

2020-2021 Prince of Peace Catholic Schools Covid Reopening Plan

Implementation of this Catholic School Reopening Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. Prince of Peace Schools will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

Start Date, Schedule, Calendar and eLearning Options
<ul style="list-style-type: none"> ● In Person Classes will begin Wednesday, August 5th for Pope John and Shawe. ● All preschool through 12th students will attend in-person classes during their normally scheduled times (8:15 - 3:00 for PJ and 8:15 - 3:30 for Shawe) ● Extended Care will be in operation though adjustments may be made, as needed, for limiting the last minute daily requests for its use. ● Virtual Learning will be available for students who quarantine due to COVID-19. The first and best option for this virtual learning is for the student to maintain a virtual presence during their live classes. If this does not work for a family, that family will need to speak with the principal. ● The School calendar may change to ensure we get in as many live days as possible. If this happens we will be understanding of previous family commitments and will provide a virtual option for those days.
Drop off/Pick Up and School Access
<ul style="list-style-type: none"> ● At this time the local health department does not suggest us taking temperatures for all students at school, however temperature checks will be available at the main doors for anyone who desires one. ● Masks will be available for anyone who needs one and will be utilized when social distancing is not possible. ● At Pope John ALL Staff and Students ENTER school building in morning through the front Main Door with the exception of preschool students who will enter the building through the side door nearest the preschool rooms. After Students enter the main door for morning arrival, first through sixth grade students will go to an assigned area on the second floor until 7:40 and then will be released to class. Kindergarten students will go to an assigned space in the school entrance until 7:40. ● At Shawe ALL Staff and Students ENTER school building in morning through the Main Door or through the back door with student lounge access. After entering, students will gather in the mornings in the gymnasium in designated sections by

grade level. They will remain there until they are dismissed by name to their first period classes starting around 8:00.

- All School staff will sign off daily that they have given themselves a health screening including a temperature check
- A protocol for controlled access to the building after hours will be developed later in conjunction with other groups. (For example: religious education)
- Pope John Parents who arrive throughout the school day to pick their student up for appointments will ring the bell and wait outside for their student to come to them. Visitors during the school day will be extremely limited.
- Shawe Parents will wait for their student in their vehicle and the student will sign out at the preapproved time.
- Visitor access to our schools will be extremely limited and should be avoided if at all possible. Visitors may be turned away at the door and refused entry.

Health Check

- Staff, students and parents will be provided a list of COVID-19 related symptoms.
- Faculty members will notify the principal if he/she is experiencing any of the health concerns related to Covid-19..
- Parents are agreeing to monitor their children's health (take temperature regularly) and notify schools their children are experiencing any of the health concerns related to Covid-19. (This will be outlined in a "waiver" developed by the Archdiocese that parents will sign.)
- ALL attendance issues must be reported to the office.
- Mrs. Torline and Mrs. Wentworth will call if more information is needed including a request for the parent to state the child's symptoms and length of illness.

Symptoms/Possible Exposure

- Close Contact is defined as being within 6ft of another person for 15 minutes or more. This is true whether the individuals were masked or unmasked.
- If any of the students of Prince of Peace Catholic Schools, or their live-in family members, find that they have COVID-19 or that they have been in close contact with someone else who has tested positive for COVID-19 the school must be notified immediately.
- If there is any question about if a student could have COVID-19, parents will be asked to get their child tested. The local COVID hotline number is 812.801.8010. If you are unable to pay for the cost of a COVID test, please notify the school and we can support your family.
- If a student has been tested for COVID-19 and is awaiting results, they should behave as if they will have a positive test and quarantine appropriately.

- When COVID-19 impacts a member of our Prince of Peace Catholic Schools Community, Prince of Peace Schools will notify the parents of any students within cohort groups that may have been affected. The health department will be notified and they will conduct contact tracing to determine who specifically within the school will need to be quarantined. Parents will be directly contacted by the health department or the school if your student needs to be in quarantine.
- If a parent or their live-in family member of a student has tested positive for COVID-19, the school must be informed and the student will need to quarantine at home for 14 days.
- If a student tests positive for COVID-19 they will need to be in isolation until all the following are met: 10 days have passed since symptoms began, 10 days have passed since the positive test, and 72 hours have passed since the student exhibited a fever.
- If a student is experiencing symptoms that are aligned with COVID-19 and that student has not been tested and has not been in known contact with anyone who has tested positive, that student will still be asked to quarantine from school for 72 hours and may require a note from a health practitioner stating the individual has an alternate diagnosis and the provider believes it is appropriate for the student to return to school.
- If a student believes he/she has been within close contact of someone who has tested positive for COVID-19 the school must be informed and they will need to be in quarantine for 14 days.
- If a child or staff member becomes ill at school, teachers will contact the school office and the school office will arrange where the student will be quarantined. Teachers will have access to basic medical supplies including a no-touch thermometer. An isolation area will be set up AWAY from the main office for anyone who becomes ill during the school day. Have a family plan in place for sick students to be picked up promptly.
- The main office will be available for staff/students who need prescribed medication, breathing treatments, etc.
- The COVID hotline number 812.801.8010. If you or your insurance are unable to pay for the cost of a COVID test, please notify the school for support.
- COVID-19 Symptoms include: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Social Distancing and Managing Student Mixing

- Teachers will directly instruct students about physical distancing and explain the visuals throughout the school. They will also directly teach about hand-washing and other sanitation measures along with sharing information about the importance of all of these changes.
- Classrooms will be set up with the largest possible space between student seats.
- All student desks and chairs will face in the same direction.
- Students will have assigned seats in their classrooms.
- Students will not use classroom shared materials. Students will have their own textbooks, writing instruments, devices, etc.
- Classes will be moved outdoors whenever possible.
- Restrooms will have social distancing accommodations.
- Students will be instructed on protocols to use the restroom with social distancing.
- Students will not utilize the water fountains but will be required to bring water bottles. If the water bottles at Pope John need refilling that will be done by the classroom teacher.
- At Pope John The same group of students (homerooms) will stay with the same staff as much as possible. Students will not switch classes, but teachers will move to different classes so that student groups remain static.
- At Pope John Music, and art will be taught in the classrooms or outside and P.E. will be taught outside when possible. When necessary, the gym will be used with social distancing.
- At Pope John Grade levels will have assigned recess times and Classrooms will have assigned restrooms and assigned times to use these specific restrooms.
- At Pope John Students will use the playground for recess and will use hand sanitizer before leaving the cafeteria for recess and then washing their hands when coming back from recess.
- At Shawe and Pope John larger band classes will be in the gym
- At Shawe PE will be outside when possible or spread out in the gym and the Shawe PE curriculum will need to focus more on individual health and less on group activity
- At Shawe students will only use lockers at the beginning of the day, the end of the day, and after their lunch

Food Service

- First through sixth grade students who will eat breakfast at school will do so in the second floor hallway where morning care will be assigned. Kindergarten students who will eat breakfast at school will do so in an assigned space in the entrance of the school until 7:40.
- Pope John students will be assigned to one of two lunch shifts with grades 1-3 eating together and grades 4-6 eating together. Kindergarten will eat in a separate

<p>area from the other grades. Students will have assigned seats</p> <ul style="list-style-type: none"> ● Shawe students will eat in two lunch shifts determined by 5th period course offerings. All staff will eat lunch in their classrooms, offices, or in a space where they can be six feet apart. ● All Pope John and Shawe Students will be assigned lunchroom seats and will eat with disposable trays and silverware. ● Cafeteria staff will wear masks and face shields while preparing food. ● No student will utilize microwaves.
<p>Common Areas</p>
<ul style="list-style-type: none"> ● There will be signage for appropriate spacing on the floor in the foyer, hallways, restrooms, and outside for after recess. There will be reminder signs by restrooms, water fountains, sanitizer stations, etc. ● Common areas will have sanitizer stations available. ● The drinking fountain portions of our water stations will be covered and no student will be allowed to utilize them. ● Water bottles will be needed by all students at Prince of Peace Schools. ● At Pope John water bottles will be refilled by teachers at Shawe students will be allowed to utilize touchless refilling stations. ● Any unneeded furniture that may threaten social distancing will be removed. ● Any common touch points that may make it difficult to maintain sanitation will be removed. ● Pope John and Shawe will attend mass in the gym with social distancing in place.
<p>Schedules</p>
<ul style="list-style-type: none"> ● We are capable of having ALL students at school at one time.
<p>Disinfection and Sanitation/Hygiene Supplies</p>
<ul style="list-style-type: none"> ● Contact with vendors has been initiated for items needed. Contracted school cleaners have provided the school with EPA approved cleaning supply list. ● Hand sanitizer will be provided in every class and all school common areas including the lobby and entrances to the school. ● The contracted cleaning staff have received COVID prevention training. Teachers and staff will be trained to do hourly cleaning and disinfecting required throughout the school day. We are working to minimize unneeded surfaces so that we reduce commonly touched items. ● All classrooms will have hand sanitizing areas. ● Student technology will be cleaned regularly with the appropriate cleaning solution.
<p>Masks and Personal Protective Equipment (PPE)</p>

- ALL students and staff will be required to wear face masks when distancing is not possible and when students are on the move.
- Any appropriate cloth face mask will be permitted.
- Face masks will be available for any student or staff member who needs one.
- Teachers may, at their discretion, require masks even when appropriate distancing can be achieved.
- Students may, at their discretion, wear masks throughout the day.

Emergency Contacts

- It is very important that we all ensure that contact information for families is correct and in PowerSchool. We especially need to make sure that phone numbers are valid and will accept text messages. Family information forms must be turned in by parents and must include multiple contacts.
- It is important that we ensure that information for all school staff members including addresses and cell phone numbers is input to Power School for easy access by all administrators. Emergency contacts must be on file for all staff members.
- When a parent is called due to their child being ill or have symptoms, the parent will need to be prompt in coming to pick up that child.

Tuition and Finances

- Communicate to parents through emails, newsletters, and phone conversations that they should contact Mr. Kahn, Mrs. Fewell, or Mr. Gardner to let us know if they are having any financial issues so that we can work together on solutions.

Transportation

- Students riding the shuttle bus from North Vernon to Shawe and Pope John will be required to wear masks and may have their temperatures checked before entering the bus. They will be assigned seats on the bus.
- Any student groups that will utilize a bus more than once will be, when possible, assigned a specific bus that they will always use.

Extracurriculars

- Protocols for extracurriculars are being developed with recommendations from the Archdiocese of Indianapolis, the organizations involved, and the local health department.
- Any extracurricular event that takes place on campus will require spectators to wear a mask and socially distance when the event is indoors. If the event is outside, social distancing is required or wearing a mask is required when social distancing is not possible.

Feedback

- Any questions or concerns should be given to Mr. Kahn, Mrs. Fewell, or Mr. Gardner