

2020-2021

Return to School Plan

Owensboro Catholic 4-6 Campus

Please note: Information contained in this document is evolving and may be updated as additional guidance is released at the Diocesan, national, state, or local level for returning to school.

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Updated as of 8/12/2020

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The purpose of this reopening plan is to provide information and guidance to Owensboro Catholic Schools families, employees, and the greater community so we may safely open, in light of the Covid-19 pandemic, for the 2020-2021 school year. It is the intention of the Owensboro Catholic Schools to open in such a way that is safe, maximizes in person instruction to all students, and guarantees to our families the excellence they've come to expect from OCS.

It is also our goal to reduce the impact of the current pandemic as it affects the children, families, personnel, and communities in our care. The guidelines referenced in this plan are based on the guidance from the Centers for Disease Control and Prevention (CDC), the Kentucky Department of Health, and the Green River Area Health Department, in consultation with the Diocese of Owensboro. Regular updates will be made to this plan based on information provided by the above entities, applicable federal and state laws, and local agencies.

All references to bussing in this document are applicable when bussing is available.

1. Screening at Home

- Families are encouraged to take their child's temperature and screen their children for COVID-19 symptoms each morning before sending the children to school. Students (and all OCS students under roof) should stay home or be sent home if any of the following occur:

Symptoms

- ◆ Temperature \geq 100.4
- ◆ Sore throat
- ◆ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ◆ Diarrhea, vomiting, or abdominal pain
- ◆ New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

- ◆ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- ◆ Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases.
- ◆ Live in areas of high community transmission while the school remains open.

2. Morning Arrival & Temperature Checks

- All 4-6 staff members will have their temperature checked upon entering the building, and complete a daily health self-assessment form.
- Temperature checks will occur as students unload from the school bus or exit the vehicles during the morning car drop-off line. Staff members will use touchless thermometers to take the temperature of each child.

- If a student has a temperature ≥ 100.4 , a second reading will be taken. If the second reading is still ≥ 100.4 , students transported by car will not be permitted to enter the school and will be required to go home. A student who has arrived at school by bus with a fever or other symptoms will be isolated until a parent or guardian can come get the child.
- Students may be dropped off at the 4-6 Campus starting at 7:00 a.m.
- Students who are dropped off between 7:00-7:15 a.m. will wait in the cafeteria while maintaining as much social distancing as possible. Students must wear masks during this time.
- Students who arrive after 7:15 a.m. will go directly to their classrooms and be supervised by their home-room teacher. The school day will begin at 7:45 a.m.
- 4th & 5th grade students are encouraged to enter through the front entrance and 6th grade students may enter through the back door by the playground after their temperature has been checked. Parents are asked to stay in their vehicles.
- A “grab and go” breakfast will be available from 7:15-7:40 a.m. Students who choose to purchase breakfast at school will pick up their breakfast in the cafeteria and eat in their classrooms. Cafeteria trays will not be used. Students will tell the cafeteria staff their name in lieu of typing their PIN# in the keypad.
- Students arriving after 7:45 a.m. will be marked as tardy. Any student arriving after 7:45 a.m. must enter through front entrance and have their temperature taken upon entry.

3. Masks/Face Coverings

- Masks must be worn by all students and staff.
 - ◆ Cover the nose and mouth and be secured to the head with ties or straps or simply wrapped around the lower face.
 - ◆ Fit snugly but comfortably against the side of the face.
 - ◆ If cloth masks, masks should be washed regularly.
 - ◆ Include multiple layers of fabric.
 - ◆ Allow for breathing without restrictions.
 - ◆ Plastic face shields alone are NOT acceptable per Health Department guidelines.
- Students should be wearing their face coverings when they exit their vehicles during morning drop-off.
- Students who ride the bus will be required to wear a face mask at all times while on the bus.
- Masks will be worn in the hallways and going to and from recess, but not during recess time if socially distanced on the playground. Masks will be required in the gym.
- All adults in the building are required to wear masks.
- Though we anticipate there being short breaks throughout the day when students can remove their masks, doing so is not required. Parents may request that their students wear their mask at all times.

- Families are expected to provide their own face coverings for children; however, we will have disposable masks on hand if children do not have one or if theirs gets soiled.
- We are not requiring a specific uniform mask for students. We encourage students' creative designs and patterns provided they do not promote any bias related apparel, sign or symbol which reasonably appears to offend, victimize or intimidate others based on race, age, color, religion, sex, national origin, or disability and/or which disrupts or interferes with the educational setting and/or process. This includes the wearing of gang clothing or paraphernalia and the use of gang signs and signals. Students also cannot promote any political agenda or make any political statement via their apparel, signs or symbols.

4. Riding the DCPS Bus (per DCPS guidelines)

- All 4-6 students who ride the bus will be required to wear face coverings/masks at all times while on the bus. If a student does not have a mask when he/she boards the bus, one will be provided.
- The bus driver/monitor will dispense hand sanitizer for each student boarding the bus.
- Students will have an assigned seat. Siblings will be seated together. To the extent possible, students will be loaded from back to front when boarding. However, Kindergarten students will not be seated in the back section of the bus.
- We highly recommend that parents avoid using public school transportation if at all possible.

5. Visitors

- We love our parent volunteers and have been blessed with remarkable parent support! However, due to the safety of our students, no visitors, parents/guardians, classroom volunteers, or cafeteria volunteers will be permitted in the school at this time until restrictions are eased. Visitors may not come to eat lunch with students.
- All visitors must wear masks while interacting with 4-6 office staff.
- If parents need to drop off their child's lunchbox or other items during the school day, parents need to leave those items in the office for school staff to deliver to the child.
- Parents will be permitted to walk their children to the classrooms during the first day of school, but parents will not be permitted inside the classrooms. Any parents who enter the building **MUST** wear a mask and have their temperature taken prior to entry.
- After the first day of school, parents will not be permitted to walk their children to the classrooms. The car drop-off line should be utilized.
- Pictures and videos of your children during the school day will be shared via Facebook.

6. Safety Precautions

- The 4-6 Campus will follow disinfection and sanitization recommendations by the Green River District Health Department and KY Dept. of Public Health for classrooms, restrooms, outdoors spaces, and playgrounds.
- Students and staff will be encouraged to wash their hands frequently throughout the school day.

- Hand sanitizer will be available in all classrooms and in other locations throughout the school, and accessed regularly.
- Signs will be posted in highly visible locations that promote healthy hygiene practices.
- Regular announcements will be made reminding staff and students to employ healthy hygiene practices.
- Gloves will be worn for cleaning, sanitization and food service.
- High touch areas (door knobs, desks, etc.) will be disinfected and sanitized routinely throughout the day. Custodial staff will also use a fogger as part of the cleaning at the end of each day.
- All restrooms will be disinfected regularly.
- Students will have their own supplies (scissors, crayons, glue, pencils, etc.) to eliminate shared materials as much as possible.
- Each student will have an iPad or a Chromebook provided by the school for use during the school day. Students will not be sharing devices throughout the day. Sixth grade students may bring their own Chromebook to school to use each day.
- Water fountains will be unavailable. Students are asked to bring a clear, reusable water bottle from home to drink from throughout the day. Water bottle filling stations will be located throughout the 4-6 Campus.
- Hallway traffic and movement throughout the building will be minimized. Use of staggered schedules and one-way traffic design will be considered as necessary.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature ≥ 100.4 degrees OR showing any respiratory symptoms will be isolated and sent home.

7. During the School Day

- Classrooms will be arranged to allow as much social distancing as is feasible for the room.
- Masks and social distancing will be required. There will be periodic opportunities for classroom mask breaks while social distancing. Parents may request that their students wear their mask at all times.
- When possible, all student desks will be arranged to face the same direction.
- Plexiglass dividers will be placed around students' individual desks. Plexiglass is not a substitute for social distancing or mask wearing, but simply an added layer of protection for our students. The Plexiglass dividers will be securely fastened to students' desks and cleaned regularly.
- Traffic Flow – Taped markings on the floor throughout the campus will help maintain the social distancing requirements.
- Students should remain seated until their time to move to maintain social distance.
- The music, art, and library teachers will be going into the main classrooms to teach their lessons until health restrictions are eased.
 - ◆ Students will have access to books from the library. Returned library books will be isolated for 72 hours before being available for circulation.

- For the health and safety of all, we will be incorporating Minds-in-Motion no-touch movements throughout the school day.
- Students will not be ability grouped for math and reading within the grade-level except if math group is above grade level and in a different textbook. These students will be grouped together to ensure their academics needs are met. Teachers will still provide differentiated instruction in the classrooms to meet the needs of all students.
- Students may bring e-readers from home to read books during the school day. These devices are to be used at the discretion of the teacher for independent reading only. All books must be downloaded prior to arriving at school. Students will not have access to the school's WiFi network. A waiver must be signed by the parents before students may be permitted to bring their device. For additional information, please call the school office.
- On Wednesdays when the Daviess County Public School buses will not be available, parents are expected to make other arrangements to transport their children to school.
- No field trips or school-wide assemblies are planned at this time. Students may still participate in virtual field trips in their classrooms!
- Students will still have the opportunity for a mid-morning snack. Students may bring a healthy snack from home or purchase a snack from the cafeteria.
- Emergency drills (fire, earthquake, tornado, lockdown) will continue to be conducted regularly in a modified format to allow for social distancing.
- Parents are asked to call or email Ms. Carr, maria.carr@owensborocatholic.org, with changes in afternoon pick-up, absences, early dismissal, etc. instead of sending a written note. Changes in afternoon pick-up need to be made by 1:45 p.m.

8. Lunch

- Students will be directed to wash/sanitize hands immediately preceding and following eating at school.
- Limited menu offerings.
 - ◆ Cheese pizza will not be offered as a daily lunch option at the beginning of the year.
- Offer vs. Serve will be eliminated, which means students will have to take all items on the menu.
- Disposable containers will be used along with prepackaged, disposable utensils.
- Due to limited cafeteria space and required social distancing while eating, students will be eating in their classrooms each day. With a limited social distancing capacity, if all students were to eat lunch in the cafeteria every day, the lunch hours would be significantly extended beyond reasonable times for our young students.
 - ◆ Outdoor picnics will be encouraged during nice weather.
- The cafeteria staff will deliver lunch to students each day. Students will not be walking through the lunch line.
- Sharing food will not be permitted between students at school.

9. Recess – Playground & Gym

- Physical activity is very important and healthy activity will be incorporated each day.
- Playground equipment will still be used. The playground will be limited to one class per time to allow for social distancing. The grassy areas around the building may also be used for play areas during the day.
- The gym will be limited to one class per time, with each class remaining in their designated area. Classes will not be permitted to intermingle on the playground or in the gym.
- Balls, individual jump ropes, etc. will be purchased for each class to prevent the use of communal school-wide items. These items will be sanitized by the teacher after each use.
- Masks do not need to be worn at outdoor recess when students are socially distanced, but students do need to wear masks as they walk in the halls to and from recess.
- Students will use hand sanitizer before entering the playground/gym and will wash hands after recess.

10. Dismissal

- Due to the late August school start, the school day will be extended.
- All students will be required to wear a mask during dismissal.
- Bus riders will be dismissed at 2:20.
- Students who ride the bus will be required to wear a face mask at all times while on the bus.
- We highly recommend that parents avoid using public school transportation if at all possible.
- Car rider dismissal in the afternoons will begin at 2:25. Students will be dismissed intermediately with 5th and 6th graders in the back parking lot on 22nd Street and 4th graders and families with multiple 4-6 students in the front on 23rd Street. More detailed information will be given out at Meet Your Teacher. - Parents are asked to call or email Ms. Carr, maria.carr@owensborocatholic.org, with changes in afternoon pick-up instead of sending a written note. Changes in afternoon pick-up need to be made by 1:45 p.m.

11. Social Emotional Learning

- The 4-6 Campus is committed in assisting students with their social and emotional needs, especially during this challenging time. We will continue to monitor our students' transition back to school. We will work closely with families regarding awareness of how students are feeling and access their individual needs to provide the support they need during this transition.
- All students at the 4-6 Campus will be involved in Social Emotional Learning (SEL) throughout the school year using Second Step, as well as a variety of classroom guidance lessons and activities. In addition, all teachers and staff will receive a second level of training in Trauma and monthly training in Love and Logic.
- Although the focus of SEL lessons and activities will target and increase positive social behavior such as kindness and empathy, it will be especially important in these times to focus on SEL to increase Self Awareness and Self-Management. Through Social Emotional Learning, students will develop a better understanding of their own emotions and values helping them to better regulate behavior and cope with stress in healthy and effective ways.

12. Student Support Services

- Some students may be experiencing more significant emotional challenges, including fears or anxieties, sadness, difficulty concentrating, or trauma.
- Student support services include counselor, school nurse, principal, and homeroom teachers.

13. Extended School Care

- The 4-6 Extended School Care Program will be available after school each day, provided that enough workers can be hired to maintain adequate supervision.
- The Extended School Program will operate under the same guidelines and procedures outlined for the regular school day.
- Since all staff members will be needed to monitor health and safety, students will be grouped by grade level and remain with that group throughout afternoon. There will be a designated time to complete homework (Monday-Thursday). There will be no homework time on Fridays.

14. Mass and Priests Visits

- When participating in Mass in the church, we will follow all health directives set forth by the Diocese. All students must wear masks throughout the duration of Mass.
- Priests visits are an important part of our week. We are hoping that our priests will still be able to interact with our students through virtual or recorded video messages for our students.
- Due to limited social distancing capacity in the church, parents and visitors will not be permitted to attend school Masses at this time. We hope to be able to share the livestream with you, as well as lots of pictures and videos.

15. Contact Tracing & COVID-19 Response

- If a student or staff member is diagnosed with COVID-19, the school will cooperate with the contract tracing provided by the Green River District Health Department.
- Any student with infectious symptoms will be sent to the school isolation room and parent/guardian will be contacted for pickup. The student will wear a mask while awaiting transport and will remain isolated from other students and staff members.
- If a 4-6 student or staff member tests positive for COVID-19, it does not necessarily mean that the school will shut down. OCS will follow guidance from the Green River District Health Department in the event of a confirmed case of a student or staff member with COVID-19.
 - ◆ “Exposure” alone does not require quarantine. The Health Department will conduct contact tracing to determine if any students had “close contact” with the person who tested positive, and will assess whether they are at low, medium, or high risk of contracting the coronavirus.
- At the elementary school level, students will spend most of the school day interacting only with students in their class. By limiting their exposure to a small number of students, we reduce the chance of infection to the entire school.

- Any student or staff member who test positive for the virus will be required to self-isolate for a period of time determined by health care professionals (possibly up to 14 days or longer if symptoms persist). Clearance must be received from a health care provider before the student or staff member may return to school.

16. Continuing Education in Quarantine

- There could be times during the school year when your child may be quarantined and unable to attend school for a designated period of time even though your child is not displaying any symptoms. Some instances may include:
 - ◆ If a person in a student’s household has a confirmed case of COVID-19, the entire household (including the student) would be forced to quarantine for 14 days.
 - ◆ If the Health Department determined that your child was at high risk of exposure due to a positive case confirmed at school, the Health Department may ask that your child be quarantined for 14 days.
- During this time, students will complete their assignments through “distance learning.” Distance learning is not the same as NTI. Distance learning may be implemented differently depending on the grade level of the child and the circumstances surrounding the illness/quarantine.
- Parents/guardians may call the school office to arrange to pick up your child’s workbooks and any learning resources that he/she may need during the quarantine period.
- OCS has an Educational Resource Team in place to assist families with distance learning and ensure that your child’s learning continues during a quarantine.
- Teachers may post instructional videos for your child to watch in order to complete each day’s lessons. Live streaming of the classroom throughout the school day will not occur.
- If a teacher is required to be quarantined during the school year, we plan for our teachers to continue to teach from home while students are in the classroom supervised by school personnel. We have the technological capabilities to display a live stream of our teachers from their homes into the classroom so that the teachers can share videos and educational resources and interact with students in small groups.

17. Distance Learning

- Distance learning will be provided only for students who have a specialist’s note saying they have an underlying condition that would not allow the student to return to in-person classes at this time.

18. Returning to School After an Illness

- If a child has tested positive for COVID-19, the following conditions must be met before he/she can return to school:
 - ◆ At least 10 days since symptoms first appeared, and
 - ◆ At least 24 hours with no fever without fever-reducing medication, and
 - ◆ Symptoms have improved
 - ◆ Written release from the Green River District Health Department.

- We realize that the symptoms of COVID-19 are similar to those of many other illnesses. Your student must be fever free and symptom free for 24 hours without fever-reducing medication before returning to school as per OCS Return to School Policy. However, if you:
 - ◆ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
 - ◆ Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases
 - ◆ Live in areas of high community transmission while the school remains open

then you must visit your health care provider and receive a note before returning to school.

19. Whole School Closure - NTI

- In the event that all schools in Kentucky are mandated to close, we may be forced to implement non-traditional instruction (NTI). Based on parent feedback, we have strengthened our NTI to be more robust than that which was experienced during the Spring.
- Parents can expect a weekly calendar of assignments in each grade level. Assignments will include tasks from students' workbooks and digital learning platforms.
- New learning will continue. Academic skills will be introduced through instructional videos made available by the teachers and live Zoom sessions with the teachers (whole class or small group).