

Holy Rosary Action Plan

A Path to Reopening



2020-2021

"Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass..."

- Pope Francis

Introduction

At the heart of a Catholic school is relationships and community – relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our school community can interact, learn, and pray together. We recognize that students learn and develop best when there is in-person instruction between students and teachers. It has become the priority of Holy Rosary School to develop and implement protocols and procedures that can bring our students and staff safely back to the building this fall for the 2020-2021 academic year.

We must learn to live with the new reality that COVID-19 is not going to go away quickly. It is important to note that compliance with this plan does not guarantee the absence of COVID-19 or any other illness in our school, but it will allow us to alleviate the likelihood of transmission amongst our school family.

This Action Plan was developed by following the guidelines put forth by the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Independent School Forum (MISF), and others. The guidance given was comprehensive and allowed our individual school to develop a plan that makes sense for our building and community. Because we intend to be back in our building with in-person instruction, it is essential that we are flexible and prepared to modify. We will continue to follow state and federal health guidelines; as they change, our plan will adjust. We will be constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes, to assure a quality education and a safe environment for our school family.

Together, with Christ at the center, Holy Rosary School will continue to be a place of spiritual, academic, social, and emotional development for our students.

Section 1: Operational Practices at Holy Rosary School

Designated COVID-19 Point of Contact: Cathy Larson, Holy Rosary School Principal
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Training/Communication with Staff & Stakeholders

The goal of this Action Plan is to safely bring our students and staff back to the building this fall. It is important that all stakeholders are well-informed and understand the plans and responsibilities within.

➤ School Staff

- Using the guidance provided to Holy Rosary School, school staff were vital to developing the Action Plan. They will continue to collaborate on a regular basis to review and adjust the plan as needed.
- Staff will be responsible for maintaining implementation of the Action Plan.
- Each staff member will be required to acknowledge that they were made aware of procedures and processes regarding the Action Plan.

➤ Parents

- The finalized Action Plan will be communicated to school staff and families via email, and it will be posted on the school website: www.holyrosarycs.org and on our parish website: www.holyrosarycc.org
- An abridged version of plans will be mailed out to each school family.

- **Parents will be required to acknowledge that they have reviewed the Action Plan by submitting a response via the digital form linked on the final page of this plan.**
 - As adjustments are made to the plan, staff and families will be notified immediately via email.
- **Students**
- Throughout the first weeks of school, the principal and teachers will inform students of the new procedures and protocols and will practice new routines at an age appropriate level (ie: handwashing, sanitizing, use of face coverings, and social interactions for various locations).
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Adaptability

With an ever-changing reality, we must be flexible and able to adapt to necessary changes to keep students and staff healthy and well.

- School staff will reevaluate the Action Plan during faculty meetings.
 - Teachers will be aware of student needs through the observations they make and/or discussions they have with students that pertain to the Action Plan.
 - Administration will consult with parents attending monthly School Advisory Council and PTO meetings.
 - Parent surveys will be sent out & feedback will be used to reevaluate the Action Plan.
 - The developed Action Plan will be reviewed and revised as needed to adapt to changing state and local realities related to COVID-19.
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Entrance / Dismissal Protocols

Holy Rosary School will allow for traffic patterns that promote best practices in physical distancing.

➤ **Arrival**

- The Welcoming Center doors will be the only entrance/exit used during the school day. Doors will be appropriately marked: one side will be used as an entrance, the other as an exit. Doors will enter via door #1 and exit via door #2.
- Due to current guidelines and extra protocols that demand extra time of staff, we will not be able to offer the Early Morning Room to families at this point.
- The Welcoming Center doors will open at 7:45 a.m. for students. All students should arrive no later than 8:00 a.m. We discourage parents from coming into the building with their K-8 child, unless arrangements have been made due to a special circumstance.
- Inside the Welcoming Center, grade levels will be assigned to a particular station where a staff member will administer temperature checks, health screenings, and hand sanitizer.
- After their health screening, students will continue to their classroom. Preschool, kindergarten, and grade 1 students will proceed to their classroom down the south hallway. Grades 2 – 8 will proceed to their classrooms through the hallway that runs along the library and continues into the school.
- Upon arrival in the classroom, students will get organized for their day, follow the teacher's directions for morning routine, and be in their seat, ready for attendance at 8:13 a.m.
- If students arrive to school late, they should stop at the school office for their temperature check, health screening, and hand sanitizer.

➤ **Dismissal**

- Students who leave early should check out at the school office and proceed out from the Welcoming Center doors.
 - **Parent Pick-up**
 - The preschool teacher will bring her preschool class out under the awning for parents to pick-up, by door #2. Students in grades K & 1 will gather under the awning also.
 - Students in grades 2-5 will gather in the gym. Students in 6-8 will stay on the 3rd floor.
 - To avoid congestion and mixing of cohorts, students will remain in their designated place until staff dismisses them by family.
 - Beginning at 3:10, a staff member outside will call to staff inside to name the first four families in line. Students will be dismissed as they are called and will proceed to the awning outside of the Welcoming Center to be picked up. The process will continue until all students have been dismissed.
 - **Busing**
 - There will be a designated bus room for each cohort.
 - Students will remain in their cohort bus room until their bus has arrived. The cohort teacher will walk them to door #17 and watch them get on the bus.
 - **Walking**
 - Students who are walking will meet in the 2nd grade classroom and sit separated by cohorts. That teacher will walk the students out and to the appropriate crosswalk.
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Health Checks

Efforts to identify students, staff, or guests who may have symptoms of illness will be essential to reducing exposure possibilities.

➤ **Staff**

- School staff are required to complete a daily self-screening at home prior to leaving for school. This screening includes assuring that no symptoms of illness exist: respiratory discomfort, fever of 100.4 degrees or higher, chills, new body aches, vomiting, diarrhea, and loss of taste or smell.
- Staff who are symptomatic should remain at home and report to administration & the school secretary.
- Staff should report to administration & the school secretary if they have symptoms of COVID-10, a positive test for COVID-19, or had close contact with someone with COVID-19 within the last 14 days.
- Guidelines from the Minnesota Department of Health will be used to determine when staff can return to the building.

➤ **Students**

- Students will be screened as they enter the building and will be assessed if they become ill during the school day. Those who exhibit a fever of 100.4 degrees, or higher, or symptoms of illness, will go directly to the school office where they will isolate until a parent/guardian is notified and the child can go home. Written, digital, or other record of health screenings of individual students will not be kept by the school.
- Students should remain at home if they are symptomatic of illness prior to coming to school. Symptoms include: respiratory discomfort, fever, chills, new body aches, vomiting, diarrhea, and loss of taste or smell.

- We recognize that many students might suffer from allergies during certain points of the year. If this is the case with your child, please provide a doctor's note informing us of the allergies that might appear to be symptomatic of COVID-19.
- Parents should self-report to administration and/or the school office if their student has symptoms of COVID-19, a positive test for COVID-19, or had close contact with someone with COVID-19 within the last 14 days.
 - A close contact is defined by the Minnesota Department of Health as anyone who was within 6 feet of the person who is sick while they were considered to be infectious, for 15 minutes or more (regardless of whether either person wore a cloth face covering or face shield).
- Guidelines from the Minnesota Department of Health will be used to determine when a student can return to the building.

➤ **Visitors/Volunteers**

- Signage will be posted on the Welcoming Center doors, requesting that people who have been symptomatic not enter the building.
- Volunteers will be required to stop at the school office to receive a temperature check, health screening, and hand sanitizer upon entering the building. Symptomatic individuals will be sent home immediately.

Physical Distancing in School

School is a place where natural and meaningful interaction occurs. Finding opportunities to maintain that culture while reducing interaction between students from other classrooms will support the goal of reducing exposure possibilities.

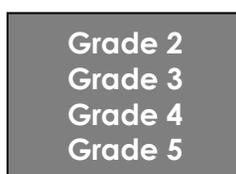
➤ **Cohorts**

- Holy Rosary will work to limit the number of opportunities for students to interact with peers outside of their classroom by keeping students with their cohort as much as possible. The separation of cohorts will also allow the school to identify which students/staff an individual may have encountered throughout their day if contact tracing is required. Holy Rosary cohorts will be:

Group 1:



Group 2:



Group 3:



➤ **Stairwells & Hallways**

- Students in Cohort #2 will use the north stairwell, and students in Cohort #3 will use the south stairwell.
- Directional signs and floor markings will be placed in hallways, lunch lines, restrooms, and any other appropriate places, to remind students and staff to keep 6 feet apart.

➤ **Classrooms**

- Classroom seating will be arranged so that students are separated at a feasible distance. All desks will be turned to face the same direction.
- Music, Technology, Art, and Phy-Ed schedules will allow for a flow of students to discourage mingling of students from other classroom settings and will allow time for cleaning between groups.
- Teachers are encouraged to hold class outside whenever possible.

➤ **Lunchroom Procedures**

- Lunch times will be staggered to ensure that students remain with their cohort.
- Students will sit every-other seat at the lunch table.
- Floor markings will be used to ensure 6 feet of social distancing while students wait in line.
- Kitchen staff will wear masks and a sneeze guard will be in place between the food and those being served.
- Cleaning and sanitation will take place after the dismissal of each cohort.

➤ **Recess**

- Recess times will be staggered to ensure that students remain with their cohort.
- Students will wash hands immediately, with soap and water, after playground play.

➤ **School Mass and Daily Morning Prayer:**

- Students and staff will sit with their class and cohort during daily morning prayer and school Mass.
- Students and staff will remain in the pew during the Mass; there will be no communion procession.
- Students and staff will sit at a distance from one another.
- Church pews will be sanitized daily.
- Students will wash hands/sanitize before and after leaving the church.

➤ **Larger, School-Wide Events**

- Administration will determine a schedule for school-wide events (ie: Open House night) to limit the number of individuals in the building at a time.

Communication and Signage

- Instructions regarding how to enter the building for students, staff, parents, and visitors will be posted at the Welcoming Center doors and on the school website.
- Instructions will also address the following:
 - Employees, students, and anyone else entering the school who are sick or experience symptoms of COVID-19, have tested positive for COVID-19, or recently had close contact with a person with COVID-19 must stay home.
 - Anyone with a fever or flu-like symptoms may not enter the school.
- Updates regarding COVID-19 preparedness will happen primarily through email.
- Each family will be provided with the complete school Action Plan and will have access to it on the school website. They also will be provided with an abridged version of the plan.
- If an individual in the school building contracts COVID-19, communication will be sent out to families immediately.

Attendance

It will be the priority of Holy Rosary School for students and staff to stay home when they are not well or have been in contact with an individual with COVID-19. Therefore, we want to work with families to uphold the integrity of attendance yet adapt the school attendance policy when needed.

➤ **Considerations:**

- Holy Rosary School policy currently says that if a student is absent for 5 or more days, a doctor's note is required upon returning to school. If a student has been absent for 5 or

more days with COVID-19 or flu-like symptoms and/or if a student has been absent for 5 or more days because they are quarantining, a doctor's note will not be required.

- If a student is absent due to illness or quarantine, parents/guardians should regularly communicate with the student's teacher so that feasible schoolwork, that applies to the circumstance, can be provided.
- A quarantine requires a full 14 days before returning to the building.

Transportation

- Holy Rosary students who ride the bus to and from school will follow all procedures and protocols put in place by the Detroit Lakes Public School system.

Preparedness for Temporary Closure

If COVID-19 metrics worsen and we are directed to close by local or state agencies, Holy Rosary will implement the school Distance Learning Plan.

- **Procedure for closure:**
 - Closure will be communicated to families by administration.
 - Sanitation of the school following MDH guidelines.
 - Teachers will implement Holy Rosary's Distance Learning Plan.

Liability Waivers

- With the support of the Diocese of Crookston, Holy Rosary School will not utilize a liability waiver for the return of school.

Assessment of Plan Compliance and Effectiveness

- Administration will review the effectiveness of policies and procedures on a regular basis with staff and the School Advisory Council. The compliance of those policies and procedures with local, state, and federal guidance and laws will also be assessed and will be revised to address changing conditions and guidance/laws.
- Staff review of plans will be ongoing.
- Families are encouraged to communicate thoughts or concerns to administration at any time.
- Students are encouraged to communicate with their classroom teachers regarding their thoughts for the plans and procedures in place.
- Revisions will be communicated with parents and staff members.

Maintaining Catholic Identity in Operational Procedures

It is a priority for the teachers and staff at Holy Rosary School to continue to bring Christ to students and families during these times. While our operations look different, the significance of prayer, community, and our mission will be held with great purpose. Catholic social teaching of Life and Dignity of the Human Person calls us now more than ever to act on one another's behalf. The operation of the school will look different, but the care for each other will be more profound and

Section 2: Health & Well-Being at Holy Rosary School

important than ever before.

Cleanliness and Disinfecting Processes

One of the most effective ways to mitigate the transmission of illness is to assure proper cleaning and disinfecting procedures are in place. Holy Rosary School will routinely clean and disinfect frequently utilized spaces.

- Maintenance staff and teachers will be provided with appropriate tools and supplies to effectively apply cleaning procedures. All disinfectant is approved by the CDC for fighting COVID-19.
- Staff will ensure there is adequate ventilation when using cleaning products to prevent anyone from inhaling fumes. Cleaning products will be stored securely away from children.
- Staff will ensure adequate supplies to minimize the sharing of materials. Any shared materials will be cleaned and disinfected between uses.
- Snacks will not be shared between students.
- Students will keep personal items individually labeled in cubbies, containers, desks or lockers.
- Lunchroom tables and surfaces will be disinfected between each class/cohort.
- Playground equipment will be sprayed down/disinfected between each cohort.
- Handrails, doorknobs, and other high touch areas will be disinfected throughout the day.
- Classrooms and restrooms will be cleaned and disinfected at the end of each school day.

Hand Hygiene and Respiratory Etiquette

- **Hand Hygiene**
 - Signage will be posted in restrooms for appropriate handwashing etiquette.
 - Handwashing during key times will be reinforced. This includes but is not limited to: arrival and dismissal; before, during, and after preparing or eating; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects that have been handled by other people.
 - Hand sanitizer that contains at least 60% alcohol will be available in every classroom and at the school building entrance/exit.
 - Parents are encouraged to provide fragrance-free hand sanitizing products for their children's personal use.
- **Respiratory Etiquette**
 - Signage will be posted in classrooms and hallways for appropriate respiratory etiquette.
 - Staff and students will be encouraged to use a tissue to cover coughs and sneezes. Used tissues should be thrown in the trash immediately, and hands should be cleansed with hand sanitizer or washing with soap and water for at least 20 seconds.

Face Coverings

Currently, Gov. Walz has mandated masks for public and nonpublic schools. According to the CDC and MDH, cloth face coverings prevent a person with COVID-19 unknowingly spread the virus. To increase the efforts to reduce the transmission of COVID-19, the following masking guidelines are in place:

- **Staff/Volunteers**
 - Staff will wear face coverings while in the building. If a staff member is alone and in an isolated space, the face covering may be removed but should be readily available if a need arises.
 - A nonmedical face shield may be utilized if instruction is hindered by face coverings.
 - Teachers may temporarily remove their face coverings when public speaking, lecturing, or engaging in classroom instruction, when 12 feet of distance from others can be consistently maintained.
 - A face covering will be provided if a staff member or visitor does not have one when they enter the building.
- **Students**
 - If preschool students can reliably wear a face covering in compliance with CDC guidance on "How to Wear Cloth Face Coverings", which means they can wear it without frequently

touching or removing it, then they are encouraged to do so, but they will not be required to wear a mask in school.

- Students in K – grade 8 should have a clean face covering with them at school. Students will be asked to wear them when they enter/exit the building, during transitions in school hallways, and when working closely with another student or teacher. Face coverings should be worn during in class instructional time also. Face coverings may be temporarily removed when engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, during classes or activities held outdoors, or while eating.
 - Face coverings are defined as:
 - ✓ A paper or disposable mask
 - ✓ A cloth facemask
 - ✓ A scarf
 - ✓ A bandana
 - ✓ A religious face covering
 - A face shield that extends below the chin anteriorly and to the ears laterally, may be used as an alternative to a face covering due to the following conditions:
 - ✓ For students in grades K – 8 when wearing a face covering is problematic.
 - ✓ For students who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
 - Teachers will work with students to teach them how to appropriately put on, wear, and remove face coverings.
 - Cloth masks must be washed after use each day to promote proper health and hygiene.
 - Parents are encouraged to send an extra face covering to be kept in the student's backpack, in the event one is soiled or lost during the day.
 - Reasonable accommodations to face covering requirements will be adjusted with a doctor's note.
 - A disposable face covering will be provided if a student does not have one when they enter the building.
 - Face coverings should not be shared or exchanged between students.
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Drinking Fountains

- Maintenance will take steps to ensure all water systems are safe to use after the prolonged shutdown.
 - Water bottle filling fountains will be installed on each level in the school and in the gymnasium. The head and mouthpiece of every fountain will be disabled.
 - Students and staff should bring their own water bottle daily which can be filled at the touchless bottle filling portion of the fountain, when needed.
 - Students and staff should take their water bottle home to be washed on a daily basis.
 - Water fountains will be cleaned and sanitized on a daily basis.
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Facility Ventilation

- Maintenance will ensure that ventilation systems are operating properly.
 - Staff will open classroom windows and doors to allow for outdoor air circulation as much as possible.
 - Classrooms that do not have access to outside air movement through the air handlers will have the ability to open windows and use fans to bring outside air in. Fans will not be used to blow from person to person.
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Maintaining Catholic Identity in Health and Well-Being

Each person, child, parent, and teacher has the responsibility to look out for the health and well-being of others. As we implement practices that promote the health and well-being of our school

family, we are truly living out what Jesus asks us to do by loving our neighbor. As Catholic school educators, we will have opportunities to apply teachable moments over and over again as we work toward maintaining a healthy community for everyone.

Section 3: Curriculum & Instruction at Holy Rosary School

Curriculum & Instruction

Whether in-person or distance learning, teaching staff will make meeting individual academic needs a priority.

Approach to Curriculum Planning & Assessment

- Teachers will continue to align curriculum to the Minnesota State Standards.
 - There will be flexibility in planning as students may not be prepared for the rigor of a traditional start to the year.
 - Teachers will frequently assess to check for understanding.
 - Interventions will be prepared to re-teach and fill gaps as needed.
 - Teachers will meet with grade levels to determine what standards need reinforcement and/or reteaching after the school closure in the spring of 2020.
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Feedback and Reporting

- Teachers will strive to provide frequent feedback regarding student progress.
 - A variety of assessment measures will be used to determine students' developmental levels and learning needs.
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Specials Classes

For a well-rounded education, it is important continue to provide learning opportunities in the specials courses of phy-ed, music, band, art, technology, and library.

- **Physical Education**
 - Students will wash their hands/sanitize prior to leaving for gym class and upon return.
 - Classes will be held outside as often as possible.
 - To avoid contact with other groups, students will enter the gym through the east hallway and exit through the west door of St. Benedict/Scholastica room.
 - Equipment will be sanitized between groups.
 - Activities that include close physical contact will be avoided.
- **Technology**
 - Students will sanitize as they come into the technology classroom and again before they leave.
 - Schedules will be staggered to eliminate direct contact between groups.
 - Tables, keyboards, mice, and chairs will be wiped down between cohorts.
 - All students will face the same direction.
- **Music**
 - Students will sanitize as they enter the classroom and before they leave.
 - Classes will be held outside as much as possible.
 - Schedules will be staggered to eliminate direct contact between groups.
 - Chairs will be sanitized between each cohort.
 - Seating will be organized to encourage distancing. All students will face forward.
 - Other rooms in the building may be used to allow for more space.
 - There will be a focus on concepts that do not require singing.

- **Band**
 - Students will sanitize as they enter the classroom and before they leave.
 - When band is held in the classroom, only small group sessions will be allowed to maintain a 6 foot distance between students who are participating. Large group sessions will have to be held outdoors or in a space within the building where there is enough room for each band member to distance at least 6 feet apart.
 - Chairs will be sanitized between each small group.
 - Sharing of equipment will not be allowed.
 - **Library**
 - Students will sanitize as they enter the library and before they leave.
 - Schedules will be staggered to eliminate direct contact between groups.
 - Tables and chairs will be sanitized after each class.
 - Books will sit for 48 hours before re-shelving.
 - **Art**
 - Students will sanitize as they enter the art room and before they leave.
 - Schedules will be staggered to eliminate direct contact between groups.
 - Tables will be arranged so that students are all facing forward.
 - Tables, chairs, and any other shared materials will be sanitized after each class.
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Supporting Unique Academic, Social, and Emotional Needs

- School staff will provide accommodations and modifications as necessary to meet student needs.
 - School staff will respond to students' social and emotional needs, especially related to COVID-19 issues.
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Distance Learning

- Holy Rosary School has prepared a Distance Learning Plan to be implemented if:
 - There is a temporary closure of the school or a classroom.
 - A student needs to isolate due to exposure or illness.
 - A family opts not to return to in-person instruction due to health or other related concerns. Families choosing to remain home will be required to continue this model for the entire quarter.
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Administrative Considerations

- Our staff has a shared responsibility in meeting the needs of our students. Staff roles and responsibilities may shift to adjust to the current needs.
 - If Holy Rosary School experiences a staff shortage and limited use of substitute teachers, it is the expectation that a specialist teacher and/or support staff be pulled into classrooms settings temporarily.
 - Teachers will have scheduled opportunities for collaboration and mentorship.
 - Collaboration between teachers and principal will occur regularly and will be ongoing as we navigate the year together.
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Maintaining Catholic Identity in Curriculum & Instruction

Holy Rosary School has a three-part mission. The third part of the mission is to build gospel values and promote academic excellence. We have a responsibility during this pandemic to not only educate our students, but to do so joyfully. With Jesus as our ultimate role model, Holy Rosary School is committed to fostering student spiritual and academic growth.

Section 4: Creating & Maintaining Community at Holy Rosary School

Creating & Maintaining Community

Relationship building is a hallmark of Catholic education. Even amidst these unique changes, strong communication and relationships will remain a priority. At the very heart of our school is the celebration of Mass, liturgies, and prayer. These integral pieces of Catholic education are a priority as we develop plans.

- During these unique times, Holy Rosary School is committed to maintaining strong communication and relationships.
 - Administration and faculty will keep in close contact with parents/guardians.
 - Administration and faculty will address student emotional needs related to the pandemic.
 - In the event of closure, Holy Rosary School staff will maintain relationships with students through ongoing opportunities for virtual face-to-face contact and conversation.
- The celebration of Mass, liturgies, and prayer, which are integral pieces to a Catholic education, will remain a priority.

Maintaining Catholic Identity in Creating and Maintaining Community

We must remain true to who we are and keep our identity close to our hearts as we evaluate the events and functions that must be changed or discontinued due to COVID-19. Holy Rosary School recognizes the need to stay connected and maintain relationships. We are in this together!

A Note to Holy Rosary Parents:

To confirm that you have read Holy Rosary's Action Plan for the fall of 2020, please follow this link and submit the digital form. <https://forms.gle/YM6Mo8CKDq2usDcp8>