

Burlington Catholic School Covid-19 Safety Plans August 2020

Burlington Catholic School in collaboration with:

- American Association of Pediatrics (AAP)
- Center for Disease Control and Prevention (CDC)
- Department of Public Instruction (DPI)
- Archdiocese of Milwaukee
- Central Racine County Health Department (CRCHD)

has established the following plans for the 2020-2021 school year. These protocols / guidelines are in addition to or an addendum to the regular BCS handbook. Please know that COVID-19 is constantly changing and therefore, we may need to adjust these plans at any time with little notice.

Instructional Plans

1. In Person Five Day, Full Day - Main Model:

The staff and I are committed to helping get all of our students back in the classroom, face to face in the fall. However, as we plan to bring everyone back August 20th, our day-to-day operations will have to look a little different, and since new information on the Coronavirus seems to come out daily, know that our policies and procedures may have to change as the year progresses and sometimes, with very little notice.

2. Virtual - alternative option:

Families that choose this model will stay home and learn virtually from our BCS teachers using live instruction, pre-recorded instruction, and posted assignments. Students will use Google Classroom as their main source for lesson plans, schedules, and assignments. Special instructions / policies will be sent to families that chose this model

At the end of each trimester, we will resurvey families to see if they wish to stay in the model they are currently in or wish to switch. If a family wishes to change from one form of instruction to another mid-trimester, they must meet with the principal and homeroom teacher prior to switching.

All students will use Google Classroom, whether face-to-face or virtual, to ensure we are prepared if a family or class would need to move to virtual for a period of time.

School Safety Protocols / Adjustments

1. Social Distancing

- a. All nonessential furniture has been removed from the classrooms and work spaces to allow for desks to be spread out 3-6 feet apart
- b. Desks are organized in rows facing forward - group discussions will be done outside, using technology, or with a mask safely distanced
- c. Lockers will only be visited at certain times a day; teachers have grouped their students into three groups to allow for every third locker on one side of the hallway to be visited at a time
- d. Hallway traffic flow has been adjusted to avoid crossing paths with other students as well as staggered passing times

2. Masks / Face Shields

- a. All students and staff will wear a face mask when indoors or outdoors when social distancing is not possible
 - i. In addition to wearing a mask to school, we encourage all staff and students to bring an extra mask just in case one needs to be replaced
 - ii. BCS also has a mask per student if masks are forgotten, dirtied, etc.
- b. Plastic shields will also be available for students and staff to use if they are not comfortable or cannot wear a mask - as of August 15, shields have not arrived yet!
- c. Mask Dress Code
 - i. Masks may have appropriate designs, colors, sports themes, school logos
 - ii. Masks must not be distracting or inappropriate: No inappropriate phrases / slogans, scary / gory faces, teeth, political slogans, etc.

*** Due to the statewide mask mandate, shields will not be worn until September 28th when and if the mandate is lifted. If a mask cannot be worn due to a medical reason, a shield can be worn during the mandate, however, please contact the principal and homeroom teacher to let them know.***

3. Cleaning / Sanitizing

- a. IEM, BCS's maintenance team, will clean touch points throughout the day as well as nightly deep cleaning using special cleaners and "sprayers" - all protocols are available in the school offices if parents wish to see any of the specifics related to cleaners, cleaning procedures, etc.
- b. Teachers will sanitize desks, chairs, toys, touch points, etc. within classrooms between classes / when needed using the approved cleaners.

4. Sanitizing Hands

- a. Hand sanitizer dispensers were installed in each classroom, office, hallway, and entrance.
- b. Students, upon entering and/or exiting a classroom, will use hand sanitizer / wash hands before entering the next room.

5. Cafeteria Updates

- a. Cafeteria seating at both campuses has been adjusted to face one way (with flow of traffic) with less students per table
- b. Students will enter the cafeteria with masks on
- c. Two lines will be established - one hot lunch, one cold lunch so students can more efficiently enter the cafeteria
- d. No cards will be scanned while in line - teachers will enter the information and the hot lunch staff will scan cards later
- e. St. Mary campus - salad will still be an option, however, the salad will be premade
- f. Schedule for lunch periods have been adjusted to allow for less classes in the cafeteria at one time
- g. To eliminate additional risk, we will not have any volunteers working in kitchens until further notice
- h. All Hot Lunch staff will take temperatures before entering the kitchens each day to ensure the safety of the staff and students

6. Volunteers / Visitors

- a. To eliminate additional risk, we will not have any volunteers working in classrooms until further notice
- b. Parents may volunteer to work outside at recess - masks do not need to be worn; however, one must be available to put on if social distancing is not possible

7. Field Trips

- a. No field trips will be scheduled until at least, after December 31. We will revisit this after that time to decide if field trips are safe and appropriate

8. Mass

- a. Church capacity has increased so some classes will attend mass on Tuesday at St. Charles and Friday at St. Mary.
- b. Due to the amount of students at each campus, not all classes will be able to attend, so they will take turns each week attending while other classes celebrate mass each Friday morning virtually with Fr. Jim and Fr. Sergio within their classrooms.

9. Special Classes - Art, Music, Gym

- a. All students will participate in these classes, whether face to face or virtual.
- b. Classes will be held outside (weather permitting) or in the designated classrooms
- c. Additional cleaning, spacing, and precautions will be taken to ensure the safety of students and staff including but not limited to sanitizing equipment, individual supplies (no sharing), etc.
- d. 6th-8th grade Band / Choir / General Music
 - i. Special PPE has been purchased for the students and staff participating in these activities

10. Athletics

- a. As per the Archdiocese of Milwaukee Athletics Board, no fall sports will take place; winter sports will be discussed in October

11. Drop Off / Pick Up Procedures

- a. Per the recommendation from the Central Racine County Health Department, parents are asked to please stay in their cars during drop off and pick up
 - i. St. Charles campus - all families will use the car line until further notice to avoid large groups and keep our staff and students safe and spaced out
 - ii. St. Mary campus - all families will pull up along Randolph Street and students will walk in from there
- b. As we progress through each trimester, we will re-evaluate these drop off / pick up procedures

12. Temperature Checks

- a. BCS will not take temperatures of students or staff unless needed - we request that parents take temperatures of students each morning before school
 - i. The CDC suggests any temperature 100.4 F or greater is considered a fever. If your child has a fever, do not send them to school!
 - ii. Student must be fever free without medicine for 24 hours before returning to school

13. Absence due to illness v. exposure

Procedures Related to Exposure / Confirmed Covid Case:

- This will be a case-by-case situation and therefore, our process will be to contact the Central Racine County Health Department if a confirmed case or exposure is reported. They have instructed BCS to contact them and they will guide us through each situation.
 - See Covid FAQ handout emailed on 8/31/2020
- A confirmed case does not automatically mean a class or school shutdown
- An Isolation Room has been established at both campuses if needed in close proximity to an adult
- Instruction will NOT stop
 - Teachers and students who need to quarantine will continue to teach / learn from home using Google Classroom and live / pre-recorded instruction
 - Teachers will be using Google Classroom with ALL students to ensure students are comfortable with the tools!
 - If your students need to be home for 3 or more days, parents / students should begin virtual as soon as possible and continue until students can return face to face

Attendance

- BCS is required by the Department of Public Instruction to track attendance and instructional hours. Students cannot simply choose virtual for a given day because they do not feel like coming to school - we have virtual for those families who really need it for the safety of their family.
- If your student is too sick to come to school, we do not want them doing virtual - rest up and return to school healthy!
- Students absent more than two days consecutively will need a doctor's note as our regular attendance policy states
 - Please see "Attendance (absent / tardy)" for more information

Technology

- All students will be given a Chromebook to use for the 2020-2021 school year
- Students must take the Chromebook home each evening to ensure technology is available in case of an emergency shutdown
- Chargers should stay at home
- Technology Usage Forms will be mailed home - all must be returned prior to using school technology

Types of Personal Protective Equipment (PPE) to be used at BCS

- Face masks / Face shields
- "Split" cleaner provided by IEM, BCS's Maintenance team
- Sanitizing wipes
- Hand sanitizer
- Plastic / Plexiglass barriers for desks, offices, and cafeteria

Archdiocesan Waivers

Parents and Families

- All parents will be asked to sign the COVID-19 waiver established by the Archdiocese of Milwaukee Human Resources and Legal team
- This waiver pledges that parents check their student's temperature and symptoms each day before coming to school, to make sure that their son or daughter is not ill and will not infect other students and staff. In addition, parents also pledge to report to the school in the event that their student or a family member has been exposed to or becomes infected with COVID-19.

Faculty and Staff

- All Faculty and Staff will be asked to sign the Covid 19 established by the Archdiocese of Milwaukee Human Resources and Legal team
- This waiver pledges that staff maintain their health, and not to come to work if they have a temperature or are displaying symptoms. Faculty and Staff will also pledge not to report to the school in the event that they or a family member has been exposed to or becomes infected with COVID-19.
- Unless unable to teach due to illness, teachers will teach from home virtually during a quarantine.

Virtual Student Guidelines

Attendance

- Students must be online by 7:55 for prayer, mission statement, pledge, and announcements - this is how we will take attendance each day
 - Some students will then stay on or move to a different link for their first hour class
- If sick and cannot be online, please contact the school office as you normally would do to call in a student
- Students must be present for every scheduled class assigned including special classes - some classes are recorded, but most are not. Please stay in close communication with teachers on when students should be online.
 - If students check in at 7:55, but do not come to other classes assigned, we will mark them absent and contact home

Dress Code

- Students will follow the same dress code as face-to-face students
- Uniforms are required unless a scheduled out of uniform day
 - Students do not need to wear masks or shields at home

Video / Sound / Location

- Students must have their camera on and sound muted, but available to turn on
- Students must be at a table or desk and in a regular chair in an open area
- Students should NOT be on their bed or couch
- Students must stay on the screen, engaged through the lesson

Calendar

- Virtual students will follow the same calendar as face-to-face students including Christmas break, etc.
- We ask that families try to avoid vacations during regularly scheduled class - if you are going on vacation, please notify the teachers and office as you normally would

Moving to Virtual Learning or back to Face to Face?

- For accurate planning and spacing, families must choose virtual or face-to-face at the beginning of each trimester
- If a student must switch to virtual or face-to-face within a trimester, parents must schedule a meeting with the principal and homeroom teacher prior to changing instructional methods
 - In a quarantine situation, students will be allowed to switch when needed - parents must still contact the principal and homeroom teacher so staff can plan accordingly.

Burlington Catholic School understands that this is a very different way to start the school year. However, we are so excited to be back! Please know that BCS staff will make every effort to ensure your students have as “normal” of a school year as we can.