



THE DIOCESE OF HARRISBURG

DIOCESE OF HARRISBURG CATHOLIC SCHOOLS REOPENING PLAN FRAMEWORK 2020-21

Updated September 9, 2020

School Name	Holy Name of Jesus	School Location	Harrisburg, PA
Principal	Sister Rita Smith, SSJ	Reopening Date	August 24, 2020
Type of Reopening	Total Reopening for all students and staff (but some students/families opt for distance learning out of safety/health concern).		
Pandemic Coordinator and Team			
<ul style="list-style-type: none"> • Health and Safety Plan Development: Individual will play a role in drafting the Health and Safety Plan • Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students • Both: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case. 			
Individual	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities	
Father Edward Quinlan	Administration	Both	
Sister Rita Smith, SSJ	Administration	Both	
Sheila Moser	Teacher	Both	
Annette Rico	Teacher	Both	
Katie Manchak	Teacher	Both	
Hannah Wierzbicki	Teacher	Both	
Dr. Linda Chambers, MD	Doctor	Both	

<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Creating well defined entrance protocols for students, teachers, and visitors • Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 1 - Arrival Procedures</i> - Schools will establish clear protocols for students entering the building and how to proceed to classrooms. One of the goals of our health and safety protocols is to limit exposure between designated groups of students as much as possible. Schools will need multiple entrances.</p>	<p>Green Phase: Students must wear a mask when entering the cafeteria in the morning, entering the primary lobby and when entering the connector door.</p> <p>Students will practice social distancing while moving from the cafeteria, bus entrance and car rider lobby to their classroom.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020</p>
<p><i>LP 2 - Dismissal Procedures</i> - Schools will need multiple exits and protocols that may include staggered schedules.</p>	<p>Green Phase: Teachers will monitor social distancing in the hallways as per a grade-level established schedule.</p> <p>Parents picking up their students as a car rider will social distance. Parents will not be required to enter the building.</p> <p>Differences in Yellow Phase:</p>

	<p>Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, additional training for dismissal duty personnel prior to school opening</p>
<p><i>LP 3 - Extended Day</i> - Schools will take entrance/exit protocols, cohorts, and travel into account, as well, when shaping approaches to before-school and after-school care.</p>	<p>Green Phase: Students will practice social distancing while moving from the cafeteria, bus entrance and car rider lobby to their classroom. Students will sit three per table in the cafeteria. Upper grade and lower grade students will be kept separate.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020</p>
<p><i>LP 4 - Cohorts</i> - Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.</p> <p>Each school will define the term cohort.</p> <p>In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.</p>	<p>Green Phase: In grades K-4 the student cohorts will be their homeroom. In grades 5-8 the student cohort will be divided into accelerated and academic, according to math. They will remain in that cohort for the entire day.</p> <p>A roster of students attending the Before School Program and the After School Program will be kept weekly and submitted to the office.</p> <p>Homeroom lists, student schedules and bus lists will be maintained and kept in the office.</p>

<p>All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.</p>	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith. SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020</p>
<p><i>LP 5 - Signage and Travel in the Building</i> - There will be clear signage about who is to proceed in what direction in the school hallways and building. One-way hallways are the ideal, to the extent feasible. Schools will also have signage that encourages proper hygiene and social distancing.</p>	<p>Green Phase: Students will walk down the right side of the hallway to reach their next class. Lower grade teachers will remain with their class and monitor social distancing and proper flow. The upper grade teacher must remain in the hallway until the next class arrives. When two classes approach the connector doors, the class waiting to enter will come in first. Yield and stop signs will indicate hallway direction. Posters will be placed around the school, including hallway intersections, classrooms and bathrooms, to encourage social distancing and proper hygiene.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials: Yield and Stop Posters in Hallway, CDC Hygiene Posters, CDC Germs are Everywhere, CDC Wash your Hands</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020</p>
<p><i>LP 6 - Recess, Athletics</i> - The opportunity for physical activity and fun at recess is an integral part of the elementary school day. Each school will develop a plan and schedule for the use of recess facilities, outdoors whenever possible, that maintains appropriate approaches to</p>	<p>Green Phase: Yard duty staff will disinfect equipment between classes. No-touch activities will be encouraged and monitored by yard duty staff. Playground use will only be available to one cohort at a</p>

cleaning and social distancing and keeps students in cohorts to the extent feasible.

The school plan could include: keeping recess limited by cohort; offering a bag or bin of labelled equipment to be used for that cohort; clear direction on the use of the playground; and asking students to choose an activity at recess and stick with it for that period of time.

All research shows that physical activity improves the ability to learn. Schools will set schedules that increase the amount of recess or break time typically given to students, as they are less likely to be moving throughout the school day in 2020-2021.

Schools will comply with the guidelines of the PIAA for their athletics teams and programs.

Note: Schools should carefully consider how they allow use of playground-type equipment. When students have face masks or lanyards, there is the possibility of serious student injury if the mask inhibits vision while climbing or when strings get caught in playground equipment. Make sure that students are six feet apart if using playground equipment so that face coverings are not required for that period of time.

Schools will comply with the guidelines of the PIAA for their athletics teams and programs. High schools, in particular, will be aware that it is incredibly important for us to be clear, consistent, communicative, thorough and innovative in how we address health and safety practices in our sports programs.

LP 7 - Lunch, Water Fountains - Schools will create schedules that keep students in cohorts at lunch times and will follow social distancing guidelines, to the extent feasible, during the lunch period as well. Protocols for lunch will include efforts to minimize among students shared spaces and shared equipment or serving utensils and an emphasis on clearing protocols. In elementary schools, cafeterias should not be used for mealtime unless truly necessary. Elementary

time. A schedule will be determined for playground use. Students will be encouraged to remain six feet apart when at recess. One way travel when on playground equipment will also be encouraged.

First aid supplies will be located outside for non-emergency injuries to limit the trips to the Health Room.

Breaks and additional time outside will be encouraged.

School athletic coaches will follow the directives of the CYO athletic association when activities resume.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials:

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020, additional training for Recess Duty Staff prior to the start of school

Green Phase:

Students will wear masks to the cafeteria, through the food line, taking trash to the trash can, and walking around the cafeteria. Three students will sit at each table and will remain in their cohort. Only two grades will be present in the cafeteria.

<p>schools should explore use of classrooms and outdoor space first.</p> <p>Issues such as the number of students in the school, the school facility itself and staffing levels will come into play for this decision. In high schools, cafeteria settings may be used, but with strict protocols that address social distancing and cleaning. In instances when the cafeteria is used, cafeteria staff will use barrier protection PPE; cleaning will occur between student lunch shifts; and lunch shifts will be staggered with social distancing in practice during the shift.</p> <p>As was true last spring, students may not use water fountains as they spread germs easily. Refillable water bottle stations are an excellent alternative.</p>	<p>Cafeteria lunch time will allow for a five minute sanitation between cohorts.</p> <p>Water fountains will be closed. Additional water bottles will be provided in the classroom.</p> <p>Only one person is permitted in the cafeteria bathroom at one time.</p> <p>If a student is waiting to use the cafeteria bathroom, he or she will practice social distancing using dots on the floor.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020, additional training for duty and cafeteria staff prior to the start of school</p>
<p><i>LP 8 - Visitors</i> - Part of the success of our social distancing methods depends on having a controlled environment in the school, to the extent feasible. Therefore, how we handle visitors is very important.</p> <p>Visitors include volunteers and school parents.</p> <p>As visitors enter the school through the office area, typically, the school is encouraged to implement physical barriers (such as plexiglass), to the extent feasible, between school staff and others in the office area.</p> <p>School staff will take the temperature of visitors and visitors will self report on potential Covid symptoms (see Appendix A) upon entering the school, and they will wear face coverings for their entire visit. (See LP 12 “designated individual.”) Schools are to be very specific with</p>	<p>Green Phase: Parents/Guardians will be granted access through the connector door, come into the office, log in/out their child on the electronic systems and then wait for their child in the designated area in the connector or directly outside the connector door. Signage will indicate the wait area. The computer will be sanitized after each use.</p> <p>A plexiglass barrier is installed in the office to separate office staff and visitors.</p> <p>Temporarily, visitors will not have access to classrooms. Necessary repairmen will be allowed in the classroom.</p>

handling visitors, and they must be strictly limited regarding where they operate and their contact with others. Schools will keep clear documentation on visitors. An electronic system for logging in and out is strongly encouraged. All “safe environment” child protection rules will apply at all times.

Schools have the right to restrict visitors in whatever way is needed to safeguard the health of all involved.

If the county in which the school is located is in the green phase, visitors are allowed but only for truly necessary purposes.

If the county in which the school is located is in the yellow phase, or if there is a confirmed case or presumed positive case of coronavirus ongoing among students or staff, visitors will not be allowed.

Visitors necessary to maintain the operations of the school (e.g., plumber, electrician, Diocesan staff, accreditation team) or to safeguard the health and safety of the school community (e.g., nurse) will be allowed whenever necessary, but contact with staff and students will be limited as much as possible, and sanitation will occur once the outside agent has finished the visit to the school.

Note on admissions: Certainly there will be requests for tours, shadow days, etc. in our schools when school starts. Schools are advised not to conduct school tours or shadow days once school has started. While new students are vital to our schools, every visitor brings extra risk. Schools are encouraged to conduct virtual meetings with prospective parents, and to include potential teachers and parent ambassadors in the conversations. If it is necessary to conduct a tour, that should take place after school hours.

LP 9 - Trial Run - Each school must take the time to do a trial run of their plan and record when/how this is conducted. Also, schools should come up with several “day in the life of” scenarios and schedules for stakeholders to anticipate the school experience: e.g., a “day in the life of” a teacher, an eighth grader, a school parent. This is helpful for internal planning and helpful to the stakeholder as well.

Tours of the school will be conducted individually and will take place after school is dismissed. All members of the tour will adhere to social distancing guidelines and will wear masks.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Visitor Area Poster, Plexiglass barrier

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020

Green Phase:

Staff practice will be conducted during the week of August 17, 2020 and student and staff practice will be conducted the week of August 24, 2020.

	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Meeting week of August 17, 2020 and the week of August 24, 2020</p>
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Developing routines for daily health checks 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 10 - Faculty and Staff</i> - All staff will take their temperatures each school day at home and will monitor themselves for symptoms associated with coronavirus illness (see Appendix A and CDC for latest information on relevant symptoms). Staff will check in through a locally-established system to report that s/he has done so. Any staff member with a temperature of 100.4 degrees F or greater (38 degrees C) or above or a coronavirus symptom (see Appendix A) will not report to school. Staff must complete the check-in process <u>before</u> arriving at school.</p> <p>The current science indicates that stricken adults may be more likely to pass the coronavirus among themselves. Therefore, the school must take steps to be sure that staff socially distance among themselves, that any common areas or typically-used common items (such as coffee pots) are not used, and that staff-to-staff meetings happen virtually, if feasible.</p>	<p>Green Phase: Staff will document that they have checked their temperature and that it is not above 100.4 degrees F before 7:40am on Rediker.</p> <p>The staff will social distance among themselves and responsibly utilize typically-used common items.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials: Rediker Check-in program</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Meeting week of August 17, 2020</p>
<p><i>LP 11 - Parent/Guardian and Student</i> - Parents or guardians of each student will take the student's temperature each morning before the student departs home for school and will assess for symptoms as well</p>	<p>Green Phase: Electronic document will be utilized to record student temperatures daily.</p>

(see above). Parents or guardians will check in through a locally-established system. Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Electronic document

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020

LP 12 - Designated Individual - The principal or principal's designee will verify that each staff member has checked in through the school's process before the school day has begun, to the extent feasible. A designated staff member will verify that each student has been checked in, similarly. Any child who was not checked in from home must report to the appropriate person once at school to be checked. The school will provide to the designated individual PPE to be used when checking temperatures. The PPE includes, at a minimum, face shield, face mask and gloves.

Schools will designate appropriate individuals who will be able to evaluate the health of students during the school day. To the extent possible, that individual should be a school nurse.

These designated staff members must do four things: a) Go through appropriate professional development on how to do these evaluations. The Diocese will provide options and parameters for this PD. b) Adhere strictly to CDC protocols for these evaluations and c) Use appropriate PPE for these evaluations and d) Closely guard the dignity and privacy of the student being evaluated

Parents should be informed any time the child's health has been evaluated for temperature and/or Covid symptoms and should be apprised of the results as well.

Training for the "designated individual": The designated individual should take these precautions when doing a health evaluation: wear face mask and face shield and gloves (all three required); an N95 mask is preferable. Health evaluations should be done in a ventilated space, ideally with some kind of plastic barrier between the individual and the student. Minimize the time of exposure for the individual doing the evaluation. Touchless thermometers should be used.*This list of precautions comes from Steve High, of High Environmental Health and Safety Consulting, who conducted our CDC cleaning training.

The "designated individual" must watch the following video for training:
<https://www.youtube.com/watch?v=7hK3p9ThkBE>

Green Phase:

The school nurse will verify that staff members and students have checked in each morning. Those students who have not reported their temperature will be evaluated by the school nurse. Parents will be informed of the evaluation for temperature and/or Covid symptoms.

The nurse will be provided with individual PPE to be used when checking temperatures using a touchless thermometer.

Prior to admittance to the Health Room, the student's temperature will be checked.

The administration and the maintenance designee have received the required training (August 2020).

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Electronic document

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: School nurse will attend the professional development provided by the Diocese.

LP 13 - Other Methods of Verification and Symptoms - Schools may choose other methods of verifying health in addition to the approach above. Those approaches include but are not limited to: Doing temperature checks and verbal symptom screening (see Appendix A) for each student every day, or taking a representative sample of student temperatures during the school day. This information should be safeguarded (HIPAA).

Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will be quarantined in a dignified manner in a designated room in the school building. Parents will be called to pick the child up immediately. The student will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the student has been cleared by a physician’s note. A parent who keeps a child home because of fever and/or coronavirus symptoms (see Appendix A) will follow the same protocols.

Green Phase:

The nurse will ensure these procedures are followed. The student will not be allowed back at school until a “fever-free” period of 72 hours has elapsed.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Electronic document

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: School nurse will attend the professional development provided by the Diocese.

LP 14 - Attendance - Student attendance at school is clearly critical. As we did last spring, we will need to define attendance in a non-traditional way for 2020-21, as it is likely that some students will learn through distance learning and others in person, **and those ratios will change based on quarantine requirements.** Schools will work closely with families on all matters of attendance and will extend grace and partnership whenever possible. Schools will discontinue “perfect attendance” awards, as they may encourage attendance at school when ill. Schools will maintain a clearly-communicated system for reporting absences and will be certain to check any messages, etc., frequently, in case we learn that a student has Covid symptoms or the like.

Green Phase:

We are discontinuing perfect attendance awards.

If a child will be absent, parents will call the absentee line. If a student is absent and has not called the absentee line, the school nurse will contact the parent.

We are aware ratios of online and in person learners will change.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Electronic document

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

Logistics and Planning

- Developing protocols for social distancing in the classroom.
- Developing scheduling options to facilitate reduced capacity at school.

- Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 15 - Structure of Classes/Cohorts -

Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.

Each school will define the term cohort.

In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.

All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.

Schools will make every reasonable effort to limit the number of students and staff with whom each student comes in contact, to the extent feasible, while also offering a full academic program. With younger students (pk-5), classes should remain as self contained as possible. Instead of students switching classes, teachers should come to them.

Middle school students may need to switch classes in order to use more advanced materials or facilities or to take advantage of higher-level classes, but schools will balance those needs with the needs to minimize the contact group. Switching should be kept to a minimum and teachers, whenever possible, should come to the students. Scheduling options such as block scheduling can help here,

Green Phase:

The cohort will be defined by the homeroom. Students will remain with their homeroom for all classes.

The lower grade and upper grade remain separate at all times. We are using alternate entrances to avoid interaction with other cohorts.

A schedule has been established to properly sanitize after a cohort is leaving a classroom. The bell will ring five minutes early. At the first bell, students will gather belongings and line up in alphabetical order at the back of the classroom. The teacher will sanitize the desks. When the teacher is finished, the students will exit the classroom to the right. Students will walk down the right side of the hallway to reach their next class. The teacher **MUST** remain in the hallway until the next class arrives. If several classes are in the hallway, the teacher will wait to release the cohort. When two classes approach the connector doors, the class waiting to enter will come in first.

Outdoor spaces such as areas of grass, cemented areas and the football field will be used for classroom space.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Sanitizing mist spray bottles for each classroom

so that students have four classes per day instead of eight (as one example).

High schools keep complex academic schedules and, in order to prepare students for college, they will need to continue to offer a full academic schedule while making efforts to minimize the contact that each student has whenever possible.

Schools will make adjustments to bell schedules so as to minimize each student's exposure to others. To the extent feasible, middle and high schools should group students by grade and use the natural physical set up of the campus to create physical separation among groups -- wings of the school, school buildings, floors within the school, etc. In each Health and Safety Plan, each school will give detailed information on how these cohorts are to be established and maintained. Online learning can help to minimize movement in the halls and exposure and will be an asset in the cohort approach -- see the section on Curriculum and Instruction.

Schools will ensure, to the extent feasible, that social distancing protocols are maintained in hallways, at lockers, and at other "common" times. Schools will implement a bell schedule and student travel schedule to accommodate social distancing efforts.

Schools should make sure to use the entire school campus, inside and outside, in order to maximize the usage of space for social distancing and to keep offering the best possible academic program and activities.

LP 16 - Face Masks/Shields - Note: In any situation in which a face mask is indicated, a face shield may be used as an alternative. The PA DOH face covering requirement allows for this. Note that neck gaiters are also acceptable. Face coverings must fit properly and must cover the nose and mouth. Schools are encouraged to have consistent policies on what is allowed on a face covering and are encouraged to prohibit writing of any kind. Political statements, statements contrary to the Catholic faith and any offensive statements are prohibited on face coverings.

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020

Green Phase:

Face coverings will be used by teachers, staff and students **at all times** unless six feet of social distancing can be maintained. Note that neck gaiters are also acceptable. Face coverings must fit properly and must cover the nose and mouth. Schools are encouraged to have consistent policies on what is allowed on a face covering and are encouraged to prohibit writing of any kind. Political statements, statements contrary to the Catholic faith and any offensive statements are prohibited on face coverings

Note: When face coverings are required, some students may not be able to wear them for various reasons. The Diocese will provide a template that schools will use for a waiver in these situations. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established at a public school to our school that indicates the same; or previously written medical directives on file that indicate the same, then that will suffice for documentation for the waiver.

Note: The state of Pennsylvania issued a mandatory face-covering order on July 1, 2020. As we approach the start of school, we will update, if needed, the information on use of masks, below.

Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

We intend to welcome all students to return to school in person in August 2020. The school will make every effort, to the extent feasible, to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. Distance between students is to be measured "shoulder to shoulder," that is, from the shoulder of one student to the shoulder of the next.

When students are not able to be seated six feet apart, face coverings will be required, per the PA DOH order of July 1, for all students age two and older.

Schools will be sensitive to the challenges of wearing face coverings in the school environment and will strive to create an environment where student face coverings are not needed in the classroom setting,

Outdoor mask breaks will be utilized.

In the classroom, desks will be placed at a minimum of three feet apart, measured 'shoulder to shoulder,' and will face the front. Extra furniture will be removed in order to allow for more space to social distance.

Extra masks will be available for students who do not have a mask or who have a mask that breaks or needs replaced.

Morning duty staff members will monitor students for proper mask usage when entering the school building.

Face shields are provided for faculty and staff.

Students and staff may choose to wear face coverings at any time, even when not required, such as during a mask break or at recess.

Face shields must be cleaned daily.

Some students may not be able to wear face coverings for various reasons. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established at a public school to our school that indicates the same; or has previously-written medical directives on file that indicate the same, then that will suffice for documentation for the waiver. Any other requests for exemption from the face covering requirement must come in writing from a healthcare professional. Schools are asked to encourage a face shield, at a minimum, for every child.

whenever possible. When face coverings are needed in the classroom setting, schools will provide regular breaks for students. Schools will understand that these breaks, like recess, are necessary and helpful to the learning environment. Mask breaks should, ideally, occur in an environment outside the classroom - outside, or in a gym, for example. Schools are encouraged to provide mask breaks roughly every two hours, as a guide.

Schools will strive to have limited use of face masks in classroom settings for younger elementary students (PK-5), in particular.

Face shields may be more practical and helpful for students and for teachers rather than face masks.

Staff members and students may wear face coverings at any time when in school, if they prefer.

Schools should inform parents that parents will be expected to provide face coverings. Schools will provide face coverings at school, as well, in the expectation that students will lose or forget face coverings. Schools are encouraged to provide “mask dispensing stations” in common areas though care must be taken to keep them sanitary. Students will bring face masks home, and parents will be responsible for cleaning the masks, if they are reusable, before students return the following school day. Disposable masks should be disposed of each day, and students should return to school the following day with a new mask. These same guidelines will apply to school staff. Face shields must be cleaned daily.

Schools will provide masks for their staff to wear as needed during the school day. Again, face shields would seem preferable for teachers.

Some students may not be able to wear face coverings for various reasons. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established

Class	Break Times
PK 3	frequently
PK 4	frequently
KA	9:15 - Snack 10:55 - Recess 2:10
KB	9:15 Snack time 10:55-Recess 2:00
1A	9:50 Mrs. McMahon 11:25 Recess Break before special
1B	10:05 Mrs. Wilsbach 11:25 recess Break before special
2A	10:00 Mrs. Manchak 11:25 Recess 1:45 (M, W, Th) 2:05 (Tu, F)
2B	9:15 Mrs. Wolf 11:25 Recess Break before special
3A	9:45-10:00a.m. 1:45-2:00p.m
3B	9:30 - 9:45 Recess 12:00 - 12:25 Tu. 1:30-1:45, (W) 2:05 Gym,
4A	9:30am Snack and Mask - Miss Moser

at a public school to our school that indicates the same; or has previously-written medical directives on file that indicate the same, then that will suffice for documentation for the waiver. Any other requests for exemption from the face covering requirement must come in writing from a healthcare professional. Schools are asked to encourage a face shield, at a minimum, for every child.

These breaks should, ideally, occur in an environment outside the classroom - outside, or in a gym, for example. The following is a recommendation from a clinical psychologist in our area: "The ideal is to have students at six feet apart and to give them five minutes w/o face coverings every thirty minutes."

Schools are required to create a face covering break plan and to include it in the updated version of the school's Health and Safety Plan.

	12:00pm Recess 1:45
4B	9:30am- snack and mask break 12:00pm recess 1:45
5A	9:50 Mrs. Wierzbicki 12:40-1:05 Recess 2:05 Miss Rico
5B	10:00am Miss Rico 10:45 Mon. Mrs. Martinelli (as needed) 12:40-1:05 Recess Friday: after mass
6A	9:45 M-Th Mrs. Buer 12:25: Recess 1:30 Fri. Mrs. Martinelli (if needed) 2:05: Ms. Shuyler (If needed)
6B	9:55 M, T, Mrs. Buer; Thurs. Mrs. Martinelli 11:35: Ms. Shuyler
7A	9:05 -9:15 10:50 Fri. Mrs. Martinelli
7B	9:05 T/Thurs: Ms. Shuyler (If needed) 9:55 Wed. Mrs. Martinelli 2:30p Renninger (If needed)
8A	After Mass Fri. Mrs. Martinelli 9:55 Mon. Mrs. Martinelli 12:25-1:50 Recess
8B	9:55: Mrs. Zeglen 11:35 Mrs. Martinelli (as needed) 12:25-1:50 Recess

	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials: Face masks, shields, mask break schedule</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July 9, 2020, Faculty Meeting week of August 17, 2020</p>
<p><i>LP 17 - Classroom Environment and Spacing</i> - Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).</p> <p>Schools will make every effort to ventilate their classes as well as they can, as there is evidence that improved ventilation lessens the communication of Covid 19. Ventilation can come from various sources, including: opened windows; classroom doors locked but propped open; ceiling fans. Floor fans and personal fans are not allowed.</p> <p>Likewise, schools will use outdoor space for learning opportunities as much as possible. These are critical initiatives. Development offices may fill a need here: This is a great chance to enhance the school campus by getting outdoor furniture, tables with umbrellas, etc.</p> <p>It is possible for students to engage in group work during school but in particular, controlled circumstances. Doing small group work outside is ideal. For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face coverings AND b) they are at least six feet apart. If students are in a science lab or similar situation requiring the use of shared</p>	<p>Green Phase: In the classroom, desks will be placed at a minimum of three feet apart and will face the front. Extra furniture will be removed in order to allow for more space to social distance.</p> <p>Ventilation will be encouraged: classroom doors and windows will be open when possible.</p> <p>Outdoor space will be utilized and encouraged for learning opportunities. Group work will be completed outside when possible.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Zoom Meeting on July, 9 2020, Faculty Meeting week of August 17, 2020</p>

<p>equipment, students will wear face masks AND disposable protective gloves. All shared equipment must be disinfected after each class.</p> <p>The school should explore the idea of a work station (to include sneeze guards) in classrooms.</p>	
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Creating a plan to handle confidentiality issues • Reviewing and updating the Emergency Contact Plan 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 18 - Coronavirus Parent Information</i> - Each school will provide parents with a set of notices to sign before the school year starts. These notices are to be separate from handbook signature forms, etc., so that they get the needed attention. The Office of Catholic Schools will provide templates; schools are to use these templates. All parents are required to sign these notices and acknowledgements before the first day of school.</p>	<p>Green Phase: Parents will receive the notices before the start of school.</p> <p>All parents are required to sign these notices and acknowledgements before the first day of school.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Coronavirus Parent Information Packet Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>LP 19 - Coronavirus Confidentiality</i> - Schools will use a communication template to inform all school staff and all school parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive. Schools will then directly contact parents of those students who are potential exposures. Schools will do everything possible to maintain the confidentiality of the sick person. Likewise, schools will inform parents when a staff member or student contracts</p>	<p>Green Phase: We will maintain coronavirus confidentiality when communicating with parents and staff.</p> <p>Schools will then directly contact parents of those students who are potential exposures.</p>

<p>other communicable diseases, such as chicken pox, influenza, etc. All communication templates need to be HIPAA compliant, and the school's health officer (nurse, principal or principal's designee) will assure compliance and will see that the information is stored according to HIPAA regulations. The Diocese will provide a template for communication with HIPAA compliance. (This template was emailed to principals on August 22, 2020.)</p>	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Coronavirus Confidentiality Form, Diocesan Template for Communication with HIPAA compliance, Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: Faculty Meeting week of August 17, 2020</p>
<p><i>LP 20 - Emergency Contact Plan</i> - Schools will make every effort to have a current and effective emergency contact plan so that the parents of all students may be contacted about their children's health status and so that parents can pick children up quickly if needed. Schools will also maintain current emergency contact information on all staff members.</p> <p>Parents and guardians have the responsibility to update emergency contact information within 24 hours with the school in case of any changes.</p>	<p>Green Phase: The Emergency Contact Plan is updated at the beginning of the school year.</p> <p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Emergency Contact Plan Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>LP 21 - Communication and Quarantine</i> - Schools will use a communication template that is HIPAA compliant to inform staff and parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive.</p> <p>If one student in a cohort is diagnosed with Covid 19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have fully recovered based on CDC guidelines and until they have fulfilled the quarantine. The school will consult with the Secretary for Education and the board of health on such matters.</p>	<p>Green Phase The school will utilize the Diocesan communication template that is HIPPA compliant to ensure these mandates are followed.</p> <p>If one student in a cohort is diagnosed with Covid 19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have tested negative for Covid 19 or have fully recovered based on CDC guidelines. The school will consult with the Office of Catholic Schools and the board of health on such matters.</p>

School principals were emailed a Google doc on quarantine and possible school closure, titled "DOH quarantine and school closing info for Covid 19," on September 2, 2020.

If one student in a cohort is diagnosed with Covid 19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have tested negative for Covid 19 or have fully recovered based on CDC guidelines. The school will consult with the Office of Catholic Schools and the board of health on such matters.

Determination on who in the school community will quarantine will come from current guidance from the CDC and the recommendations of the board of health.

If more students become ill, the school will consult with the board of health and the Office of Catholic Schools to make determinations on when to have the whole cohort, or possibly the whole school, quarantine. The school will maintain a low threshold for risk due to Covid illness in the school community in making determinations on short- and long-term school closures. The use of the cohort system will increase the likelihood that we can keep more students healthy and present in the school building.

The school, in collaboration with the board of health, will make every effort to provide a full list of those people an ill student or staff member has come in contact with, and promptly inform members of the school community, while respecting the privacy and dignity of all ill individuals. The school will stay in close contact with the LEA and any pertinent transportation agencies so that they may have the proper information about student illness.

When informed of a positive Covid 19 test, or presumed positive test, among students or staff, the school will: isolate the affected individual; inform the parents of the affected student and have the child picked up immediately; inform the Office of Catholic Schools and the board of health; inform all school staff and parents **and that those directly**

Determination on who in the school community will quarantine will come from current guidance from the CDC and the recommendations of the board of health.

We will not be able to take field trips until further notice and permission from the Secretary for Education.

All schools, school staff and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. Anyone entering PA from the states listed in the order "will need to quarantine for 14 days." See: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Diocesan communication template, **DOH Quarantine and School Closing Info for Covid 19**

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Meeting week of August 17, 2020

affected will get notification of exposure; create a complete contact list for the affected individual; and prepare to take the necessary steps for cleaning and quarantine.

While we typically follow our public school district in deciding to close our Catholic schools in times of inclement weather, in this situation, we will make an independent decision. As an example, if the City of Lancaster closed two of their schools for health concerns, we will make an independent decision on the status of our schools in consultation with the board of health.

All schools, school staff and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. Anyone entering PA from the states listed in the order “will need to quarantine for 14 days.” See:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Schools will not be able to take field trips until further notice and permission from the Secretary for Education.

Logistics and Planning

- Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.
- Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 22 - Responsibilities and Protocols - We are in an exceptional time in our schools. Students have lost learning time and are very much out of the routine of in-person instruction. Catholic schools are known for their orderly environments, and we want to send all stakeholders the message that our health and safety protocols must be taken seriously and we expect full compliance. Intentional violations of these protocols are serious violations.

On the other hand, we need to understand that most violations of protocol will be unintentional and there will be a learning curve. We want to educate, take different approaches in educating our students, practice routines and incentivize compliance. Rewarding good behavior and cooperation goes a lot farther than disciplining students in these unusual circumstances. Schools are not to impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed.

Green Phase:

The school will ensure these mandates are followed by sending all stakeholders the message that all our health and safety protocols must be taken seriously and followed.

We will not impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed.

Differences in Yellow Phase:

Same guidelines from the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Discipline policy

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Meeting week of August 17, 2020

LP 23 - Hygiene Practices - Students will wash hands with soap or utilize hand sanitizer a minimum of four times per day and as needed: when entering school; before snack and lunch; after snack and lunch; before exiting school for the day. Naturally, when students use the restroom or blow their noses, etc., they will wash their hands as well. Before and after using recess or PE equipment, students will wash hands. **Before and after using recess or PE equipment, students will wash hands.**

Schools will provide hand sanitizer stations, particularly for students in middle and high school. These stations should be touchless, ideally, so that the act of sanitizing does not become an act of spreading germs. Likewise, soap dispensers should be touchless.

Green Phase:

Touchless hand sanitizing will be set up in the gym, the cafeteria, the primary lobby and the connector. Hand sanitizer will be in every classroom. Students are asked to wash their hands or use hand sanitizer when they arrive, before and after they eat a snack or lunch, after recess, before they leave and as needed. Posters will be placed around the school building to encourage proper hand washing and sanitizing procedures.

Lower grade classrooms will follow bathroom schedules, and will not sit on the carpet to wait. Students will stand while practicing social distancing. In the bathrooms, every other sink and urinal will be blocked off. Only one person is allowed in the cafeteria bathroom at one time. If a student is waiting to use the cafeteria bathroom, he or she will practice social distancing using dots on the floor. **Before and after using recess or PE equipment, students will wash hands or use hand sanitizer.**

	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials: CDC Wash your Hands Poster, CDC Germs are Everywhere Poster, touchless hand sanitizing stations, lower grade bathroom schedule</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development: Faculty Meeting week of August 17, 2020</p>
<p><i>LP 24 - Cleaning Plan and Schedule</i> - Each school will produce a detailed cleaning plan and schedule for all common spaces, surface areas, bathrooms, and high use areas. The cleaning plan and schedule will include a system for reporting that the plan has been followed on a daily basis.</p> <p>All principals and a staff member whom they designate for the cleaning of the facility will attend a mandatory training on the CDC cleaning guidelines, with the facilitation of the Diocese.</p> <p>Schools will almost certainly share their facility with parish programs and perhaps, in the past, with outside entities. Parish religious education programs will often be held in schools. It will be critical that parish and school staff work closely to be sure that there is a clear understanding on how the facility will be shared and cleaned. The school's cleaning plan will include how the facility will be cleaned when parish programs use the school facility. It is recommended that the school not allow outside entities access to the facility at this time.</p>	<p>Green Phase: Maintenance will check all bathrooms to ensure they are supplied for the start of school. They will sanitize high touch areas after the students arrive at school. They will sanitize the cafeteria after students leave the before school care. The cafeteria will be sanitized after each cohort's lunch period. High touch areas will be cleaned again during the middle of the day. Classrooms will be fogged with cleaning products recommended by the CDC at the end of each day. The cafeteria will be sanitized at the conclusion of the program. Any room used for a parish meeting will be sanitized. Classrooms used for religion education classes will be fogged.</p> <p>A schedule has been established to properly sanitize after a cohort is leaving a classroom. The bell will ring five minutes early. At the first bell, students will gather belongings and line up in alphabetical order at the back of the classroom. The teacher will sanitize the desks. When the teacher is finished, the students will exit the classroom to the right. Students will walk down the right side of the hallway to reach their next class.</p>

	<p>Differences in Yellow Phase: Same guidelines from the Green Phase will be followed.</p> <p>Individual: Sister Rita Smith, SSJ Materials: Bathroom cleaning lists posted on doors, Fogger, Bell schedule, Sanitizing spray bottles for each classroom Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: Faculty Zoom meeting on July 9, 2020, Faculty Meeting week of August 17, 2020, training for Maintenance worker</p>
<p>Logistics and Planning</p> <ul style="list-style-type: none"> Periodically surveying stakeholders to evaluate programming and support and make adjustments. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 25 - Survey</i> - Each school will do a survey of staff and parents in the first two weeks of school and then in week six of school, at a minimum. The results of those surveys will be shared promptly with the Office of Catholic Schools so that we can be aware of needs across the diocese. The Office of Catholic Schools will provide common questions for use in the surveys.</p>	<p>Green Phase: School will send Diocesan surveys to staff and parents after two weeks and six weeks of school.</p> <p>School sent a preliminary survey to parents on July 1, 2020 and to teachers on July 7, 2020.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Surveys Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p>

Creating and Maintaining Community

- Maintaining daily rituals (daily announcements, prayer, etc.)
- Creating community and connecting with students in new school configurations
- Facilitating community and connection with faculty and staff
- Developing authentic ways for parents to connect with the school community in a virtual world
- Structuring social opportunities for students and families

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CMC 1 - Community and Culture - Creating Catholic community and meaningful relationships is at the core of what we do and who we are. In the current environment, schools run the risk of being “sterile,” or “cold,” instead of warm and authentic. This risk comes from the stress and constant change and challenges each of us in Catholic education faces both at home and at school these days, and from the fact that, even when we re-open in person, we could allow our schools to feel like hospitals if we do not create an intentional culture. Nature abhors a vacuum and, if we do not create the culture intentionally, it is created for us. Each school needs to make an intentional effort to create this positive community and these healthy relationships and to establish and maintain a culture of joy.

Culture of joy

A culture of joy should be a distinguishing characteristic in our Catholic schools. We have the gift of faith and the knowledge that God knows and loves us as His children. Schools should take every possible opportunity to celebrate, recognize and enjoy our communities, our people, our accomplishments, and the gift of a Catholic education. This intentionally-formed culture of joy will be a welcome antidote to the culture of fear that exists in our country and world right now during this time of pandemic.

Green Phase:

We will share our plans for school reopening to parents to show our investment in the health and welfare of our school community. We will give opportunities for parent feedback through surveys or email. We will maintain positive communication with parents.

Teachers will cultivate a positive, joyful learning environment. We will continue to recognize the accomplishments of our students and communities. Regularly scheduled events that would normally happen in the fall (i.e. Grandparent’s Day) will be rescheduled in the spring to maintain a sense of community. Our goal is to work with the students to help them feel comfortable in the new environment. We look forward to returning to campus so we can celebrate God’s love together and reconnect spiritually through weekly Mass in person or via video.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Surveys, email

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Faculty Zoom meeting on July 9, 2020, Faculty Meeting week of August 17, 2020

CMC 2 - Communication - The order of preference and effectiveness for communication and relationship building is: in-person; through the phone or Zoom; and then through email communication and surface mail. Relationships are not made or maintained through email.

Each school will make a detailed communication plan that indicates what will be communicated to stakeholders, and how, and when - regarding the start of school and the opening weeks of school in particular. Each school will do a survey of staff and parents in the first two weeks of school and then in week six of school, at a minimum (see above).

Green Phase:

In the absence of our annual back to school Ice Cream Social, teachers will make initial contact with their cohort to establish a sense of community prior to the first day of school.

Communication will come to parents via postcards, text, email and on the school website.

- Start of In-Person Learning, communicated June 23, 2020 via text and website
- Diocesan Letter, communicated June 23, 2020 via text and website
- Family Survey was sent June 30, 2020 via email
- Teacher Survey was sent July 7, 2020 via email
- Tentative Back to School plan was sent to teachers July 7, 2020 via email
- Faculty Zoom Meeting July 9, 2020 9:30am-11:50am
- Faculty Zoom Meeting July 23, 2020 at 12:30pm
- Teacher communication to student cohort week of August 10, 2020 via written communication or phone call
- Continued communication to all stakeholders including all back to school forms and information

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Class lists, surveys, emails, phone calls

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

CMC 3 - Online Communications - Each school is to have a portion of the homepage of the school website designated for information on the Health and Safety Plan. Each school will maintain an up-to-date, informative and helpful website that includes the health and safety plan for the school and that acts as a hub for all the information on school

Green Phase:

We will add a 'header' on our website that will contain all Health and Safety information.

Differences in Yellow Phase:

<p>opening and procedures and expectations for the new school year. It is to be clearly visible and regularly updated.</p>	<p>Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Health and Safety Plan Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>CMC 4 - Parent Connections</i> - Our parents are craving connectedness, now more so than ever. Each school should make strong efforts to connect parents to one another, and not just through the common PTA approach. Consider approaches such as: new parent welcome events in person while following social distancing; regular Zoom parent meetings, perhaps per grade level; and offering parent events online, such as parent education events with experts on children's psychological or social/emotional health and how you are addressing it.</p> <p>It is critical to stress to parents, now more than ever, the importance of the Church's principle of subsidiarity: take a problem to its source, and problems are best solved at the lowest level. If there is difficulty with a teacher, the parent is to take the problem to the teacher, first -- then the principal. If there are concerns on health and safety protocols or other concerns that need to be addressed, parents must be told and encouraged to speak with school officials and not to post concerns on social media first or speak negatively in the parent community. This is the time for togetherness, solidarity and community; gossip and negativity and toxic social media posts drag us down, tear us apart, and divert our focus from what is most important.</p>	<p>Green Phase: We will continually strive to connect parents to teachers and to other parents throughout the school year with the use of newsletters, Zoom meetings and parent tutorials for Google classroom.</p> <p>Teachers will encourage and be open to parent opinions and communication.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Newsletters, Zoom meetings, Google Classroom Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: Webinars on Google Classroom</p>
<p>Creating and Maintaining Community</p> <ul style="list-style-type: none"> ● Onboarding students to orient to the new realities of the classroom and school ● Developing a differentiated on-boarding plan for students that are new to the school ● Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>

CMC 5 - Testing of Procedures and Facilities - Schools have more latitude when in the green phase. To the extent feasible, bring in small groups to meet, to go through onboarding, etc. While this takes more time, it is incredibly important. This builds community and allows us to do some “beta testing” to learn how our procedures and our facilities will work in this new situation.

Green Phase:

Technology test will be conducted to evaluate applicability of bandwidth for simultaneous online and in-person instruction prior to school opening.

Staff practice will be conducted during the week of August 17, 2020 and student and staff practice will be conducted the week of August 24, 2020.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Classroom computers, teacher laptops, computer room workstations, chromebooks

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

CMC 6 - Reaching families - We will need a summer long effort to reach and retain the families that we have. They will need to be informed, reassured, heard and supported. At the same time, we need to remember that our efforts to retain our families for the following years will begin on the very first day of school. We are still in a “word of mouth” world and parents who see a culture of joy and of partnership with them will in turn help to recruit new families, if you make intentional efforts to that end. A strong social media presence that documents your care and love for our students and that culture of joy and celebration will go a long way towards a school’s overall operational health.

Green Phase:

We will maintain our Facebook page and website and highlight our culture of joy and celebrate our care and love for our students. Tours are available for any interested family.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Holy Name of Jesus School Facebook page and website

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

Creating and Maintaining Community

- Creating ways to mitigate stress responses in students, teachers, and families
- Enhancing approaches to support social emotional learning

<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CMC 7 - Catholic Identity and Social Emotional Health</i> - Within the health and safety plan required of each school, each school will make a specific plan to address the social and emotional needs of staff and students in the school. Schools are strongly encouraged to include Catholic prayer practices such as the Rosary as not only prayer but also as ways for students to find some quiet, peaceful time. This is the time to help students develop a positive, growth mindset. Programs such as Responsive Classroom can help, and students need time to express their feelings and thoughts at school in a helpful and structured way.</p>	<p>Green Phase: Weekly school Masses will be live-streamed on our School Facebook page. In October, we will live-stream the Rosary.</p> <p>The counselor will use the Second Step program to help students develop a positive, growth mindset. Counseling for individual students will be available.</p> <p>Bulletin boards around the school will display growth mindset and positive thinking.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Holy Name of Jesus Facebook page, Second Step Program Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>CMC 8 - Safety, Health, and Wellness Team</i> - As part of the health and safety plan, each school will have a safety, health, and wellness team that provides support for students and staff and resources as well. This team should include the school nurse, if one is on staff, or a point person for physical wellness; priests and counselors; and others as needed. To the extent possible, each school should consider finding counselors and nurses or doctors from the parish communities to help in whatever way they can in the school, as the needs will likely outstrip the means to serve them.</p>	<p>Green Phase: Father Quinlan and Father Cannon are frequently in the classroom and available to offer spiritual and emotional guidance. The school counselor is here everyday to help students. The nurse will help to maintain physical wellness. Dr. Linda Chambers, MD will provide additional professional advice.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p>

	<p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development:</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> ● Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons. ● Varying the way content is delivered to students and the way students can demonstrate their understanding ● Engaging students through setting a purpose for the work and providing choice in the process and product of the work. ● Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate. ● Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely ● Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning. ● Meeting in small groups or one-on-one as needed for connection, instruction, and assessment. ● Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CI 1 - Quality of Education</i> - One of the most critical issues in the success of our schools is, and remains, the quality assurance that comes from our principals. Especially in these times of pandemic, principals must insist on high quality teaching and learning, even as all our stakeholders continue to make adjustments. This will take a prayerful, insistent and yet collaborative approach from the principal. The principal must be able to verify the quality of the teaching and learning through methods such as requiring lesson plans and providing feedback on them; doing frequent walk-through observations including participating in Zoom meetings or “simultaneous teaching;” surveys of stakeholders; and student assessment data.</p>	<p>Green Phase:</p> <p>The principal will continue to check lesson plans weekly. This practice will continue through online learning as well. The principal will monitor Google classroom weekly when online instruction occurs.</p> <p>We will utilize parent surveys two weeks and six weeks after the start of school.</p> <p>The STAR Renaissance Assessment will monitor student learning. Faculty meetings will be used to assess student progress and implement accommodations.</p> <p>Differences in Yellow Phase:</p>

	<p>Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: STAR Renaissance Assessment, Diocesan surveys Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: STAR Renaissance training</p>
<p><i>CI 2 - Distance Learning and Blended Instruction</i> - Principals must see to it that teachers are preparing lessons in both in-person mode and distance learning mode as we approach the start of school year 2020-21. We will need to be able to toggle back and forth, potentially.</p> <p>In order to teach through distance learning, it is an expectation that all teachers use a LMS (learning management system) to have a centralized “hub” for their teaching. Google Classroom is a LMS already available in our schools and it is free. Other well-known LMS platforms include Canvas and Schoology.</p> <p>Each teacher in our schools needs to embrace blended instruction -- that is, instruction that incorporates the best of in-person, traditional instruction with the best of educational technology. The lessons of the spring of 2020 must be applied to the present. Whether the teacher is teaching an elective, elementary school or high school, blended instruction is the expectation.</p> <p>As part of the cohort approach, all schools will strongly consider how they can use online learning in order to maintain the cohort and to minimize student and teacher movement through the building. Online learning simply means that students and teachers are connected via the internet. As an example: <u>a teacher may be in one room of the school building but connect to students online in another room at school</u>. This may meet the goals of less movement and minimizing student contact with others, and this could be good for all involved.</p> <p>Each school must be ready and willing to use distance learning to embrace those students who will be enrolled but will learn from home in the school year 2020-21. The preferred approach in our schools will be</p>	<p>Green Phase: An online learning committee is established to use a collaborative approach to create universal standards for teachers. The committee will initially meet on July 20, 2020. The committee will continually evaluate changes to the initial plan.</p> <p>All teachers will use Google Classroom. Teachers, students and parents will be trained on its use. Google classroom will also be utilized during in-person instruction to maintain familiarity.</p> <p>A survey will be sent out to parents to further understand online teaching needs.</p> <p>Teachers are issued laptops equipped with microphones and cameras to livestream lessons if needed.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Online learning plan, laptops, survey Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: Faculty Google Training on June 25, 2020, Optional Google training presented by the CAIU weeks of July 6, 2020 through August 6, 2020</p>

what Timothy Uhl calls “simultaneous teaching,” in which certain students are learning from home, and certain students are learning in the classroom. The idea is to use a web camera or similar technology to “broadcast” the classroom so that those at home are as connected as possible to the teacher and the in-person instruction. The teacher will need a thoughtful approach that allows for the integration of these two groups. Since we value community and relationships as Catholic schools, “simultaneous teaching” is an approach we need to embrace.

CI 3 - Interdisciplinary Work and Engaged Learning - One of the lessons learned from distance learning is that lessons that are integrated across disciplines are more engaging and more impactful on students. Interdisciplinary lessons are more efficient in use of time and lend themselves to enduring understanding. Principals will be sure that teachers are integrating the Catholic faith into lessons and that teachers are teaching from a Catholic, Christian worldview.

Engagement is a critical goal. When students are engaged in their learning, they are motivated to do the work, develop an interest in it, and see the meaning in it. The learning speaks to them and draws them in.

CI 4 - Specials and Electives - As we need to be mindful of learning lost during the quarantine, and as we will need to be mindful of daily schedules and their connection to health and safety, it is likely that schools will need to give less time per week to specials and elective courses. Again, it is ideal that specials classes are integrated into core classes; and that integration is a good way to make sure students get the proper time on the specials content.

Classes such as band and choir present unique challenges because they may be connected to a higher possibility of Covid spread. A cautious approach must be taken to them. (Note: Principals received recommendations on safely conducting music programs through a Google doc emailed to them on August 3, 2020.) In classes such as

Green Phase:

We will continue to incorporate the Catholic Faith into all subjects whether instruction is taking place in-person or online.

Teachers will engage students while live streaming lessons.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Online learning plan, laptops

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

Green Phase:

Teachers will communicate with their colleagues of the special subject classes as to the topics within the core subjects to encourage integration of subject matter.

Choir and large group band will be delayed until further guidance is received.

Students will use their own supplies whenever possible, and shared supplies will be cleaned after use.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

<p>art, communal items must be cleaned before they are used by another student. It is best for each student to have his/her own supplies.</p>	<p>Lead Individual: Sister Rita Smith, SSJ Materials: Curriculum guides, Safe Guidelines for Music Programs Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>CI 5 - Substitutes</i> - When staffing, consider that it will be far better to use teachers in the school building as substitute teachers when needed. Teachers' aides, specials teachers, elective teachers, part time teachers all may be good candidates for substitute teaching and for instances when we need to divide up a class due to social distancing. We enhance consistency and quality when we use this approach and we minimize the number of people who interact with students - a consideration for health and safety.</p>	<p>Green Phase: Current staff will be the first choice when needing a substitute.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Substitute list Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload. • Utilizing authentic assessments rather than an over-reliance on tests. • Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic. • Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment. • Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools. • Creating an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns. • Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>

CI 6 - Intervention - Studies from NWEA indicate that students are likely to return to school having learned about 70% of the required ELA standards and 50% of the required math standards.

NWEA published the following in April 2020:

“Preliminary COVID slide estimates suggest students will return in fall 2020 with roughly 70% of the learning gains in reading relative to a typical school year. However, in mathematics, students are likely to show much smaller learning gains, returning with less than 50% of the learning gains and in some grades, nearly a full year behind what we would observe in normal conditions.”

(from:
https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf)

Academic intervention will be very important in our students’ success this fall. Schools will establish an assertive program and schedule of academic support while maintaining social distancing, to the extent feasible.

CI 7 - Testing and Grading - All elementary schools will begin STAR testing from Renaissance this fall. STAR tests can be used to establish academic proficiency in early literacy, reading and math. STAR tests can be used reliably once a month in order to chart progress (each of the three tests takes about twenty minutes) and all students will take the tests in three Diocesan testing windows each year. The STAR tests are excellent tools to be used in intervention and academic support. If needed, STAR tests can be taken from home under parental supervision.

As was true last spring, our approach to grading student work needs to be seen through the lens of our times. Learning material is more important than having learned that material for a particular Monday or Tuesday. Schools are to take a generous approach that allows for re-do’s of assignments and graded exercises whenever possible. Mastery teaching is an excellent approach for these times, and an excellent approach in general. Since some graded exercises will likely

Green Phase:

Our teachers had conversations with the cohort’s upcoming teacher to communicate the curriculum that was covered and missed during the 2019-2020 school year.

Remedial reading and math support from the CAIU will be available for the students.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials:

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

Green Phase:

The STAR Renaissance Assessment will be administered three times per year as per Diocesan policy.

We will utilize monthly progress monitoring for struggling students.

Teachers will be trained in August on the STAR Renaissance Assessment.

Teachers will be cognizant of the need for flexibility and understanding regarding the issues involved with online learning such as due dates, completion and resubmission of assignments.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

<p>be taken at home or online, create exercises that emphasize original thinking, problem solving, and application of work. In addition to preventing cheating, those exercises require critical thinking as well.</p>	<p>Lead Individual: Sister Rita Smith, SSJ Materials: Online learning plan Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: August STAR Renaissance Assessment training</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for next year. • Adjusting curricular and supply orders to reflex the most useful tools for both face-to-face and distance learning. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CI 8 - Academic Standards</i> - Understanding that instructional time is at a premium, each elementary school will make a plan to teach the most critical <u>overarching academic standards</u> (“superstandards”) in each grade level. Each elementary school will consult with the other elementary schools in the deanery in making this decision. Teachers will start to teach in the fall of 2020 from the standards established for that grade level and, when necessary, will go back to the previous year’s standards to fill in gaps.</p>	<p>Green Phase: We will follow the established Diocesan Curriculum.</p> <p>Our teachers had conversations with the cohort’s upcoming teacher to communicate the curriculum that was covered and missed during the 2019-2020 school year to fill in the gaps.</p> <p>Until ‘superstandards’ are established, we will follow the Diocesan Curriculum.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Diocesan Curriculum Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p style="background-color: #cccccc; height: 40px;"></p>	

Maintaining our Catholic Identity in Virtual Spaces

- Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.
- Invite parents and families to join in virtual prayer and faith life activities.
- Creating explicit service activities that can be completed in a virtual community.
- Continue to integrate Catholic worldview and gospel values with content lessons.
- Created a plan for both Pastor and Principal to be present and visible.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

MCI 1 - Spiritual Focus - As people of hope, as “resurrection people,” we must seize this moment in our Catholic schools and let our identity as Catholic institutions shine through.

Our goal is still to help children get to Heaven. They will grow in a life of virtue and holiness if we do all we can to create an atmosphere in which they can do so. A simple yet beautiful goal for our school staff: Be Christ to others. If they are Christ to others, they will see students striving to emulate them.

Schools are encouraged to use this year to embrace our Mother Mary and to discover their own charisms as Catholic institutions.

Green Phase:

Our theme for the year is “Unmask Your Love for Jesus”. Throughout the school year, we will incorporate this theme into all classes and communications. We chose a theme that is based on our love for Jesus while also taking into consideration the current pandemic. Our theme reflects our identity as a Catholic institution while also respecting the health and safety of our faith community.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials:

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development:

MCI 2 - Mass - We must make attendance at Mass a priority. If the Eucharist is the “source and summit” of Christian life, we must make every effort to see that Mass is offered at least as often to each student as it was before the pandemic. While this is a challenge, and will require logistics and strong collaboration with pastors, it is a non-negotiable. Everything else must fit into the schedule that allows for Mass. In this time of creative approaches, apply the same creativity to Mass. Perhaps we blend the approach, so that we have an “all

Green Phase:

Weekly school Masses will be live-streamed for grades K-2 on our School Google Classroom. Grades 3-8 will attend Mass in person following social distancing guidelines.

In October we will live-stream the Rosary.

Throughout the school year, we will continue to pray as a school

<p>school” Mass though Zoom one week, and we have students attend Mass in person in cohorts the following week. Having Mass outdoors would be a wonderful opportunity.</p> <p>Each school will determine a way to attend Mass that takes into account available space, population, and appropriate social distancing. Schools will follow all current Diocesan guidance regarding norms for attendance at Mass during the Covid 19 pandemic established by the Diocesan Office of Divine Worship. Expectations for social distancing at Mass includes six feet of spacing between people. In consultation with the pastor, schools will make a plan for Mass attendance that includes the goals of keeping students in cohorts and in restricting any student interaction with people beyond the school community.</p>	<p>community: prayer services, Stations of the Cross, May Procession.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>MCI 3 - Sacraments</i> - Schools should be cognizant that some students who were supposed to receive sacraments in the spring -- reconciliation, first communion and confirmation -- may not have received them. This is part of the loss from the spring. Clearly those students must be welcomed into the preparation for this coming year. This situation, combined with the uncertainty for the 2020-21 school year, requires planning and clear communication on dates and how students should receive these sacraments. While students must, first of all, be well prepared to receive, we must also allow for some scheduling flexibility and clear communication on that scheduling as well.</p>	<p>Green Phase: We will work with students and parents to make sure they are prepared to receive the sacraments they might have missed last school year.</p> <p>Throughout the summer, students had the opportunity to receive their First Communion during parish weekend Masses.</p> <p>The students will be prepared to receive their First Reconciliation, First Communion and Confirmation in the spring on a flexible schedule.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>MCI 4 - Allowing Students to Serve</i> - In most cases, we would have allowed students to have a role in Masses and prayer services and in serving at them as well. Schools will allow students to participate in</p>	<p>Green Phase: We will allow students to participate in Mass at the discretion of the pastor.</p>

<p>Mass and in prayer services to the greatest extent possible. When students are actively involved, they both understand our faith better and are more inspired and engaged at the same time.</p>	<p>Standards will be established for students to safely participate in weekly Masses.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>MCI 5 - Parental Involvement</i> - Likewise, parents need to be involved in the faith life of our schools. Take full advantage of this new set of circumstances in our world and allow parents to plan prayer events such as: a virtual parent rosary said for the intentions of our students and teachers. (We can make sure to ask students and teachers regularly for their intentions and to model intercessory prayer.) Peer to peer example, and peer to peer leadership, are powerful, and can motivate parents to participate in the school's prayer life. Parents, too, are yearning for thoughts on how to raise good Christian children in today's society. As busy as we will be, consider soliciting parent leadership to start a virtual "raising great kids" program that could involve guest speakers, book studies, etc., and address topics such as friendships, chastity, technology, dating, and more. When the school is a hub for the whole family, it will be more successful in its mission.</p>	<p>Green Phase: Parents can participate in weekly Mass and all religious experiences via the Holy Name of Jesus School Facebook page.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Holy Name of Jesus School Facebook page Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>
<p><i>MCI 6 - Virtual Service Activities</i> - Students learn by doing, and many children have learned the Christian faith by having authentic chances to put faith into service. While there will be fewer chances to perform acts of service in person during these times of pandemic, insist on continuing the ethos or service in our Catholic schools. Think differently in how it's done: Children can write notes of appreciation to parents, and parents to children. In the toxic social media world we inhabit, students can take time to write a word of praise, to lift someone up, to encourage someone. Tie these words and actions to virtues studied in school.</p>	<p>Green Phase: In accordance with our school theme, activities such as virtual messages, prayer requests via Zoom or making cards may be practiced throughout the year.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials:</p>

	<p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development:</p>
<p><i>MCI 7 - Presence</i> - The pastor and principal set the tone for their schools. The school community looks to them for inspiration and guidance, and they are both a key part of the overall health of the community. They will both need to be present, prayerful and engaged with the school community. They set the tone. Pastors and principals need to have both a physical and a virtual presence in the school community. Pastors and principals are encouraged to stay strong with a message of Christian prayer and service and of a life in Christ, and to vary the ways they are present in the school community: hand-written notes, drop-ins to classes, leading retreats, being part of virtual gatherings, and more.</p>	<p>Green Phase: The Pastor, Parochial Vicar and the Principal will be invited to Zoom calls and online classes. They will be available for spiritual guidance and support.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website</p> <p>Professional Development:</p>
<p>Technology</p> <ul style="list-style-type: none"> ● Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning. ● Coordinating consistent apps and platforms across grade levels. ● Developing learning plans that offer rigorous learning for those without predictable access to online learning. ● Identifying ways for school-owned devices to download new technologies (once they have left school). ● Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc. ● Surveying school population to determine what equity and access to technology exists. ● Providing a pick-up line with social distancing for families to pick up devices. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>T 1- Accessibility</i> - Schools will have wrestled with many issues in educational technology over the course of the spring of 2020.</p>	<p>Green Phase: Our school requested additional bandwidth from the Diocese in early June.</p>

Schools will ensure that they have proper bandwidth to support the use of devices, the ongoing efforts in blended learning, and the introduction of “simultaneous teaching,” including webcams or the like. Consideration for elementary schools will also include technical requirements for Renaissance STAR testing.

Schools will make a plan to ensure that their students, to the extent feasible, have access to educational technology and wireless internet at home, with the understanding that blended learning is an expectation and that a return to quarantine is likely at some point during 2020-21.

Schools will ensure that all parents and guardians have access to students’ grades, assignments and school work.

Each teacher will receive a laptop equipped with a camera and microphone.

Each teacher will be trained on the utilization of Google Classroom.

Training videos will be given to parents on the utilization of Google Classroom.

A survey will be given to parents to assess the availability of internet access and devices in the home.

Parents will have access to student grades through Rediker and to assignments and announcements through Google Classroom.

Differences in Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Sister Rita Smith, SSJ

Materials: Laptops, training videos, Rediker, surveys

Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website

Professional Development: Ongoing

T 2 - Health, Paper, Technology - Teachers, to the extent feasible, should avoid using traditional paper assignments, tests, etc., that they collect. This approach involves a higher risk for transmission of germs. Paperless assignments and the use of a LMS to organize them are strongly preferred. When papers are collected, schools should allow 24 hours to pass before a staff member handles the papers without gloves. Anyone handling the papers in the school environment before 24 hours elapsed should use proper gloves as PPE. Likewise, library books and similar materials should not be handled for 24 hours without gloves once the materials are used. Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.

Green Phase:

Teachers will be encouraged to use Chromebooks during class when the technology cart is available.

Teachers will be encouraged to post assignments on Google Classroom to allow practice for submitting online.

The teacher will quarantine paper assignments and tests for 24 hours. Library books will also be quarantined for 24 hours.

Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.

	<p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Chromebooks, Google Classroom Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development: Google Classroom Training June 25, 2020, Ongoing training</p>
<p><i>T 3 - Digital Citizenship</i> - Schools will teach students explicitly how to be good, Catholic digital citizens online. They will use appropriate standards and markers from NCEA and ISTE to achieve this goal.</p>	<p>Green Phase: We will continue to implement Digital Citizenship lessons.</p> <p>Differences in Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Sister Rita Smith, SSJ Materials: Resources/Support: Health and Safety Plan posted on the Holy Name of Jesus School website Professional Development:</p>

Appendix A: Example School Symptom Screening Tool - PDE Guidance for Reopening Schools

Employee or Student Name:

Assigned Cohort:

Temperature:

Has the student/employee taken any medication to treat or reduce a fever? If so, when?

Is the student/employee experiencing any of the following

Group A 1 or more symptoms	Group B 2 or more symptoms
<ul style="list-style-type: none">● Fever (100.4 or higher)● Cough● Shortness of breath● Difficulty breathing	<ul style="list-style-type: none">● Sore throat● Runny nose/congestion● Chills● New lack of smell or taste● Muscle pain● Nausea or Vomiting● Headache● Diarrhea

Stay home or go home if a student/employee has: one or more symptoms in group A, two or more symptoms in group B, or has taken fever reducing medication.

Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC strongly advocates for schools to reopen, July 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>
- American academy of pediatrics guidance June 2020: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PDE on face covering mandate in schools: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Guidance on k-12 athletics from PDE: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Pages/default.aspx>
- CDC guidance on when to quarantine and exposure to Covid: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- State guidance on when to quarantine and when to close school: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open: https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social
- Boston Globe: Listen to science and open schools https://www.bostonglobe.com/2020/07/20/opinion/listen-science-reopen-schools/?p1=HP_Feed_ContentQuery
- Forbes article on simultaneous/concurrent teaching: <https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- Relationship building at the start of school: particularly critical now <https://www.cultofpedagogy.com/relationship-building/>
- NWEA research on learning loss: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>

