



HOLY SPIRIT CATHOLIC SCHOOL

BE IN THAT NUMBER

**Pandemic Protocols and Procedures
2020-2021**

The following protocols and procedures were developed based on guidance from the Diocese of Birmingham Catholic Schools Office, the Centers for Disease Control, the Alabama Department of Public Health, and the Alabama State Department of Education. These protocols and procedures are designed to protect the entire school community by following the best practices for schools during a pandemic to mitigate the spread of disease. Though no environment is risk free, implementation of these protocols and procedures allow us to bring our students back in an environment that is social distanced and clean. This document is an addition to our school handbooks for the 2020-2021 school year.

Facilities

All facilities have been cleaned and sanitized. Facilities have been updated where necessary for implementing social distancing and minimizing the risk of exposure. Signage, floor markings, and visual cues direct staff and students in proper social distancing. Hand sanitizer stations have been placed at all main entrances, in office areas, and in every classroom. Shared surfaces and items will be sanitized between each use. All classrooms and bathrooms will be sanitized nightly with our hospital-grade sanitizing machine. Traffic in hallways will be limited as much as possible. Ventilation in each room has been inspected and optimized to circulate fresh air in each classroom four times an hour.

Health/Hygiene

Faculty and staff are prepared to teach and reinforce safe hygiene practices. Visual cues have been placed to remind students to implement the practices. Time has been scheduled during the school day to ensure students have opportunities to implement the practices.

- o Wash hands often with soap and water for at least 20 seconds
- o Use hand sanitizer when soap and water are not available
- o Avoid touching eyes, nose, and mouth
- o Wear a facial covering
- o Cover mouth and nose with a tissue or with the inside of elbow when you cough or sneeze

Social Distancing

Social distancing will be taught and enforced across campus. Students, faculty, and staff will maintain a six foot distance from others throughout the school day when possible. Classrooms have been reconfigured to maintain six foot distance from desk to desk. A teaching space of seven to nine feet will allow the teacher to maintain a safe distance from students. Whenever social distancing cannot be maintained (MS/HS class changes, for instance), strategies have been developed to eliminate close contact (being within six feet of another for fifteen minutes or more). (See section below.) The Elementary school will

operate under a cohort system where each class stays completely isolated from all other classes in the building.

Face Masks

Faculty, staff, and students in grades 2-12 will be required to wear face masks at all times. PK3-1st will be required to wear face masks when social distancing cannot be maintained and when moving through the building, but will also be highly encouraged throughout the day. While we view the ear loop mask as the safest choice, PK3-K will be allowed to wear neck gaiter style masks; all other students must wear masks with ear loops or straps that tie behind the head. Solid color masks are preferred. Masks that are a single solid color with a light pattern are acceptable. Masks may not have writing or images.

Illness at School

Faculty and staff have been trained on the symptoms associated with Covid-19. A student will be sent to the office/isolation room upon developing any of the following symptoms:

- o Fever or chills
- o Cough
- o Shortness of breath or difficulty breathing
- o Fatigue
- o Muscle or body aches
- o Headache
- o New loss of taste or smell
- o Sore throat
- o Nausea or vomiting
- o Diarrhea

Runny nose, especially in younger children, will only be considered when combined with other symptoms.

Designated isolation rooms will be used to isolate students exhibiting symptoms as they wait for pickup. The office will call the child's parent or guardian immediately upon identifying the symptoms.

Preschool/Elementary isolation room: Guidance counselor's room

Middle/High isolation room: Teachers' lounge

After student pickup, the isolation room will be sanitized.

Student Absences Due to Illness

Absences due to illness may be excused with a parent note. We trust that parents will keep students home who exhibit symptoms. Our absence policies have been adjusted in the student handbooks so that students will not be negatively affected by absences due to illness. Students who are home may access all assignments and activities via the school's learning management system. Elementary uses Google Classroom. Middle/High uses the FACTS Learning Management System (LMS). Students will be taught in school to use the platforms.

When a student is absent, parents must complete the absence notification/parental excuse form on our school [webpage](#). Click on *About*, click on *Parents and Students*, click on [Absence/Check-in/Check-out Portal](#) Excused absences due to illness do not count against high school exam exemptions.

Students at home who feel well enough to check in on classes and complete work, are expected to do so. If a student is too sick to check in and complete work during the absence, he or she has five days upon returning to school to communicate with teachers and submit missed assignments. (See the full policy in the student handbook.)

Students who return after an extended absence will be provided a plan for makeup work.

Return to School after Illness

This policy applies to students kept home by parents for non-Covid illness or sent home from school due to illness even if the student receives a negative Covid test.

Students who have had a non-Covid illness with fever may return after 72 hours fever free without the aid of fever reducing medication.

Students who have had a non-Covid illness without fever may return after 48 hours symptom free without the use of medication.

Siblings who are not exhibiting symptoms of illness may attend school as long as they are symptom free.

Positive Cases/Quarantine

Parents of students with positive cases must contact the appropriate school principal immediately. The principal will notify the health department and the Diocese of Birmingham. We will work with both entities to identify who needs to be notified of and quarantined due to potential exposure. We will maintain confidentiality of all parties.

Students who test positive must remain home whether symptomatic or asymptomatic.

Students who test positive may return to school

- o 10 days from the onset of symptoms
- AND
- o 72 hours fever free without the aid of fever-reducing medications
- AND
- o Significant improvement of symptoms without medication

In the event of a positive case of Covid19 in a student or staff member, the entire class, the teacher, and the household of the affected individual must be quarantined for at least fourteen days and will transition to an at-home learning plan.

In the event of a positive case in a student or staff member's household but the student or staff member has not tested positive, the student or staff member must be quarantined for at least fourteen days and will transition to an at-home learning plan.

Pre-arrival/ Daily Screening

Each morning before leaving for school, parents must review the following screening protocol for each child coming to school. If the answer to any of the questions is yes, parents must keep their child(ren) home from school.

If you must keep your child(ren) home, complete the absence notification/parental excuse form on our school [webpage](#). Click on *About*, click on *Parents and Students*, click on [Absence/Check-in/Check-out Portal](#).

DAILY SCREENING QUESTIONNAIRE

1. Have you (or the student) and/or anyone in your household experienced any of the following symptoms in the past 24 hours:

- | | |
|---|--|
| <input type="checkbox"/> Fever and/or chills | <input type="checkbox"/> New or unexplained muscle aches or body aches |
| <input type="checkbox"/> New cough | <input type="checkbox"/> Vomiting or diarrhea |
| <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Sore throat | |

2. Are you (or the student) and/or anyone in the household awaiting test results for COVID-19?

3. Have you (or the student) and/or anyone in the household tested positive for COVID-19 within the past 14 days?

4. Have you (or the student) and/or anyone in the household had a known exposure to someone diagnosed with COVID-19 within the past 14 days?

Arrival/Car Line

Elementary: Morning car line will start at 7:20 a.m. to begin screening and admitting students. No students will be admitted into the building prior to 7:20 a.m. Parents are not allowed to park and walk their child to the building. Preschool parents will park in the lot behind the parish office and walk their child to the gated entrance to the playground where the students will receive their health screening. Elementary school parents will pull their vehicle up to the appropriate check in station for the grade level of the child.

Middle/High: The doors will be opened at 7:15 a.m. to begin screening and admitting students. No student may enter or be dropped off at the front of the building before 7:15 a.m. Students being dropped off in the car line must remain in their vehicles until screened by a staff member. Student drivers will park in their assigned spot and proceed to the St. Joseph entrance, where they will be screened.

If you are only dropping off your child(ren) at the elementary building, enter the church driveway and get in the appropriate car line. (See diagram.)

If you are only dropping off your child(ren) at the middle/high school building, enter the middle/high school driveway, proceed through the circle, and exit the middle/high school driveway.

If you are dropping off children in both buildings, enter the middle/high school driveway, drop off your middle/high school child(ren), and proceed to the elementary car line through the parking lot. (See diagram.)

The screening questionnaire above will be administered in person each day upon drop off. At the appropriate drop-off point, a staff member will hold up a card and ask that you confirm with a thumbs up that you reviewed the questions and that each child entering school answers no to each question.

An affirmative answer to any one question results in non-entry to the school building.

Temperatures will be taken prior to exiting the vehicle. As you arrive, have your child(ren) put on their mask(s) and roll down the window. A staff member will hold up the screening questionnaire and take each child's temperature.

Temperature of 100° or above results in non-entry for all students in the vehicle. Return is based on policy above.

Entering the Building

Elementary: Students will enter the school at their designated entrance and report immediately to their classrooms. Their classroom teacher will be there to monitor the students arriving for school, and students will be seated at their desks which have been spaced 6 feet apart.

Middle/High: After the screening process, students will enter and proceed to the gym. Students will only be allowed in the gym, where there is supervision. Middle school students will sit in the left-side bleachers; high school students will sit in the right-side bleachers. Spots to sit have been marked to maintain a six-foot distance between each student. At 7:40 a.m., students will move from the gym to their homeroom/first period classes, where they will be social distanced and supervised. Students will not use lockers as long as social distancing guidelines are in effect. Students must have all of their supplies, texts, snack, and lunch with them and carry it with them all day. Student-athletes will be allowed to drop-off athletic clothes/gear in the locker rooms.

Visitors/Parent Entrance

Visitors are not allowed as long as social distancing and mask wearing protocols are in effect. Parents will be allowed in the building to conduct official business in the school office or attend a scheduled meeting with an administrator or teacher. If possible, meetings with administrators or teachers are to be conducted via Zoom.

Middle/High School: Parents dropping off items will ring the doorbell and drop off labeled items in the drop-off bin just inside the front door. Parents picking up students will ring the doorbell and wait outside for their student to exit.

Checkins/Checkouts

Parents dropping off students after 8:15 a.m. must walk their student to the door for screening. Parents picking up students early from school must come to the door, ring the bell, and wait for their child. All checkins/checkouts must be submitted via the absence notification/parental excuse form on our school [webpage](#). Click on *About*, click on *Parents and Students*, click on *Absence/Check-in/Check-out Portal*.

Classroom Procedures

All classroom procedures have been adapted for social distancing and sanitation. Rooms across campus have been measured for maximum occupancy based on a six-foot distance around each student desk. When in their desks, students are six feet or more from other students. Teachers have created a seven to nine foot zone across the room to eliminate close contact with students.

Elementary: Students will enter the classroom and move directly to their desks. Movement around the room will be very limited in order to ensure social distancing. Masks will be worn at all times in 2nd grade and above and as often as possible in PreK - 1st. Shared items will be very limited. If shared items are necessary (class set of scissors, for instance), all items will be sanitized before and after use. Students will keep their backpacks, lunches and school supplies at their desk throughout the day.

Middle/High: Students will enter the classrooms and move directly to their desks. Teachers will closely supervise movement around the room to ensure social distancing. Faculty, staff, and students must keep their masks on at all times, even when in their desks. Shared items will be very limited. If shared items are necessary (class set of scissors, for instance), all items will be sanitized before and after use. Distribution and passing of papers and materials will be limited to only necessity. Teachers and students will use the FACT LMS to conduct assignments. Students will not use lockers as long as social distancing practices are in effect. Students will carry their backpacks with supplies, iPads, lunches, and any personal needs to each class. Backpacks must contain only school supplies and must remain immediately next to or under their desks at all times. It is preferable to have students keep their lunches, snacks, and clear water bottle in their backpacks. At the end of the class period, teachers will have students pack their supplies, stand next to their desks, and sanitize desktops. Students will then dismiss at the bell. (See Movement in the Building below.) Students will be encouraged to use hand sanitizer as they enter the next classroom.

Movement in the Building

Movement through the building will be limited and planned to reduce interaction, congregating, and close contact.

Elementary: Students will remain in their classroom throughout the day with the exceptions of PE, recess, and scheduled restroom breaks.

Middle/High: Class changes are an important part of the middle/high school experience. It is not possible to efficiently change classes and maintain a six foot distance; however, we have developed a class change system that eliminates congregating and close contact.

The main middle school and high school hallways have four lanes, two directional walking lanes and two standing lanes. The internal walking lanes allow students to walk single file to their right and around the hall. The two standing lanes are to form lines to wait to enter a classroom. The entire process—once taught, learned, and practiced—will take no more than four minutes, meaning that students are never in close contact (within six feet of another for more than fifteen minutes). Movement will be supervised and directed.

Restrooms

Restroom breaks are built into the schedule to prevent overcrowding of the restrooms. Numbers of students in the restroom is limited to the number of toilets in the restroom. Students will be instructed and expected to wash their hands with soap and water for twenty seconds any time that they visit the restroom. Please instruct your child(ren) to keep their masks on while in the restroom.

Elementary: Students will visit the restroom as a class, with only one class in the hallway at a time. Depending on the age of the students, 2-3 students at a time will enter the restroom. Prior to entering the restroom they will use hand sanitizer and their temperature will be taken. Protocols are in place for the instances where a student needs to use the restroom outside of the schedule time.

Middle/High School: Students will be encouraged to visit the restroom at designated times. As needed, teachers will allow one student out of the classroom at a time for an unscheduled visit to the restroom so that we may accommodate student needs while not overcrowding the restrooms. Time out of the classroom, however, is missed instruction. Please instruct your children to visit the restroom during scheduled opportunities. Maximum occupancy signs have been placed on the restroom doors. Students must wait in the standing lan outside the restroom if it is full.

Water Fountains

All buildings are equipped with bottle filler water fountains. Students will not be allowed to drink directly from the fountains. (The spouts will be covered and inaccessible.) The bottle fillers will be available for students to refill water bottles brought from home. Students in the middle and high school may only use clear or translucent water bottles. Elementary school students may use colored water bottles. Please fill bottles with water only. (No soda, sports drinks, tea, protein drinks, etc.) Please do not fill the bottles with ice, which produces condensation and leaves desks wet for the next user. Students will be allowed to fill their bottles at break and lunch.

Recess/Break

Students will have a scheduled recess/break as usual.

Elementary: Individual classes will be assigned zones around the school property. Classes will be able to visit their assigned zone for recess, breaks, and outside classroom time as often as the teacher feels it is needed. A class will be assigned a zone for a day and then rotate the following day.

Middle/High: For the first two weeks of school, students will have break in their classrooms as we continue to adjust to social distancing. After we have successfully taught our students to social distance and wear their masks properly, we will transition to a schedule to allow groups to utilize other spaces for break: back field, gym, cafeteria, playground, hallways, etc. to allow them opportunities to move out of the classroom and interact with other students in their grade level/school level. Because students often eat and drink during break, we must ensure that students have space to spread out and safely remove their masks for eating.

Lunch

As long as social distancing is in effect, students will eat lunch in classrooms at their desks six feet from other students. Hot lunch is available through Christian Catering and will be delivered to the classrooms for lunch. Students may also bring their lunch.

Middle/High: Students will not be allowed to use the microwaves until we are able to return to the cafeteria. Students who bring their lunches from home must bring lunches that do not require heating.

P.E.

Physical Education is an important component of the school day. P.E. allows the students to be physically active and to get out of the classrooms. All P.E. activities will be socially distanced. Teachers and students will wear masks during P.E. For any activities that includes shared items (balls, fitness gear, etc.), the items will be sanitized before and after use. Students will be instructed to wash their hands with soap and water after the activity.

Elementary: Students will be allowed to take their masks off during strenuous cardiovascular activities.

Middle/High School: Students will not dress into P.E. uniforms for at least the first two weeks of school as we teach the students to successfully socially distance. As we get into the year, we will begin having the students dress into their P.E. uniforms, which will be provided to 6th, 7th, and 9th grade students. 8th grade students who need a new uniform will have an opportunity to purchase a new uniform before we begin dressing for P.E.

Outside

Teachers are encouraged to take students outside if the class activity and weather permits. We have various spaces around the school grounds where teachers may hold an outdoor activity. Even outdoor actives will maintain social distancing.

Dismissal/Pick up

Please be patient in the parking lot for dismissal. Be aware, stay in your lane, and adhere to all directions given by faculty/staff in the parking lot.

Families only picking up students in the elementary building enter through the church driveway and get into the appropriate line. (See diagram.)

Families only picking up students in the middle/high building enter through the middle/high driveway and get in the line. (See diagram.)

Families picking up students in both buildings enter the church driveway and get into the lane closest to the football/soccer field. Older siblings will be waiting for pickup along the east side of the middle/high building. After picking up older siblings, parents will then enter the elementary line. (See diagram.)

Extended Day

We will be offering an extremely limited capacity after-school program. The social-distanced spaced accommodates 20 students. Spots are filled on a first-come, first-serve basis and are reserved by the semester. Families must pay for the entire semester whether they attend each day or not at \$12.50 a day. There will be no Extended Day on 1:00 dismissal days and families will not be charged for those days.

All students in Extended Day will have to wear a mask the entire time. Extended Day will take place in the gym. The students will sit at an assigned desk in the gym for the duration of their time at Extended Day. To maintain the bubble/cohort system in the elementary school, the students in Extended Day may not play or interact with one another at any point. At least 10 feet of distance will be placed between desks. They will still receive snack everyday.

Athletics

AHSAA interscholastic athletics for students in grades 7-12 will continue following the AHSAA league guidelines, which may be found on our Covid Plans webpage.