

**Sacred Heart Catholic School  
COVID-19 Learning Plan 2020-2021**

**This plan is written with the guidance from the document created by the Catholic Bishops and Superintendents of Minnesota Catholic Schools; *COVID-19 Preparedness Guidance: A Path for Students' Return to School 2020-2021*. The purpose of this document is to create instructional plans to provide in-person learning for students, operational practices to promote the health and well being of all, maintain communication with the community and stakeholders, and create a plan for distance learning if school needs to be closed due to the pandemic.**

The designated COVID-19 point of contact is LeAnn Dahle, principal of Sacred Heart School. The document covers the planning, and expectations for administration, teachers, support staff, parents and students.

The document will be approved by the Sacred Heart Board of Education and Father The' Hoang. Following approval, the document will be used to train teachers, staff, parents, students and stakeholders.

The document will be available on the school and parish website, as well as emailed to all school families.

A parent meeting will be held on Wednesday, August 26, at 7:00 p.m. in the Church to review the guidelines in the document. **Parents will need to review the student waiver and return prior to the first day of school.**

**Administration Expectations**

- Conduct wellness check, including temperature, prior to reporting to work. Staff with temperature over 100 F must stay at home.
- All staff are required to wear a face covering/mask.
- Ensure that classroom setups are appropriate.
- Ensure classrooms and common areas are being disinfected.
- Ensure that supplies are readily available for custodians, teachers and support staff.
- Ensure proper signage on doors, hallways, classrooms, restrooms and common areas.
- Provide students and staff with proper health and safety precautions.
- Develop and implement staggered transitions throughout the day.
- Implement staggered drop off and pick up times for students with assigned entrance/exit doors.
- Provide adequate supervision in the parking lot and common areas in the building.
- Eliminate parent and community entrance to ensure the safety and health of students and staff.
- Provide parents with alternate options for meetings, such as phone or video conferencing.
- Create a quarantine area for students who exhibit symptoms until a parent is contacted.
- Provide ongoing supervision during transition times.
- Determine how to conduct required safety drills (fire, tornado, lock down) in a manner that allows for the health and safety of students and staff.
- Work with the Diocese of Winona-Rochester Superintendent, Marsha Stenzel to continue providing curriculum and instruction which follows the mission of our Catholic Schools and the ACE Collaborative Curriculum.
- Support teachers with instruction.

## **Teacher and Support Staff Expectations**

### **Health and Safety**

- All staff are required to wear a face mask/covering per MN state mask mandate.
- Conduct wellness check, including temperature, prior to reporting to work. Staff with a temperature over 100 F must stay home.
- Teachers will be asked to follow physical distancing recommendations through most of the day.
- Teachers will send students who are ill or showing symptoms to the quarantine area.
- Teachers will wash and sanitize their hands numerous times throughout the day.
- Follow guidelines and signage throughout the building.
- Provide reminders to students about proper health and safety measures.
- Ensure hand sanitizer is available.
- Use the provided cleaning supplies when using common pieces of equipment, such as copiers.

### **Hallways and Transitions**

- Supervise hallways and common areas to ensure students are maintaining a safe physical distance.
- Supervise and stagger the use of lockers.
- Follow staggered arrival and dismissal schedules.

### **Classrooms**

- Teachers will set up classrooms and provide activities which will ensure students are maintaining a safe physical distance.
- Remove all cloth covered furniture or furniture which is not wipeable.
- Eliminate shared materials in classroom as much as possible. If equipment must be shared, then it will be cleaned in between use.
- Keep classroom door open to maximize airflow and reduce the number of touches to door handle.
- Use provide supplies to sanitize desks, chairs, and any common materials that are needed before new students transition into the room.
- Supervise the cafeteria to ensure students are sitting in designated spots.

### **Teacher and Learning**

- Utilize curriculum and resources provided by the school. Determine what should be taught while students are in-person learning. Provide meaningful learning opportunities and use resources that engage and meet the needs of learners.
- Collaborate with peers to create lessons, units, and address needs that arise along the way.
- Participate in faculty meetings, PLCs and collaboration groups.
- Communicate with parents in a timely manner.

### **Grading Practices**

- Looking at the standards, determine what should be graded.
- Utilize a variety of assessment to grade students.

### **Meetings with Staff and/or Parents**

- Communicate with parents using email, phone or Google Meet.
- When meeting face to face, provide appropriate social distance between all meeting attendees.

### Custodian Expectations

- All staff are required to wear a face mask/covering per MN state mask mandate.
- Conduct wellness check, including temperature, prior to reporting to work. Staff with a temperature over 100 F must stay home.
- Make sure all classrooms are provided with all supplies needed daily, including disinfectant spray, hand sanitizer, and paper towels.
- Check and refill hand sanitizer in all common areas.
- Disinfect common areas based on a schedule provided by the principal. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks.
- Ensure designated doors are unlocked at arrival and dismissal.
- Ensure designated doors are locked after arrival and dismissal.
- Work with the school principal to create an appropriate cleaning schedule.
- Disinfect all tables and chairs in the cafeteria after each group.

### School Nurse

- All staff are required to wear a face mask/covering per MN state mask mandate.
- Conduct wellness check, including temperature, prior to reporting to work. Staff with a temperature over 100 F must stay home.
- Available to consult as needed by phone.

### Parent/Guardian Expectations

- Conduct student wellness check, including temperature, prior to reporting to school. Student with a temperature over 100 F must stay home.
- Student must be fever-free without the use of medications (Advil, Tylenol) for 72 hours before returning to school.
- Students must arrive to school wearing a mask as mandated by the state of Minnesota. **Practice wearing a mask/face covering before school starts.**
- Daily provide your students with a filled non-glass water bottle as water fountains **will not** be available for use. Water bottles will be sent home daily to be sanitized, filled and returned the next day for use at school.
- Entrance into the school building will be limited to staff and students to ensure the health and safety of all. Contact the school office 507-835-2780 if you need assistance. We will meet you at door 5N.
- Follow postage signage on all entrance doors.
- **Complete the required waiver prior to the first day of school. Students without a waiver will not be allowed to start school.**
- Parents/guardians will not be permitted to join students for lunch.
- Support the school by reminding your child to follow physical distancing recommendations.
- Make sure you are receiving emails and School Messenger calls. Read all communication from the school and teachers.
- Complete the emergency contact sheet found in your parent folder.

### Student Expectation

- Students will wear a face mask/covering as mandated by the state.
- Students will bring a water each day in a non-glass bottle as water fountains will not be available for use.
- Students will be reminded to follow physical distancing throughout most of the day.
- Students will be asked to wash hands and use sanitizer numerous times throughout the day.

- Students will be reminded to follow guidelines and signage throughout the building.
- Students will follow teacher directions for bathroom, hallway, and locker use.
- Students are asked not to share supplies with other students. If a supply is shared, then it will be cleaned.
- Students may be asked to help clean their desk and/or common areas in their classroom.
- Students will eat lunch at staggered time, numbers will be limited, and students will need to sit at designated spots.