Teachers, Students (between each use)  Custodial Staff (end of day)	Disinfectant Cleaning Wipes  Sanitizing Sprays  Bioesque Disinfectant Solution in Electrostatic Sprayer
<b>Appliances</b>	Refrigerators, Freezers, Microwaves	At the end of each use  Daily	Cafeteria Staff  Custodial Staff	AntiVirus Disinfectant Sanitizing Spray
<b>Electronic Equipment</b>	Copier Machines & Telephones	At the end of each use	Staff, Teachers (between use)  Custodial Staff (end of the day)	Disinfectant Cleaning Wipes  Sanitizing Sprays  Bioesque Disinfectant Solution in Electrostatic Sprayer
<b>General Used Objects</b>	Handles, staircase railings, light switches, sinks, restrooms	At minimum four times a day	Maintenance Staff (during the day)  Custodial Staff (end of the day)	Sanitizing Sprays  Bioesque Disinfectant Solution in Electrostatic Sprayer
<b>Common Area</b>	Cafeteria, Library, Computer Lab, Gym, and	At the end of each use and between	Students (Their own area after use)	Sanitizing Sprays  Bioesque Disinfectant

	Common Areas	groups	Maintenance Staff (between groups)	Solution in Electrostatic Sprayer
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## 2. Signage

- a. Social Distancing: Sacred Heart School will post signage throughout the school to encourage social distancing.
- b. Personal Hygiene: Signage will be placed in all restrooms reminding students and staff to practice proper hand washing.
- c. Cleaning Practices: Signage will be placed in common areas and classrooms to remind students and staff to sanitize workstations, equipment, and shared areas after each use.

## Attendance

1. All healthy students, who are permitted by their parents to attend school in August (with a signed handbook acknowledgement form, Assumption of Risk and Waiver of Liability Relating to COVID-19, and proper health-related documentation received), will be allowed to attend in person. Daily temperature screenings will be required of all students at morning drop-off and for all employees.
2. Students in high risk groups that will participate in at home learning, will be provided with assignments and assessments (at the regular tuition cost), and a weekly call from the teacher to check on the student's progress. The need for this home-schooled accommodation will be evaluated and approved by the administration quarterly.
3. Any student who is determined by a parent or office staff to have the following symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficult breathing
  - Chills
  - Fatigue
  - Muscle pain or body aches
  - Headache
  - Sore Throat
  - Loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Feeling feverish or a measured temperature higher than 100.3 degrees
  - Known close contact with a person who is suspected or lab-confirmed to have COVID-19, as defined by the CDC.

Will be discreetly and safely asked to leave the school immediately and precautions will be taken to quarantine the student until a medical evaluation has been obtained. If the student is physically able, virtual education at home will be provided during the time the student is required to be at home.

## Daily Operations/Logistics

### 1. Arrival and Dismissal Procedures

- a. All students will use the car line to be dropped off and picked up during regular school times. Students will maintain a six feet distance during these times and wear face coverings.

### 2. Entrance Procedures

#### b. School Employees

- i. Each day that any staff member is on campus, they will complete a private questionnaire in regards to their potential exposure to COVID-19. If the employee has had any potential exposure to COVID-19, they are to contact their supervisor over the phone prior to returning to school.
- ii. All school employees must be scanned for their temperature prior to entering the school.
- iii. To assist in preventing the spread of COVID-19 and reduce the potential risk to exposure to others, the Diocese will require employees to complete and document a daily self-screening checklist that includes temperature and reading a set of questions related to COVID-19 symptoms as determined by the CDC. These may include the following COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficult breathing
  - Chills
  - Fatigue
  - Muscle pain or body aches
  - Headache
  - Sore Throat
  - Loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- Feeling feverish or a measured temperature higher than 100.3 degrees
- Known close contact with a person who is suspected or lab-confirmed to have COVID-19, as defined by the CDC.

All screening information will be kept confidential except as required for the operation of the school and this plan.

c. Students

- i. Prior to the first day of school, a questionnaire about their child's potential exposure to COVID-19 will be shared with parents. This questionnaire should be referenced regularly and if a student has been exposed to COVID-19, parents are to contact the school administration and seek medical attention prior to returning to school.
- ii. Each morning, all students will have their temperature screened at drop off prior to entering the school building. Students will exit the car and parents are to wait until the temperature check is completed before leaving. All students must use the normal car drop off lines. Parents are not permitted to walk students to the classrooms.

d. Visitors

- i. Visitors will not be permitted on campus. Any required in person meetings must be approved by school administration and will take place in the front office only.
- ii. Visitors who attend meetings are required to have their temperature checked and complete a COVID-19 exposure questionnaire each time they enter the campus.
- iii. Any administratively approved guests on campus will check in at the main office, will be escorted, and will wear a face covering.

3. Social Distancing Measures

a. In the Classroom

- i. Sacred Heart School will work with teachers to create seating arrangements that maximize as much space as possible between desks and which students are facing the same direction.
- ii. Students will be kept in the cohorts. All students will wear face coverings.

- b. Outside the Classroom
  - i. Students will stay in their grade level cohorts as they transition from space to space. All students will wear face coverings in and out of the classroom.
  - ii. All school water fountains will be unavailable for direct use. Students may only refill their water bottles.
- c. At Mass
  - i. Two classes at a time will attend a school only mass. Six feet of social distancing will be in place between student groups.
  - ii. There will be no holding of hands, shaking hands, or direct contact with others during mass.
  - iii. Any student receiving communion, must receive by hand only.
  - iv. Handwashing will occur before and after mass.

## COVID-19 Daily Screenings

### 1. Temperature Checks

Person	Frequency	Location	Response if Temperature above 100.3
<b>Employee</b>	Each day before contact with other students and staff	Outside Front Office	Sent home to seek medical attention prior to returning
<b>Student</b>	Each morning at car line drop off	Car line/Drop Off	Go back into automobile and sent home to seek medical attention prior to returning
<b>Visitor</b>	Anytime entering campus	Front Office	Not permitted on Campus and should seek medical attention

### 2. Facial Covering

- a. As we reenter the 2020-2021 school year, The Diocesan Catholic Schools will require facial covering of students (age 2 and above), volunteers and

employees. County and State ordinances will be followed. The Office of Catholic Schools will continue to assess the need for this Personal Protective Equipment.

## Breakfast/Lunch and Food Service

Sacred Heart School will use signage to indicate that the cafeteria and food preparation areas are regularly sanitized and disinfected. Tables and common items will be disinfected between each cohort group.

1. Food Distribution
  - a. All staff members that work in the cafeteria will wear Personal Protective Equipment at all times.
  - b. All cooked meals will be prepackaged.
2. Lunchtime Procedures
  - a. Students will eat lunch with their cohort in their classrooms.

## Classrooms

1. Desks and materials
  - a. All classroom desks should face one direction.
  - b. Desks should be spread out as far as possible.
  - c. Sharing of materials will not be permitted.
2. Switching classes
  - a. Middle school classes will remain in the same classrooms with their cohorts.
  - b. Special classes will take place in the special area classrooms.
3. Cleaning Protocols
  - a. Between activities - staff and students are to wipe down all frequently touched surfaces between activities and between different cohorts of students.
  - b. After school - custodial staff will be required to sanitize and disinfect all frequently touched surfaces.

## Extra-Curricular Activities

1. After School Care (Extended Care) will be available. Social distancing will be implemented. Areas that will be used for Extended Care will be disinfected.

2. Some after School Clubs may still take place. However, materials will not be shared and the number of students permitted to participate will be limited.
3. Fall Sports and events including pep rallies, field trips, etc. are suspended until it can be determined that it is safe to host these types of events. Sacred Heart School will continue to monitor reports produced by the health department and other national and state local organizations for guidance on conducting extra-curricular activities.

## Training and Supplies

As a comprehensive part of Sacred Heart School's Return to School Plan, we recognize the importance of health and safety training for all members of our school community. In Particular, it is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. Therefore, Sacred Heart School will work in partnership with the Diocese of Palm Beach and Life Safety Solutions to provide training to the following groups in order to safely and effectively return to campus.

1. Pre-return to school training for administrators
  - a. Presented to ensure understanding and preparedness to align with Diocesan protocols surrounding a return to school.
  - b. Administrators will design local protocols and procedures in accordance with this document.
2. Return to school training for faculty and staff
  - a. Meetings to review local protocols and procedures; meeting area will adhere to social distancing protocols or present via digital platform such as Zoom.
  - b. Faculty and staff will be trained in sanitation and hygiene instruction.
3. First day return to school training for students
  - a. Teachers will provide initial instruction in social distancing and health practices to their students on the first day.
  - b. As necessary, they will regularly review the protocols with their students.
4. Parent Orientation
  - a. Schools will provide information and data for parents on the Return to School Plan and how it will be implemented.
5. Cleaning Crew Protocols
  - a. Comprehensive cleaning training will be provided for all maintenance and custodial staff on proper disinfection methods and procedures.

The school will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. Signage in buildings
2. School/Diocesan forms
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On-Site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols
10. Communication Methods

## Communication Methods

Sacred Heart School will maintain open lines of communication with all stakeholders. The Return to School Plan will be updated quarterly or as guidance by the CDC are updated. The plan will be shared via parent alert systems and the school website.

## Instructional Continuity Plan (ICP)

Academically, Sacred Heart School strives to ensure that our students' educational opportunities continue that best serves each student's needs. Sacred Heart School has reevaluated and updated our ICP to include changes based on the understanding that some students may need to learn at home for part of the 2020-2021 school year - if their particular health circumstances warrant it.

Our Instructional Continuity Plan:

1. Supports continuous instruction
2. Provides access for all students
3. Maintains connections to the community

## Meeting The Needs of Diverse Learners

The Exceptional Student Education Coordinator will work with students, parents, school faculty to ensure that documented and agreed-upon accommodations are being implemented with fidelity. The ESE department, along with school administration will conference with parents to evaluate the needs of each student and make necessary adjustments to the student plan.

## Travel Restrictions

We will discontinue staff travel to conferences and workshops until further notice. Students that travel outside of the country (lower 48) will be required to self quarantine for 14 days prior to returning to school.

## Other Items

Hand Hygiene and Respiratory Etiquette:

- Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Face Coverings:

- Reinforce use of [cloth face coverings](#). Individuals should not touch the face covering. Note: [Cloth face coverings](#) should not be placed on:
  - Children younger than 2 years old
  - Anyone who has trouble breathing or is unconscious

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.