

# **St. Joseph Central Catholic High School**

## **2020-2021 Re-entry Plan**



### **INTRODUCTION**

Dear St. Joe Families,

This purpose handbook aims to provide parents, students, teachers, and staff members with a comprehensive overview of the policies and procedures that St. Joseph Central Catholic High School has put into place to increase the safety and well-being of our school community during the COVID-19 pandemic. St. Joseph Central Catholic High School's Re-entry Plan has been created based on the guidelines released by the Diocese of Wheeling-Charleston, CDC, West Virginia Department of Health and Human Resources, the West Virginia Schools Re-entry Toolkit, and Cabell County's Health Department. This document may be subject to change as more knowledge of the virus becomes known, and changes in procedures and protocols are announced at the state level.

It is essential that all members of the St. Joseph Central Catholic High School community strictly adheres to the policies and procedures as outlined in this handbook. Your cooperation is greatly appreciated.

### **Re-entry**

St. Joseph Central Catholic High School established a Re-entry Task Force committee charged with the responsibility to obtain federal, state, and county guidelines and to work diligently to develop a re-entry system that allows flexibility and transparency while prioritizing the health and safety of our school community. Per the Governor of West Virginia, Mr. Jim Justice, schools will resume in-person instruction beginning September 8, 2020. A virtual on-line option is available to students who wish to continue their academic learning via an online platform.

## **Virtual Learning Option**

It is understood that there may be a situation in which a parent decides to opt for a virtual learning platform due to underlying health conditions resulting in a student being considered immunocompromised or uncomfortable to return physically to school.

St. Joseph Central Catholic High School will utilize Google Classroom to post assignments and Zoom meetings to connect with students virtually. All assignments will be posted by 8:00 a.m. to Google Classroom. Student assignments will be due by 8:00 a.m. the following day or at the date indicated by the teacher. Students will be considered in attendance providing all assignments have been submitted by the teachers' designated time. Virtual learning options will be revisited regularly, and changes may occur at the end of each grading period.

## **Safety Precautions and Accommodations**

These safety implementations will allow us to minimize exposure and continue with a 5-day school week.

- Contactless thermometers at points of entry
- Hands sanitized at arrival, dismissal, and regularly throughout the day while in and out of the classroom
- Hand sanitizer in each room along with regular hand washing
- Sanitation of student desks, tables, and surfaces
- Desk shields on student desks
- Updated school restrooms with hands-free sinks, toilets, and towel dispensers
- Use of face coverings by all students, staff, and essential visitors
- Added time to classroom arrival to reduce student traffic
- Essential physical plant visitors will be kept to a minimum
- Teachers will rotate to classrooms, when applicable
- Student transitions will be staggered, when applicable
- Continued use of water bottle filling stations
- Students will be required to bring their own lunch, or order lunch via the school's hot lunch program
- No lunch deliveries will be permitted by a restaurant or by a parent to avoid cross-contamination and reduce traffic

## **Face Coverings**

Students, faculty, staff, and essential visitors must wear face masks or gaiters at all times when social distancing standards cannot be achieved unless medically waived. Parents must furnish the school with a medical letter from the student's physician detailing medical reasons that prevent wearing a mask. Students may purchase their own facemask/gaiter or St. Joe's facemask/gaiter options.

## **LOGISTICS**

All parents should take the temperature of their own students before sending them to school. If there is any concern about health, keep your child at home. If a child exhibits the following symptoms, they are to remain home:

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

People with COVID-19 may have a wide range of symptoms - ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

St. Joseph Central Catholic High School follows the Cabell County Health Department COVID-19 guidelines regarding illnesses, exposure, and quarantine.

## **SCHOOL BUILDING**

In order to maintain a safe environment for our students and staff, the following precautions and measures will be implemented daily.

## Student Arrival

The school building will open at 7:30 a.m. Students will enter the school by the main front entrance. Two faculty members will be present at the entrance door to check the student's temperature with contactless thermometers before entering the building. Parents should wait until the student is admitted to the building in case the student needs to be sent home due to a fever. Students with a temperature higher than 100°F are not permitted to enter the building and may not return for 72 hours after the fever breaks, and the student's health conditions improve. St. Joseph Central Catholic High School will adhere to the CDC and Cabell County Health Department regarding returning policies of students.

Once the student enters the building, they must clean his/her hands using the hand sanitizing stations that will be placed by the door for students to clean their hands. Floor mats will also be placed at the front door for students to wipe their feet before entering the building. Students are to report to the first lesson of the day upon arrival. Students may not converge in the hallway or stairwells.

Until further notice, students, faculty, staff, and essential visitors must wear face coverings at all times unless medically waived.

## Hallways and Stairwells

Hallways will have arrows on the floors, indicating the flow of traffic. Students must maintain social distancing requirements at all times. Students must be respectful of each other's need to access lockers and wait for appropriate times to access their own locker. Locker access will be staggered to reduce the congregating of students in one area.

The front stairwell will be designated for the "up" flow of traffic, and the rear stairwell will be designated for the "down" flow of traffic. Regular cleaning of handrails and doors will be maintained by school personnel.

## Bathrooms

All bathrooms will switch to sensor toilets and faucets to avoid contact with the surfaces. All bathrooms will be cleaned regularly. Additional cleaning of doorknobs, handrails, and door handles will take place throughout the day.

## Sanitizing stations

In addition to the hand sanitizer stations placed by the front and back door, wall-mounted hand sanitizing stations will be placed throughout the building and in each bathroom on all three floors. Students are encouraged to regularly sanitize their hands throughout the day.

## Lunch

During this pandemic, the cafeteria will be used for one grade level for lunch purposes. The gym will house two grades in the two bleachers. The smallest grade level will be located on tables in the hallway. Seats will contain designated places to sit.

Students may continue to order their lunches through the school's hot lunch program. Students are NOT permitted to order food for delivery or have lunches dropped off to reduce traffic and disruption to the school's instructional schedule.

## Gym

Gym classes will consist of non-contact sports and activities. Outdoor areas and St. Joseph Catholic Church's two-acre lot will also be utilized for physical activities. The gym area will be sanitized after each lesson. Students participating in physical activities will

Until further notice, students will not be required to change clothes for P.E. lessons to reduce the number of students in the gym's locker rooms.

## Classrooms

Classrooms will be sprayed/wiped down after each class. Teachers and students will be responsible for disinfecting their own areas. Teachers will man the doors at the beginning and end of each class period to avoid repetitive touching. Only teachers will switch lights on that are not motion sensed. Students will remain within the classroom during break period to reduce the congregating of students in hallways. Bathroom breaks will be permitted throughout the day as needed.

Student seating will be assigned for each class by the teacher to maximize social distancing requirements. Desks will also be arranged to also maximize the space between students. Students will not be permitted to get up and move about the room without permission from the teacher.

Students per class - scheduling of students will take into account the number of students within the class to avoid large size classes.

During the pandemic, all large gatherings and assemblies that do not allow for social distancing to take place will be suspended.

## Computer Labs

The Computer Lab will be sanitized after each period. The school will increase the number of one-to-one devices to avoid the sharing of technology devices. The school's zSpace laptops and STEM equipment will be sanitized after each use.

## Parents and Visitors

St. Joseph Central Catholic High School will limit the entrance of parents and nonessential visitors and activities, groups, or organizations in order to reduce foot traffic. Parents wishing to contact their child's teacher can be achieved through virtual meetings.

### Parent/Guardian Contract

- Parents/Guardians must check the child's temperature before bringing their student(s) to school. If you think your child(ren) might be sick, be proactive, and keep them at home. The administration of medicine to reduce temperature is not permitted.
- Per the Health Department, if you or a family member within the household is being tested for COVID-19, your student is not permitted to be in the school until negative results are obtained.
- Parents/Guardians or visitors will not be permitted to enter the main building without prior approval by administration.
- There will be no volunteers until further notice.
- Parents/Guardians must ensure students are sent with all materials each day. Entry to school to drop off of materials will not be permitted.
- Parent/Guardian meetings will be held virtually when possible.

## Student Sickness/Quarantine Contingency Plan

### Students

Students who are required to quarantine can continue with their learning remotely. All assignments will be posted by 8:00 a.m. to Google Classroom. Assignments will be due by 8:00 a.m. the following day or at the designated date set by the teacher. Teachers and students will utilize emails and the Zoom meeting platform to communicate when needed. Teachers will be notified if a student is required to quarantine. Students will be considered in attendance providing all assignments have been submitted by the teachers' designated time.

# **Virtual Academic Learning Environment**

## **Complete School Closure**

If deemed necessary or at the decision of the state, in which all schools are required to return to the virtual platform, the following steps must be taken to ensure all teachers and students are equipped with the technology necessary to be successful in the virtual classroom setting. All students must adhere to the school's Virtual Academic Learning Environment handbook.

## **Students**

Students that do not have access to a computer at home will be permitted to sign out one of the Chromebooks from school. Students will be responsible for the equipment and will return it to school in the same condition as it was lent to him/her before the contingency.

All students must ensure to collect all their belongings and books before leaving school.

The Virtual Academic Handbook will be followed during the virtual school.

## **Teachers**

Teachers must collect all equipment (computers, iPads, document cameras, etc.) as well as books required to continue the learning process in a virtual environment.

## **Protocol for Positive Case**

The school must be notified immediately of the positive case.

All school community members (faculty, staff, parents, students, etc.) will be notified through email of a positive case within the school.

Protocol pertaining to COVID-19 positive cases will be followed by the procedures outlined by the Department of Health and Human Resources and Cabell County's Health Department.

## **Protocol for Positive Case**

The school must be notified immediately of the positive case. All school community members (faculty, staff, parents, students, etc.) will be notified via email of a positive case within the school.

- Protocol pertaining to COVID-19 positive cases will be followed by the procedures as outlined by the Department of Health and Human Resources and Cabell County's Health Department.
- If a child or staff member develops a fever (100°F or above), cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches, or any of the other signs associated with COVID-19, they will be sent home as soon as possible. That member will be placed in a designated private room, isolated from

others, until a family member can pick them up. All areas of the school that the sick person was exposed to, will be cleaned and disinfected, per CDC guidelines.

- If a confirmed case of COVID-19 occurs in a student or staff member, the school will notify Cabell County Health Department immediately to determine a course of action, including contact tracing.
- Communicate immediately with school families and staff in regards to a COVID-19 case. Confidentiality will be maintained to protect our school staff and students.
- Per Cabell County Health Department determination, exposed students and staff may be required to self-isolate for a period of time. This dismissal period allows time for our local health officials to gain a better understanding of the COVID-19 situation within the school.
- A student may return to school when a family member can ensure that they can answer YES to the following 3 questions:
  1. Has it been at least 10 days since the child first had symptoms?
  2. Has it been at least 3 days since the child had a fever (without fever-reducing medicine)
  3. Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?



## SYMPTOM SCREEN CHECKLIST FOR CLASSROOMS



### MIDDLE & HIGH SCHOOL STUDENTS OR ANY PERSON ENTERING THE BUILDING

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

**Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.**

**1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- ☐ Yes > The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- ☐ No > The person can be at school if they are not experiencing symptoms.

**2. Since you were last at school, have you had any of these symptoms?**

- ☐ Fever
- ☐ Chills
- ☐ Shortness of breath or difficulty breathing
- ☐ New cough
- ☐ New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

**3. Since you were last at school, have you been diagnosed with COVID-19?**

- ☐ Yes
- ☐ No
- If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

### Returning to School

A person can return to school when a family member can ensure that they can answer YES to ALL three questions:

- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 3 days since the child had a fever (without using fever-reducing medicine)?
- ☐ Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a person has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.