



RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS

LITTLE FLOWER CATHOLIC SCHOOL

July 16, 2020

Subject to Change

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the Diocese of Reno. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

With the governor declaring a move to Phase 2, here is our return to school plan:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. Hygiene: We will emphasize strong hygienic practice.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.

PHASES AND REVISIONS

Information and direction about the phases and timeline will be sent to all constituents before implementation. Please see below for a summary of the phases and timelines.

Timeline

Phase	Timing	Items
Planning	May/June	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building for reopen with a thorough cleaning
Phase 1	July	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	Aug 24, 2020	<ul style="list-style-type: none"> • Expand full operation based on recommendations and data from applicable local and state agencies • Open school • Determine what restrictions/guidelines stay in place

Revisions

Updates to this protocol and other current information will be posted to the community internally through RenWeb, our Student Information System, and publicly on our school's website.

GENERAL PROTOCOLS

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the CDC recommended distance from others and eliminating contact with others whenever possible.

- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

Student Cohorts

- All gatherings of large groups, including whole school masses and assemblies, are prohibited at this time. Our distance viewing practices will serve as a substitute for masses.
- Field trips are cancelled until further notice.
- At the start of each day, the students and staff will have their temperatures taken.
- Any student showing signs of illness will have their temperature taken, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will have a designated space solely for their use in their classrooms and the extended care space.
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.

Staff Protocols

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms and pass a temperature screening on campus entry (a temperature no greater than 100.4 degrees Fahrenheit will be allowable). Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home. Diocese of Reno paperwork will be completed.

Staff Personal Protective Equipment (PPE)

Masks: Masks will be worn by all students and all personnel.

Gloves: Gloves will be worn by appropriate staff employees when close contact with students is important, such as taking temperatures.

In addition to using PPE:

- Hand sanitizer will be used.
- Hand washing with soap and water will be emphasized.
- Avoidance of touching eyes, nose, and mouth will be emphasized.
- Covering your mouth and nose or using the inside of your elbow when coughing or sneezing will be emphasized.

Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest health center
- Employees returning to work from an approved medical leave should contact their principal. A healthcare provider's note before returning to work may be required.

If diagnosed with COVID-19, an employee may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
2. Improved respiratory symptoms
3. Resident county health department confirms release to return safely to work

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students

Shared Spaces

Employees will disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity– Site will be monitoring the number of persons in the offices.

Conference Rooms–All meetings are required to use Zoom as a virtual option, even for employees in the same office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Visitor Restrictions

We will not allow normal visitation to our campus until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopening. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by county health department. The safety of our staff and students is our primary concern.

Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

Food Delivery

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Hot lunch provided by PoiBoy will be allowed.

Travel Restrictions

Little Flower Catholic School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Diocese of Reno.

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 8:00 AM - 8:30 AM Students will enter through the parking lot gate entrance. Until restrictions are lifted, parents are not allowed on the playground for drop-off.

There are designated spaces for each class outside. There will be markings at 6 ft. intervals to signal students where to stand.

Kindergarten will begin at 9:00am and parents may enter with their child. The Kindergarten teacher will provide more direction.

Lunch

Protocol: Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, delivered by approved PoiBoy staff, will deliver to classrooms masked and gloved. Students will put their trash in the class trash can.

Recesses and Physical Education

Staffing: Teachers and Aides

Protocol: Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

After School Pick-Up

Time: 3:15 PM - 3:30 PM

Staffing: Teachers and Aides

Protocol: Parents will not be admitted into the building. Each class will have a designated area outside where they can social distance for pick up.

The gates by the kindergarten corner will be open to allow for more space for parents entering the playground.

Before School/After School Care

Hours of Operation: Morning Shift 7:00 AM – 8:00 AM; Afternoon Shift 3:30 PM - 5:30 PM

Staffing: Teachers

Protocol: There will be assigned student seats. Each student will have their own supplies. Pick up will be outside the classroom.

Parents/Visitors must wear a mask inside Little Flower Catholic School and on the playground.

Scenarios for School Day

Little Flower Catholic School has three developed three scenarios for the 2020-21. In all scenarios Google Classroom will be used to facilitate teaching K - 8. Students will be expected to have their own supplies. Masks will be worn by all students K-8. We will begin the year following Scenario 1.

Scenario 1: In - person learning with strict social distancing and capacity limits. School will still be in person Monday through Friday from 8:20 to 3:15. In this scenario, LFS will limit the overall number of students in each class to 50% maximum occupancy.

Scenario 2: In-person learning for all students Monday through Friday from 8:20 to 3:15. In this scenario, LFS will create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Classrooms will stay at full capacity with desks being placed 3 feet way from each other. Students will maintain their normal schedule. Middle school will rotate between classes.

Scenario 3: Distance learning only. This scenario may be implemented if our Governor mandates all schools to shut down. We will still meet each day Monday through Friday via zoom and/or Google Hangout. Kindergarten and 1st grade students will check out a chrome device to use for instruction. Google classroom will be used to post assignments and post links for meetings. Literacy instruction will occur from 8:30 to 10:30. Math instruction will occur from 10:45 to 12. The afternoon will focus on religion, science and social studies. School curriculum will be used for all subjects with IXL used to reinforce the curriculum.

Absences Due to COVID concerns

COVID —If a student stays home due to COVID concerns, work will be assigned by the teacher on Google Classroom and a 5 minute instructional video will be posted by the teacher for the Core subjects each day. Additional help by school personnel will be provided if needed.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis.

APPENDIX B: CLEANING & SUPPLIES

FACILITIES CLEANING: The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Cloth face coverings & hand hygiene. The frequency of using hand sanitizer will be increased. Students will clean hands when entering the classroom, exiting, and every hour while in the classroom. We will also be renewing the importance of not touching our faces. Face masks will be required for K-8. In addition, all adults will wear face coverings while walking around the classroom and hallways.

Extra Cleaning:

- Cleaning of the desks will occur during each recess.
- Cleaning will also occur after school.
- Playground equipment will be cleaned 4 times a day.
- Doorknobs will be cleaned at least 3 times during the day.
- If a child coughs or sneeze their desk will be immediately whipped down. The student will also wash their hands.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines in the office	Daily
Electronic Equipment	Copier machines, Computer	At the end of each

	monitors, TV's, Telephones, Keyboards	use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess
Common Areas	Library, Conference rooms, Office	At the end of each use/day; between groups

School Procured Additional Supplies

Item	Quantity	Notes
Clorox Wipes	As needed	For teachers/students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer		For refill stations
Individual Pumps	1/class	Foaming hand pump

Cleaning Solution		Alcohol-based
Restroom Soap Dispensers		Automated
Pencil box/supply bin	1/student	
IR Therm	1/ class	Two in school office and 1 in each classroom

APPENDIX C: FACILITY ADJUSTMENTS

- Parish hall, library, and conference room will be converted to a space to ensure social distancing in extended care.
- Teacher lounge will be used for individuals that are showing signs of COVID.
- Students have their own designated space (desk/table) with their own supplies, water bottle,

- cleaning materials, and hand sanitizer.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup.
- Social distancing and best practices signage posted around campus and distributed to families.

APPENDIX D: SIGNAGE & FORMS

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county health department they will be instructed to go home or to the nearest health center.

Then complete this form:

Date Employee was sent home:

Recorded Temperature:

Are visible signs of respiratory illness present? _____ Yes _____ No

Date the employee returned to work: _____



Little Flower Catholic School Campus Analysis

Part 1: Estimated 2020-2021 Enrollment

Grade	Capacity	Total Anticipated 2020-2021	Total Registered 2020-2021
PS	n/a	n/a	n/a
TK	n/a	n/a	n/a
K	30	30	29
1	30	30	29
2	35	35	28
3	35	35	30
4	35	30	20
5	35	35	35
6	40	40	35
7	40	40	40
8	50	50	49
Total	330	330	295

Part 2: Campus Summary

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All Indoor Spaces	Dimensions and Total Sq. Ft.	Current Student Capacity	6-ft SD Capacity	Min. Capacity (12+adults unless SD requires less)	Equipment Removal	Equipment / Physical Barrier Additions	Notes
<i>Example: 1st grade classroom</i>	<i>30x34 1,020 sq ft</i>	<i>30</i>	<i>15</i>	<i>12</i>	<i>Kidney table, throw rug, bean bag chairs, book display</i>	<i>Sanitization at door, cubbies and bins for each student's supplies</i>	<i>This is our largest primary room.</i>
<i>K</i>		<i>30</i>	<i>15</i>	<i>12</i>	<i>Throw rug, toys</i>	<i>Sanitization at door, cubbies and bins for each student's supplies</i>	<i>This is our largest primary room. The conference room will be used for the other half.</i>
<i>1st</i>		<i>30</i>	<i>15</i>	<i>12</i>	<i>Rug, bean bag chair</i>	<i>Sanitization at door, cubbies and bins for each student's supplies</i>	<i>This is our largest primary room. The art room will be used for the other half of the class.</i>
<i>2nd</i>		<i>35</i>	<i>17</i>	<i>12</i>		<i>Sanitization at door, cubbies and bins for each student's supplies</i>	<i>This is our largest primary room. The library will be used for the other half of the class.</i>

All Indoor Spaces	Dimensions and Total Sq. Ft.	Current Student Capacity	6-ft SD Capacity	Min. Capacity (12+adults unless SD requires less)	Equipment Removal	Equipment / Physical Barrier Additions	Notes
3 rd		35	17	12		Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room. Parish Hall will be used for the other half of the class.</i>
4 th		35	17	12	Rug, bean bag chair	Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room. Parish Hall will be used for the other half of the class.</i>
5 th		35	17	12		Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room. Parish Hall will be used for the other half of the class.</i>
6 th		20	20	10		Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room.</i>
6 th		20	20	10		Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room.</i>
7 th		20	20	10		Sanitization at door, cubbies and bins for each student's supplies	<i>This is our largest primary room.</i>

All Indoor Spaces	Dimensions and Total Sq. Ft.	Current Student Capacity	6-ft SD Capacity	Min. Capacity (12+adults unless SD requires less)	Equipment Removal	Equipment / Physical Barrier Additions	Notes
7 th		20	20	10		Sanitization at door, cubbies and bins for each student's supplies	This is our largest primary room.
8 th		25	20	10		Sanitization at door, cubbies and bins for each student's supplies	This is our largest primary room.
8 th		25	20	10		Sanitization at door, cubbies and bins for each student's supplies	This is our largest primary room.
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Part 3: Sanitation Supplies

- To inform your purchases this summer, estimate the amount of sanitation supplies that will be needed to open the school.

Item	Notes	Amount
Hand Sanitizer	1+/room at all times (pump or standing station) Outside each building entrance (standing station) Outside each restroom (standing station)	

	For open office spaces, 1 per desk is recommended	
Disinfecting Wipes	1+/room at all times – determine type/frequency of use when estimating total amount	
Disinfecting Sprays	1+/room at all times – determine type/frequency of use when estimating total amount	
Room Sanitation	All rooms must be fully sanitized at the end of each day and between any groups.	
Disposable Masks	Available for staff/students who forget to bring one Available for parents/visitors to the front office who do not have one	
Gloves	Front office for receiving items/mail Custodian(s)	
Clear Face Shields	May be beneficial for teachers/adults interacting with students, particularly in primary grades where facial expressions and mouth movement are critical to social-emotional development and phonological awareness. We will be using a face shield in 4 th grade to enable a child that reads lips to effectively learn.	