



Return to School 2020
Action Plan

Cathedral Preparatory School, Villa Maria Academy, and Mother Teresa Academy
(Erie Catholic Preparatory School)

Erie, PA



Erie Catholic Preparatory School

We know that all things work for good for those who love God,
who are called according to His purpose.

Romans 8:28



Mission Statement Prep-Villa

Cathedral Preparatory School and Villa Maria Academy form a Christ-centered, co-institutional, college preparatory Catholic school in the Diocese of Erie. With a foundation of faith, family, excellence, and tradition, we develop men and women of vision in spirit, mind, and body.

Mission Statement Mother Teresa Academy

Mother Teresa Academy, a kindergarten through 8th grade Catholic school in the Diocese of Erie, is dedicated to offering a Christ-centered education to inner-city students. With a foundation of faith, family, excellence, and tradition, we transform the lives of children in spirit, mind, and body.

Table of Contents

Return to School Planning Committee..... 3

Vision Statement 4

Action Plan 5

Section A: Governance..... 6

Section B: Wellness 7

Section C: Instruction 12

Section D: Facilities 19

Section E: School Operations 26

Section F: Technology..... 33

Section G: Catholic Identity 37

Section H: Finance..... 38

Section I: Advancement, Fundraising and Enrollment 40



Return to School Planning Committee

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual, the manifestation of the Spirit is given for some benefit.

1 Corinthians 12: 4-7

Return to School Planning Committee.

Name of Team Member	Role
Mr. Chris Hagerty	President
Mr. Will Pituch	Vice President of Academics and Student Affairs
Mrs. Lauren Varner	Vice President of Advancement
Mr. Bill Flanagan	Vice President of Athletics
Mr. Tim Dougherty	Vice President of Enrollment Management
Mr. Chet Moffett	Vice President of Equity and Inclusion
Mr. Ross Aresco	Vice President of Finance and Operations
Mr. Rick Herbstritt	Assistant Vice President of Academics and Student Affairs – Cathedral Preparatory School
Ms. Veronica Connaroe	Assistant Vice President of Academics and Student Affairs – Villa Maria Academy
Mr. Jason Ladouceur	Principal, Mother Teresa Academy



Vision Statement

Entrust your works to the LORD, and your plans will succeed.
Proverbs 16:3

Prudence, justice, fortitude and our shared Catholic values will be the guiding virtues that will direct planning, assessing the situation, and determining best practices.

A risk-mitigation approach will be used to maximize educational opportunities and to create an environment that promotes the health, safety, and wellness of students, teachers, staff, families, and the wider community.

Communication with parents and students will be a foundational aspect of all phases of planning, implementation and evaluation.

The Catholic school governance structure allows for our schools to be responsive in making decisions related to safe school operations and providing excellence in Catholic education.

Our hallmark family atmosphere will provide students with adult role models that have a positive, reassuring, and faith-filled outlook.



Action Plan

Your minds, then, must be sober and ready for action; put all your hope in the grace brought to you by the revelation of Jesus Christ.

1Peter 1:13

Each Action Plan is written in subsections:

Section A: Governance

Section B: Wellness

Section C: Instruction

Section D: Facilities

Section E: School Operations

Section F: Technology

Section G: Catholic Identity

Section H: Finance

Section I: Advancement, Enrollment and Fundraising

Action Plan Column Headings:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined for counties in yellow.
- **Action Steps under Green Phase:** Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined for counties in green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Timeline:** State the date or month this task needs to be completed.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** Indicate (Y/N) if professional development for staff, students, families, or other stakeholders is necessary in order to implement this requirement effectively.

Return to School 2020 Action Plan



Section A: Governance

Summary of Governance Action Plan

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Amend the school/system's Emergency Operational Plan (EOP)	COVID Response Team will amend as needed based of guidelines from state/local health agencies, CDC, PDE, CSO, and local/state government.	COVID Response Team	R. Aresco/W. Pituch	End July/Early August	None	N
2. Communicate changes to EOP to all stakeholders	Board of Members Board of Directors Administration Faculty/Staff Parents/Families		C. Hagerty/L. Varner/W. Pituch		None	N
3. Establish a consistent and ongoing meeting schedule	Weekly Meetings and additional meetings as needed. Period updates circulated amongst the group.		C. Hagerty	Ongoing, Weekly and as needed	None	N
4. Submit plan for pastor or Board approval	Board will have plans before July 21st meeting, updated by the President as changes are required. Digital voting is possible with our Board of Directors.		C. Hagerty	7/21/20	None	N
5. Submit plan sections Facilities & Operations for CSO review	Completed after discussion/planning sessions with the COVID-19 Response Team (Since early June)		C. Hagerty/W. Pituch	7/13/20	None	N



Section B: Wellness

Primary Points of Contact for Mental Health Concerns: W. Pituch (overall), R. Herbstritt (Prep), V. Connaroe (Villa), and J. Ladouceur (MTA)

Primary Points of Contact for Physical Health and Safety Concerns: W. Pituch and R. Aresco (overall), R. Herbstritt (Prep), V. Connaroe (Villa), and J. Ladouceur (MTA)

Key Questions:

A. Mental Health Prevention and Mitigation:

1. How will you include ongoing opportunities to address mental health concerns related to COVID-19 for students and staff?

a. *Beginning of the year in-servicing for faculty and staff*

i. *Resources from the Catholic Schools Office – Bart Ertl “Trauma Informed Care During COVID-19”*

ii. *Refresh of services offered at the school for students:*

1. *Guidance Office*

2. *Student Assistance Program*

3. *Campus Ministry*

b. *Prep and Villa: Each class will receive a COVID-19 specific orientation session, reviewing what the virus is, how it is contracted, how to prevent the spread of COVID 19, school policies related to prevention (A-B days, social distancing, required mask wearing, limited numbers of students in spaces, etc.) to message directly to students how school will look and be conducted differently for 20-21.*

i. *Seniors – August 24th*

ii. *Junior – August 25th*

iii. *Sophomores – August 26th*

iv. *Freshmen – August 21st (as part of the regular Freshman Orientation)*



Return to School 2020 Action Plan

- c. *MTA: During Meet the Teacher Nights (dates and time below) parents and students will review what the virus is, how it is contracted, how to prevent the spread of COVID 19, school policies related to prevention (social distancing, required mask wearing, limited numbers of students in spaces, etc.) to increase likelihood of following policies and procedures.*
 - i. *Grades K-2: Tuesday, August 17th – 5:00 PM to 6:00 PM*
 - ii. *Grades 3 & 4: Wednesday, August 18th – 5:00 PM to 6:00 PM*
 - iii. *Grades 5 & 6: Thursday, August 19th – 5:00 PM to 6:00 PM*
 - iv. *Grades 7 & 8: Thursday, August 19th – 6:00 PM to 7:00 PM*
2. What systems do you have in place for referring students or staff who are having mental health concerns?
 - a. *Guidance Counselors (including supplemental counselors through the IU)*
 - b. *Campus Ministry (Fr. J. Feigh at Prep and E. Greci and Fr. Mike DeMartinis at Villa)*
 - c. *Student Assistance Program (Prep-Villa) and BLeST (MTA)*
 - i. *MTA will have additional resources*
 - d. *Full time School Nurse has been hired*
3. How will you train your staff about common signals of distress associated with exposure to a traumatic event such as COVID-19?
 - a. *Prep-Villa:*
 - i. *BLeST Training on August 17th through the CSO*
 - ii. *Additional messaging/training during August 20th in-service session*
 - b. *MTA:*
 - i. *BLeST Training on August 17th through the CSO*
 - ii. *Additional messaging/training during August 21st in-service session*
 - c. *Additional resources as needed (holding some Faculty Meeting Dates tentatively open in case of need)*

Return to School 2020 Action Plan



B. Physical Health and Safety:

4. What is the quarantine plan for possible COVID-19 exposure in building?

- a. *All building entry ways will be equipped with thermal scanners manned by at least one faculty/staff/administrative team member. Thermal scanners quickly read a student's temperature as they walk through a staged entryway. Additionally, students will have to indicate affirmative answers the following three questions:*
 1. *Have you tested positive for COVID-19 in the last 10 days?*
 2. *Have had any known exposure to a COVID-19 positive individual in the last 14 days?*
 3. *Have you felt sick or ill (fever or cough) in the last 24 hours?*
 - a. *Student should remain home until their condition improves or they are outside 24 hours of feeling sick or ill.*
- b. *If an individual does answer an affirmative to any of these questions they should not be permitted into the building and follow appropriate protocols (listed below). If a student registers an elevated temperature, they will be directed to the gym (Prep and Villa Campuses) or conference room (MTA) where they will have their temperature screened again after 10 minutes. If the scan registers below 100.4 degrees Fahrenheit, the student will be sent to class. If their temperature remains elevated, the student will report to the isolation room (campus specific, see below), their parents will be called, and the student will have to leave school for the day and seek medical attention.*
 - *Prep – Ian's Room*
 - *Villa – Café*
 - *MTA – Conference Room*
- c. ***A student having tested positive for COVID-19 must remain out of school until student is 10 days removed from the first signs of symptoms and 24 hours with no fever without the use of fever-reducing medications and COVID-19 symptoms have improved (like cough and shortness of breath)***



Return to School 2020 Action Plan

- d. *A student who has been in close contact with someone who has testing positive for COVID-19 (as defined by the CDC, within 6 feet for more than 15 minutes – face mask or not) – will quarantine for 14 days or until they produce a negative test for COVID-19 (2 day window of contact with the individual who tested positive)*
- i. *Student must quarantine for 14 days after their last exposure to that person*
 - ii. *Students in classes with the student (within the 6 ft. radius) and their parents will be notified of a possible exposure by administration.*
 - iii. *A daily report will be issued to the school community via parent email of any students (number only) having a positive test.*
5. What is the reporting plan of action for possible COVID-19 exposure in school setting, and through third party exposure?
- a. *Possible exposure in school setting:*
 - i. *Students likely in close contact for an extended period of time and their parents will be contacted by administration as soon as possible. Students will be required to quarantine for 14 days.*
 - ii. *A daily report will be issued to the school community via parent email of any students having a positive test.*
 - b. *Possible exposure in a third-party setting: Handled on a case by case basis (time investigating/verifying concerns).*
6. What is the plan for ensuring immediate transportation to appropriate facilities for staff and students with symptoms?
- a. *Prep-Villa: Call to the Main Office for admin/faculty (those off first period/secretary escort of student to the designated isolation areas.*
 - b. *MTA: Student directed home at the door (with parents present. If no parent present, immediate direction to the designated isolation area.*

Summary of Responses to Wellness Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Gather COVID-19 mental health resources and share with staff and families	See above	Additional resources will be shared with parents via school emails.	W. Pituch, R. Herbstritt, V. Connaroe,	August 15 th	Nothing Immediate	Y

Return to School 2020 Action Plan



			and J. Ladouceur			
2. Update the mental health referral process and procedures for students to ensure effectiveness in all three potential modes	MH referral processes updated by building admin. To be communicated at in-service to teachers		Same group	6/1/20	Nothing Immediate	N
3. Collaborate with local mental health providers to establish appropriate referral options	Working with SAP partners to ensure continued care. Increased communication with IU5 Counselors and supervisors		Same group	Ongoing	Ongoing CSO/IU support likely helpful	N
4. Determine staff training needs related to social emotional learning and mental health concerns, and work with CSO to plan and provide professional development for students and staff	Faculty/Staff in-service on August 18th (BLeST with Barb Ertl) In-service on Wellness during COVID-19. Weekly Guidance meetings SAP/BLeST Team Meetings Weekly Retention meetings monthly.		Same group	Ongoing	Ongoing CSO/IU support likely helpful	Y
5. Develop daily health and safety screening protocols and procedures, including documentation requirements, as they relate to COVID-19	Listed in question 4 above. -Building entry temp. screenings & question protocol. Procedures listed above.		Same group & R. Aresco	Early August	Nothing Immediate	N



Return to School 2020 Action Plan

Section C: Instruction

Primary Points of Contact for Instruction: W. Pituch (overall), R. Herbstritt (Prep), V. Connaroe (Villa), and J. Ladouceur (MTA)

Key Questions:

1. How will data be analyzed from student work that was submitted during remote learning in the 2019-2020 academic year to support teachers in adjusting curriculum and instruction to differentiate learning for students upon return in August of 2020?
 - a. *Prep-Villa: Work was submitted digitally, grades were taken, it was “business as usual” as much as possible. Students who struggled with getting assignments/assessments turned in have been noted by building administration.*
 - b. *MTA: Work was submitted either online or else via folders from teachers. Student work was graded on the basis of completion overwhelmingly, some was considered for correctness (but minimally as there was little to no direct instruction).*

2. How will feedback from parents be collected and used to help determine students in need of academic support?
 - a. *Surveys given (parents/students):*
 - i. *Feedback from Remote Access Learning/Instruction from Parents and Students– Early June*
 - ii. *Return to School Surveys for Prep-Villa and MTA – Early July (completed the weekend of 7/12)*
 - iii. *Follow up surveys completed in early August*
 - iv. *Virtual Townhall meetings held – sessions posted online for families to see.*
 1. *Prep and Villa – August 5th and MTA – August 6th*
 - b. *Faculty group meetings with Administration*
 - i. *Prep-Villa:*
 1. *Department Chairs - 10 faculty each campus*
 2. *Administrative Advisory Committee (AAC) - 7 faculty members each campus*
 3. *Newly created Technology Leaders Committee (TLCs) - 4 faculty members each campus*
 4. *Individual meetings with all contracted faculty*



Return to School 2020 Action Plan

- ii. *MTA:*
 - 1. *Group Faculty meetings*
 - 2. *Upper School and Lower School Meeting*
 - 3. *BLeST teams meetings*
 - 4. *Individual meetings with all contracted faculty*

- 3. How will teachers from various grade levels and content areas be provided opportunities to discuss the learning that occurred from March - June 2020? What decisions will be impacted by these discussions?
 - a. *Prep-Villa:*
 - i. *Department Chairs (10 faculty each campus)*
 - ii. *Administrative Advisory Committee (7 members each campus)*
 - iii. *Newly created Technology Leaders Committee (4 members each campus)*
 - iv. *Individual meetings with all contracted faculty*

 - b. *MTA:*
 - i. *Group Faculty meetings*
 - ii. *Upper School and Lower School Meeting*
 - iii. *Individual*
 - iv. *Individual meetings with all contracted faculty*

 - c. *Decisions impacted*
 - i. *Instructional strategies (ideas, identified struggles/successes, etc.)*
 - ii. *Technology development (software and hardware)*
 - 1. *K-4 adopting See-Saw platform (previously used Class Dojo)*
 - 2. *5-8 adopting Microsoft Teams platform with Teams Rooms set ups in Prep-Villa classrooms*
 - iii. *School schedule decision (keep days on schedule)*

Return to School 2020 Action Plan



4. Identify special instructional considerations for students needing extra academic support and determine criteria that will be used to identify students needing support at the start of the new school year.
 - a. *Supports in place:*
 - i. *Modified assessment practices carried over*
 - ii. *IU Specialists/Title I teachers given the ability to communicate with students (looking for more improvements on this)*
 - iii. *Continued support from Guidance Counselors and Building Administration*
 - iv. *Continued messaging of flexibility/working with students in the less than traditional instructional environment (PD to support/supplement)*
 - b. *Criteria*
 - i. *Prep-Villa:*
 1. *Previously identified students (and accommodations already in place)*
 2. *Incoming students – EP or information from public school districts (IEPs, 504 Plans, recommendations, etc.)*
 - ii. *MTA:*
 1. *Previously identified students (and accommodations already in place)*
 2. *Incoming students – EP or information from public school districts (IEPs, 504 Plans, recommendations, etc.) or daycare providers.*
 3. *IU/ECSD evaluations (especially in lower grades)*
5. What assessment methods will be available for use for benchmarking at the start of the school year? (Examples: Acadience Reading and Math, Aspire Periodics.)
 - a. *Minimal from the previous year. Both Terranova's and PSSA/Keystone were interrupted. Basis for most student benchmarking will be from the previous school year (18-19) and consideration of academic performance during the 19-20 school year (mostly the first 2 or 3 quarters).*

Return to School 2020 Action Plan



6. How will the school utilize resources for students needing additional academic support in all three instructional modes? (Examples include Act 89, Title I programs, etc.)

a. *Act 89*

i. *Guidance Counselors*

1. *Green/Yellow: still reporting in each day and working with students that are present as well as having the ability to remotely conference with students not on campus, participating in all meetings, group guidance, and regularly scheduled activities (student meetings, parent meetings, faculty/group meetings, etc.) Prep-Villa Act 89 staff/teachers permitted to attend trainings as of 7/10/20.*
2. *Red: Remote capabilities through the school LMS (Microsoft Teams)*

ii. *Reading/Math Supplemental Teachers*

1. *Green/Yellow: still reporting each day and working with students present as well as having the ability to remotely conference with students not on campus. Still participating all regular activities.*
2. *Red: Remote capabilities through the school LMS (Microsoft Teams)*

b. *Title I*

- i. *Green/Yellow: still reporting each day and working with students present as well as having the ability to remotely conference with students not on campus. Still participating all regular activities.*
- ii. *Red: Remote capabilities through the school LMS (Microsoft Teams)*

7. What remote learning tools will be needed for seamless transitions among instructional modes?

a. *Prep-Villa:*

- i. *Software: Office 365 products more heavily with Teams serving as the LMS (MySchoolApp through Blackbaud is the current SIS)*
- ii. *Hardware: Teams Rooms set up with separate computer, 70 inch TV, and integrated adjustable focus camera in each room. Linked through Teams for full synchronous learning environment.*
- iii. *Training/PD Plan: Blended Learning Model, begin with TLCs and out to the rest of the faculty. July 21st learning how to use the hardware in the classrooms, July 23rd, in-service on how to use Teams more thoroughly*

Return to School 2020 Action Plan



(training done by a professional agency – Ingram Micro, Inc.). Additional time will be given during the beginning of the year to ensure teachers are as prepared as possible.

- b. *MTA:*
 - i. *Software: Office 365 products, Teams as LMS (integrating using MySchoolApp more as SIS) for grades 5-8 and use of See-Saw as the LMS platform for K-4.*
 - ii. *Hardware: introduction of 1 to 1 iPad program, new teacher/student resources through apps.*
 - iii. *Training: Mostly in house at this time, as iPads have been used at Prep and Villa for 8 years now.*

8. Are team teaching and co-teaching feasible options that could allow for seamless transitions among the three instructional modes?
 - a. *Little team/co-teaching occurs on all three campuses, however, with the technology that is/will be available it should not be an issue moving forward.*

9. How will students be assessed remotely?
 - a. *Through Microsoft Office products (Teams, OneNote, and Forms) as well as more project-based learning (Blended Learning Model and diversifying assessment) will be the cornerstone of the instruction PD plan for the coming year, especially at the beginning of the year.*
 - b. *Some version of take home, modified assessments will also be used, depending on location. Learning new technology and new platforms (apps) will be key in diversifying this early in the school year.*

10. What will be the parent communication strategy to inform parents about their child's assessment data and progress? Will this communication include grade-level and standards-specific activities parents can use to support their child's learning at home?
 - a. *Prep-Villa: similar means as before, given that most communication of grades (quarter grades/progress grades) all were done online through MySchoolApp.*
 - b. *MTA: More push towards online gradebook usage and communicating student progress online (weekly updates and the like from teachers to parents). Report cards and progress notes can still be mailed (less reliance on sending home with students in backpack).*



Return to School 2020 Action Plan

11. What process will allow parents to contact you confidentially if students are experiencing academic difficulty or social emotional distress due to COVID-19?
- Use current practices in place. Communication on an as needed basis on sensitive issues/topics regarding student academic and personal health. Incorporate into in-service (portion on adjusting to instructing in the remote environment, considering confidentiality from a variety of perspectives).*
12. What professional development do you anticipate needing to support changes in curriculum, instruction, and assessment in all three instructional modes? (Face to face with changes made due to COVID-19, remote learning, and hybrid learning.) What professional development needs do you anticipate related to Acadience Reading and Math and ACT Aspire products?
- Blended Learning Model is being introduced (basis texts Blended Learning in Action: A Practical Guide Toward Sustainable Change by Tucker, Wycoff, and Green and Blended: Using Disruptive Innovation to Improve Schools by Horn and Staker)*
 - Technology Training through Ingram Micro, Inc, VNet, and internally planned.*
 - Acadience and ACT Aspire Trainings will likely need minimal attention but will be taken care of as those tests get closer on the horizon, Prep-Villa and MTA specific.*

Summary of Responses to Instruction Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Develop a communication plan that will inform teachers, students, families, about how instruction and assessment will be implemented in all three instructional modes	In process. Currently gathering more data, collecting supplies, ready for a variety of scenarios for attendance. Blended Learning model used in all three phases regardless.		C. Hagerty/L. Varner/W. Pituch	Ongoing First wave complete	None	N

Return to School 2020 Action Plan



2. Determine approach for planning curriculum and instruction in the three instructional modes	Blended Learning Model will prepare teachers for all three potential instructional modes of learning.		W. Pituch, R. Herbstritt, V. Connaroe, and J. Ladouceur	Ongoing - Ready for 8/19/20	Materials for teacher Clear and accessible guidance.	N
3. Collaborate with local mental health providers to establish appropriate referral options	Working with SAP partners to ensure continued care. Increased communication with IU5 Counselors and supervisors		Same Group	Ongoing - Ready for 8/19/20	None	N
4. Determine approach for planning for assessment in in the three instructional modes	Blended Learning Model adopted. In-servicing all faculty on adjusting assessment practices in a remote environment.		Same Group	Ongoing - Ready for 8/19/20	None	N
5. Provide ongoing communication with parents/guardians regarding plans for curriculum, instruction, and assessment	Will be included in beginning of the year plan going out in early August. -Technology plan already shared.		Same Group	Ongoing – Early August at latest	None	N
6. Share information and guidance on grading, report cards, and promotion procedures with teachers and parents	Teachers: in-servicing to expand on lessons learned from March to end of year. Parents: Full explanation of educational processes will be broadcast with beginning of the year plan		Same Group	Ongoing - Ready for 8/19/20	None	N



Section D: Facilities

Primary Point of Contact: Ross Aresco, Vice President of Finance and Operations

Key Questions:

1. How will you ensure the building is cleaned and disinfected to safely welcome staff and students?
 - a. *All areas of the building have been deep cleaned as well as have been left vacant as much as possible. All traffic has been kept to a minimum in the buildings to ensure any potential virus particles have lost infectious capabilities.*

2. How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
 - a. *This process has been ongoing since March. Current supplies of readily used cleaning products (all rated to disinfect covid strain viruses per manufacturers' guidelines) are adequate for the start of the year, and the inventory is continually being monitored by administration, building maintenance, and janitorial staff.*

3. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
 - a. *All building "high touch/contact" areas (doorknobs, railings, etc.) will be cleaned by janitorial staff daily.*
 - b. *Rooms will be opened as much as possible. Prep and Villa do not have full forced air systems (mostly radiator heat with little AC in use throughout the buildings). MTA will need to be watched more closely as all classrooms have forced air systems. Additional air purification devices will be added to all rooms on the Prep and Villa campuses.*
 - c. *Additional disinfectant spraying machines have been purchased for use in the instance of a confirmed positive case(s) in the buildings/facilities and will be used in classrooms once a week (on Fridays or last instructional day of the week).*

4. What protocols will you put in place to clean and disinfect throughout an individual school day?
 - a. *Classroom desks/tables and high touch areas will be cleaned (overseen by faculty members) between classes.*
 - b. *Maintenance/Janitorial will periodically address high traffic/high touch areas like stairwell (railings in particular), doorknobs, and handles.*



Return to School 2020 Action Plan

5. 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 cleaning measures at the conclusion of the training be measured?
 - a. *Maintenance/Janitorial: ongoing communication of protocols and procedures in place. Ensuring best practices in line with CDC, DoH guidelines, as well as other groups like the American Academy of Pediatrics (AAP).*
 - b. *Faculty/staff: In-service at the beginning of the school year will outline procedures, protocols, and practices expected of all faculty and staff members to ensure a clean environment and prevention of the spread of the virus or diseases.*
 - i. *Daily/class procedures*
 - ii. *Regular refreshers/reminders via school email as well as weekly & monthly faculty meetings.*
 - c. *Administration: should be aware of all protocols and procedures in place for stakeholder questions, encouraging good habits throughout the building(s), and ensuring compliance. All administration will participate in training required of other faculty and staff.*

Summary of Responses to Facilities Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Review guidance provided by various agencies including CDC, PDE, Dept. of Health, Diocese	Prep-Villa and MTA: Limit students in the building (50% capacity), with those not in the building remotng into classes. (same additional protocols as in Green)	MTA: All students in building. Prep-Villa: Limit students in the building (50% capacity), with those not in the building remotng into classes. For those in the buildings additional protocols (required hand sanitizer usage, social distancing when possible (hallway markers in place 6 ft. apart, students to keep right in hallways, cafeteria seating at least 6 feet apart),	W. Pituch	Completed	Ongoing, additional supports sought out as needed.	Y

Return to School 2020 Action Plan



		and face masks worn at all times in the buildings.					
2.	Document ongoing changes in guidance and communicate the impact of these changes to committees and stakeholders	Parents/Families: School Reach System (phone calls and or email) Students/Faculty: Email Board: Email and phone calls	Parents/Families: School Reach system (phone calls and or email) Students/Faculty: Email Board: Email and phone calls	C. Hagerty & W. Pituch	7/10/20 (and ongoing)	None, school SIS/email in place as well as School Reach System.	N
3.	Develop a process to evaluate the effectiveness, efficiency, and scheduling of the daily and weekly cleaning, disinfecting, and sanitizing procedures and processes. Analyze the results of the data collection and make appropriate adjustments	More stringent protocols in place. Increase periodical cleaning, requiring of masks in all places by all adults and students in the building. Reduced number of students in the building (50% enrollment max). Determine any additional staffing needs (none needed – will monitor)	Faculty overseeing the sanitation of desks between classes (teachers spray areas when students leave the room, and students wipe away the sanitizer when they begin to use the space), faculty will have disinfectant available for their own cleaning (not student use). High touch surfaces disinfected between all classes by Maintenance/Janitorial staff. Additional staffing hired.	R. Aresco	7/10/20 (and ongoing)	None	N
4.	Designate an area of the building to be used for quarantine, and develop cleaning, sanitizing, and disinfecting procedures for this area	Areas on each campus designated for quarantine: Prep – Ian’s Room Villa – Café MTA – Conference Room Area will be cleaned after students leave the area, room will remain inaccessible to students throughout the day.	Secondary areas of isolation (if needed): Prep – Gym & Conference Room Villa – Gym & Conference Room MTA – GYM & unused classrooms on the old side of the building.	W. Pituch, R. Herbstritt, V. Connaroe, and J. Ladouceur	7/10/20 (and ongoing)	None	N
5.	Develop a plan to communicate all new	Parents/Families: School Reach System (phone calls and or email)			7/10/20 (and ongoing)	None	N

Return to School 2020 Action Plan



	procedural and process changes to relevant stakeholders	Students/Faculty: Email Board: Email and phone calls Weekly updates planned via email as well as weekly calendar updates. All Calls used as necessary.		C. Hagerty & W. Pituch			
6.	Determine budgetary needs to meet the additional cleaning, sanitation, and disinfecting costs for the upcoming school year	Increased costs during the year. Due to more cleaning between class periods and during general facility usage.	Plan already well in place.	R. Aresco	7/10/20 (and ongoing)	None	N
7.	Determine training needs for all staff related to cleaning, sanitizing, and disinfecting all facilities, equipment, teaching tools and devices	Faculty and Staff Trainings: <ul style="list-style-type: none"> • Cleaning/Sanitation • Mask/PPE protocols • Tech Planning/Use 	Faculty and Staff Trainings: <ul style="list-style-type: none"> • Cleaning/Sanitation • Mask/PPE protocols • Tech Planning/Use 	W. Pituch & R. Aresco	7/10/20 (and ongoing)	Working with current vendors on immediate needs. Other guidance on training from health guidance/organizations.	Y
8.	Procure necessary cleaning/disinfecting supplies for the 2020-2021 school year Procure necessary personal protective equipment for the custodial and maintenance workers	In process, an ample supply has been developed to ensure enough to use throughout the school year in a variety of areas: masks, hand sanitizer, alcohol-based cleaners, disinfectant spraying units, and other items.	Proactive planning has generated a stockpile of necessary items, but more products are being explored.	R. Aresco	7/10/20 (and ongoing)	None	N
9.	Review custodial work schedules as related to needed coverage as well	Evaluated and updated, current staffing levels acceptable. Admin will	Facility cleaning procedures re-evaluated, checklists updated &	R. Aresco	7/10/20 (and ongoing)	None	N

Return to School 2020 Action Plan



as sanitizing and disinfecting	continue to monitor as need arises.	added to ensure areas being cleaned, and additional procedures being added/honed.				
10. Develop procedures to document daily/weekly cleaning/sanitizing of the rooms/areas throughout the facility	Schedules/agendas/cleaning lists used by all janitorial staff to document areas cleaned. Methods to be used described in detail.	Data collected and stored more thoroughly.	R. Aresco	7/10/20 (and ongoing)	None	N
11. Develop procedures for facility use by outside organizations. Detail cleaning and sanitation requirements	Instructional areas will not be used by outside groups in Yellow Phase.	Protocols in place: <ul style="list-style-type: none"> • Waivers • Disclaimers • Cleaning priorities in place after groups. Once areas are done being used, cleaned by school janitorial staff.	W. Pituch/R. Aresco	7/10/20 (and ongoing)	None	N
12. Review locker and cubby usage within the guidelines of social distancing, as well as, cleaning, sanitizing, and disinfecting to determine feasibility of use	-Reduced use due to decreased student attendance. -Lockers cleaned externally daily. -Students will be encouraged to only visit their lockers once per day (iPads reduce need to carry many items) -Lockers cleaned externally daily.	Prep-Villa: Student locker assignments will be staggered by A-B day groups. -Students will be limited in locker visits. -More resources for classes will be migrated on to iPads. MTA no lockers: individual student cubbies added (individual supplies as well)	W. Pituch/R. Aresco	7/10/20 (and ongoing)	None	N

Return to School 2020 Action Plan



<p>13. Prior to first day of school, conduct a facility walkthrough with your janitorial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.</p>	<p>Daily: -areas evaluated -needs assessed.</p>	<p>Weekly review</p>	<p>W. Pituch/R. Aresco</p>	<p>7/10/20 (and ongoing)</p>	<p>None</p>	<p>N</p>
<p>14. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.</p>	<p>-Hallways remain two ways, students to keep to the right at all times (signs hung from ceiling). -Floor markers (8 in. disks) spaced 6 feet apart to give visual indicator of distancing in hallways and common areas (like lines in cafeterias) -Additional signage about mask wearing, social distancing, and CDC recommended practices hung in hallways, bathrooms, and common areas. -Monitored by faculty/administration</p>	<p>Prep-Villa -Cafeteria seating will be assigned, all seats at least 6 ft. apart. -Limited in-person students help allow this. -All food options pre-wrapped, grab and go style. MTA: -Grades K-4 lunches in classrooms (bagged in kitchen) -Grades 5-8 split lunches in cafeteria, socially distanced at least 6 ft. apart.</p>	<p>W. Pituch/R. Aresco</p>	<p>Completed before school begins</p>	<p>None</p>	<p>N</p>
<p>15. Consider eliminating the use of drinking fountains</p>	<p>Only bottle fillers -fountain portions disabled and wrapped.</p>	<p>Only bottle fillers -fountain portions disabled and wrapped.</p>	<p>R. Aresco</p>	<p>Completed</p>	<p>None</p>	<p>N</p>

Return to School 2020 Action Plan



for the 2020-2021 academic school year						
16. Determine use of playground/recess areas and how to clean equipment to meet CDC recommendations. Decide if these areas will remain open or closed.	Prep-Villa – None MTA – Single classes kept together for activities. Student required to wash hands/sanitize ands before and after playground area usage.	Prep-Villa – None MTA – Single classes kept together for activities. Student required to wash hands/sanitize ands before and after playground area usage.	W. Pituch/J. Ladouceur	Completed	None	N
17. Supply classrooms and common areas with tissues, wastebasket, trash bags, tissues, and CDC approved soap/hand sanitizer to be used upon entry and exit	All areas of this have been addressed, supplies available and ready for the return of students. And ongoing upkeep/evaluation.	All areas of this have been address, supplies available and ready for the return of students. And ongoing upkeep/evaluation.	R. Aresco	Ongoing	None	N
18. Post signage throughout the building: frequent handwashing, cough etiquette, and nose blowing. (Signage can be found at the CDC web site)	Signage posted at all entry ways, common areas, restrooms, and higher traffic areas: -Masks to be worn -Common signs/symptoms of COVID -Social Distancing -CDC Guidelines for protection and prevention -Hand washing/sanitizing reminders.	Signage posted at all entry ways, common areas, restrooms, and higher traffic areas: -Masks to be worn -Common signs/symptoms of COVID -Social Distancing -CDC Guidelines for protection and prevention -Hand washing/sanitizing reminders.	W. Pituch	In progress	None	N



Return to School 2020 Action Plan

Section E: School Operations

Primary Point(s) of Contact: W. Pituch and R. Aresco

Key Questions:

1. How will social distancing be implemented in the building? (See considerations in Return to School Planning Guide.)

a. *Green Phase:*

i. *Prep and Villa: Rotating A-B Days (A Days typically MW and B Days typically TTH with alternating Friday)*

1. *No all school masses/assemblies - remote in with a single class distanced in the auditorium*
2. *Floor makers placed in hallways and common areas for social distancing, and masks worn by all students at all times in the building.*

ii. *MTA: All desks spaced at least 6 ft. apart, floor markers placed for social distancing, and masks worn by all students at all times in the building.*

1. *No all school masses/assemblies - remote in with a single class distanced in the cafeteria*

b. *Yellow Phase:*

i. *Prep and Villa: Rotating A-B Days (A Days typically MW and B Days typically TTH with alternating A-B Friday)*

1. *No all school masses/assemblies - remote in with a single class distanced in the auditorium*
2. *Floor makers placed in hallways and common areas for social distancing, and masks worn by all students at all times in the building.*

ii. *MTA: Rotating A-B Days (A Days typically MW and B Days typically TTH with alternating A-B Friday)*

1. *No all school masses/assemblies - remote in with a single class distanced in the auditorium*
2. *Floor makers placed in hallways and common areas for social distancing, and masks worn by all students at all times in the building.*

c. *Red Phase: closed to students (faculty reporting will be evaluated and an exemption will be sought)*

i. *Prep and Villa: Full online synchronous instruction*

ii. *MTA: Online/packet instruction hybrid*



2. How Monitoring Student and Staff Health take place? (See considerations in Return to School Planning Guide.)
- c. All building entry ways will be equipped with thermal scanners manned by at least one faculty/staff/administrative team member. Thermal scanners quickly read a student's temperature as they walk through a staged entryway. Additionally, students will have to indicate affirmative answers the following three questions:*
- 1. Have you tested positive for COVID-19?*
 - 2. Have had any known exposure to a COVID-19 positive individual?*
 - 3. Have you felt sick or ill in the last 24 hours?*
 - a. Student should remain home until their condition improves or they are outside 24 hours of feeling sick or ill.*
- d. If an individual does answer an affirmative to any of these questions they should not be permitted into the building and follow appropriate protocols (listed below). If a student registers an elevated temperature, they will be directed to the gym (Prep and Villa Campuses) or conference room (MTA) where they will have their temperature screened again after 10 minutes. If the scan registers below 100.4 degrees Fahrenheit, the student will be sent to class. If their temperature remains elevated, the student will report to the isolation room (campus specific, see below), their parents will be called, and the student will have to leave school for the day and seek medical attention.*
- o Prep – Ian's Room*
 - o Villa – Café*
 - o MTA – Conference Room*
- e. A student having tested positive for COVID-19 must remain out of school until student is 10 days removed from the first signs of symptoms and 24 hours with no fever without the use of fever-reducing medications and COVID-19 symptoms have improved (like cough and shortness of breath)*

Return to School 2020 Action Plan



- f. A student who has been in close contact with someone who has testing positive for COVID-19 (as defined by the CDC, within 6 feet for more than 15 minutes – face mask or not) – will quarantine for 14 days or until they produce a negative test for COVID-19 (2 day window of contact with the individual who tested positive)*
 - i. Student must quarantine for 14 days after their last exposure to that person*
 - ii. Students in classes with the student (within the 6 ft. radius) and their will be notified of a possible exposure by administration.*
 - iii. A daily report will be issued to the school community via parent email of any students (number only) having a positive test.*
3. What staffing changes or modifications need to occur? (See considerations in Return to School Planning Guide.)
 - a. Staff will have masks provided (as well as students)*
 - b. MTA will limit student transitions (rotating teachers rather than students between classrooms)*
4. What special protocols will you implement to protect students and student family members who are at higher risk for severe illness?
 - a. Prep and Villa – Remote synchronous learning available at all times for all classes via Microsoft Teams*
 - b. MTA – Teacher adapted materials made available in packets as well as through learning platform (Microsoft Teams and MySchoolApp)*
5. Do the school operating hours need to include a staggered schedule, changes to transportation, drop-off and pick up times and use of entrances and exits?
 - a. Prep and Villa – None planned at this time. Currently trying to get a better idea of school districts’ transportation/bussing plans. Meadville bus will be able to run with modifications in line with PA Dept. of Health and CDC Guidelines*
 - b. MTA - None planned at this time. Currently trying to get a better idea of school districts’ transportation/bussing plans.*



Return to School 2020 Action Plan

6. How will the master schedule need adjusted to reduce COVID-19 transmission and to accommodate possible transitions among the three possible instructional modalities (face-to-face, hybrid, and remote learning).
 - a. *Prep and Villa – None at this time. Backup plan of block scheduling (we run a straight 8 period day) if extended Red Phase is encountered.*
 - b. *MTA – None, teachers rotating and staggering beginning of the day/dismissal.*

Summary of Responses to School Operations Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a survey to determine staffing needs	Survey completed	Survey completed	Technology	Completed	None	N
2. Collect feedback from parents to determine concerns and enrollment	Survey completed	Survey completed	R. Aresco/ W. Pituch	Completed	None	N
3. Determine hygiene routines to be implemented throughout the school day	-Increased hand sanitizing stations. -Signage throughout buildings. -Faculty overseeing cleaning between class periods (Spray out, wipe in) -High touch areas cleaned disinfected between class periods.	-Increased hand sanitizing stations. -Signage throughout buildings. -Faculty overseeing cleaning between class periods (Spray out, wipe in) -High touch areas cleaned disinfected between class periods.	R. Aresco/ W. Pituch	Completed	None	N
4. Develop visitor and volunteer policies to mitigate spread of COVID-19	No visitors allowed in the building beyond the Main Office.	All visitors must sign into Main Office. Travel in building limited/escort.	R. Aresco/ W. Pituch	In progress	None	N

Return to School 2020 Action Plan



5.	Review and revise pertinent school policies and procedures for students and employees relating to traditional school functions	Handbooks (Student and Employee) evaluated. Appropriate adjustments will be made by administration and communicated in conjunction with the school plan broadcast to all stake holders once finalized by administration.	Handbook will remain the same, COVID related adjustments (presumed temporary) will be published on the school website on both the COVID response page as well as with handbooks.	R. Aresco/ W. Pituch	August 15th for Student Handbook	None	N
6.	Develop policies and procedure for handling individuals with COVID-19 exposure, quarantining, and reporting	Isolation Areas: Prep – Ian’s Room Villa – Café MTA – Conf. Room (process detailed above) Report to Health Department, contact tracing if student was in building, and communicate with potentially exposed students and parents.	Isolation Areas: Prep – Ian’s Room Villa – Café MTA – Conf. Room (process detailed above) Report to Health Department, contact tracing if student was in building, and communicate with potentially exposed students and parents.	R. Aresco/ W. Pituch	Completed/ Ongoing	None	N
7.	Identify hiring and staffing needs to ensure high quality education in all three instructional modalities (face-to-face, hybrid and remote learning)	-In-servicing Planned in July on Technology -Beginning of the year in-servicing will be focused on Blended Learning Model.		W. Pituch	In progress	None	N
8.	Revise master schedule and develop delivery procedures in the three instructional models (face-	No alterations needed at this time, will continue to re-evaluate due to technology available.	No alterations needed at this time, will continue to re-evaluate due to technology available.	W. Pituch	Completed (Tech addresses)	None	N

Return to School 2020 Action Plan



	to-face, hybrid and remote learning)					
9.	Review and revise attendance procedures for students and staff. Update handbooks	All Class Period Attendance Checks (hybrid) though MySchool App	All Class Period Attendance Checks (hybrid) through MySchoolApp	W. Pituch	completed	None N
10.	Develop procedures for daily monitoring of students and staff for symptoms and exposure	Questions Temperature checks at entry. Follow protocol above.	Questions Temperature checks at entry. Follow protocol above.	W. Pituch	In progress	None N
11.	Develop policy and procedures regarding staff and student responsibility to report illness. Provide training. Develop enforcement procedures	Questions Temperature checks at entry. Follow protocol above.		R. Aresco/ W. Pituch	In progress	None N
12.	Establish policies and guidelines for hygiene practices for students and staff	-Masks required -Hand washing and sanitizing required -Increased hand sanitizing stations throughout the buildings	Messaging at the beginning of the year.	R. Aresco/ W. Pituch	In progress	None N
13.	Develop policy and procedures for use of the cafeteria. Provide guidance and expectations concerning serving of meals in classrooms	Spacing concerns, will likely use alternate spaces in addition to cafeterias (gyms/classrooms) -grab and go food available (no buffet or self serve)	Spacing concerns, will likely use alternate spaces in addition to cafeterias (gyms/classrooms) -grab and go food available (no buffet or self serve)	R. Aresco/ W. Pituch	In progress	None N
14.	Develop guidelines for physical education, sports, and other extracurricular activities where there is	Athletics/Extracurriculars: R2S Plan (done) HPE: Hold on first quarter gym classes	Masks required at all times when in the building.	W. Pituch/B. Flanagan/R. Aresco	In progress	None N

Return to School 2020 Action Plan



maximum ability for social distancing	(Health only) – Masks to be worn and distancing adhered to.					
15. Develop policies and procedures for school gatherings, visitors, and field trips	Gatherings: None Visitors: None Field Trips: None	Gatherings: Limited Visitors: Limited Field Trips: Limited	R. Aresco/ W. Pituch	In progress	None	N
16. Develop communications plans to disseminate all information related to the school’s reopening plan	School Reach Phone Calls External Emails Internal Emails Social Media Postings		C. Hagerty/L. Varner/W. Pituch	In progress	None	N



Return to School 2020 Action Plan

Section F: Technology

Primary Point(s) of Contact: W. Pituch and R. Aresco

Key Questions:

1. How will the school coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents?
 - a. *Prep-Villa: iPads for all students, faculty all have laptops and iPads. Microsoft Teams will be used as the LMS for all classes, with MySchoolApp continuing to be the SIS. Training on the use of Teams Rooms, Blended Learning Model, and Office 365 products (OneNote and Forms) will be provided before the start of the school year.*
 - b. *MTA: iPads for all students, training for all students will be paramount the first few weeks of school. Faculty all have laptops and iPads. Microsoft Teams will be used as the LMS for 5-8 with See Saw for K-4, with MySchoolApp continuing to be the SIS. Training on the use of Blended Learning Model and any other software being used will be provided before the start of the school year.*
2. How will technology be utilized to ease the transition among the three-potential learning environments (face-to-face, hybrid, and remote learning) that may need to be utilized in the 2020-2021 school year?
 - a. *Prep-Villa: synchronous instruction for students in person or “remoting in” to classes during the school day.*
 - b. *MTA: Will introduce a 1 to 1 iPad program in August. Training on learning platforms and apps will help ensure students have more resources, readily available for remote instruction as needed.*
3. What are the professional development needs among the staff related to best practices in online learning?
 - a. *Blended Learning Model of instruction*
 - b. *Project based learning (especially in instances of limited direct instruction)*
4. What are the professional development needs among the staff related to training on new technology?
 - a. *iPad training (MTA specifically)*
 - b. *Microsoft Teams training (See Saw for K-4 @ MTA)*
 - c. *Other Office 365 products training (OneNote and Forms specifically to design/deliver assessments through Teams)*



Return to School 2020 Action Plan

5. Are technology devices and the supporting infrastructure ready for the opening of school in any of the three identified learning environments (face-to-face, hybrid, and remote learning)? (Examples of items to check include Wi-Fi access points, wired network devices, staff and student permissions, etc.)
 - a. All iPads should be ready
 - b. All three campuses have wifi readily available (VNet fiber ready to be expanded as needed)
6. What handbook and procedure adjustments need to be made for technology?
 - a. *Yes, we have an existing Technology Policy that largely covers all of our bases, some minor tweaking needed for videoing into classes and expected requirements.*
7. How will the school provide technical support for teachers and students to utilize technology?
 - a. Professional development over the summer (some required with swapping out in-service time during the year, some voluntary opportunities through the CSO and independently).

Summary of Responses to Technology Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a schoolwide technology audit	-1 to 1 program -Prep-Villa Teams Classrooms		R. Aresco & Tech. Dept.	Completed	None	N
2. Conduct a survey to determine student's access to personal technology devices and Internet services	Completed, over 98% access to reliable internet connection. Messaging at the beginning of year about connectivity importance.		R. Aresco & Tech. Dept.	8/1/20 (beginning of year plan)	Seeking out relationships with local wifi/internet vendors for discounts or free options.	Y
3. Create a plan designed to address technology issues related to conducting instruction in the three identified learning environments	Teams Rooms systems being installed, supplemented with teacher in-servicing on Blended Learning Model.		W. Pituch/R. Aresco/R. Herbstritt/ V. Connaroe/	In progress		N

Return to School 2020 Action Plan



			J. Ladouceur			
4. Update policies and procedures (See guide for considerations)	Handbook and Technology Policy update		W. Pituch	8/1/20	Legal review of video instruction guidelines (completed)	N
5. Coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents	Completed, in-servicing on Blended Learning Model planned/coordinated.		W. Pituch/R. Aresco			N
6. Offer training for staff specific to utilizing technology and software applications for successful instruction in the three identified learning environments	July 21 – Teams Rooms training July 23 – Teams platform training August 19th – Blended Learning Model training		W. Pituch	Schedule d and ongoing		N
7. Analyze the school’s processes for tracking technology issues and managing support for both staff and students	Technology Department ticketing system in conjunction with VNet.		R. Aresco & Tech. Dept.			N
8. Analyze technology audits for school, staff, and students, and calculate costs associated with meeting technology needs	Ongoing in conjunction with 1 to 1 program.		R. Aresco & Tech. Dept.			N

Return to School 2020 Action Plan



9.	Highlight technology upgrades and plans on the school website	Video produced, messaging to community.		L. Varner	Completed		N
10.	Collaborate with those responsible for advancement to share important technology information to key stakeholders	Messaging through Advancement to donors and stakeholders of developments. Alumni magazine articles, social media, and direct contact (emails/phone calls)		C. Hagerty/ L. Varner	Started and ongoing		N
11.	Write a plan for cleaning and disinfecting of devices. (Refer to Facilities section)	iPad servicing, all devices cleaned with alcohol based cleaner. Classroom technology (shared) to be used minimally. Cleaned by faculty between class periods. Sanitized at the end of each day.		R. Aresco & Tech. Dept.	Completed.		N



Return to School 2020 Action Plan

Section G: Catholic Identity

Key Questions:

1. How the school will keep its Catholic identity and culture alive and thriving despite the adaptations being made to the instructional environment due to the COVID-19 pandemic.
 - a. Theology courses
 - b. Weekly masses by Campus Minister/Chaplain
 - c. Prayer services and Confession offered as possible

Summary of Responses to Catholic Identity Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Identify concrete ways to keep Catholic identity alive doing remote learning	Theology Classes Weekly Mass (broadcast only) Confession and other sacraments offered as possible. Prayer services and Confession offered as possible	Theology Classes Weekly Mass (1 or 2 classes in and broadcast) Confession and other sacraments offered as possible. Prayer services and Confession offered as possible	W. Pituch	8/1/20	None	N
2. Collaborate with pastors and priests to determine how they might provide support	Ongoing Masses/Retreats		W. Pituch	7/20/20	None	N
3. Communicate commitment to maintain school's mission	Beginning of the year plan messaging. Restatement of Mission and President's initiative		C. Hagerty/L. Varner/W. Pituch	8/1/20	None	N

Return to School 2020 Action Plan



Section H: Finance

Key Questions:

1. How will you identify and track all COVID-19 related expenses?
2. How will the school reach out to EITC partners to gauge potential changes to scholarship funds?

Summary of Responses to Finance Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Prepare and adjust the 2020-2021 budget as new information becomes available	On going adjustments have been made as necessary. Communicated to Board, Finance and Executive committees.		C. Hagerty/ R. Aresco	Completed & Ongoing	None	N
2. Identify unique funding needs due to COVID-19,	Technology adaptations Facilities adjustments		W. Pituch/R. Aresco	Completed & Ongoing	None	N
3. Update school policies related to tuition payments, student withdrawal, and tuition assistance	Determined by administration to not be needed at this time.		W. Pituch/R. Aresco	Completed	None	N
4. Complete the forgiveness application for the Payroll Protection Program loan	In progress		R. Aresco	Ongoing	None	N
5. Track all COVID-19 related expenses	Ongoing		R. Aresco	Ongoing	None	N

Return to School 2020 Action Plan



6.	Consult with the Parish Finance Council or Committee of Pastors to keep them informed of the school/system finances	Ongoing communication between administration with Executive and Finance Committees (and general board) as needed		C. Hagerty/ R. Aresco	Ongoing	None	N
7.	Reach out to EITC partners to gauge potential losses	Ongoing		C. Hagerty/ L. Varner	Ongoing	None	N
8.	Communicate finances with stakeholders	Committee Meetings (week of 7/13/20) and Board Meeting (7/21/20) Weekly updates with Board Chair and President		C. Hagerty	Dates set & ongoing	None	N



Section I: Advancement, Fundraising and Enrollment

Key Questions:

1. How will the school communicate with donors and what will the school explicitly share?
2. By which methods will you keep stakeholders informed of the plan for returning to school?
3. How might the school fund a COVID-19 Tuition Assistance Program?

Summary of Responses to Advancement Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Communicate with your donors and share how COVID-19 is affecting your school/system financially	Alumni magazine Direct communications Regular contact with large/medium level donors		C. Hagerty/L. Varner	10/1/20	None	N
2. Decide to keep, postpone, transition to virtual or cancel upcoming fundraising events	All events have been adjusted through the Fall. Regular communication is kept up with all stakeholder groups.		C. Hagerty/L. Varner	Ongoing	None	N
3. If needed, make enrollment activities virtual and provide all pertinent documents and processes online	Enrollment has moved into a blended model already. Documents already available online for all families Events adjusted in accordance with state/local guidelines		T. Dougherty	Completed & Ongoing	None	N

Return to School 2020 Action Plan



4.	Launch heavy saturation of social media regarding enrollment and school marketing	Determined not necessary at this time outside of marketing of Teams Rooms Systems to ensure direct instruction in all three phases (or any scenario) of the pandemic.		L. Varner	Completed	None	N
5.	Connect stakeholders with prospective students and families	Continued ongoing efforts, no major changes to existing methods/practices.		T. Dougherty	-	None	N
6.	Develop a fundraising plan to help meet the increased financial needs due to the impact of COVID-19	In progress		C. Hagerty/L. Varner	Ongoing	None	N
7.	Keep all stakeholders informed on how the system/school is responding to the change in services	Alumni magazine Direct communications Regular contact with large/medium level donors		C. Hagerty/L. Varner	Ongoing	None	N
8.	Plan for online and virtual enrollment events	In progress, for many events. Financial Aid meetings held online. All other events have been still held in person with appropriate precautions.	Events Upcoming: Open House Entrance Exams Shadow Days/Events Ongoing Tours	C. Hagerty/ T. Dougherty	Ongoing	None	N
9	Utilize school website to address new enrollment questions due to COVID-19	Update posted on the Enrollment Management page of the website.		T. Dougherty	Ongoing	None	N