

# **Moving Forward In Faith Effectively**

*IN RESPONSE TO COVID-19*



*Red Bank Catholic High School Plan  
7/29/2020*

## **INTRODUCTION**

This plan has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. It is our intention to open for full time, in-person instruction Monday-Friday. For those families who have mitigating factors, full time at-home remote instruction will also be an option. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), American Academy of Pediatrics (AAP) and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, AAP, WHO, and applicable federal, state and local agencies.

### **SOURCES:**

CDC -

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

AAP -

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

## **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service-learning opportunities will remain a priority in our school.

## **GUIDING PRINCIPLES**

In order to ensure the continued well-being of our students and employees, the following guiding principles have been put in place:

1. We will continue to provide a high quality education rooted in our Catholic principles.
2. The health and safety of our faculty, staff and students is our top priority and will guide all of our decision making.
3. Our decisions are informed by all local, state and federal public health authorities.
4. Our plans must remain flexible to be adapted as the pandemic evolves.

5. We will continue to provide our RBC families with regular communication and updates as information becomes available.
6. We are committed to provide support to our families.
7. We will provide training, time, support and flexibility necessary for faculty & staff to prepare for successful reopening.

## **HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)**

Self-health screenings for faculty and staff will be required each day. Online health screenings for students, including temperature checks to be performed by parents and submitted online before school begins are required each day. Random student temperature checks will be conducted during the day. All screening information will be kept confidential by the school.

Most common COVID 19 symptoms may include

- Dry Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

The CDC has a list of less common symptoms for COVID19 available on their website at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

### **Employees:**

School staff are required to wear face masks unless doing so would inhibit the individual's health. Teachers may substitute clear plastic face coverings when instructing from behind the podium plexiglass barrier.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be immediately asked to leave work and go home or to the nearest health center.
- Employees will be asked to submit a medical clearance note before returning to work.

### **Students:**

- Parents will be required to submit a daily health screening, including temperature check and will submit online before school begins each day.

- Students will be required to wear a face mask at all times during the school day except while eating lunch in the cafeteria.
- Random temperature checks will be conducted safely and respectfully.
- Results will be documented when signs/symptoms of COVID-19 are observed. All results will be kept confidential.
- All screening policies will consider students with disabilities and accommodations.

### **Protocol for Symptomatic Staff and Students**

Procedures for symptomatic staff and students:

- Students and Staff with symptoms related to COVID-19 will safely and respectfully be isolated from others.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- If RBC becomes aware that an individual who has spent time in school tests positive for COVID-19, we will immediately notify local health officials, staff, and families affected while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.
- Once the Nurse's Office and holding area has been vacated, we will implement our cleaning protocols.

When an individual tests positive for COVID-19, the School Nurse will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

### **Readmittance Procedures After Recovery From COVID:**

School readmittance procedures for students and employees after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health. Currently (as of July 20, 2020) the CDC is recommending that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case basis.

The following remittance guidelines are subject to change and are not all inclusive:

- A negative COVID-19 test result.
- 10 days after testing positive to COVID-19, fever free for 24 hours and no other symptoms.
- For asymptomatic cases, 10 days of isolation after a negative COVID-19 test and no symptoms.
- For individuals exposed to COVID-19, 14 days of quarantine after exposure.

## **SOCIAL DISTANCING & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice social distancing where possible.

- All students will always be required to wear masks, except when eating lunch. Desks will be placed at least three feet apart as recommended by the American Academy of Pediatrics. Classrooms have been arranged to maximize separation with all desks facing in the same direction.
- Plexiglass barriers have been placed in every classroom for teachers. Plexiglass barriers have also been added in Business Office, Cafeteria, Guidance Office and Media Center.
- Traffic Flow – One directional stairwells will be in place .
- Locker Use will be suspended until further notice to prevent gatherings in the hallway.
- When weather allows, windows should be opened to allow for greater air circulation.
- Internal hallway and classroom doors will remain open to reduce potential contact points.
- Non-Essential Interactions/Gatherings/Meetings and visits will be avoided

### **In addition to using PPE, please remember to:**

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **CLASSROOM AND COMMON SPACES**

Employees are encouraged to disinfect their own personal workspace (teacher desk, instructional podium, etc.) throughout the day, giving special attention to commonly touched surfaces.

**Classrooms:**

- Students will be required to wear masks.
- All desks will face in the same direction.
- Students will be assigned seats in each classroom.
- Students will be directed under the supervision of the teacher to clean their personal space.
- Larger rooms (i.e. auditorium, cafeteria, gym) will be used as classrooms/meeting spaces to allow for social distancing.
- Hand sanitizer will be available in every classroom, in accordance with CDC guidelines.

**School Entrances, hallways, and common spaces:**

- Students and Staff will be required to wear masks in line waiting to enter or exit a building.
- Signage will help ensure that staff and students remain socially distanced in lines and at other times (e.g. guides for creating "one-way stairwells"), and provide hygiene advice and reminders (CDC offers printable resources and hand-washing posters).
- There is a natural staggered arrival time between 7:15 am and 7:50 am with bus drop off. Students will be allowed to enter designated safe locations within the building when they arrive to reduce contact and hallway traffic.
- Maintain "one-way Stairwells".
- Maintain social distancing when possible in hallways and common areas.
- Minimize large group gatherings.
- Provide hand sanitizer stations in hallways and classrooms.
- Increase frequency of cleaning all surfaces, including walls and frequently used touch points.
- Limit the number of students in the hallway at dismissal by staggering dismissal times.
- Install physical barriers, in the cafeteria where it is difficult for individuals to remain socially distant.
- Suspended locker use until further notice
- Developed dedicated entrances with staggered arrival and dismissal times for all students.

**Other Considerations:**

- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Students should bring their own electronic devices, and school approved headphones for use in the Language Lab.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors.

**FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect faculty, staff and students and reduce the risk of spreading the infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

**GENERAL DISINFECTION MEASURES**

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	Nightly cleaning and disinfecting with CDC approved disinfectant
<b>Common spaces</b>	Hallways, doors, handrails and restrooms	Electrostatic sprayer several times per day
<b>Electronic Equipment</b>	Shared computer, monitors, keyboards, mouse	<p><b><u>Classrooms will be supplied the following</u></b></p> <ul style="list-style-type: none"> <li>● 1 gallon SANI sanitizer with pump</li> <li>● 1 32oz spray bottle filled with Violet disinfectant</li> <li>● Several rolls of paper towels</li> <li>● 1 box of nitrile exam gloves</li> </ul>
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

We will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and students).
- At various locations throughout the buildings.
- In the lunchroom between each lunch period.
- Students will be encouraged to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

## **SIGNAGE**

Signage will be placed at the entrances, hallways, offices and common spaces throughout the school.

- Face mask required before entering
- Hand Sanitizing Stations
- CDC Hand washing guidelines
- Social Distancing
- One Way Stairwells
- Visitor Restrictions

## **BUS DRIVERS/BUS PROTOCOLS**

Schools will follow the protocols outlined by the local district providing busing. For RBC buses the bus drivers and/or custodial staff will disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

## **RESTROOM USAGE DURING THE SCHOOL DAY**

The established maximum capacity for the facility that allows for social distancing is two students as posted on the maximum capacity sign on the door. There will be limited shared use of restrooms. Touch-less faucets and toilets were installed throughout the complex.

Ground floor classes (rooms 1-13) will use the ground floor bathrooms

1<sup>st</sup> and 2<sup>nd</sup> floor classes (rooms 101- 105,201-206) will use 2<sup>nd</sup> floor bathrooms

3<sup>rd</sup> and 4<sup>th</sup> floor classes (rooms 301- 315, 407-411) will use the 3<sup>rd</sup> floor bathrooms

## **PHYSICAL EDUCATION, LOCKERS AND LOCKER ROOMS**

- Locker rooms will be closed to mitigate risk and prohibit students and staff from confined spaces with limited ventilation.
- Students will be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room. (SPECIFICS WILL BE ANNOUNCED SHORTLY)



- Necessary equipment will be cleaned and disinfected between each use.

## **CAFETERIA AND MEAL PERIODS**

Students will have to maintain social distancing and sit in assigned areas throughout the year. Tables will be cleaned after each use according to guidelines.

It is recommended that the students bring their own lunch.

A limited menu will be available for those who choose to purchase

In the Cafeteria Red Bank Catholic will:

- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- In an effort to allow students to have some social interaction during their lunch time, we will be spacing students on both sides of the table with a plexiglass divider so students can interact with each other safely.
- Serve individually plated meals or meals in pre-packaged boxes or bags.
- Use disposable food service items (e.g., utensils, dishes).

**VISITOR RESTRICTIONS** For your safety and as per CDC guidelines, We will be limiting visitors to essential school business only. Essential visits must be scheduled by calling the Business Office and completing a self health questionnaire before entering the building. Fewer people entering the school building allows for greater implementation of safety measures.

## **COMMUNICATION WITH FAMILIES**

To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Check the Dashboard daily.
3. Visit the school website.
4. Follow our social media platforms.
5. Utilization of the Honeywell School Alert System.

## **ACADEMICS AND HOME-BASED LEARNING**

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. We must be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Some families may have circumstances (medically fragile, living with ill family members, etc,.) that prohibit their child's return to school for instruction. In this case, provisions

have been made to provide these students with instruction. The school will provide instruction to these students via live- streaming of classes. Students will be expected to attend their regularly scheduled classes via Google Meet. Attendance will be taken and marked as VL instead of P for students not physically present in the classroom.

Red Bank Catholic's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. The following has been considered:

- Create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Instructional experiences will include modeling, guided instruction, collaborative work, and independent work and not an over-reliance on one learning methodology.
- Teachers will continue to implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Teachers along with the MOESC aides and Learning Consultant will continue to make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- The Arc and classroom teacher will ensure meaningful support is provided for English Learners.
- Teachers, Aides, Guidance Counselors, and Administrators will continue to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

## **GRADING AND ATTENDANCE POLICY**

Students are expected to complete assignments and be in attendance to receive credit for the courses for this school year. The grading policy is located in the school handbook.

## **REMOTE LEARNING/ONLINE INSTRUCTION**

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Red Bank Catholic will continue to use PowerSchool (grades, attendance, schedules), Dashboards (academic assignments, bulletins, blogs, discussions, dropboxes) and Google Meet as our video conferencing tool, and pre-recorded instructional videos. To provide daily online virtual instruction for all students.

## **EXTRACURRICULAR ACTIVITIES**

- Activity periods will not run, at least during the first quarter
- We will adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- We will maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours. Once the building is vacated no one may return until school reopens the next day.
- Students learning remotely due to medical circumstances (medically fragile, living with ill family members, etc,.) will also be unable to participate in extra-curricular activities for their safety and the safety of others.

**Thank you to administration, staff, and parents as we continue to work and pray together for the health and success of our Casey family.**

As principal of the school I will continue to monitor changes and requirements that may alter the concepts and procedures in this plan.

Signature:

A handwritten signature in black ink, appearing to be the initials 'SA' followed by a flourish.

Date: 7/29/2020

