



St. Jane Frances de Chantal School

July 29, 2020

HEALTH & SAFETY RETURN-TO-SCHOOL PLAN 2020-2021 in Response to the Covid-19 Pandemic

MESSAGE TO OUR SCHOOL COMMUNITY

St. Jane Frances de Chantal School will continue to foster its mission: to encourage each child to achieve his or her potential through a devotion to Christ and His teachings within a diverse curriculum.

St. Jane School has created this plan to help navigate the safe reopening of our school. Our plan aims to mitigate risk for students, staff members, families, and visitors and ensure that our children have meaningful learning opportunities to receive a quality, Catholic educational experience.

The guidelines that follow are based on recommendations from the Pennsylvania Department of Health (PDOH), the Centers for Disease Control and Prevention (CDC), and the Pennsylvania Department of Education (PDE). As we learn more about COVID-19 and the conditions that surround the pandemic, we view this plan as a fluid document that will further develop over time. Regular updates will be based on information provided by the PDOH, CDC, PDE, applicable federal, state and local agencies and neighboring school districts.

***Note:** Please be advised that the information in this document is current as of the above date. Circumstances surrounding the Coronavirus (COVID-19) are rapidly changing, and the accuracy of the information may change moving forward. REMINDER: This is a fluid document. Please keep in mind this document will change according to guidelines from the CDC, the PDE, PDOH and the Diocese of Allentown, Office of Education.*

CONSIDERATIONS FOR FAMILIES

Balancing the priorities of mitigating risk and opening school requires a community effort. Ultimately, the school has worked to provide staff and students with a clean, healthy facility that is ready to welcome students back to in-person learning. To maintain this healthy atmosphere, one in which students can thrive spiritually, academically, socially, and safely, the school and its families must genuinely partner to think and act in the best interests of the whole community. What happens beyond the school day impacts what happens on campus. So we ask that families do their best to mitigate risk outside of school. It is critically important that families honor our illness policy and keep children at home if they are sick or exhibiting any symptoms of COVID-19. The same is true for the members of our staff.

We will enforce our health and safety guidelines out of respect to students and families who follow the requirements and the staff members who are implementing them.

Upon arrival on Monday, August 31, 2020, each student will need a “screening” form to enter the buildings. Please complete and send with your child. See attached Form number 1, print out and send it with your child on the first day of school. You may also pick up a form at the school. We will have copies available for you. This is just for those students who are attending in-person school and will only be required on the first day. See below for daily student screening and protocols.

ARRIVAL PROCEDURES: STUDENT SCREENING & PROTOCOLS

- Arrival at school will be the primary monitoring and evaluation time.
- Parents will be asked to take temperatures at home before sending students to school.
- We will have **parents** complete a **form** that will be accessible on our **website** (mobile accessible as well) that parents will need to complete before sending **their** child to school. (The data will be collected and shared with the school nurse that will monitor students with rising temperatures throughout the day.) This is the most practical application of temperature monitoring that will insure the confidentiality of our students.
- All students are expected to wear a face covering that meets CDC guidelines when entering the school and will report directly to their classrooms.
- K-8 students may arrive between 7:00 a.m. and 7:35 a.m. and report directly to their classrooms. Parents and guardians of students in grades K to Grade 8 will not be able to enter the school to drop off students.
- If a student is late, he or she will need to be escorted to the vestibule space at the school’s front entrance and wait to be admitted by a staff member.
- Preschool students must arrive between 8:20 and 8:30 a.m. and will be dismissed promptly at 11:30 a.m.
- The preschool students are subject to the same screening and protocols as K-8 students. Therefore, symptom monitoring of all students must occur prior to coming to school to keep our school community safe and healthy. If a preschool student is late, parents and guardians should follow the same procedure outlined above.

DISMISSAL PROCEDURES

- As the number of car riders is expected to increase this school year, we ask for your patience and understanding, particularly during dismissal procedures.
- All students, staff members, parents, and guardians are expected to wear a face covering that meets CDC guidelines during dismissal.
- In keeping with mandated social distancing measures and capacity limits, car riders in grades K-8 will be dismissed in small groups by last name.
- Tentatively, buses will be picking up at the usual scheduled time. Staggered dismissal for all car riders will be utilized. More information to follow.
- **Parents may NOT wait or congregate in the parking lot as was done in the past.**

FACE COVERINGS

- Note: For the purpose of this document, face masks, face covering, neck gaiters and face shields may be used interchangeably. A face covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears.
- The Home and School Association will purchase a neck-gaiter style face covering for each student and staff member. Wearers of neck gaiter style masks can quickly and easily slide the gaiter down around their neck and back up to their face as needed without the risk of it falling on the ground.
- Disposable masks will be provided if a student forgets his/her face covering.
- All students, staff members, parents, guardians, and visitors are required to wear a face covering that meets CDC guidelines when entering the school.
- Face coverings may not display any words, characters, or symbols contrary to Catholic morality.
- Masks should preferably be solid in color to align with our school's other dress code policies. Small prints or patterns are also permissible.
- **All face coverings MUST be labeled with each student's name.**
- Families should make sure they have an adequate supply of face coverings for their children so that a clean face covering can be worn each day.
- **Each student should bring a spare face covering to school each day in case his or her face covering gets wet, tears or breaks.**
- Schools may allow students to remove their face coverings when students are at least 6 feet apart when seated at desks or assigned workspaces, while eating or drinking, or while actively engaged in physical activity.
- Students will wash or sanitize their hands before removing their face coverings. Students will wash or sanitize their hands again before putting their face coverings back on.
- St. Jane School students are required to wear face coverings during arrival and dismissal times, when traveling in hallways and stairwells, in restrooms and all common areas, and when moving about the classroom when 6 feet of social distancing is not possible.
- Staff members will also be required to adhere to the same parameters.
- Staff may remove a face covering only when stationary in the classroom at a safe social distance. All faculty will be provided with their own face shield for additional protection. If the teacher is moving in the classroom, a face covering must be worn.

STAFF SCREENING and PROTOCOLS

- All staff members are required to complete a daily self-screening that includes a temperature check and answering a set of questions related to COVID-19 symptoms as per Diocesan policy.
- Staff will consistently be made aware of the signs and symptoms of COVID-19, which are reported to appear 2-14 days after exposure and may include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain or body aches
 - Fatigue
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Feeling feverish or a temperature reading of 100.4 degrees or higher
 - Known close contact with a person who is lab-confirmed to have COVID-19
- All screening information will be kept confidential by administrative staff and the district nurse.

HEALTH PROTOCOL

- Each classroom will have a thermometer available for quick temperature checks that will occur before snack (before removing masks for eating); before lunch (before removing masks for eating); at the end of the day before going on the bus.
- Quick temp checks will also be used for students who are complaining about headaches or not feeling well. Teacher will assess and then contact the school nurse for further guidance and direction.
- If a student or staff member is exhibiting symptoms of COVID-19 while at school, he or she will report immediately to the nurse's room, and a **Daily Symptom Monitoring form** (see attached **Form 2**) will be completed.
- Students will need to be picked up in a 30 minute timeframe by a parent or guardian. Staff members will be instructed either to go home or to the nearest health center.
- Any other person attending to the suspected student or staff member must wear Personal Protective Equipment (PPE).
- The room and suspected student or staff member's work area and classroom will be thoroughly disinfected including all surfaces that he or she may have touched.
- The suspected student or staff member must submit a release/note from a licensed medical professional before his or her return and provide proof of negative results from a COVID-19 test.

GUIDANCE IF EXPOSED

- The policy for staff, student, or other member of the school community who becomes ill or have been exposed to an individual with confirmed positive for COVID-19 would follow the CDC guidelines:
 - If presented during school day: individuals will be brought to an isolation area.
 - Each student will require an emergency contact that can pick up within a 30 minute time frame.
 - Close off the area used by the sick student and do not enter before cleaning and disinfecting (Peroxy HDOX electro-static sprayer will be used.)
- If staff/students are COVID positive -- they must stay home at least 10 days after symptom onset and be fever free for 72 hours without fever-reducing medication. (If someone in the household or a close contact with a COVID positive individual -- and is not sick, must quarantine 14 days--should continue to work remotely when possible.)
- We all hope to avoid exposure to illness from COVID-19, but we need to be prepared for that possibility. If you think you have been exposed to the virus:
 - Self-quarantine away from others in a specific room in your home.
 - Contact your healthcare provider.
 - Contact St. Jane School administration.
 - In the event of an emergency, call 911; and follow their instructions.
- Families will be notified based on the recommendation of the local DOH and the Diocesan Office Education of any positive cases or exposure of a child/staff/faculty member. Due to privacy laws, no confirmation of individuals' identities will be given by St. Jane School staff.
- The decision to close school/class will be made at the recommendation of the local DOH and the Diocesan Office of Education.

NURSE [NON-COVID SITUATIONS]

- The Nurse's office will be moved to the room formerly known as the Principal's Office.
- This was done to provide a larger room, with a private bathroom, and close to the exit of school (therefore, eliminating the ill child having to walk through the building.)
- All classrooms will be equipped with no-touch thermometers and first aid supplies normally obtained from the nurse's office to limit students' movement throughout the school.
- Students will travel to the Nurse's office ONLY if their symptoms pose a risk to other students.
- The school nurse or a member of the administrative support team may be called to the classroom if needed.

PHYSICAL/SOCIAL DISTANCING

- Day-to-day operations will be adjusted to allow for physical/social distancing and smaller groupings.

- A glass barrier was installed on the receptionist's desk in the main office. Mail or parcel drop off will continue in the vestibule space at the school's front entrance. The number of persons in the office will be monitored during all times of the day.
- Signage that indicates closure and capacity limits will be posted.
- Students, staff members, and families should practice staying approximately 6 feet away from others.
- Student desks will all be forward facing and ultraboard Micro barriers (clear front sanitizable privacy shields) will be used on every student desk (K to 8).
- Lockers in 7th and 8th Grade and coat closets in Kindergarten to 6th grade will not be used during this time.
- Note that physical/social distancing should still be practiced even when wearing a face covering.
- To the extent feasible, St. Jane School classroom and learning occupancy will be based on 6 feet of separation among students and staff members. If this spacing is not achievable in the classroom setting, students will be spaced to the maximum extent possible.

FLOOR and STAIRWAY DIRECTIONS

- During the day, traffic patterns in hallways and stairwells will be one-way on the right side.
- Students will be encouraged not to touch walls and fixtures when traveling in hallways and stairwells.
- Students will be taught the proper ways of sharing the stairwells and hallways at the beginning of the school year.

SIGNAGE

- Signage communicating social distancing measures and how to prevent the spread of germs will be posted in highly visible locations throughout the school to reinforce health and safety practices, guide traffic flow, and keep required spacing between students and staff members.

PERSONAL PROTECTIVE MEASURES

- All students and staff members should avoid touching their eyes, nose, and mouth.
- They should also wash their hands with soap and water for at least 20 seconds frequently throughout the day.
- If soap and water are not readily available, an alcohol-based hand sanitizer should be used.
- If students or staff members have to cough or sneeze, they should cover their nose and mouth with a tissue or the inside of their elbow.
- The school nurse will instruct students in good hygiene procedures at the beginning of the school year, and numerous opportunities will be provided for students to practice what they have learned.
- Parents and guardians are asked to reinforce good hygiene practices at home.

FACILITIES CLEANING

- Our school has been COVID free since the government shut-down.
- Prior to reopening, all areas within our school will have been thoroughly cleaned and sanitized.

- We will supplement our already rigorous cleaning routine throughout the day and continue to adhere to all necessary safety precautions.
- The general measures outlined below will be followed daily to protect students and staff members and reduce the risk of illness.
- All staff members and contracted cleaning services will adhere to these cleaning and sanitizing standards per the frequency below.
- All high touch surfaces and objects will be cleaned and disinfected regularly. These procedures will include, but not be limited to, all materials and restrooms.

SANITIZING MEASURES

Category	Area	Frequency
Personal & Shared Workspaces	Classrooms, offices	After each use by staff members and at the end of the day by contracted professional cleaning service
Appliances	Refrigerators, microwaves, coffee machines	Restricted use until further notice
Electronic Equipment	Copy machines, computer keyboards, remote controls, telephones	After each use by staff members and at the end of the day by contracted professional cleaning service
Frequently Touched Surfaces	Doorknobs, handrails, light switches, sink handles, restrooms	Twice a day by staff members and school maintenance and at the end of the day by contracted professional cleaning service
Common Areas	Cafeteria, library, conference rooms, gymnasium, common areas	After each use by staff members and at the end of the day by contracted professional cleaning service

DEEP CLEANING and DISINFECTION PROTOCOL

- Deep cleaning and disinfection measures will be performed throughout the school if a student or staff member has tested positive and is confirmed to have COVID-19.
- St. Jane School has its own [Peroxy HDOX](#) Electrostatic Spraying Machine, which can be used to sanitize the building.

VENTILATION

- Classrooms and common areas will be ventilated with an additional circulation of outdoor air when possible, using windows or doors. Air conditioning filters will be cleaned monthly.

PERSONAL and SHARED WORKSPACES and COMMON SPACES

- The school has positioned alcohol-based hand sanitizing dispensers at the main entrance to the school and Father Farrell Hall.
- The school office, each classroom, and all common areas have an ample supply of alcohol-based hand sanitizer, Clorox wipes or spray bottles of Peroxy HDOX cleaning solutions, and paper towels to disinfect frequently touched surfaces.
- The school maintenance staff and Perfection Building Maintenance will clean and sanitize all workspaces at their designated cleaning times.

CLASSROOM ARRANGEMENTS

- Learning spaces and schedules will be adjusted to allow for social distancing among staff members, students, and smaller groupings.
- All desks will be arranged to face in the same direction, and students will have assigned seating in their classrooms.
- Each student's belongings will be separated from other students' belongings and labeled in individual containers, totes, or backpacks.
- Unnecessary furniture in classrooms will be removed to maximize space and keep students from congregating closely together.
- The school will use a cohort model in all grades and attempt to restrict interactions between groups of students and keep as many homogenous populations together throughout the day to minimize risk.
- Students will remain with their cohorts whenever possible, and teachers will travel from classroom to classroom.
- Until further notice, students in all grades will not be permitted to visit the library to check out books.
- Teachers will be encouraged to consider instructional opportunities that allow for engaged learning to take place outdoors on campus when time and weather permit students to break from their regular classroom environment.
- During this Global Pandemic, we believe that in-person teaching is the best mode for students' education. However, we do recognize the desire for some families to remain at home until a vaccine or treatment is developed. It is important to us to provide a way to keep each student connected and part of our faith-filled school community.
- A virtual learning program is being offered to students who choose not to attend live school daily due to the global pandemic. Students with underlying health conditions, households with a family member in a high-risk category or that travel to hot spots within the United States may want to consider the option.
- Details of our Virtual Learning Program can be found attached [Form 3 and 4](#).

SPECIAL CLASSES

- Physical Education will be held in the lot adjacent to Father Farrell Hall. A grid of 6 feet x 6 feet boxes have been painted on the lot.
- The goal of gym classes will be to conduct them outdoors whenever possible and keep students active without using shared equipment.
- Students will be encouraged to plan accordingly and dress appropriately for weather conditions.
- The approach to instruction will be to plan physical activities that keep students engaged while still allowing for social distancing.
- Special teachers [art, music, library, Spanish, computer and health] will travel to students' homerooms to provide instruction for students in all grades. Computer Class will be flexible throughout the grades. **If** students utilize the computer lab, they will be assigned computers socially distanced from one another.
- Extra time will be allotted between class periods to clean and sanitize any shared equipment.

SHARING OF MATERIALS BETWEEN STUDENTS and STAFF MEMBERS

- Students will be expected to have their own supply of materials to decrease the sharing of materials between students in the classroom and minimize cross-contamination.
- Students are encouraged to bring small bottles of hand sanitizer and packs of tissues to keep at their desks or in their backpacks.
- The use of shared objects for student reinforcement will be avoided whenever achievable.

RESTROOM USE

- Staff members will monitor restroom use by younger students and assist with hand washing and sanitizing.
- The number of students will be limited.
- Older students will be given instructional procedures, and maximum capacity signage will be posted on all restroom doors.
- Stickers that communicate social distancing and hand hygiene expectations will be affixed in restrooms.

LUNCH PERIODS, SNACK TIME and WATER FOUNTAINS

- Students will be allotted time to wash their hands before consuming food or drink.
- In the green phase, the cafeteria will be used at a socially distanced capacity with a rotating day schedule. More information will be provided.
- In the yellow phase, use of the cafeteria in Father Farrell Hall will not occur, and students will eat lunch in their classrooms at their desks.
- Students who order hot lunch from Maschio's will have their options pre-packaged and delivered to their classrooms.
- Staff members will wear face coverings and gloves while helping individual students with their lunches, snacks, and drinks.

- Water fountains will be turned off and covered in the school.
- Students who regularly use the water fountains will need to bring bottled water to and from school each day. Both bottles and lids must be labeled with the student's name. Bottles may not be refilled from any source of water on the school's campus; therefore, students and families should plan accordingly.

RECESS

- Outdoor recess will be scheduled on a rotational basis and follow social distancing guidelines.
- To minimize cross-contamination that may result from students touching playground equipment, balls, jump ropes, hula hoops, and sidewalk chalk will not be permitted.

PARENTS and VISITORS ON CAMPUS

- At this time, visitors and volunteers will not be permitted to enter the school building.
- All meetings will be held virtually (such as parent meetings, HSA meetings and SIT meetings).
- We will not permit regular visitation to the school to prevent the spread of the virus and reduce the risk of exposure to our students and staff members. Parents and visitors will be allowed in the school by appointment only.
- Whenever possible, visitations will be conducted outside of regular school hours. Unscheduled visitors will be restricted to the vestibule space at the front entrance, which will be cleaned and sanitized regularly throughout the school day.
- Any parent or essential visitor will be subject to a temperature check using a no-touch thermometer, asked to complete a brief screening questionnaire, expected to use hand sanitizer upon entry, and required to wear a face covering that meets CDC guidelines.
- Essential volunteers will be pre-screened and trained in procedures related to their purpose.

FIELD TRIPS, LARGE GATHERINGS and TRAVEL RESTRICTIONS

- All field trips and large group activities, including assemblies and performances, will not occur until restrictions are lifted, and participation can occur without accommodations.
- All student retreats, in-person professional development for staff members, and school-related travel to off-site locations are suspended until further notice.
- Family vacations during the school year are **strongly discouraged**.
- If travel is necessary, students may need to quarantine upon return and will need to complete a Return to School Screening form. A meeting with the principal and the school nurse will be necessary to determine whether returning to in-person instruction is appropriate.
- Students/staff **MUST** stay at home in accordance with any travel quarantine orders issued by the Governor of Pennsylvania.

WEEKLY LITURGY

- The celebration of the Mass is an integral part of our Catholic faith and the religious identity of our school. Therefore, weekly Liturgies have been scheduled for the school year.

- However, in order to maintain social distancing of at least six feet in the Chapel, only a few classes will attend Mass in-person each week.
- We are hoping to be able to live-stream Mass so that the rest of the students and staff can participate from their classrooms.
- All safety precautions already in place for weekday and Sunday Masses at the main church, including the wearing of face coverings, will be followed for our weekly Liturgies in the Chapel.

STUDENT and STAFF MEMBER TRAINING

- Students and staff members must understand all health and safety expectations, requirements, procedures, and protocols to reduce the risk of COVID-19 and protect our entire school community.
- Before returning in August, staff members, the school’s maintenance personnel, and the contracted professional cleaning service will be trained remotely to ensure understanding and preparedness for the measures outlined in this Health & Safety Return-to-School Plan.
- Students will be trained by staff members on the first day of school and demonstrate their understanding of the school’s health and safety measures, in particular, those procedures which pertain to face coverings, handwashing, and hand sanitization.

COMMUNICATION METHODS

- To stay up-to-date on the most current information, students and their families will need to check their email often for messages posted via Schoology and/or SchoolMessenger.
- Students and families should also routinely visit the St. Jane School website and follow the school’s social media platforms.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS and STAFF

- The Colonial Intermediate Unit 20 [CIU20] employees housed within our school will work with students and staff members to address any well-being concerns or needs.

DECISIONS REGARDING SCHOOL CLOSURE

- While keeping St. Jane School open for the entire academic year is a priority, we will follow any mandated closures.
- If any area of the school needs to be closed down and it is possible to keep other areas open by cleaning and sanitizing spaces quickly and separating students, we will attempt to minimize disruptions as much as possible.
- Any closure triggered by the spread of COVID-19 cases will follow the guidelines from the Pennsylvania Department of Health [PDOH] and the Centers for Disease Control [CDC] in coordination with the Diocesan Office of Education.

EXTENDED CARE PROGRAM

- All students registered for the school’s Extended Care program will have their temperatures checked upon arrival to Father Farrell Hall using a no-touch thermometer, and they must sanitize their hands before entering the Extended Care facility.

- Families are asked to utilize the school's Extended Care program only if needed.
- In order to maintain safe social distancing, extended care attendance will be limited. Reservations will be needed on a weekly basis for daily use of Extended Care. (A form will be created and available on our website for all to use.)
- All parents, guardians, or pre-authorized individuals must wear a face covering that meets CDC guidelines to enter Father Farrell Hall to pick up their children.

Thank you for your patience and support of our school. We realize this is a tremendously uncertain time. Please know that our foremost goal is to make sure that our students—your children—return for the 2020-21 school year in a safe and supportive manner.

I would like to thank the faculty, staff, and parents that contributed a great deal of time and effort in developing St. Jane School's comprehensive Health and Safety Plan. It will take a combined effort to successfully implement our plan this coming year. We would like to thank in advance some of the key members of our team including our Pandemic Coordinator, Mr. Josh Dicker, our Health and Logistics Coordinator, Mrs. Katie Best, our Instructional Framework Coordinator, Mr. Joseph Azzolina and our Communication Coordinator, Mrs. Melissa-Starace Dittmar. Finally, we would like to especially thank Monsignor Radocha for his continued support of our school, our students and their families.

Form 1:

Return to School Screening

1. Is your child experiencing any of the following symptoms?

- | | | |
|---|-----------|----------|
| <input type="checkbox"/> Cough | Yes _____ | No _____ |
| <input type="checkbox"/> Fever (greater than 100.4 F) | Yes _____ | No _____ |
| <input type="checkbox"/> Sore throat | Yes _____ | No _____ |
| <input type="checkbox"/> Shortness of breath | Yes _____ | No _____ |

*(Others symptoms may be added before the beginning of school starts)

2. Have you had contact with anyone exposed to COVID-19 or who has tested positive for COVID-19?

Yes _____ No _____

3. Have you engaged in international travel within the last 14 days or traveled out of Pennsylvania or New Jersey*?

Yes _____ No _____

If yes, where? _____

4. Your temperature reading today August 31, 2020 is: _____ F

Name: _____ Date: _____

* New Jersey is included because we have students that reside in the state of New Jersey.

Daily Symptom Monitoring

Please complete this checklist on a daily basis with your child to monitor for symptoms of COVID-19.

Has your child been exposed to anyone with a confirmed case of COVID-19 in the past 14 days?

If yes, the student should stay home from school. The student can return to school 14 days after the last time that they had close contact with someone diagnosed with COVID-19.

Column A If you checked 1 or more symptoms, student should stay home from school	Column B If you checked 2 or more symptoms, student should stay home from school
<input type="checkbox"/> Fever (100°F or higher) <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea	<input type="checkbox"/> Lack of smell or taste (without congestion) <input type="checkbox"/> Sore throat <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Congestion or runny nose

1 For a current list of symptoms see CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2 The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, should be considered as symptomatic

Exclusion From and Return to School Requirements

Scenario	Exclude from School	Return to School After...
#1 No Symptoms	No	Not applicable
#2 COVID-19 symptoms	Yes	<p>Individual should be tested for COVID-19</p> <ul style="list-style-type: none"> ➤ If test is negative, return to school 3 days after symptoms are no longer present. ➤ If test is positive, follow return to school guidance for scenario #3 ➤ If child is not tested, return to school when fever free (without medication) and symptom free for 3 days.
#3 Positive COVID-19 PCR test with symptoms	Yes	<ul style="list-style-type: none"> ✓ 3 days with no fever and no fever reducing medications and ✓ Improvement in symptoms and ✓ 10 days since symptoms first appeared
#4 Positive COVID-19 PCR test without symptoms	Yes	<p>10 days after PCR was collected</p> <ul style="list-style-type: none"> ✓ If symptoms develop during 10 days, follow return to school guidance for scenario #3
#5 Close contact of COVID with symptoms	Yes	<p>Individual should be tested for COVID-19</p> <ul style="list-style-type: none"> ✓ If test result is negative, return to school 14 days after last exposure to the person with COVID and symptoms have resolved. ✓ If test result is positive, follow return to school guidance for scenario #3.
#6 Close contact of COVID without symptoms	Yes	<p>14 days after last exposure to the person with COVID-19</p> <ul style="list-style-type: none"> ➤ If symptoms develop during 14 days, follow return to school guidance for scenario #5.

Virtual Learning Summary

During this Global Pandemic, we believe that in-person teaching is the best mode for students' education. However, we do recognize the desire for some families to remain at home until a vaccine or treatment is developed. It is important to us to provide a way to keep each student connected and part of our faith-filled school community.

We do not want COVID-19 to be the reason you feel that you can no longer be a part of our school. Therefore, we are offering a virtual learning program for students who chose not to attend live school daily due to the global pandemic. This would include those with underlying health conditions of self or others in the household in order to avoid exposure, if family members have travelled out of the country or hot spots within the United States. A virtual learning program is being offered to students who choose not to attend live school daily due to the global pandemic. Students with underlying health conditions, households with a family member in a high-risk category or travel to hot spots within the United States may want to consider the option. Virtual learning will be different from our inaugural attempt in the Spring 2020. It will be more rigorous and will include all subjects including our special classes.

Who Can Participate:

Any student who is unable to attend school for an extended period of time may participate. (for example, self-quarantine, exposure to COVID, positive COVID results, underlying medical conditions, uncomfortable with current global pandemic).

What will be Expected:

Students and teachers and parents will need to sign a Virtual Learning Agreement (Form 4), and responsibilities need to be followed. See attached.

What will be Needed:

Students will need necessary technology and internet access to participate in the Virtual Learning Program. Students may borrow technology from school or use their own personal devices. Students will need to have an appropriate learning space for their daily educational needs. Students will need necessary supplies and books at their workspace at home. Students will acquire the necessary materials from school prior to engaging in Virtual Learning.

What will Virtual Learning look like:

Virtual Learning for 2020-2021 school year will be a high quality and rigorous education aligning to our faith-based curriculum for easy transition back to in-person instruction when ready. Students will need to sign in to their teacher's zoom room every day for attendance, prayers and instruction as early as 7:15 a.m. The webcam will be focused on the teacher and the

whiteboard/blackboard. No students in the classroom will be visible to the students in the virtual classroom. Virtual students will not be visible to the students in the classrooms. This measure will be utilized for student privacy and protection.

K-8 Virtual Learning Instruction

1. Check into Schoology to see the work for the day.
2. Be present for the live instruction.
3. Must maintain acceptable school behavior consistent with the student handbook.
4. Use a dedicated work space.
5. Leave the camera on during instructional time.
6. Contact the teacher with questions or concerns (through chat or Schoology).
7. K-3 lessons may be recorded for an asynchronous viewing at a later time.

The Diocese of Allentown Acceptable Use Policy for Computing and Internet Access and School Handbook/Discipline policy applies virtually as well as at school. Appropriate disciplinary action will be in accordance with School Handbook policy.

Virtual Learning Agreement

Teacher Responsibilities:

1. Post schedule on Schoology for all classes.
2. Let students into the “zoom room” each day.
3. Acknowledge the student who has signed into the virtual classroom (synchronous).
4. Teachers may record lessons (asynchronous).
5. Teachers will post the lessons on the webpage within 24 hours.
6. Attendance will be taken.
7. Schedules and assignments will be posted in Schoology.
8. Grading will be completed in Schoology and will align with PowerSchool.

Student Responsibilities:

1. The student must sign into their Zoom for morning exercises (prayer and pledge).
2. Students may sign in to class no earlier than 7:15 AM for morning work. NO later than 7:40 a.m. Morning work may be made up later in the day if a student is late.
3. Students will participate in morning prayers and announcements at 7:45 a.m.
4. Students MUST sign into their Schoology account.
5. The student’s video MUST be on.
6. The student MUST be seated at a table or desk during instruction.
7. The student may NOT eat during instructional time.
8. The student MUST ask the teacher if they can be excused (bathroom breaks).
9. The student MUST wear a school uniform during their instruction.
10. The student’s audio MUST be muted, except when asking questions.
11. The student MUST be present for every class (exceptions for illnesses).
12. The student will NOT be allowed to use cellphones or any other devices during class instruction.
13. Students will take tests and quizzes on-line while signed into zoom.
14. Rules of the classroom will apply for virtual classroom.
15. Conduct and effort will be assessed for virtual students on their report cards.

Parent Understandings/Responsibilities:

1. Parents will oversee the student who is accessing the virtual classroom. This is essential for attendance purposes.
2. Parents will monitor child’s behaviors during instruction. (This includes not using cellphones or playing video games while in class.)
3. Parents will notify school/teacher when a child is absent.
4. Parents will check Schoology for assignments.
5. Parents will check grades weekly on PowerSchool to ensure students are caught up.

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6. Parents will contact teachers when students are having technical issues, academic issues, etc.
7. Parents will ensure that students are handing in assignments on-line on their due dates.
8. Parents may NOT provide assistance on tests.

The Diocese of Allentown Acceptable Use Policy for Computing and Internet Access and School Handbook/Discipline policy applies virtually as well as at school. Appropriate disciplinary action will be in accordance with School Handbook policy.

Please sign that you agree with the above responsibilities outlined:

Parent: _____ Date: _____

Student: _____ Date: _____

Teacher: _____ Date: _____

Common Definitions:

Synchronous - At the same time as the live instruction

Asynchronous - Recorded lesson can be viewed at another time.

LMS - Learning Management System