



MARY OF LOURDES SCHOOL

A foundation on which lives are built

RETURN TO SCHOOL PLAN

COVID-19 PROTOCOLS

August 5th, 2020

INTRODUCTION

The final months of the 2019-20 school year presented new experiences for students, teachers, and parents that we were able to learn so much more. We learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Church is alive and well. We also learned that a meaningful Catholic education, especially for our youngest learners, is less effective when physically separated from their peers and teachers. At the heart of Catholic Schools is relationship and community- relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe nurturing way.

After discussion with the School Board, consulting with medical professionals, a thorough review of federal and state guidelines for school reopening, and an evaluation of what works best for our students, we will be able to start the school year with our students returning to in-person settings- safely. If the current positive health metrics hold, we will safely be able to continue in-school all year by following the now quite familiar, critical health and safety practices that reduce the risk of transmission of COVID-19. These include rigorous hygiene and handwashing, use of face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others. However, what can often get lost in long lists of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure. We will be constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes. This guidance and the development of individual school plans cannot guarantee the absence of COVID-19 cases in our community or buildings, this is a reality we understand. The implementation of this guidance does allow Mary of Lourdes to mitigate and God-willing, lessen the likelihood of exposure to our students, staff and community.

Together with Christ at the center, Mary of Lourdes will continue to be a place of spiritual, academic, social and emotional development for our students.

Health and Happiness be with you all,

Jodi Vanderheiden

DETERMINING THE SAFE LEARNING MODEL

To begin the 2020-2021 school year, MDH has developed parameters using county public health data to assist schools in determining the safest learning model for their students. This decision will be based on the total number of positive cases per 10,000 people in a 14-day period. The school will consult with the school district and county health officials, as needed, to examine the local epidemiology behind the county-level data to assess whether an increase or higher number of cases are likely the result of isolated incidences or indicative of more widespread community transmission.

# of cases/10,000 over 14 days by county residence.	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students(Pre K-8); hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Schools were directed to develop three contingency plans to prepare for the 2020-2021 school year.

Scenario #1- In-person learning- All of our students are back in school with their teachers in front of them. This scenario will provide all students the opportunity to be in school every day. Mary of Lourdes would follow safety protocols for Covid-19 to keep staff, students and families healthy to the best of our ability.

Scenario #2- Hybrid Learning- This scenario requires us to keep the number of students/adults to a 50% capacity maximum. We are fortunate to have the registration numbers we currently do to be able to still have all of our kids in school every day. The scheduling might look slightly different at the middle school, but all students would have the opportunity to be in school everyday. We would also continue to follow all safety protocols for Covid-19. In this model district transportation will change limiting the number of students on a bus. Parents **may** need to provide daily transportation.

Scenario #3- Distance Learning- This scenario will close the school and all learning will take place through online methods. This scenario may also be implemented within a school if they experience a cluster of cases within a classroom or the school.

Meal Program: A contactless pick up/or delivery of meals will be made available for those enrolled in our free and reduced meal program. Meals will be provided in all scenarios.

SECTION 1: OPERATIONAL PRACTICES

● COVID-19 PROGRAM COORDINATOR

Principal Jodi Vanderheiden will be the point of contact at the Mary of Lourdes Middle School building and Assistant Principal Mary Sowada will be the point of contact at the Mary of Lourdes Elementary School building. The principals will communicate concerns, challenges and lessons learned related to COVID-19, provide instructions as detailed in this plan, and perform necessary communications to staff, students/families, district, and local health officials.

● TRAINING

- **Staff Members** - Administrators will train all staff members on the specific protocols, action plans, and details of the plan to return to school in the fall. Each staff member will sign off on the completed training to assure each staff member is aware of the procedures and process that are included in the plan.
- **Parents** - Administrators will share the plans for returning to school with parents. This will include practices in place, understanding the risk, and processes that parents and guardians will need to participate in for the plan to be realized.
- **Students** - Classroom teachers will train students in the new operating procedures (handwashing, sanitizing, use of face coverings, and social interactions for various locations).
- **Volunteers** - Administrators will train volunteers on the specific protocols to follow (handwashing, sanitizing, use of face coverings and social distancing). Volunteers will only be allowed in one specific area - or cohort.

● ADAPTABILITY

- The Guidance Plan will be evaluated and adjusted according to changing circumstances in order to assure the plan is best suited to meet the needs of students and staff. Evaluations of the plan will take place as directed by the Diocesan, local and state leaders related to COVID-19.
- Any changes to the plan will be shared with staff, parents, board members and the St. Cloud Diocese.

● ENTRANCE/DISMISSAL PROTOCOLS

- Mary of Lourdes School will utilize multiple entrance points for students and staff so as not to allow congregate holding spaces and alternatively create more space for health screenings and the use of hand sanitizer stations.
- Mary of Lourdes School will create an alternative dismissal schedule to reduce the possibility of a large number of students using the same exit point at the same time.

● HEALTH CHECKS

- We ask that parents be responsible for taking their child's/children's temperatures and checking for signs of illness at home. Parents will be asked to sign a form agreeing to monitor their child's/children's health by going through the checklist below with each of their children. If any flu-like symptoms appear, the child must

stay home. We ask that you do not administer any fever reducing medication to your child prior to sending them to school.

- Mary of Lourdes will also take student temperatures at various times during the day as a way to monitor student's health.
- All Mary of Lourdes staff will be asked to follow the above checklist to monitor their own health each morning before arriving at school. Any flu-like symptoms and the staff member must stay home.

Please complete this short checklist each morning and report your child's information, if ill, to the school. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms.

- Parents will go through the following daily morning checklist before bringing your child to school:
 - Has your child been in recent close contact with anyone with suspected or confirmed COVID-19? If so, quarantine for 14 days.
 - Has your child had a fever of 100.4°F or higher, or a sense of having a fever, in the past three days (72 hours)? If yes, keep home and watch for other symptoms below.
 - Has your child had two or more of the following symptoms in the past three days (72 hours)? If yes, keep home and look into having your child tested for COVID-19.
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
 - Severe Headache
 - Has anyone in your household had any of the above symptoms in the last three days (72 hours)?
 - Has anyone in your household traveled internationally in the past 14 days?
 - If the answer to all of the above is no, your child is permitted to attend school.

Children and staff with any flu-like symptoms must stay home.

DECISION TREE FOR PEOPLE WITH ILLNESS:

LAB CONFIRMED COVID-19 TEST	SYMPTOMS CONSISTENT WITH COVID-19	OTHER DIAGNOSIS
Positive test result: Stay home at least 10 days since symptoms first appeared and until no fever for at least 2 days without medication and improvement of other symptoms	Recommended to go take a COVID-19 test and wait for test results. (See Lab Confirmed COVID-19 test for protocols)	For children and staff with other diagnoses (stomach flu, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition.
Siblings and household members also stay home for 14 days.	For symptoms consistent with COVID-19, contact your health care provider for guidance.	Stay home until symptoms have improved. Follow specific return guidance from the health care provider.
Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appear and until no fever for at least 3 days without medication and improvement of other symptoms.	Symptoms are: New onset cough or shortness of breath, fever, chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting or nausea.	If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.
Siblings and household members also stay home for 14 days.	Siblings and household members stay home until the person is tested or guided by your healthcare provider.	Siblings and household members do not need to stay home.
Mary of Lourdes will be in contact with Morrison County Public Health for guidance.		Individuals must be 24 hours symptom free without medication or 24 hours after starting antibiotics to return to school.
Families will be notified of lab confirmed COVID-19 in the building.		

- COVID-19 RELATED ISOLATION SPACE

To minimize transmission of COVID-19, students displaying COVID-19 symptoms will be isolated in the nurse's office until they can be picked up by a family member. In addition to masks/face coverings, additional safety precautions are required for school nurses and/or any staff supporting students in isolation spaces when distance is not possible. These precautions may include eye protection (e.g., face shield or goggles), gloves and

disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

● TRAVEL

We ask that our MOL families, faculty and staff use good judgment and try to limit any nonessential travel within the states. Students, teachers, staff or visitors who have traveled internationally within the past 14 days will be automatically prohibited from entering the school. Students may return to school if they remain symptom-free after 14 days. For the duration that they are at home, they will be expected to attend school using distance-learning methods.

● PHYSICAL DISTANCE AND FACE COVERINGS IN SCHOOL

- School is a place where natural and meaningful interaction occurs and finding opportunities to maintain that culture while reducing interaction between students from other classrooms will support the goal of reducing exposure possibilities. Each classroom will be a cohort group. Separation between cohort groups shall be practiced as is feasible (e.g., during lunch in the cafeteria, bathroom breaks, arrival and dismissal, recess, etc.). The cohort group will stay together as much as possible throughout the day and from day to day, limiting mixing as much as possible.
 - Recess and lunch cohort groups:
 - Preschool
 - Kindergarten and First grade
 - Second, Third and Fourth grade
 - Fifth and Sixth grade
 - Seventh and Eighth grade
 - Social distancing floor/seating markings in waiting and reception areas will be added.
 - In grades PreK-5, students will remain within their cohorts at all times and be supervised to ensure physical distancing, ideally 6 feet with the understanding it is not always realistic during instruction time. In grades 6-8, staff will monitor areas where there are greater opportunities for exposure (especially when students are around each other for 15 minutes or more) to ensure mask wearing and social distancing of at least 6 feet between people whenever possible.
- Wearing a face covering is an executive order in the State of MN. Mary of Lourdes School is required to abide by the order. Face coverings are meant to protect other people in case the wearer does not know they are infected. They are to be worn by all persons ages from Kindergarten and up. The face covering must be worn over the mouth and nose completely when in a school building or using school transportation. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

- Types of allowable face coverings:
 - Paper, disposable, or cloth mask
 - Scarf
 - Neck gaiter
 - Face shield - A face shield can be worn when it is problematic to use a face covering. It is not an alternative to face coverings. Contact the administrator for discussion.

Families will be asked to supply and maintain face coverings for their children. The school will have some available for students, staff, and guests. Staff and students will be trained on the proper use of face coverings.

LOCATION	PROTOCOLS	FACE COVERING KINDERGARTEN AND UP
HALLWAYS STAIRS	Only one classroom in the hallway at a time. Follow designated one way traffic markings on the floors except in emergency situations. Do not use handrails, if at all possible, do not touch the walls or lockers.	Yes
CLASSROOMS	Desks 3-6 feet apart Tables plastic dividers or students separated 3-6 feet. Floor- seating will be marked	Yes, in the classrooms children will wear face coverings as deemed necessary by the teacher and proximity to others. No, teacher is presenting, 6ft apart and a face shield is worn. No, teacher is alone.
LOCKERS	Alternate dismissal of students to accommodate physical distancing at lockers	Yes
BATHROOMS	Only the # of students are allowed in as there are stalls and sinks. Signs will be posted with numbers allowed.	Yes
CHURCH	Students will be seated in class cohorts with one pew separating classes.	Yes

LUNCHROOM	Mark floor with distancing markers for entrance and exit. Mark tables for seating 6 feet apart.	Yes, when in line No, when eating
OFFICES	Maintain 6 foot distance when more than one person is in the office	Yes, if more than one person is present. No, if alone.
ENTRANCE	Mark floors with distancing markers.	Yes
DISMISSAL	Classes will alternate dismissal times.	Yes
SPECIALISTS	Most specialists will be coming to the classroom with the exception of band and PE.	Yes, in the classroom children will wear face coverings as deemed necessary by the teacher, proximity to others in the classroom, and activity are considered. No, teacher 6ft apart and presenting with a face shield. No, teacher is alone.
ASSEMBLY/LITURGY	The number attending an assembly will be based on the space available for physical distancing	Yes
RECESS	Students attend recess in classroom cohorts.	No

COMMUNICATION AND SIGNAGE

Communication is key for any plan to be effective. Mary of Lourdes will share and communicate the safe and healthy protocols that are in place for the safe return of students and staff to school.

- The preparedness plan will be shared with families and staff.
- Clear instructions will be provided for families staff and visitors on how to enter or not enter the building. These will be posted by the entrance doors.
- Communication will be posted on SchoolSpeak, social media and on the website.
- Signs that will be posted by each entrance, face coverings required, physical distancing, not feeling well stay home, and hand washing.

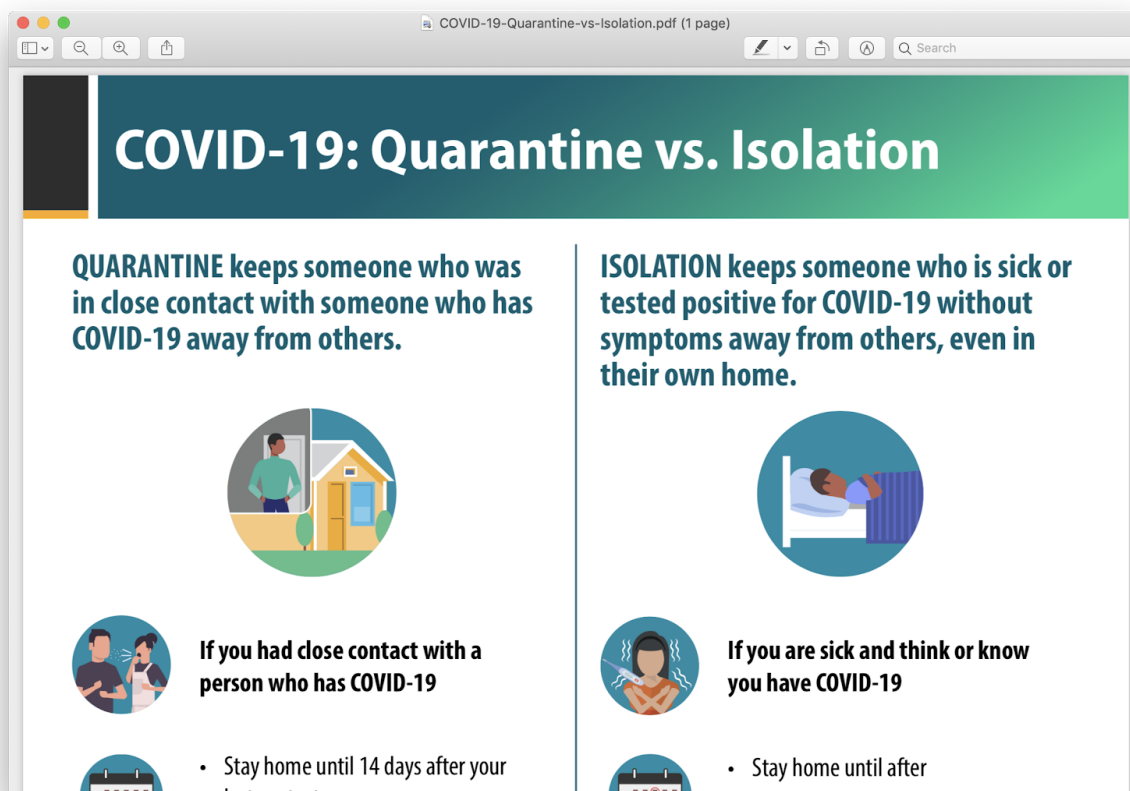
ATTENDANCE

Students: **PLACE ATTENDANCE POLICY HERE!**

Staff: The staff handbook will include information on leave of absence policies.

Students and staff will follow the CDC guidelines for isolation and quarantine.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>



TRANSPORTATION

Mary of Lourdes will consult with the Little Falls Community Schools on transportation planning. Families will be surveyed on the ability to drive children to school. This information will be used to organize transportation in scenario 2.

PROTOCOL	BUS	VEHICLE
Drop off location	Elementary-Front of school Middle School- South side of building.	Elementary- Back parking lot. Middle School- Front Door
Door Entrance	Elementary-4th Street door Middle School- double gym doors	Elementary- Main entrance Middle- Main entrance
Pick up procedure	Teachers follow dismissal rotation for busses.	Students stay in designated areas until all bus students are out of the building.

PREPAREDNESS FOR DISTANCE LEARNING

- See Curriculum and Instruction in this plan for distance learning plan.
- Local point of contact is Morrison County Public Health Emergency Management Team, Carmen, Cindy or Emily. Morrison County Public Health will analyze the daily infection rates and notify the school in advance, if there is a spike which may lead to distance learning.
- The administrator will communicate with staff and families the possibility of moving to distance learning, thus providing some time for preparation.

ASSESSMENT OF PLAN COMPLIANCE AND EFFECTIVENESS

The preparedness plan will be assessed and revised based on the recommendations and requirements from the Diocese of St. Cloud, MDH, CDC, and MDE. The plan effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and area infection rates.

SECTION 2: HEALTH AND WELL-BEING

CLEANLINESS AND DISINFECTING PROCESSES

- The custodians will establish a schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPS-approved disinfectant for COVID-19.
- Appropriate PPE will be provided for staff responsible for disinfecting assigned locations.
- Each classroom will be supplied with adequate cleaning and disinfecting equipment allowing for time to clean and disinfect between uses.
- The administrator will work with custodial staff to ensure they have appropriate tools and supplies to effectively implement a plan for routine environmental cleaning and disinfecting.
- Appropriate cleaning times will be established to avoid cleaning products near children and ensure there is adequate ventilation to prevent children or staff from inhaling toxic fumes.
- Cohort groups are established for playground and gymnasium use to limit combining students that are not typically combined in these settings.

SPACE	FREQUENCY OF DISINFECTING	PERSON RESPONSIBLE	PRODUCT USED
Classroom	Multiple times each day	Teacher, Custodians, students	EPS approved disinfectant
Restroom	Multiple times each day	Custodian	EPS approved disinfectant
Commonly used areas	As needed after use	Custodian	EPS approved disinfectant

Hallways	Daily	Custodian	EPS approved disinfectant
Drinking Fountains	TURNED OFF	NA	NA
Bottle Fillers	Multiple times each day	Custodian	EPS approved disinfectant
Door handles/switches	Multiple times each day	Custodian	EPS approved disinfectant
Lunchroom	After each lunch group	Lunch Supervisor/Custodian	EPS approved disinfectant
Playground structure/equipment	After each group	Custodian/Supervisor	EPS approved disinfectant
Gymnasium	After each group	Teacher/Custodian	EPS approved disinfectant
PE Equipment	After each use	Teacher/Students	EPS approved disinfectant
Hand on materials	Clean after each use. Limit sharing	Teacher	EPS approved disinfectant
Library Books	After returned	Media Specialist/Teacher	EPS approved disinfectant

HAND HYGIENE AND RESPIRATORY ETIQUETTE

- Staff and students will be trained in appropriate hand washing and respiratory etiquette. Hand sanitizer that contains 60% alcohol will be made available when hand washing is not possible. The main entrance to the building will have a hand sanitizer dispenser and dispensers will be provided in each classroom.

PROTOCOLS	LOCATION	RESPONSIBLE
Signage for appropriate hand washing etiquette	Bathrooms Classrooms	Office staff make signs and posting
Signage for appropriate respiratory etiquette	Classrooms Hallways	Office staff make signs and posting
Training for students	Classrooms	Teacher
Training for staff	Staff meeting	Administrator/Nurse

DRINKING FOUNTAINS

- Students and staff are encouraged to bring their own water bottles.

- Only the water bottle filling station will be allowed to be used on the water fountains.

FACILITY VENTILATION

- Each classroom has a univent system. The univent system must be operated by the teacher daily to ensure proper ventilation. The gymnasium has fans that must be operated by the teacher to ensure proper ventilation. Teachers are encouraged to use fans and have a window open for additional ventilation.

SECTION 3: CURRICULUM AND INSTRUCTION

CURRICULUM PLANNING

- The experience of spring 2020 provided an opportunity for teachers to review curriculum, reflect on teaching strategies that are most effective in various modalities, and begin long range planning for the 20/21 school year. Families were surveyed to gather the challenges and limitations their children experienced with distance learning. All of this information will be used as we are revising curriculum at all school levels to highlight essential standards for the grade level or course, as well as the prerequisite knowledge and skills students need to be successful with new content.
- We will:
 - Prepare a year long plan for each subject area to ensure that a defined unit topic, adherence to standards/objectives, and formative/summative assessment exists.
 - Plan by unit rather than by week or by day to ensure that the learning is building toward essential standards.
 - Participate in a virtual training developed through Resource Training and Solutions to assist in the process of revising curriculum objectives.
- Professional Development needed to build capacity for staff:
 - Self-care and trauma informed practices.
 - State guidelines on health and safety protocols in light of COVID-19.
 - Safety, COVID-19 hygiene procedures, and behavior expectations.
 - Techniques and strategies for learning in distance-learning and hybrid models.
 - Distance learning technology, tools and platforms
 - Effective formative feedback/assessment and grading expectations.
- Digital Resources:
 - Whether learning takes place primarily in distance learning or in-person, expanded digital resources will ensure students have consistent access to high quality learning tools.
 - Expanded digital reading and math materials and intervention supports will enable students to benefit from supplemental learning tools beyond what their teacher provides on a daily basis.
- Technology and Connectivity
 - To the greatest extent possible and wherever conducive to learning, every student will have access to a school-provided computing device for use at home and at school to support in-person and distance learning.

ASSESSMENT

- The focus for student assessments within all reopening plans will be to help teachers identify individual students' learning needs and plan for upcoming instruction.
- Assessments, STAR and NWEA, will be used to analyze learning loss and assist teachers in developing students' learning plans.
- Teachers will utilize formative assessment frequently during and after instruction.
- Allow for flexibility, including application of skills, especially in distance learning.
- Prepare to assist students with learning gaps and plan strategic interventions to reteach and fill these gaps.

ATTENDANCE, GRADING AND REPORTING

- Attendance will be required for all learning scenarios- in-person, distance learning or hybrid. This will ensure shared accountability for learning. Homeroom/advisory teachers will take attendance and record it in SchoolSpeak.
- Mary of Lourdes will follow the same grading system for all learning scenarios. The guidelines are the student handbook.
- Communication between teachers and parents is key to student success. Teachers will communicate student progress on a regular basis.

SUPPORTING UNIQUE ACADEMIC, SOCIAL, OR EMOTIONAL NEEDS

- The administrator will consult with the Little Falls Community Schools on special education services for students on IEP's. The scenario will determine the services being delivered. Each child's IEP will be reviewed by the teacher, special education teacher and administrator to ensure the child is receiving the appropriate services.
- The administrator will work with teachers to provide paraprofessional support for students based on academic needs.
- Social emotional learning(SEL) strategies, along with faith based support strategies will be implemented with the FRIENDZY curriculum in the classrooms and advisory settings. The administrator will provide support for staff through training and daily interactions.

ADDRESSING STUDENTS/FAMILIES ON DISTANCE LEARNING

- The teachers will establish norms about student expectations during distance learning.
- Families will be supported through communication and assisting with student learning.
- Teachers will meet with students and parents to create a schedule, break down assignments, and make arrangements if internet access is a problem.
- The Acceptable Use Policy will be reviewed by staff, students, and parents.
- Families will be alerted to the Children's Online Privacy Protection Act(COPPA)
- All school devices will be protected with the 'Securely' protection plan.

ADMINISTRATIVE CONSIDERATIONS

- Adjustments in staff positions to accommodate the learning plans for students, sanitation news of the facility and lunch/recess protocols and supervision.
- Focus on improving, designing and delivering flexible instruction in all learning models.
- Provide teachers with time for collaboration, adjustments, and support.
- Considerations for changes in staff evaluation process.

- Plan for staffing in the event of staff shortage due to COVID-19.

SECTION 4: CREATING AND MAINTAINING COMMUNITY

Creating and maintaining relationships is the cornerstone of Catholic education. Even amongst these unique challenges, strong communication and relationships are a priority. At the very heart of the school is the celebration of Liturgy and prayer. The staff will work together in planning, inviting, and collaborating with parents to continue the 'family' environment of Mary of Lourdes School.

• OPEN HOUSE

The traditional open house of gathering, visiting and eating together will be different this school year due to the protocols for physical distancing. The open house will be called "Welcome Back Visits". They will be scheduled in SchoolSpeak with the classroom teacher for grades Pre-K through 5th and with the advisor in grades 6-8. During these visits, families will stay together, meet the student's teacher or advisor, visit the classroom, drop off school supplies, pick up family packets, and have the opportunity to pay for lunches and tuition.

• FAITH LIFE AND SOCIAL OPPORTUNITIES

- The administrator will work in collaboration with pastors and teachers to develop a plan for liturgy that includes physical distancing and safety protocols for students, staff, and parishioners. Parents will be notified of the procedures or changes through SchoolSpeak, weekly school newsletters and social media.
- The teachers and administrator will review the rituals, prayer opportunities, and other faith gatherings to consider other new ways to celebrate traditions and rituals that celebrate our school community and meet the safety protocols. These will be communicated with families through weekly school newsletters, SchoolSpeak, and social media.
- Throughout the year there are many opportunities to gather as a community. As we move through the year, and based on the guidelines of MDH, CDC, and local COVID-19 numbers, the way we gather may change. These will be planned as we move forward. They will include opportunities for in-person and/or virtual connections.