



RE-ENTRY PLAN



Diocese of Palm Beach
CATHOLIC SCHOOLS

August 2020

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INTRODUCTION

The Diocese of Palm Beach has designed this Plan to aid in navigating the reestablishment of the Diocesan schools in order to promote the safety of the staff, students, and families and to reduce the impact of COVID-19 conditions upon returning to their Catholic schools. This comprehensively covers all the educational entities operated by the Diocese by including individualized plans that are adapted to meet the unique situation of each school, which causes this Plan to be extensive in the fact that each school has its own challenges, including but not limited to, the layout of the campus, size of the student population, lunchroom limitations, lockers, hallway size, etc. The ultimate goal of this Plan is to promote the safety of all members of the school community and to assist the community with understanding the importance of the Plan. The guidelines referenced in this Plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). The Diocese of Palm Beach continues to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee and Accreditation Committee. Regular updates will be made to this Plan based on information provided by all the organizations mentioned above, as well as applicable federal, state, and local agencies.

COVERAGE

This Plan covers all educational institutions of the Diocese of Palm Beach under the Office of Catholic Schools including childcare centers, elementary schools and high schools (herein after referred to as “Schools”). This Plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Diocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Diocese of Palm Beach due to varying local laws and the unique nature of the services and population that each entity serves.

REVISIONS

As information unfolds regarding the status of COVID-19 and its implications on the Diocese of Palm Beach community, updates to this protocol and other current information will be posted internally through the website of the Office of Catholic Schools and publicly on the Diocesan COVID-19 Response page on the school website. In addition, each school in the Diocese of Palm Beach, with the approval of the Superintendent of Schools, may make individual changes that pertain to their particular school environment.

GUIDING PRINCIPLES

1. **Safety:** The Plan focuses on safety by mitigating and slowing the spread of COVID-19 in the context of a return to work and schools. Understanding that there is an inherent risk in returning from social distancing while in a pandemic, the Diocese of Palm Beach also understands that it is part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. Hygiene: Within classrooms and throughout the school campus, there will be an emphasis on strong hygienic practices and increased sanitation measures.
 - b. At-home learning options: If a student or their family member is in a higher-risk group, they will be given the option of at-home learning in a modified format (options will vary by school), which will be evaluated periodically as an accommodation based on health concerns. More information will be provided about the specifics of this option at a later date.
2. **Presence:** Keeping school open daily is a priority of the Diocese of Palm Beach. Our schools believe that learning is best in community, and want to avoid burdening parents with challenging schedules that require them to stay home and out of work. Therefore, the goal is to have the students at school, in their cohort, for the full day.
3. **Growth:** Despite limitations, the goal is for children to continue their academic progress at grade level in their faith and following all core academic standards.

I. SAFETY OF STUDENTS, STAFF, AND VISITORS

A. PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May/Early June	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopening with thorough cleaning • School and center individual reports • Survey community
Phase 1	Early /Mid-June	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use • Allow pastors to provide limited summer camp services on campuses, following local and state safety guidelines. (74% of parents wanted schools reopened in the Fall)

<p style="text-align: center;">Phase 2</p>	<p style="text-align: center;">July</p>	<ul style="list-style-type: none"> • Expand use of school and center based on recommendations and data from CDC, DOE, DOH, OEL, Florida Governor, and applicable state and local agencies • Implement At Home Learning Plans at each school to provide for families who request to receive instruction from home in August due to medical concerns and for those who are sick.
<p style="text-align: center;">Phase 3</p>	<p style="text-align: center;">August</p>	<ul style="list-style-type: none"> • Finalize Instructional Continuity Plans by August 1, for use in the event that schools are closed by local or state governments. • Open schools and centers, if they were closed • Expand full operation based on recommendations and data from CDC, DOE, DOH, Florida Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place • Provide for families deemed necessary to receive instruction from home in the first quarter or families who have been infected with or exposed to COVID-19.

B. EMPLOYEE AND STUDENT SAFETY

1. STUDENT ATTENDANCE

All healthy students, who are permitted by their parents to attend school in August (with a signed waiver form, Appendix 1), will be allowed to attend in person. Daily temperature screenings will be required of all students at morning drop-off.

If a student or his/her family member is in a high-risk group we will give them the option of at-home learning in a modified format. The parent will meet with the principal or his/her designee to seek approval for At Home Learning. Details of the process will be determined by each school. This will be evaluated periodically as an accommodation and will be based upon health concerns. Parents who are approved to have their children attend school from home will be provided with assignments and assessments, and a weekly call from the teacher to check on the student’s progress. At Home Learning options may vary from school to school. The need for this at home learning accommodation will be evaluated by the administration quarterly.

Any student who is determined by a parent or office staff to have a fever higher than 100.3 degrees, persistent cough, or other signs of the COVID-19 virus (Self-screening Checklist in Appendix 2), will be asked to leave the school immediately and precautions will be taken to quarantine the student until a medical evaluation has been obtained. The student will wear mask and gloves and place into an Isolation Room. The parent/guardian will be called to immediately pick up the child. If the student is physically able, at home learning will be provided during the time the student is required to be at home.

2. SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should follow the CDC guidelines on social distancing, minimizing or eliminating contact with others whenever possible. Schools will define their social distancing protocols and instruct their communities about their developed expectations for their location. Whenever possible keep a distance of 6 feet from others.

3. VISITOR RESTRICTIONS

Schools will not allow normal visitation to the campuses until further notice. Any approved guests on campus will check in at the main office and will be escorted with a face mask around the campus. See Appendix 2 for Self-Screening Checklist. *See further guidance for visitors in the “Visitors on Campus” section.*

4. TRAVEL RESTRICTIONS

All schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Pastor/President, the Principal, and the Office of Catholic Schools.

5. EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees, the Diocese will be requiring employees to complete and document a daily self-screening checklist (Appendix 2) which includes temperature reading and a set of questions related to COVID-19 symptoms as determined by the CDC. Generally, these may include the following COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature higher than 100.3 degrees
- Known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC.

All screening information will be kept confidential except as required for the operation of the school and this Plan.

6. HEALTH PROTOCOL

- Anyone exhibiting symptoms of coronavirus, as listed above in Section 5, should not report to work/school. The employee should contact their supervisor immediately. Volunteers and parents should inform the school office. They should seek medical care immediately.
- If after seeking medical consultation the person is determined to be non-infectious, the person should request that the doctor provide a note declaring they are cleared to return to work/school.
- Anyone who tests positive for coronavirus, should follow their physician's and CDC instructions, including quarantine. Once they are no longer infectious and their physician releases them back to work and school, they should request a physician's note stating that they are no longer infectious and that they may return to work or school. This note must be submitted to their supervisor/principal.
- A person who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it will be assumed that the employee has COVID-19 and may not return to work until the above criteria has been met.
- If someone in the employee/volunteer/student's immediate household has tested positive for COVID-19, then a 14 day self-quarantine and testing is necessary for the employee/volunteer/student. The person should not report to work/school until cleared in writing by their medical provider.
- All protocols and guidelines of the Diocese of Palm Beach should be followed.

C. COVID PROTOCOLS

1. GUIDANCE IF EXPOSED

While the hope is for all to avoid exposure to illness from COVID-19, there is a great need to be prepared for that possibility. If you test positive for COVID-19, have symptoms of the virus or have been in contact with someone who has tested positive, the first concern is for your health and safety. In this rapidly changing situation, healthcare providers will have the most up-to-date information from the CDC. Follow all CDC and healthcare recommendations which may include:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, and then follow their instructions.
 - a. Your healthcare provider
 - b. Office of the Superintendent
 - c. Your direct supervisor
3. Your supervisor will work with Diocesan HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include the following:

Facial Covering: As we reenter the 2020-2021 school year, the Diocesan Catholic Schools will require facial covering of students (age 2 and above), volunteers and employees. County and State ordinances will be followed. The Office of Catholic Schools will continue to assess the need for this Personal Protective Equipment.

Gloves: Touching of the face with contaminated hands, whether gloved or not, possesses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the primary defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Gloves may be worn by employees, volunteers or students.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

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

D. GENERAL DISINFECTION MEASURES PROTOCOL

1. PERSONAL WORKSPACE/CLASSROOM

School employees will use the signage provided to indicate that rooms are regularly sanitized and disinfected. All teachers and students are encouraged not to visit another classroom when possible. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

2. SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Schools have alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as classroom doorknobs, telephones and keyboards. The school custodial staff will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable, CDC approved, disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and promote employee safety. Workspace usage is as follows:

Capacity– Schools will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms, Breakrooms, and Lounges– Certain conference rooms and teachers’ lounges will be closed or closely monitored until further notice. Signage indicating closure/capacity limits will be placed on these rooms’ doors. Large meetings are required to use Zoom or another provider as a virtual option even for employees in the office or school.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

3. FACILITIES CLEANING

The safety of employees and students is our first priority. Prior to reopening, schools, if they were closed, will be completely cleaned and disinfected, and the Diocese of Palm Beach Schools will continue to adhere to all necessary safety precautions. In addition to the enhanced cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. The Diocese of Palm Beach will generally require schools to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier Machines, Shared Computer Monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Staircase Railings Light Switches, Sinks, Restrooms	At least 4 times a day

Buses	Bus Seats, Handles/Railing, Belts, Window Controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Playground and Exercise Equipment, and Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

E. ENHANCED CLEANING AND DISINFECTION PROTOCOL

Cleaning and disinfection, as defined by the CDC guidelines (Appendix 3), will be provided when an active employee or student is identified as positive for COVID-19 based on testing. The maintenance staff who conduct the cleaning should wear masks, gloves, eye protection while disinfecting the facility. Maintenance staff, or other designated cleaning personnel, will conduct the enhanced cleaning and disinfecting consistent with CDC guidelines for the appropriately designated areas.

1. SIGNAGE

Signage provided by the Diocese will be placed throughout the offices and schools.

2. PREVENTIVE MATERIAL INVENTORY

- A. Schools have an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues
- B. A supply of gloves and other protective gear will also be available
- C. Touchless thermometers are on-site for employee and student screening.

F. BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

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

Like all employees, bus drivers must not report to work if they are sick, exhibiting symptoms of coronavirus or have been in close contact with a person who is lab-confirmed to have COVID-19. See Section B.5 for specific information.

Spacing and masking of bus riders will be required depending on the prevailing health circumstances of the area at any given time and local law. The School administration will direct

the bus drivers on how to follow CDC guidelines when transporting students and staff on a bus. A barrier should be placed between the driver and the students on the bus.

G. RESTROOM USAGE DURING THE SCHOOL DAY

Establish maximum capacity for the facility that allows for social distancing; the number of occupants should not exceed the number of sinks. Post the maximum capacity sign on the door. Provide cleaning supplies for employees to disinfect staff restrooms only.

H. VISITORS ON CAMPUS

The safety of our staff and students remains our primary concern. Schools will not allow normal visitation to the campuses until further notice. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will be asking all visitors to submit to a temperature check, complete a simple screening questionnaire, and to wear a mask when on campus. Visitors on campus must be approved by the principal, or his or her designee, and will be escorted around campus. Visitor support of these precautionary measures help to protect the visitor and everyone in the building. See **SELF-SCREENING CHECKLIST in Appendix 2**.

I. CAFETERIA AND MEAL PERIODS

Schools will follow CDC guidance on lunch procedures. Staff will use the signage provided to indicate that the cafeteria and food preparation rooms are regularly sanitized and disinfected. Cafeteria employees and volunteers should follow the prescribed protocol for PPE while preparing and distributing food. Unnecessary contact with others, such as handshakes, should be eliminated. Students and staff should avoid touching surfaces touched by others to the extent feasible. Tables, trays, and other common items should be disinfected between each lunch period. The sharing of food between students is not allowed.

It is recommended that students eat with their cohort groups whenever possible. This could be within their own classroom if necessary. Whatever space is used for food service, the school should establish the maximum capacity for that space that allows for social distancing to the extent possible. Consideration should be made to staggering lunch periods if it becomes necessary to limit the number of people in the space at any one time.

J. CLASSROOM ARRANGEMENTS

School staff will use signage to indicate that rooms are regularly sanitized and disinfected. Eliminate unnecessary contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick. Space between student desks will be maximized to the extent possible, with all desk facing the same direction.

K. MASS, ASSEMBLIES, LARGE GATHERING ARRANGEMENTS

School Mass and assemblies, if any, should follow the Mass protocols and social distancing policies established by the Diocese. Such areas will be regularly sanitized and disinfected as appropriate.

L. SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

School counselors will develop resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. We recommend that school counselors develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

M. TRAINING

- 1. Pre-return to school training for administrators**
Presented to ensure understanding and preparedness to align with this document. Principals will design local protocols and procedures in accordance with this document.
- 2. First day return to school training for faculty and staff**
Meeting to review local protocols and procedures; meeting area must adhere to social distancing protocols or present via a digital platform such as Zoom. Staff will be trained in sanitation and hygiene instruction.
- 3. First day return to school training for students**
Teachers will provide initial instruction in social distancing and health practices to their students on the first day. As necessary, they will review the protocols with their students.
- 4. Parent Orientation**
Schools will provide an online orientation for parents on the Return to School Plan and how it will be implemented.
- 5. Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training will be provided.

It is very important that all employees understand the safety requirements, protocols and expectations to assist our communities in staying safe and preventing the spread of the virus.

The Diocese will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. Signage in the buildings
2. School/Diocesan forms
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols
10. Communication Methods

N. COMMUNICATION METHODS

To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Visit the diocesan website
3. Follow our social media platforms

II. ACADEMICS

The Diocese of Palm Beach, Return to School Task-force developed this Return-to-School Plan to organize and develop systems to put in place for the reopening of schools. In addition to health and safety guidelines and protocols, each school will develop plans ensuring that the following academic and instructional issues are addressed:

A. PROFESSIONAL DEVELOPMENT

As a part of each school's Instructional Continuity Plan, technology-based professional development will be held over the summer and/or in early August. Teachers needs will be surveyed and sharing skills and best practices among the faculty will be encouraged. The summer training should cover distance learning best practices using the platform and programs available to the faculty and staff at each school.

B. STUDENT RE-ENTRY ASSESSMENT COMMITTEE

1. Each school will utilize a Student Assessment Committee to organize the administration of benchmark assessments and data analysis.
2. Schools will gather data through beginning-of-the-year baseline assessments. The diocese is requiring schools to use BEACON, STAR, NWEA MAPS or another approved assessment.
3. Faculty and staff will analyze the data from the baseline assessments to determine where the instructional gaps are with each student.

4. Faculty will use the data collected from baseline assessments to make the necessary corrections to address gaps in curriculum and instruction.

C. INSTRUCTIONAL CONTINUITY PLAN (ICP)

Each school will need to re-evaluate and update its ICP this summer and recalibrate the document as needed. Faculty and parent feedback should be considered in an analysis of the school's recent efforts to provide remote instruction. Part of the review should include considering the possibility of carrying out remote instruction either for brief periods of time or for a prolonged time frame, possibly with very little notice to accomplish the transition. The plan should be streamlined with improvements implemented that will minimize any future learning disruption and maximize continued student learning.

Specific items to consider in the ICP evaluation include, but are not limited to, the following:

- Assessing the necessary accommodations of online and live-streamed instruction for those families who request online instruction or for those students who are infirmed. The 2020 At-Home Request Form is included in the Appendix to be used by parents who require an at-home option. The form will be submitted to the principal or the principal's designee, and if approved an at-home learning plan will be created. The need for this at-home learning accommodation and its continuation will be evaluated by the administration quarterly.
- In the event that the entire school is required to move back to virtual learning for all students, the ICP will develop instructional experiences to include modeling, guided instruction, collaborative work, and independent work during at-home learning.
- Varying the way content is delivered to students (reading, lecture, mini-lessons, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building).
- Coordinating assignments, deadlines, projects, and assessments so student and teacher workloads are both manageable
- Evaluating grading practices to ensure grades reflect progress on standards
- Creating a system to identify and intervene with students who may be exhibiting academic and/or behavioral concerns
- Adjusting Student Support Plans as necessary to account for accommodations needed in an at-home learning environment
- Professional Development of teachers who need assistance with at-home learning.

Revised ICPs will be submitted to the Office of the Superintendent by August 1, 2020.

D. RESOURCE AND STUDENT COUNSELING SERVICES

School counselors will develop effective systems to address the social-emotional well-being of the students. They should be prepared to assist school personnel, students, and their families with the inevitable emotional issues, such as fear and anxiety, that arise

during times of illness, isolation, and uncertainty. They should have resources and lessons ready for both in-school and at-home learning environments that will assist teachers and parents in identifying students experiencing mental health issues and offer the necessary support and guidance to help them.

Additionally, school counselors or resource teachers will review Student Support Plans to ensure that documented and agreed-upon accommodations are being implemented with integrity, and they will observe the students to determine their level of success, the consistency with which they receive their accommodations during times of at-home learning, or the areas in which they need more support. Counselors will also work to address any parent concerns with Student Support Plans.

III. EXTRA-CURRICULAR ACTIVITIES

Adhering to the protocols and CDC guidelines established for school day activities, each school will create a plan that is unique to their after-school programs, i.e., clubs, extended day, and sports. A detailed plan for high school athletics is provided in Appendix 5 to this document. Elementary and Middle Schools are encouraged to develop an individualized extra-curricular activities plan for their schools. Before returning to practice or play, elementary and middle school athletic programs must have a plan in place that is consistent with CDC guidelines, FHSAA, NFHS (National Federation of State High School Associations). The athletic plan must be approved by the Superintendent of Schools.

IV. PARISH MINISTRIES

The pastor of a parish is ultimately responsible for all ministries of a parish, which includes the Catholic school. In many parishes other ministries share space with the Catholic school and utilize school classrooms for meetings. While this Plan is based on isolating groups of students within particular classrooms, pastors may need to also open these same classrooms to other ministries such as the parish religious education programs. Should a pastor make this determination, proper sanitation and disinfection of the classrooms and common areas (hallways, bathrooms, etc.) should occur prior to and following the use of the facilities by other ministries.

Appendix

Appendix 1 – Assumption of Risk and Waiver of Liability to COVID-19

Appendix 2- Self-screening Checklist

Appendix 3 -CDC Guidance on Cleaning and Disinfecting Your Building if Someone is Sick

Appendix 4 – Reentry Plan for Diocese of Palm Beach High School Athletic Departments