



**S**ACRED  
**H**EART  
**S**CHOOL

**COVID-19 Response: Reopening Plan  
2020-2021**



## **A Message from our Superintendent**

The optimal scenario for our students' educational advancement and social-emotional well-being is to return to a full face-to-face instructional model. However, we also recognize the on-going requirement to balance those educational needs with the competing needs of a pandemic. There is nothing easy about these circumstances. Yet we have to make decisions with an awareness of the constant changing nature of the situation.

We want to take the first steps of returning to school so we can:

- develop positive relationships between teachers and students
- establish effective routines
- find success in our protocols
- work towards normalcy for our children

Each of the 70 Catholic schools within the Archdiocese of Omaha is sharing reopening plans with their school communities. Reopening plans will look different at each school depending upon the area of the archdiocese where the school resides and the level of health risk in the community spread area. The size of the classroom and the number of students in each classroom will also be a part of the equation as each school finalizes their plans. Those plans are subject to change based on updated guidance from local health officials. Some of our schools will be able to remain in a full face- to-face instruction, while others will adapt to a hybrid 50/50 instructional model, and others may need to enter into full remote learning instruction. All of our schools have been making plans for each of these instructional models over the course of the summer.

We acknowledge that there are families who have medical concerns about returning to the building, and our schools will have alternative learning opportunities to accommodate your needs. Please contact your school for details of what those alternative learning opportunities could look like for you.

I can assure you that all of our schools have safety measures in place to limit the spread of the virus. Those measures include social distancing, mask wearing where and when necessary to reduce contact and frequent sanitizing practices throughout the building.

Elementary students will be kept in cohorts and will have limited interactions with other groups of students to reduce the amount of contact. High schools will have increased measures in place to ensure social distancing and require students to wear masks.

As we continue to learn more about the COVID-19 virus, please know that your Catholic school will follow directed health measures and recommendations from the health experts in their communities. The health and safety of your children will continue to be our priority as we return back to the classroom. Also know that your Catholic school community is in our prayers during this uncertain time.

We thank you for your continued support of our schools and our mission - to create disciples of Jesus who will go out and proclaim the Gospel.

Vickie Kauffold

# Index

<b>Introduction</b>	<b>3</b>
Belief Statement	
Guiding Principles	
<b>Covid Risk Dial Assessment</b>	<b>4</b>
<b>Building Traffic &amp; Symptom Screening</b>	
Symptoms & Screening for Students	
Pre-Screening for Staff	
Symptomatic Staff & Students	
Facility Usage by Outside Organizations	<b>5</b>
Visitors at School	
<b>Building Access</b>	<b>5</b>
Building Engineering	
Building Traffic Flow	
Pick Up & Drop Off Procedures	
Mass Attendance Schedule	<b>6</b>
Counseling Services	
<b>Environmental Safety &amp; Cleaning Procedures</b>	<b>6</b>
Sanitization	
Handwashing & Hand Sanitizing	<b>7</b>
Infirmary	
<b>Personal Protective Equipment</b>	<b>7</b>
Masks	
Social Distancing	
Water Fountains	<b>8</b>
<b>Common Space Use</b>	<b>8</b>
Cafeteria/Meals	
Birthday Treats	
Passing Periods	
Specials	
Recess	
<b>Instructional Support</b>	<b>9</b>
SPED, Title I, SLP Services	
Technology	
Remote Learning	



## **Sacred Heart School RESTART PLAN 2020-2021**

This is a very challenging situation and we will make adjustments as we move forward in the coming weeks and continue to follow directed health measures and recommendations from the medical community.

### **Belief Statement:**

- We believe in doing all we can to provide a high-quality educational experience to all students regardless of circumstance.
- We believe it is a top priority to do all we can to keep our students and staff safe.
- We believe being in school is the best place for students to receive an education, interact socially with peers, and to be enriched by a positive and consistent routine.
- Our ability to re-open will be a shared responsibility that depends on all of our students, their families, and our staff. This has to be a community-wide effort.

### **Guiding Principles:**

- Protect the health and safety of students, staff, and the Sacred Heart Community.
- Ensure the social, emotional mental health of our students and staff.
- Deliver the highest spiritual and educational experience to each student to prepare them for future success.
- Promote equity and opportunity for each student and their family.
- Thoughtfully prepare for future decisions from the Douglas County Health Department, the Nebraska Department of Education and the State and Federal officials related to schooling in the coming year.

Based on the health directives from our federal, state and local government and health officials, **we are planning on classes starting in the hybrid model, August 19.**

We will be using a close to traditional school day and school year calendar with numerous social distancing guidelines and safety measures in place.

## **The following protocols will be implemented beginning August 19th Adjustments might be made based on recommendations from medical professionals.**

### **COVID-19 Risk Dial Schedule**

- School will take place based on the Douglas County Health Department's risk assessment
- If Douglas County is in a **GREEN** or **YELLOW** zone, ALL students will be required to attend school in person for face-to-face instruction.
- If Douglas County is in an **ORANGE** category, Sacred Heart will follow a hybrid model. Group A students will attend school in-person on Monday and Tuesday, while group B is remote learning. Group B students will attend school in-person on Wednesday and Thursday, while Group A is remote learning. Friday will be a remote learning day for all students. Students will be required to log-in to remote learning sessions and complete work from home.
- If Douglas County is in the **RED** category Sacred Heart will close the building and all students will be learning from home in a remote environment.
- You can view the Risk Dial from DCHD at <https://www.douglascountyhealth.com/>

### **Symptoms Screening for Students**

- Parents screen children at home for temperature, cough, etc. Students do not report to school if symptomatic, call a medical professional.
- All students will have their temperature taken at drop off. When a car pulls up a staff member will meet the car and take the temperature of all students arriving in that vehicle. **If a student has a temperature of 100.4 degrees or above, the student will not be allowed in the school building and will be sent home.** Parent(s) are to watch for symptoms for 72 hours. After 72 hours if symptoms continue you will need to notify your physician to determine what you should do next. If the fever is gone and there are no symptoms after 72 hours, without medication, the student may return to school.

### **Pre-Screening for Staff**

- All employees self-screen at home for temperature, cough, etc. and do not report to work if symptomatic, call a medical professional.
- All employees will have temperature taken upon arrival to the school building.

### **Symptomatic Staff and Students**

- An area will be designated as an infirmary so that students or staff that are ill, or show symptoms can be separated from the high-traffic areas.
- We will communicate with the health department regarding suspected or confirmed cases. The health department will assist us in determining a course of action.
- Recommendations from the Public health Dept will be followed.
- The Douglas County Health Dept phone number is 402-444-7471 for emergencies or after hours the number is 402-444-7000

### **Facility Usage by outside organizations**

- The Religious Education program will follow state directed health measures when using the school building.
- We reserve the right to limit or eliminate usage of the facility to outside groups for the health and safety of our school community.

### **Visitors at School**

- **When allowed, all visitors are required to wear a mask while in the building. When visitors are allowed to enter the building, they may not go past the front offices/foyer area.**
- All visitors, including family members, will be restricted except for special meetings like IEP's, academic and behavioral concerns, disciplinary hearings, etc.
- We will not be able to accommodate "lunch guests" and other special drop in guests for Mentoring, Read and Feeds, etc.
- Mentoring for middle school students will not be in person.
- At this time, field trips will be suspended. However, field trip opportunities will be assessed throughout the school year in accordance with health guidelines.

### **Building Engineering**

- Create dedicated entry/exit points that are deep cleaned multiple times daily.
- Will work to increase airflow through appropriate filtering and sterilization measures where possible.
- Classroom windows can be open during the day to provide for additional air circulation if needed.

### **Building Traffic Flow**

- Colored tape, signs, or decals will que the flow of traffic throughout the building.
- Hallways will be divided into lanes for directional traffic flow to insure social distancing guidelines are followed.
- Furniture will be arranged to support social distancing expectations.
- Students will remain in their class/cohort group throughout the day, teachers will rotate.

### **Pick-Up and Drop Off of Students**

- Parents are to stay in their vehicles for drop off and pick-up.
- **Students will not be allowed to enter the building until 7:45am.**
- **Students may not congregate and wait outside school doors due to health guidance.**
- Students must remain in vehicles until school doors open; staff will meet students at their vehicle and take temperatures while students are in their car.
- If no temperature is detected the student(s) will be released to enter the building and report to the classroom(s). If the student has a fever of 100.4 or above the student will go home and will need to be monitored for 72 hours before returning to school.
- Families with multiple children will be released at 2:50 out the main entrance.
- At the end of the day dismissal will be staggered.
- **Parents must stay in vehicles at pick-up.**
- We are currently working with after-school programs to figure out the best dismissal schedule for our students. We will release those details as soon as they are available.

### **Mass Attendance**

- Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> will attend Mass on Tuesday mornings.
- 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> will attend Mass on Thursday mornings.
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will attend Mass on Friday mornings.
- To ensure Social Distancing practices, one class will attend Mass in-person while the other two classes attend virtually. This will be a 3 week rotation so each grade level has in-person Mass every month.
- **If we are in code ORANGE on the DCHD risk dial and implementing our hy-brid learning model, Mass will be virtual attendance only**

### **Counseling Services**

- Counseling services will be provided through Catholic Charities.

### **Environmental Safety and Cleaning policies**

- Student backpacks and coats will be kept in the classroom; student lockers will not be utilized.
- Analyze on a regular basis our inventory of cleaning supplies, sanitizers, disinfectants and applicable equipment so we don't run low.
- High touched surfaces will be sanitized frequently, to include:
  - Door Knobs and handles
  - Push plate and crash bars on doors
  - Handrails and stairway rails
  - Drinking Fountains
  - Table and Chairs in cafeteria
  - Refrigerators and microwaves
  - Surface and fixtures in kitchens and bathrooms.
  - Other areas as identified by staff
- Make hand sanitizer available in all classrooms and throughout the building.
- Make sanitizing wipes and hand soap readily available
- Ensure that the deep cleaning of all areas happen daily and regularly  
<https://www.cdc.gov/coronavirus/2019-nccv/community/disinfecting-building-facility.html>

### **Sanitation**

- Desks, door handles, and restrooms will be cleaned/disinfected on a frequent basis. Employees are responsible for all cleaning protocols. No student responsibilities for cleaning.
- Gloves are required for all staff who are food service staff and for all staff who are sanitizing an item or surface.
- Students and staff will limit the sharing of all supplies, utensils, devices, toys, books, and learning materials

### **Hand Washing/ Hand Sanitizing**

- Students and staff will sanitize their hands upon entering the building and in the classrooms, hallways and common spaces throughout the day as sanitizer pumps will be readily available throughout the school.
- Hands will be washed or sanitized every two hours.

### **Infirmary**

- Students who become ill will be removed from the classroom and placed in the designated infirmary where they will be monitored by staff until a parent or guardian can pick them up.
- If multiple students become ill, they will be placed 6 feet apart within the infirmary.
- Medical grade masks will be required within the infirmary.
- Infirmary will be cleaned and disinfected upon student exiting.

### **Masks**

- The school will provide cloth masks for each student.
- Students will be allowed to bring an extra-mask from home to use as a back-up if needed.
- Please understand that we are legally obligated to follow Directed Health Measures (DHMs) from the Douglas County Health Department. A recommendation is not legally binding but obviously viewed as best practice. School systems do not write DHMs but must follow them. We also follow recommendations as they come from the medical experts that we rely on and are backed by scientific studies.
- The current recommendations we are following emphasizes that if you cannot social distance, or when in a public setting indoors, you need to wear a mask.
- Clear dividers will be placed on all of the desks and tables.
- Plexi-glass dividers will be placed around every desk to promote social distancing.
- Masks can be removed outside if social distancing is taking place. Students will social distance as much as possible.
- Exceptions could include those with documented medical, behavioral or developmental issues that could be impaired by the mask. **A doctor's note is required.**

### **Social-Distancing**

- Maintain at least 4-6 feet of physical distance whenever possible when there is no physical barrier between individuals (such as classrooms, hallways, etc.)
- Limit the number of people in the hallway or entryway at one time.
- Classroom desks will be spread apart in rows all facing the same direction with as much distance in-between as possible.

### **Common Space Use (hallways, restrooms, cafeteria, gym)**

- Will follow as much social-distancing as possible with methodical and frequent cleaning throughout the day.
- Masks will be required in the hallways, restrooms and anytime social distancing can't be followed within the school building.
- Lockers will not be utilized this school year.



**Water Fountains**

- No mouth drinking from the fountains.
- Students will use a water bottle with their name on the lid and the bottle. The water bottle will be provided by the school.

**Cafeteria/Meals**

- Students will eat breakfast in their classrooms. A grab-and-go breakfast will be provided at designated entrance points each morning.
- Students will eat lunch in their classrooms.
- No ala Carte items.
- No self-serve items.
- All food to be served by gloved and masked employees
- No students will be allowed to serve food.
- Students will be allowed to bring lunches from home.
- No sharing of food.
- Kitchen staff will wear masks at all times.

**Birthday Treats**

- Birthday treats must be individually prepackaged and store-bought. No homemade items will be allowed.

**Passing Periods Middle School & Specials**

- Middle school students will stay in the classroom, the teachers will move.
- Specials teachers (Music, Library, Spanish, PE, STEM) will move throughout classrooms.

**Physical Education**

- Physical Education classes will focus on exercise and wellness and will use outside space whenever possible. When unable to participate in physical activity; class will focus on teaching the benefits of physical activity and how to live a healthy lifestyle.
- Equipment used will be disinfected between usage.

**Music Classes**

- Music classes will be taught in the classroom.
- Instruments played using your mouth will not be used.
- Instruments will be disinfected between usage.

**Recess**

- We envision recess time being outside as much as possible and mask-free when appropriate social distancing is being practiced.
- The school will plan to provide outside recess daily and short breaks while learning.
- The students will stay in their cohorts and not mix together.

### **Special Education/Title I/Speech & Language Services**

- Special Education, Title I, Speech and Language services will all continue to be provided for qualified students by Omaha Public Schools.
- Instruction will take place according to OPS guidelines.

### **Technology**

- Sacred Heart will provide each student with a device for blended learning. Kindergarten through third grade students will each be assigned an iPad. Fourth through eighth grade students will be assigned a ChromeBook.
- A technology agreement form must be signed outlining device usage and expectations
- Students are responsible for the care and safekeeping of their device at school.
- Families in need of devices during remote learning will be able to request them from the school
- Sacred Heart will work with families who have no internet access/slow internet access in remote learning situations

### **Remote Learning**

- Students will be expected to attend Sacred Heart for in-person instruction during the 2020-21 school year, unless otherwise directed by the Governor and Health Department.
  - **see COVID-19 Risk Dial Schedule on page 3**
- A personal letter will be sent out to each family indicating which group they have been assigned during Hybrid Instruction **ORANGE**. A Group will attend Mondays and Tuesdays in person. B Group will attend Wednesday and Thursday in person.
- **If a student or household member has a medical condition preventing them from attending school for in-person instruction; a doctor's note will be required and accommodation plans will be made on a case-by-case basis.** Please contact the school with questions regarding medical accommodation plans.

**If by chance the governor closes schools we will have a plan in place to resume remote learning. It will not look like last time. Attendance will be taken and students will have to participate. Nothing will be optional and grades will be assigned.**

*This document is subject to change based on new directives from the state, diocese, CDC, and/or the Health Dept.*