

Immaculate Conception Academy

Lisa Forkin

Plan Submitted By
Lisa Forkin

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Immaculate Conception Academy

What is your scheduled first day of school for the 2020-2021 school year?
Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

In the green and yellow phases, school will be open. Staff must report to the principal or a designated person in the morning to have their temperature checked. Staff must fill out the Diocesan form indicating whether or not they have symptoms and have been exposed and are a possible asymptomatic individual. Staff must practice social distancing. Morning prayers and meetings will be conducted in the cafeteria where staff can spread out. If families are not comfortable attending in school instruction we will live-stream daily for those students. The procedure for students entering the building will differ depending on how the student arrives at school. Car riders will have their temperature checked before they exit the car. If students are not experiencing symptoms and do not have a fever of 100.4 degrees, they may get in line to enter the school. Bus riders will line up at the door to have their temperature checked and use sanitizer before they can enter. Students will know where to stand because the ground around the entrance and in the hallways will be marked six feet apart. Once they have entered the school, all students must hand sanitize. Staff will be at every entrance to ensure that students socially distance, have their temperature checked, and use hand sanitizer.

How did you engage stakeholders in the type of re-opening your school entity selected?

Teachers, the principal, the school secretary, maintenance crew, parents, and grandparents of students were all asked to contribute to the formation of our school re-opening plan. Meetings were conducted once a week to form the plan.

How will you communicate your plan to your community?

Once the plan is approved, the community will be notified via OptionC notifications and letters to parents. The plan will be posted on the school website and in the school handbook which must be signed by all students and parents. The plan will be easily visible and posted throughout the school. Copies of the plan will be readily available for anyone who requests it.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Lisa Forkin	principal	Both
2	Christine Prinzo	secretary	Both
3	Christine Foley	resource teacher	Both
4	Rhonda Ouimet	preschool teacher	Both
5	Judith Rinda	Kindergarten teacher	Both
6	Ericka Major-Cruz	first grade teacher	Both
7	Michelle Hassler	second grade teacher, parent	Both

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
8	Kimberly Beyer	sixth grade teacher	Both
9	Miranda Le	eighth grade teacher	Both
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How will you ensure the building is cleaned and ready to safely welcome staff and students?

Common areas, hallways, staircases, and bathrooms will be cleaned, sanitized, and disinfected for students by a cleaning company. Teachers will ensure that their classrooms are cleaned and disinfected for students to enter the building. Staff will follow the Diocesan, state, and local guidelines for cleaning.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Disinfection supplies will be bought using money acquired from the Cares grant and Health and Safety grant.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Students and staff will be required to use hand sanitizer upon entering or leaving the building and entering or leaving rooms. Students and staff will be required to sanitize or wash their hands after using the bathroom and before eating. Students and staff will also be required to hand sanitize once an hour. Student desks will be washed before they eat lunch at their desk. Signs will be posted throughout the school in the hallways, outside classrooms and bathrooms, and in the office to note best hand washing practices, mask usage, and maximum room occupancy.

Our ventilation system can be set to allow fresh air to circulate daily throughout our building at all times. When possible we will open windows to help circulate the fresh air.

The cleaning company will continue the daily cleaning, sanitizing and disinfecting of common areas, hallways, staircases, and bathrooms.

What protocols will you put in place to clean and disinfect throughout an individual school day?

From Monday morning to Thursday after school, teachers take care of their own classroom desks, light switches, and other frequently touched surfaces. Teachers will sweep their floor, spray carpets, and take out trash and leave it outside the room. Teachers with bathrooms will have to sanitize and clean their bathrooms as well. On Friday, the cleaning crew mop and vacuum and sweep, clean and sanitize bathrooms. Staff will also clean and disinfect throughout the day as needed. Classroom vents pull in outside air, so the air in the classroom is constantly recycled. The classroom windows may be opened to increase fresh air intake. Water fountains will be turned off. All students will be asked to bring in their own water bottles. The bathrooms, hallways, and common area will be cleaned and disinfected by the cleaning crew daily and as needed in between.

Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

All the staff will be trained on the above protocols via Team meetings and faculty and staff meetings. Teachers will be required to sign out by completing a daily checklist signifying that teachers cleaned their classrooms daily. The checklist will be posted where teachers can see it and are physically reminded.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)

Lead Individual & Position

Materials,
Resources,
and/or
Supports
Needed

PD
Required
(Y/N)

Teachers will clean their own classroom. Office staff will clean the school common areas.

From Monday morning to Thursday after school, teachers take care of their own classroom desks, light switches, and other frequently touched surfaces. Teachers will sweep their floor, spray carpets, and take out trash and leave it outside the room. Teachers with bathrooms will have to sanitize and clean their bathrooms as well. On Friday, the cleaning crew mop and vacuum and sweep, clean and sanitize bathrooms. Staff will also clean and disinfect throughout the day as needed. Classroom vents pull in outside air, so the air in the classroom is constantly recycled. The classroom windows may be opened to increase fresh air intake.

Yes

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position Materials, Resources, and/or Supports Needed PD Required (Y/N)

Same as yellow

Same as yellow

Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under
Yellow Phase

Action Steps under
Green Phase

Lead Individual
and Position

Materials, Resources, and or
Supports Needed

PD
Required
(Y/N)

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How will classrooms/learning spaces be organized to mitigate spread?

Students will be placed three to six feet apart from each other in the classroom. Only one student will be allowed to move around at a time for tissues, access closet spaces, sharpen pencil, etc. All students will be required to wear masks when entering the building, leaving the building, and walking in the hallways. If a student is stationary at a desk, carpet square, or six feet apart socially distancing in the classroom, then masks may be taken off at that space or dangling from their ears. Outside space will be used whenever possible to help students spread out.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Students will mostly be in contact with their homeroom teacher. When students have a special class, their special teacher will come to their classroom to teach to mitigate students moving about in the hallway and possible exposure. Middle school students will not switch for classes; teachers will switch their classrooms to teach. Students who need resource will be escorted through the halls by the resource teacher. When entering and leaving the school, students will meet with an adult who will check their temperature (at the beginning of the day) and ensure students are observing social distancing procedures. Students will have their own workbooks, textbooks and Chromebook or iPad. Books will be stored in their desk and personal spaces to help ensure that each student only uses and touches their own materials. Students will be encouraged to bring their own sanitizing materials (wipes, sanitizer, tissues) from home.

What policies and procedures will govern use of other communal spaces within the school building?

Signs will be posted at the entrance to communal spaces such as the cafeteria, resource room, bathrooms, and gymnasium stating the maximum number of people allowed in the room. Teachers will conduct morning teacher prayers in the cafeteria so they can be socially distant. The copyroom will be limited to one person. An office aide will run off copies for teachers. Teachers will wash and spray the teacher bathrooms after use. The number of students allowed to go in the hallways during the day will be limited. Students will be encouraged to go to the bathroom during their classroom time slots. Students with an emergency bathroom request must wait until the student in the bathroom has entered the stall, then enter and use the bathroom. Only every other stall will be used, and plexiglass will be used to

separate bathroom sinks. Only the sinks at either end of the bathrooms will be used.

For gym class, students will be given an individual boxed-off area to stand in. Students will be given lessons and activities to complete within their given space to ensure social distancing but also physical activities and fitness lessons. While students must wear a mask to get to gym class, once in their assigned box, the masks may be removed.

One or two classes per period (depending on the class size) will eat lunch in the cafeteria, allowing time in between for thorough cleaning. The other one or two classes will eat lunch in the students' classrooms. Once the school year has progressed and procedures tweaked, all students will return gradually to the cafeteria with social distancing rules still being followed.

Recess for middle school will be ten-minutes, outside weather permitting. K-5 will continue their normal recess time. Recess times will be staggered to allow students to practice social distancing as much as possible during recess. Students and teachers must hand sanitize before and after recess. Masks must be worn during recess.

How will you utilize outdoor space to help meet social distancing needs?

One of the advantages of ICA is the amount of land we have. Whenever possible, teachers will be encouraged to conduct classes outside where students can be socially distant and have fresh air. The prayer garden can be used for religion classes. The soccer fields can be used as classrooms. Teachers are encouraged to be creative when creating lesson plans to utilize outside spaces.

How will you adjust student transportation to meet social distancing requirements?

ICA has students from five public school districts. ICA will work to be flexible with the five sending school districts.

The procedure for students entering the building will differ depending on how the student arrives at school. Car riders will have their temperature checked before they exit the car. If students are not experiencing symptoms and do not have a fever of 100.4 degrees, they may get in line to enter the school. Bus riders will line up at the door to have their temperature checked and use sanitizer before they can enter. Students will know where to stand because the ground around the entrance and in the hallways will be marked six feet apart. Once they have entered the school, all students must hand sanitize. Staff will be at every entrance to ensure that students socially distance, have their temperature checked, and use hand sanitizer.

What visitor and volunteer policies will you implement to mitigate spread?

Visitors and volunteers will be by appointment, if necessary parent meetings, drop off items etc.

Volunteers once permitted will be follow the same safety procedures and protocols as staff, temperature checks, symptom checks, and frequent hand sanitizing.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

Younger students will be sanitizing their hands a lot more than the middle schoolers. Younger grades will also be more focused on cleaning throughout the day which is needed more than middle school and the upper floor. The upper floor students will be more responsible for cleaning their desk and personal areas than the younger floor students. For example, upper floor older students will be required to wash their desks before and after they eat while the responsibility for those procedures will fall mainly on the teachers for the younger floor students. In preschool and pre-K, students will be utilizing centers and lessons which require some socialization, but safety procedures will be followed, most especially wearing masks. Preschool and pre-K bedding will be sent home weekly to be washed. Middle schoolers will have their own individual Chromebooks to use.

Which stakeholders will be trained on social distancing and other safety protocols?

When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

All the staff will be trained on the above protocols via Team meetings and faculty and staff meetings. Staff will monitor the hallways and other common areas to make sure that students are practicing social distancing. Teachers will teach students good hygiene practices as well as the reasons behind the new school procedures. Students will be required to follow these new practices.

Social Distancing and Other Safety Protocols

Actions Steps under Yellow Actions Steps under Yellow	Action Steps Under Green	Lead Individual Individual	Materials, Resources Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	same as yellow	teachers/ staff	cleaning supplies	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	same as yellow	teachers/ staff	cleaning supplies	No
Hygiene practices for students and staff including the manner and frequency of hand- washing and other best practices.	same as yellow	teachers/ staff	cleaning supplies	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	same as yellow	teachers/ staff	cleaning supplies	Yes
Identifying and restricting non-essential visitors and volunteers.	same as yellow	teachers/ staff	cleaning supplies	No

	Action Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.</p>	<p>Recess will be a short ten-minute recess outside weather permitting. Recess times will be staggered to allow students to practice social distancing as much as possible during recess. Students and teachers must hand sanitize before and after recess. Masks must be worn during recess. For gym class, students will be given an individual boxed-off area to stand in. Students will be given lessons and activities to complete within their given space to ensure social distancing but also physical activities and fitness lessons. While students must wear a mask to get to gym class, once in their assigned box, the masks may be removed. Until protocols formed by the school and CYO are put into place to ensure safety, no policy for sports has been put into place.</p>	<p>same as yellow</p>	<p>teachers/ staff</p>	<p>cleaning supplies</p>	<p>Yes</p>
<p>Limiting the sharing of materials among students</p>	<p>Students will have their own workbooks, textbooks and Chromebook or iPad. Books will be stored in their desk and personal spaces to help ensure that each student only uses and touches their own materials. Students will be encouraged to bring their own sanitizing materials (wipes, sanitizer, tissues) from home.</p>	<p>same as yellow</p>	<p>teachers/ staff</p>	<p>cleaning supplies</p>	<p>No</p>

Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)	
Staggering the use of communal spaces and hallways	<p>Signs will be posted at the entrance to communal spaces such as the cafeteria, resource room, bathrooms, and gymnasium stating the maximum number of people allowed in the room. Teachers will conduct morning teacher prayers in the cafeteria so they can be socially distant. The copyroom will be limited to one person. An office aide will run off copies for teachers. Teachers will wash and spray the teacher bathrooms after use. The number of students allowed to go in the hallways during the day will be limited. Students will be encouraged to go to the bathroom during their classroom time slots. Students with an emergency bathroom request must wait until the student in the bathroom has entered the stall, then enter and use the bathroom. Only every other stall will be used, and plexiglass will be used to separate bathroom sinks. Only the sinks at either end of the bathrooms will be used. Lunch will be eaten in the students' classrooms. Recess will be a short ten-minute recess outside weather permitting. Recess times will be staggered to allow students to practice social distancing as much as possible during recess. Students and teachers must hand sanitize before and after recess. Masks must be worn during recess. One or two classes per period (depending on the class size) will eat lunch in the cafeteria, allowing time in between for thorough cleaning. The other one or two classes will eat lunch in the students' classrooms. Once the school year has progressed and procedures tweaked, all students will return gradually to the cafeteria with social distancing rules still being followed.</p>	same as yellow	teachers/ staff	cleaning supplies	Yes

Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)	
Adjusting transportation schedules and practices to create social distance between students	<p>Parents will be sent a survey asking them what is their preferred method of transportation for their student for arrival and departure from the school. Car rider parents will then be asked to provide a preferred drop-off time for student arrival to the school. A master schedule will be created based on the preferred parent times and distributed to parents. This will help stagger the times that parents arrive to drop off their students. The procedure for students entering the building will differ depending on how the student arrives at school. Car riders will have their temperature checked before they exit the car. If students are not experiencing symptoms and do not have a fever of 100.4 degrees, they may get in line to enter the school. Bus riders will line up at the door to have their temperature checked and use sanitizer before they can enter. Students will know where to stand because the ground around the entrance and in the hallways will be marked six feet apart. Once they have entered the school, all students must hand sanitize. Staff will be at every entrance to ensure that students socially distance, have their temperature checked, and use hand sanitizer. For dismissal, parents will be given a number. Once that car arrives, the number will be called to teachers and staff using a walkie-talkie. Only those students for that parent/number will be sent out for dismissal at that time. Once those students have entered their vehicle, the next number will be called. ICA has students from five public schools. Until the school districts contact us with their plan, the committee has not formed concrete plans for bus transportation requirements.</p>	same as yellow	teachers/ staff	cleaning supplies	Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Students will mostly be in contact with their homeroom teacher. When students have a special class, their special teacher will come to their classroom to teach to mitigate students moving about in the hallway and possible exposure. Middle school students will not switch for classes; teachers will switch their classrooms to teach. Students who need resource will be escorted through the halls by the resource teacher. When entering and leaving the school, students will meet with an adult who will check their temperature (at the beginning of the day) and ensure students are observing social distancing procedures. One of the advantages of ICA is the amount of land we have. Whenever possible, teachers will be encouraged to conduct classes outside where students can be socially distant and have fresh air. The prayer garden can be used for religion classes. The soccer fields can be used as classrooms. Teachers are encouraged to be creative when creating lesson plans to utilize outside spaces.</p>	same as yellow	teachers/ staff	cleaning supplies	Yes

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	There are no changes in the school-year calendar as of now. We are planning on operating on-site before and after care as much as normal. Other changes will be taken in consideration as they come up.	same as yellow	teachers/ staff	cleaning supplies	No
Other social distancing and safety practices	<p>Teachers will ensure that their classrooms are cleaned and disinfected for students to enter the building. Common areas, hallways, and staircases will also be cleaned, sanitized, and disinfected for students. Staff will also be following the Diocesan, state, and local guidelines for cleaning. From Monday morning to Thursday after school, teachers take care of their own classroom desks, light switches, and other frequently touched surfaces. Teachers will sweep their floor, spray carpets, and take out trash and leave it outside the room. Teachers with bathrooms will have to sanitize and clean their bathrooms as well. On Friday, the cleaning crew mop and vacuum and sweep, clean and sanitize bathrooms. Staff will also clean and disinfect throughout the day as needed. Classroom vents pull in outside air, so the air in the classroom is constantly recycled. The classroom windows may be opened to increase fresh air intake. No students will be permitted to use the water fountains. All students will be asked to bring in their own water bottles. The bathrooms, hallways, and common area will be cleaned and disinfected by the cleaning crew daily and as needed in between. Younger students will be sanitizing their hands a lot more than the middle schoolers. Younger grades will also be more focused on cleaning throughout the day which is needed more than middle school and the upper floor. The upper floor students will be more responsible for cleaning their desk and personal areas than the younger floor students. For example, upper floor older students will be required to wash their desks before and after they eat while the responsibility for those procedures will fall mainly on the teachers for the younger floor students. In preschool and pre-K, students will be utilizing centers and lessons which require some socialization, but safety procedures will be followed, most especially wearing masks. Preschool and pre-K bedding will be sent home weekly to be washed. Middle schoolers will have their own individual Chromebooks to use.</p>	same as yellow	teachers/ staff	cleaning supplies	No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Students, staff, and everyone who enters the building will have their temperature taken and have their hands sanitized. They will be monitored and asked to self-monitor for symptoms of Covid-19. Staff must fill out the Diocesan questionnaire about symptoms daily. Students in particular will be monitored for coughing, sneezing, complaints of sore throats, etc and tested as needed throughout the day for a temperature.

Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

Students and staff will be monitored daily for their temperature and symptoms check before they are allowed to proceed further into the school. Staff will be checked by the principal or an appointed staff member in the office before going to their classroom or beginning their work. Students will be monitored by staff members as they arrive. When a student or staff member complains of symptoms, they will be checked again for signs of Covid-19.

What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

ICA will follow the Diocesan guidelines for the policy if a person has a suspected or confirmed case of Covid-19. If a staff member becomes ill, they will notify the principal as soon as possible if they are showing symptoms or have tested positive. For students, the principal will be notified and the parents contacted to pick up their child. Parents and guardians will be encouraged to have their children taken to a medical facility to have their child tested for Covid-19. All areas that the possibly infected person has touched will be closed off to be cleaned and disinfected. If the person is confirmed to have Covid-19, employees, parents, and students who were within six feet of the person for ten minutes for the past 48 hours will be identified and notified. Students and staff can return when they are recovered. A person is considered "recovered" if they have been fever-free for at least three days without the use of medication such as Tylenol, they have improvements in their respiratory symptoms, and at least seven days have passed since their symptoms first started to appear. Staff members must have a fit-for-duty evaluation before they can return to work.

Asymptomatic staff and students are defined as those who may have been exposed to Covid-19 but are not showing symptoms. These individuals must follow the daily precautions listed above (good hygiene, constant sanitizing of their hands, wearing masks, checking temperature daily or when showing symptoms, practicing social distancing). These individuals must also self-monitor for symptoms. If they believe to have symptoms, the above policy will be followed.

If a student or employee thinks that they may be infected and have been tested but are awaiting results, they must quarantine until the results arrive which will then dictate their next move.

Employees and students who have been traveling on vacation must quarantine for fourteen days to ensure that they are not infected or exposed to Covid-19 as per the state guidelines.

Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

The Health and Safety Committee will be responsible for the decisions regarding quarantine or isolation of staff and students.

What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

Students and staff can return when they are recovered. A person is considered "recovered" if they have been fever-free for at least three days without the use of medication such as Tylenol, they have improvements in their respiratory symptoms, and at least seven days have passed since their symptoms first started to appear. Staff members must have a fit-for-duty evaluation before they can return to work. Students and Staff will need a doctors note to return.

If staff is uncomfortable returning, it will be dealt with on a case by case basis.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

Students and staff can return when they are recovered. A person is considered "recovered" if they have been fever-free for at least three days without the use of medication such as Tylenol, they have improvements in their respiratory symptoms, and at least seven days have passed since their symptoms first started to appear.

Students who are uncomfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are learning via live streaming are still responsible for all of the required schoolwork.

When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education.

Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

All the staff will be trained on the above protocols via Team meetings and faculty and staff meetings. Teachers will teach students good hygiene practices as well as the reasons behind the new school procedures. Teachers will also make sure that students and parents know the procedure to follow if their child has symptoms or is tested positive for Covid-19. Families will be required to follow these new practices.

Monitoring Student and Staff Health

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)	
Monitoring students and staff for symptoms and history of exposure	Students, staff, and everyone who enters the building will have their temperature taken and have their hands sanitized. They will be monitored and asked to self-monitor for symptoms of Covid-19. Staff must fill out the Diocesan questionnaire about symptoms daily. Students in particular will be monitored for coughing, sneezing, complaints of sore throats, etc and tested as needed throughout the day for a temperature. Students and staff will be monitored daily for their temperature and symptoms check before they are allowed to proceed further into the school. Staff will be checked by the principal or an appointed staff member in the office before going to their classroom or beginning their work. Students will be monitored by staff members as they arrive. When a student or staff member complains of symptoms, they will be checked again for signs of Covid-19.	same as yellow	teachers/ staff	thermometer, monitoring for symptoms	Yes

Action Steps under Yellow Phase

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>ICA will follow the Diocesan guidelines for the policy if a person has a suspected or confirmed case of Covid-19. If a staff member becomes ill, they will notify the principal as soon as possible if they are showing symptoms or have tested positive. For students, the principal will be notified and the parents contacted to pick up their child. Parents and guardians will be encouraged to have their children taken to a medical facility to have their child tested for Covid-19. All areas that the possibly infected person has touched will be closed off to be cleaned and disinfected. If the person is confirmed to have Covid-19, employees, parents, and students who were within six feet of the person for ten minutes for the past 48 hours will be identified and notified. Students and staff can return when they are recovered.</p>	<p>same as yellow</p>	<p>teachers/ staff</p>	<p>quarantine room</p>	<p>Yes</p>
<p>Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Students and staff can return when they are recovered. A person is considered "recovered" if they have been fever-free for at least three days without the use of medication such as Tylenol, they have improvements in their respiratory symptoms, and at least seven days have passed since their symptoms first started to appear. Staff members must have a fit-for-duty evaluation before they can return to work. If staff is uncomfortable returning, it will be dealt with on a case by case basis.</p>	<p>same as yellow</p>	<p>teachers/ staff</p>	<p>thermometer, monitoring for symptoms</p>	<p>Yes</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>The Health and Safety Committee will be responsible for the decisions regarding quarantine or isolation of staff and students. Families will be notified via OptionC email and local news outlets similar to school closures due to severe weather. If the person is confirmed to have Covid-19, employees, parents, and students who were within six feet of the person for ten minutes for the past 48 hours will be identified and notified. The whole school will be notified that there was a case in the school, but the notification will differ based on the exposure. A main letter to notify everyone will be sent out through an OptionC email notification. In that letter, parents and staff will be told that if they were directly affected, a second email will follow. A second more personal, detailed letter explaining that the person/student was directly exposed will be sent to those who are affected. Those affected will be notified within 24 hours once the principal has been notified.</p>	<p>same as yellow</p>	<p>teachers/ staff</p>	<p>OptionC, email</p>	<p>No</p>

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	<p>Asymptomatic staff and students are defined as those who may have been exposed to Covid-19 but are not showing symptoms. These individuals must follow the daily precautions listed above (good hygiene, constant sanitizing of their hands, wearing masks, checking temperature daily or when showing symptoms, practicing social distancing). These individuals must also self-monitor for symptoms. If they believe to have symptoms, the above policy will be followed. If a student or employee thinks that they may be infected and have been tested but are awaiting results, they must quarantine until the results arrive which will then dictate their next move. Employees and students who have been traveling on vacation must quarantine for fourteen days to ensure that they are not infected or exposed to Covid-19 as per the state guidelines. Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education. Students who are not comfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are learning via live streaming are still responsible for all of the required schoolwork.</p>	same as yellow	teachers/ staff	thermometer, monitoring for symptoms	Yes

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

All students will be required to wear masks when entering the building, leaving the building, and walking in the hallways. If a student is stationary at a desk, carpet square, or six feet apart socially distancing in the classroom, then masks may be taken off at that space or dangling from their ears. All staff must wear a mask at all times. The only exception is when eating or when alone in an empty room. If alone, the mask may be taken off, but it must be put back on if someone enters the room.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

Students who are uncomfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are leaning via live streaming are still responsible for all of the required schoolwork. If staff is uncomfortable returning, it will be dealt with on a case by case basis.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

Finding substitute teachers during a typical school year is difficult; we anticipate shortages of substitutes. Aides and other staff members will be utilized as substitutes if necessary.

How will the School strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

The resource room will still be active this year for students who need help. The resource room teacher will be able to discuss questions and lessons with students who need help via Microsoft Teams meetings. This ensures that even if a child who needs help is not physically in the building, he/she can still receive the help they need. Our BCIU teacher will still be meeting with smaller socially distant groups to help students who need her support. The school's guidance counselor will be available to students who need someone to talk to. Students will be encouraged to discuss any issues, questions, or problems with an adult staff member they feel comfortable approaching.

Other Considerations for Students and Staff

Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	same as yellow	teachers/ staff	cameras, televisions, streaming equipment, access to the internet, Microsoft Teams and other online learning management systems	Yes
Use of face coverings (masks or face shields) by all staff	same as yellow	teachers/ staff	masks, good hygiene lessons	No
Use of face coverings (masks or face shields) by older students (as appropriate)	same as yellow	teachers/ staff	masks, good hygiene lessons	No

Action Plan in Yellow Phase		Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Students who are uncomfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are leaning via live streaming are still responsible for all of the required schoolwork. If staff is uncomfortable returning, it will be dealt with on a case by case basis.</p>	same as yellow	teachers/staff	resource room, cameras, televisions, streaming equipment, access to the internet, Microsoft Teams and other online leaning management systems	Yes
Strategic deployment of staff	<p>During arrival and departure to school, staff will be location at key places in the school to check student temperatures and monitor for symptoms. Staff will also watch students to ensure that they use sanitize upon entering and maintain social distancing procedures when arriving and leaving. The resource room will still be active this year for students who need help. The resource room teacher will be able to discuss questions and lessons with students who need help via Microsoft Teams meetings. This ensures that even if a child who needs help is not physically in the building, he/she can still receive the help they need. Our BCIU teacher will still be meeting with smaller socially distant groups to help students who need her support. The school's guidance counselor will be available to students who need someone to talk to. Students will be encouraged to discuss any issues, questions, or problems with an adult staff member they feel comfortable approaching.</p>	same as yellow	teachers/staff	student training	No

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Opening the school year changes	staff	Lisa Forkin, Principal	Microsoft Teams	agenda	June 30, 10:00 a.m.	June 30, 11:00 a.m.
2	Faculty meetings	staff	Lisa Forkin, Principal	cafeteria socially distancing	agenda, classroom cleaning supplies	August	end of August
3	Cleaning protocols	staff	Lisa Forkin, Principal	cafeteria socially distancing	agenda, classroom cleaning supplies	August	end of August

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
4	Live-stream training	faculty	Lisa Forkin, Principal	cafeteria socially distanced	agenda, computer equipment	August	end of August
5							
6							

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Addressing new school policy, letting parents know that we are working with the state, Diocese, and other officials to create new policies and procedures	parents	Lisa Forkin	OptionC email	June 25, 2020	June 25, 2020
2	Transportation survey	parents	Lisa Forkin	Survey Monkey	week of July 12th	week of July 19th
3	New school procedures and policies	parents	Lisa Forkin	OptionC email	end of July	end of July
4						
5						
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Teachers will ensure that their classrooms are cleaned and disinfected for students to enter the building. Common areas, hallways, and staircases will also be cleaned, sanitized, and disinfected for students. Staff will also be following the Diocesan, state, and local guidelines for cleaning. Students and staff will be required to use hand sanitizer upon entering or leaving the building and entering or leaving rooms. Students and staff will be required to sanitize or wash their hands after using the bathroom and before eating. Students and staff will also be required to hand sanitize once an hour. Student desks will be washed before they eat lunch at their desk. Signs will be posted throughout the school in the hallways, outside classrooms and bathrooms, and in the office to note best handwashing practices, mask usage, and maximum room occupancy. From Monday morning to Thursday after school, teachers take care of their own classroom desks, light switches, and other frequently touched surfaces. Teachers will sweep their floor, spray carpets, and take out trash and leave it outside the room. Teachers with bathrooms will have to sanitize and clean their bathrooms as well. On Friday, the cleaning crew mop and vacuum and sweep, clean and sanitize bathrooms. Staff will also clean and disinfect throughout the day as needed. Classroom vents pull in outside air, so the air in the classroom is constantly recycled. The classroom windows may be opened to increase fresh air intake. No students will be permitted to use the water fountains. All students will be asked to bring in their own water bottles. The bathrooms, hallways, and common area will be cleaned and disinfected by the cleaning crew daily and as needed in between.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures
Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

Students will be placed three to six feet apart from each other in the classroom. Only one student will be allowed to move around at a time for tissues, access closet spaces, sharpen pencil, etc. All students will be required to wear masks when entering the building, leaving the building, and walking in the hallways. If a student is stationary at a desk, carpet square, or six feet apart socially distancing in the classroom, then masks may be taken off at that space or dangling from their ears. Outside space will be used whenever possible to help students spread out.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

Students will mostly be in contact with their homeroom teacher. When students have a special class, their special teacher will come to their classroom to teach to mitigate students moving about in the hallway and possible exposure. Middle school students will not switch for classes; teachers will switch their classrooms to teach. Students who need resource will be escorted through the halls by the resource teacher. When entering and leaving the school, students will meet with an adult who will check their temperature (at the beginning of the day) and ensure students are observing social distancing procedures. Students will have their own workbooks, textbooks and Chromebook or iPad. Books will be stored in their desk and personal spaces to help ensure that each student only uses and touches their own materials. Students will be encouraged to bring their own sanitizing materials (wipes, sanitizer, tissues) from home.

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Students and staff will be required to use hand sanitizer upon entering or leaving the building and entering or leaving rooms. Students and staff will be required to sanitize or wash their hands after using the bathroom and before eating. Students and staff will also be required to hand sanitize once an hour. Student desks will be washed before they eat lunch at their desk.

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Signs will be posted throughout the school in the hallways, outside classrooms and bathrooms, and in the office to note best handwashing practices, mask usage, and maximum room occupancy. Signs will be posted at the entrance to communal spaces such as the cafeteria, resource room, bathrooms, and gymnasium stating the maximum number of people allowed in the room.

Handling sporting activities through formal "Return to Play Plan".

Recess will be a short ten-minute recess outside weather permitting. Recess times will be staggered to allow students to practice social distancing as much as possible during recess. Students and teachers must hand sanitize before and after recess. Masks must be worn during recess. For gym class, students will be given an individual boxed-off area to stand in. Students will be given lessons and activities to complete within their given space to ensure social distancing but also physical activities and fitness lessons. While students must wear a mask to get to gym class, once in their assigned box, the masks may be removed. Until protocols formed by the school and CYO are put into place to ensure safety, no policy for sports has been put into place.

Limiting the sharing of materials among students

Students will have their own workbooks, textbooks and Chromebook or iPad. Books will be stored in their desk and personal spaces to help ensure that each student only uses and touches their own materials. Students will be encouraged to bring their own sanitizing materials (wipes, sanitizer, tissues) from home.

Strategies, Policies & Procedures

Staggering the use of communal spaces and hallways

Signs will be posted at the entrance to communal spaces such as the cafeteria, resource room, bathrooms, and gymnasium stating the maximum number of people allowed in the room. Teachers will conduct morning teacher prayers in the cafeteria so they can be socially distant. The copyroom will be limited to one person. An office aide will run off copies for teachers. Teachers will wash and spray the teacher bathrooms after use. The number of students allowed to go in the hallways during the day will be limited. Students will be encouraged to go to the bathroom during their classroom time slots. Students with an emergency bathroom request must wait until the student in the bathroom has entered the stall, then enter and use the bathroom. Only every other stall will be used, and plexiglass will be used to separate bathroom sinks. Only the sinks at either end of the bathrooms will be used. Lunch will be eaten in the students' classrooms. Recess will be a short ten-minute recess outside weather permitting. Recess times will be staggered to allow students to practice social distancing as much as possible during recess. Students and teachers must hand sanitize before and after recess. Masks must be worn during recess. One or two classes per period (depending on the class size) will eat lunch in the cafeteria, allowing time in between for thorough cleaning. The other one or two classes will eat lunch in the students' classrooms. Once the school year has progressed and procedures tweaked, all students will return gradually to the cafeteria with social distancing rules still being followed.

Adjusting transportation schedules and practices to create social distance between students

Parents will be sent a survey asking them what is their preferred method of transportation for their student for arrival and departure from the school. Car rider parents will then be asked to provide a preferred drop-off time for student arrival to the school. A master schedule will be created based on the preferred parent times and distributed to parents. This will help stagger the times that parents arrive to drop off their students. The procedure for students entering the building will differ depending on how the student arrives at school. Car riders will have their temperature checked before they exit the car. If students are not experiencing symptoms and do not have a fever of 100.4 degrees, they may get in line to enter the school. Bus riders will line up at the door to have their temperature checked and use sanitizer before they can enter. Students will know where to stand because the ground around the entrance and in the hallways will be marked six feet apart. Once they have entered the school, all students must hand sanitize. Staff will be at every entrance to ensure that students socially distance, have their temperature checked, and use hand sanitizer. For dismissal, parents will be given a number. Once that car arrives, the number will be called to teachers and staff using a walkie-talkie. Only those students for that parent/number will be sent out for dismissal at that time. Once those students have entered their vehicle, the next number will be called. ICA has students from five public schools. Until the school districts contact us with their plan, the committee has not formed concrete plans for bus transportation requirements.

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Students will mostly be in contact with their homeroom teacher. When students have a special class, their special teacher will come to their classroom to teach to mitigate students moving about in the hallway and possible exposure. Middle school students will not switch for classes; teachers will switch their classrooms to teach. Students who need resource will be escorted through the halls by the resource teacher. When entering and leaving the school, students will meet with an adult who will check their temperature (at the beginning of the day) and ensure students are observing social distancing procedures. One of the advantages of ICA is the amount of land we have. Whenever possible, teachers will be encouraged to conduct classes outside where students can be socially distant and have fresh air. The prayer garden can be used for religion classes. The soccer fields can be used as classrooms. Teachers are encouraged to be creative when creating lesson plans to utilize outside spaces.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

There are no changes in the school-year calendar as of now. We are planning on operating on-site before and after care as much as normal. Other changes will be taken in consideration as they come up.

Strategies, Policies & Procedures

Other social distancing and safety practices

Teachers will ensure that their classrooms are cleaned and disinfected for students to enter the building. Common areas, hallways, and staircases will also be cleaned, sanitized, and disinfected for students. Staff will also be following the Diocesan, state, and local guidelines for cleaning. From Monday morning to Thursday after school, teachers take care of their own classroom desks, light switches, and other frequently touched surfaces. Teachers will sweep their floor, spray carpets, and take out trash and leave it outside the room. Teachers with bathrooms will have to sanitize and clean their bathrooms as well. On Friday, the cleaning crew mop and vacuum and sweep, clean and sanitize bathrooms. Staff will also clean and disinfect throughout the day as needed. Classroom vents pull in outside air, so the air in the classroom is constantly recycled. The classroom windows may be opened to increase fresh air intake. No students will be permitted to use the water fountains. All students will be asked to bring in their own water bottles. The bathrooms, hallways, and common area will be cleaned and disinfected by the cleaning crew daily and as needed in between. Younger students will be sanitizing their hands a lot more than the middle schoolers. Younger grades will also be more focused on cleaning throughout the day which is needed more than middle school and the upper floor. The upper floor students will be more responsible for cleaning their desk and personal areas than the younger floor students. For example, upper floor older students will be required to wash their desks before and after they eat while the responsibility for those procedures will fall mainly on the teachers for the younger floor students. In preschool and pre-K, students will be utilizing centers and lessons which require some socialization, but safety procedures will be followed, most especially wearing masks. Preschool and pre-K bedding will be sent home weekly to be washed. Middle schoolers will have their own individual Chromebooks to use.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Students, staff, and everyone who enters the building will have their temperature taken and have their hands sanitized. They will be monitored and asked to self-monitor for symptoms of Covid-19. Staff must fill out the Diocesan questionnaire about symptoms daily. Students in particular will be monitored for coughing, sneezing, complaints of sore throats, etc and tested as needed throughout the day for a temperature. Students and staff will be monitored daily for their temperature and symptoms check before they are allowed to proceed further into the school. Staff will be checked by the principal or an appointed staff member in the office before going to their classroom or beginning their work. Students will be monitored by staff members as they arrive. When a student or staff member complains of symptoms, they will be checked again for signs of Covid-19.

Strategies, Policies & Procedures

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

ICA will follow the Diocesan guidelines for the policy if a person has a suspected or confirmed case of Covid-19. If a staff member becomes ill, they will notify the principal as soon as possible if they are showing symptoms or have tested positive. For students, the principal will be notified and the parents contacted to pick up their child. Parents and guardians will be encouraged to have their children taken to a medical facility to have their child tested for Covid-19. All areas that the possibly infected person has touched will be closed off to be cleaned and disinfected. If the person is confirmed to have Covid-19, employees, parents, and students who were within six feet of the person for ten minutes for the past 48 hours will be identified and notified. Students and staff can return when they are recovered. Students and staff can return when they are recovered. If staff is uncomfortable returning, it will be dealt with on a case by case basis. Asymptomatic staff and students are defined as those who may have been exposed to Covid-19 but are not showing symptoms. These individuals must follow the daily precautions listed above (good hygiene, constant sanitizing of their hands, wearing masks, checking temperature daily or when showing symptoms, practicing social distancing). These individuals must also self-monitor for symptoms. If they believe to have symptoms, the above policy will be followed. If a student or employee thinks that they may be infected and have been tested but are awaiting results, they must quarantine until the results arrive which will then dictate their next move. Employees and students who have been traveling on vacation must quarantine for fourteen days to ensure that they are not infected or exposed to Covid-19 as per the state guidelines. Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education. Students who are uncomfortable to return to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are leaning via live streaming are still responsible for all of the required schoolwork.

Returning isolated or quarantined staff, students, or visitors to school

A person is considered "recovered" if they have been fever-free for at least three days without the use of medication such as Tylenol, they have improvements in their respiratory symptoms, and at least seven days have passed since their symptoms first started to appear. Staff members must have a fit-for-duty evaluation before they can return to work. Doctors note to return for students and staff.

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

The Health and Safety Committee will be responsible for the decisions regarding quarantine or isolation of staff and students. Families will be notified via OptionC email and local news outlets similar to school closures due to severe weather.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Students who are uncomfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are leaning via live streaming are still responsible for all of the required schoolwork. If staff is uncomfortable returning, it will be dealt with on a case by case basis.

Use of face coverings (masks or face shields)

All students will be required to wear masks when entering the building, leaving the building, and walking in the hallways. If a student is stationary at a desk, carpet square, or six feet apart socially distancing in the classroom, then masks may be taken off at that space or dangling from their ears. All staff must wear a mask at all times. The only exception is when eating or when alone in an empty

by all staff room. If alone, the mask may be taken off, but it must be put back on if someone enters the room.
Strategies, Policies & Procedures

Use of face coverings (masks or face shields) by older students (as appropriate) All students will be required to wear masks when entering the building, leaving the building, and walking in the hallways. If a student is stationary at a desk, carpet square, or six feet apart socially distancing in the classroom, then masks may be taken off at that space or dangling from their ears. All staff must wear a mask at all times. The only exception is when eating or when alone in an empty room. If alone, the mask may be taken off, but it must be put back on if someone enters the room.

Unique safety protocols for students with complex needs or other vulnerable individuals Students who are uncomfortable to return physically to school may join their classes in daily live-streaming. This ensures that they are still getting the same curriculum and education as their fellow peers while doing so in a manner that they and their parents deem safe. Students who are leaning via live streaming are still responsible for all of the required school work. If staff is uncomfortable returning, it will be dealt with on a case by case basis.

Strategic deployment of staff During arrival and departure to school, staff will be located at key places in the school to check student temperatures and monitor for symptoms. Staff will also watch students to ensure that they use sanitizer upon entering and maintain social distancing procedures when arriving and leaving. The resource room will still be active this year for students who need help. The resource room teacher will be able to discuss questions and lessons with students who need help via Microsoft Teams meetings. This ensures that even if a child who needs help is not physically in the building, he/she can still receive the help they need. Our BCIU teacher will still be meeting with smaller socially distant groups to help students who need her support. The school's guidance counselor will be available to students who need someone to talk to. Students will be encouraged to discuss any issues, questions, or problems with an adult staff member they feel comfortable approaching.

School
Immaculate Conception Academy

Date
Jul 22, 2020

Plan Approved By

Signature

Philip J. Fromuth, Ph.D.

Date

7/24/20