

# CATHEDRAL

A CATHOLIC SCHOOL • GRADES 7-12



## CATHEDRAL 2020/2021 EDUCATIONAL REOPENING PLAN

LET'S REMEMBER: ONE BOOK, ONE PEN, ONE STUDENT  
AND ONE TEACHER CAN CHANGE THE WORLD.

*~Malala Yousafazi*

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## INTRODUCTION

The final months of the 2019-2020 school year presented new experiences for students, teachers, and parents that we were able to learn so much from. We learned that Cathedral is adaptable, able to move from classroom learning and teaching to long distance in a short period of time, that students and families are resilient and that the passion and talent our teachers possess made a difference in the lives of students. We learned that a strong community is what it takes to thrive through any crisis.

We also learned that a meaningful Catholic education, is less effective when physically separated from their peers and teachers. What makes Cathedral the special place it is for families, students and staff are the relationships we have with one another. As we continue to look toward the fall, the health and safety of our students, educators and families is of the utmost importance to us. Our goal is to open with everyone in school and to remain open throughout the year. For that to happen, we need all students, families and educators to collectively come together and follow the guidelines set forth in Cathedral's plan.

Yes, this school year will look different than in years past, but it will be one where all students continue to grow spiritually, academically, socially, emotionally and physically. This year social distancing will be in place, new cleaning and disinfecting protocols and a change in learning and teaching. There will be students and staff who may not be in session for extended periods of time that will require options for distance learning for students and possible extended time off for staff.

Cathedral will be using federal CARES Act monies to support distance learning equipment and training, purchase personal protection equipment, add additional staff for cleaning the buildings and purchase cleaning equipment and product. The safety and health for all those who enter our school is first and foremost.

The development of this guidance took into consideration the following publications and organizations:

- CCS Planning Guide
- CCS Principals
- Minnesota Catholic Conference Superintendents
- Minnesota Independent School Forum
- Minnesota Department of Health
- Considerations for Schools, Centers for Disease Control and Prevention
- Guide to Reopening Schools, Catholic Mutual Group

**Meal Program:** Meals will be available for families who enrolled in the free and reduced meal program. Meals will be available during distance learning.

## PLANS FOR THE FALL

Cathedral is planning to have three contingency plans for the 2020-21 school year.

### **Scenario 1: In person learning with safety restrictions.**

In this planning scenario, schools will provide simultaneous distant-learning and in-person learning. We will create as much space between students and teachers as is feasible during the day but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom, hallways and common areas.

This scenario is the likely reopening model if Minnesota COVID-19 metrics continue to stabilize and/or improve.

### **Scenario 2: Hybrid model with strict social distancing and capacity limits.**

In this planning scenario, our schools will provide simultaneous distant-learning and in-person learning. We will limit the overall number of people in school to 50% maximum occupancy throughout the school. Sufficient social distancing with at least 6 feet between people will occur at all times. If distancing cannot be achieved in a space, the number of occupants will be reduced by going to an A/B schedule.

This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Scenario 2 may also be implemented within a school if they experience clusters of cases within a classroom or the school.

**Scenario 3: Distance-learning only.** This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. Scenario 2 may also be implemented within a school if they experience clusters of cases within a classroom or the school.

Unlike the Spring of 2020, teachers are expected to conduct distance-learning from their classroom, not their homes, unless school disinfecting is in process. There may be exceptions from this practice in cases of underlying physical or mental health reasons. During distance-learning, in addition to following the established COVID health protocols (entry screening, mask wearing, etc.), all teachers and visitors will be required to sign-in and sign-out of the facility.

Future decisions to increase or loosen restrictions will be made by Stearns County Public Health Department and/or MDH if COVID-19 metrics at the local, regional, or state level worsen or improve.

**Onsite Inspections.** A CCS employee or outside consultant will perform periodic, onsite inspections of school facilities to verify adherence to the practices described herein. These inspections may be announced or unannounced to portray correct adherence to this plan.

## SECTION 1 – OPERATIONAL PRACTICES

The processes and planning of returning students and staff to school will be an ongoing process and must always put the best interest of students and staff first.

- 1) **COVID-19 Contact Person:** Kathy Crispo will be the point of contact for Cathedral in all matters relating to COVID-19. I will, along with the assistance of James Lalley, communicate concerns, challenges, and lessons learned related to COVID-19, provide instructions and training on preventive safety measures as detailed in this plan, and perform necessary communications to staff, students/families, CCS leadership, and local health officials.
- 2) **Onsite Reviews:** A CCS employee or outside consultant will perform periodic onsite visits to review school facilities and very adherence to the practices described.
- 3) **Training/Communication with Staff and Stakeholders:** It is essential for all stakeholders of the school to understand and participate in the work and planning process.
  - a. **Staff:** Training will be provided to teachers and staff regarding the specific protocols, action plans, and details of the plan to return to school in the fall. All staff will need to sign off to assure that everyone is aware of the procedures and protocols that are included in the plan.
  - b. **Parents:** The plan will be shared prior to returning to school in the fall. This will include articulation of the practices in place, understanding of risk, and outlining processes that parents and guardians will need to participate in for the plan to come to fruition.
  - c. **Students:** Students will be trained in new operating protocols (i.e. handwashing/ sanitizing, and

<i>Staff</i>	<i>Parents</i>	<i>Students</i>
<ul style="list-style-type: none"> <li>● 8/25/20: Fall Workshop</li> <li>● 9/28/20: Faculty Meeting - review practices</li> <li>● KC, EK &amp; JL out the 1st 2 weeks watch the process</li> <li>● 11/30/20: Faculty Meeting - review practices</li> <li>● Faculty meetings as necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Create a video and send out 8/21/20</li> <li>● Email procedures 8/21/20</li> <li>● Share w/parent council</li> <li>● Send out weekly public announcements around a couple of topics. <b>COVID-19 Announcement</b></li> <li>● COVID-19 signage throughout building</li> </ul>	<ul style="list-style-type: none"> <li>● Create a video &amp; send out 8/21/20</li> <li>● Each classroom teacher will walk through process/protocols – 1<sup>st</sup> week of school</li> <li>● COVID-19 signage around school</li> <li>● Work w/Student Senate Email procedures</li> <li>● MS - assembly 9/9/20</li> <li>● Morning announcements - <b>COVID Tip for the Day</b></li> </ul>

social interactions for various locations).

- 4) Adaptability:** With an ever-changing reality, Cathedral must be flexible and able to adapt to necessary changes to keep staff and students healthy and safe.
- a. *Adjusting to Circumstances:* State and local realities related to COVID-19 will be consistently changing. Cathedral will need to be prepared to evaluate and adjust the any and all action plans within to assure it is able to meet the needs of students. Parents and staff will be surveyed the first week in October to determine how the plan is working. Adjustments will be made based on community recommendations and safety guidelines. In addition, the middle school and high school student council will be asked for input by the end of September. Faculty meetings will be used to evaluate how the plan is working.
  - b. *Changes to Practice:* Any changes made to the plan will be shared with stakeholders (staff, students, parents, and diocese).
- 5) Entrance / Dismissal Protocols:** The following is the plan for how students, staff, and guests will enter and exit the building that will allow for traffic patterns that promote best practices in distancing. School staff will be placed at each of the entrances with two placed at the new building and Center Building entrance.
- a. *Building Entrance:*
    - All students and staff will enter through the new building main entrance, Center Building (Door 8), South Building (Door 1) or the North Gym (Door 17) bottom door where they will be screened, and temperatures will be taken. Masks are required to be on prior to entering any building.
    - Students should go directly to their lockers to drop off and/or pick up items and then proceed directly to the Center Computer Lab, Center Gym or the Commons if arriving between 7:15 - 7:50; otherwise, go to 1st period class. Prior to entering class, students must sanitize hands. Once in the classroom, students must wipe of sprayed desks and take their seat.
    - Any students arriving after 8:10, must enter through the new building main door and report to the main office.
    - Visitors and parents are unable to enter the building during this time unless dropping off items or meeting with a school representative. If it is absolutely necessary to enter the building, the visitor/parent must report directly to the office where the individual will sign-in for tracing purposes.
  - b. *Dismissal:* Those riding the bus will be dismissed first followed by the remaining dismissed in alphabetical groups. A-F, F-M, etc. Students in the building after 3:30 must go directly to the Library.
- 6) Screening:** Prior to entering the school, students, staff, or guests will be screened by taking the individual's temperature, asking a set of established questions and requiring the use of a face mask or shield. Signs of illness will be checked for all staff, students and visitors upon entering the school. Anyone with any illness must stay home. Screening staff will pick up the screening bucket where all screening items are located.
- a. Everyone entering the school are asked the following questions:
    - Have you had any two of the following symptoms in the past three days (72 hours):
      1. A cough

2. Shortness of breath or difficulty breathing
3. A fever of 100.4°F or higher or a sense of having a fever
4. A sore throat
5. Chills
6. New loss of taste or smell
7. Muscle or body aches
8. Nausea/vomiting/diarrhea
9. Congestion/running nose – not related to seasonal allergies
10. Unusual fatigue

- Does anyone in your household have any of the above symptoms?
- Have you been in close contact with anyone with suspected or confirmed COVID-19?
- Have you had any medication to reduce a fever before coming to school?
- Have you traveled outside of the US in the past 14 days?

- b. Any student failing the screening an adult will walk the student to the room located next to the nurse's office (S115) until the parent/guardian picks him/her up. The room must be cleaned and sanitized. Contact the main office to call the parent/guardian to pick up the student.
- c. Any staff member failing the screening will go to the main office to talk to the principal regarding results and next steps.
- d. Any parent/guardian/visitor failing the screening will not be permitted to enter. The parent/guardian/visitor will be asked to alert the school if a COVID-19 diagnosis or any other communicable disease.
- e. Students or staff who become ill during the school day must be assessed and provided a safe and appropriate place to isolate until child/staff can leave the school building.
- f. Refer to the Minnesota Department of Health's latest guidelines on the return of symptomatic or diagnosed individuals.

**7) Travel International or Level 3 Concern Area:** Students, teachers, or staff who have traveled internationally or to an area identified by the CDC as Level 3 Travel Health Notice within the past 14 days will be automatically excluded from entering the school and must self-quarantine for 14 days.

**8) Lunch Room:** Socialization for students is extremely important for their social and emotional growth and enjoying a meal together is one way it can occur. The following are considerations during lunch time.

- a. There are 22 12' tables (6 students/lightning bolt format) with an additional 15 round tables (4 students per table for 60 total students) for students to eat lunch with a reasonable distance between each one. The max capacity for the commons area is 394 and at 50% capacity that allows for 198 students. Lunch dismissal will be staggered by three minutes allowing for fewer students in the hallways and lunchroom. Students are required to wear a mask until seated at one of the tables. Once seated, students may remove but keep on your person while eating. When returning the lunch tray, throwing out garbage or in line at a la cart, masks must be on.

- b. There are 22 long 12' tables and will need an additional 15 round tables for the two areas next to the commons.
- c. All self-service will be eliminated.

**9) Social Distance in School:** School is a place that natural and meaningful interaction occurs and finding opportunities to maintain that culture while reducing interaction between students from other classrooms will support the goal of reducing exposure possibilities. Social distancing is a critical tool in decreasing the spread of COVID-19.

- a. Social distancing floor/seating markings in waiting and reception areas will be added.
- b. Staff will monitor areas where opportunities for exposure (especially when students are around each other for 15 minutes or more) to ensure mask wearing and social distancing of at least 6 feet between people whenever possible.
- c. Additional safety precautions are required for school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible: These precautions will include eye protection (e.g., face shield or goggles) and a mask/face covering. Precautions will also include gloves and disposable gowns or washable outer layer of clothing depending on duration of contact and especially if the individual may come into close contact with bodily fluids.

d. *Social Distancing Special Considerations:*

- Cancel or modify Mass, worship services, field trips, assemblies, and other large gatherings.
- Parent/Teacher conferences will occur via video conferencing both for the fall and spring sessions.
- Cancel or modify classes where students are likely to be in very close contact.
- Suspend or make significant modifications to activities that are considered high risk, such as choir or other classes or activities that require students to remove face coverings and may contribute to transmission of COVID-19. Alternatively, we may hold them outdoors or in a large well-ventilated space and with fewer people than usual to allow even greater physical distance between students. We will ensure that families understand these activities are high risk.
- Reduce the number of students in the halls at one time. Passing time is eight minutes total. In the morning Group A will be released on the first bell and Group B on the second bell. In the afternoon Group B will be released on the first bell and Group A on the second bell. Limit activities where multiple classrooms interact.
- Reduce congestion in the health office. For example, we may use the secondary health office for students with flu-like symptoms and the main health office for first aid or medication distribution.
- Limit nonessential visitors. Limit the presence of volunteers for classroom activities, cafeteria support, and other activities.



- Limit cross-school transfer for special programs. For example, if students are brought from multiple schools for special programs (e.g., music, robotics, speech therapy, academic clubs), we will consider using distance-learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- Teach staff, students, and their families to maintain distance from each other in the school. Educate staff, students, and their families at the same time and explain why this is important.

e. *Classroom Configuration:*

- To the extent possible, students will be spaced six feet apart (but no fewer than three feet apart) and facing the same direction. Again, we will seek to maximize physical distance between desks within their physical and operational constraints.
- In scenario 2, classroom seating must be arranged so that students are separated from one another by 6 feet. If it is not possible to arrange seating 6 feet apart, alternative spaces in the school (e.g., cafeteria and library) may be repurposed to increase the amount of available space to accommodate the 6-foot requirement.

f. *Facility Configuration:*

- Six feet of spacing will be marked on the floors to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, locker areas, etc.).
- Center of hallways and directional arrows will be added to remind people to always maintain a one-way traffic pattern and social distance.
- Frequent reminders for students and staff to stay at least 6 feet apart from one another when feasible, how to practice COVID-19 hygiene procedures and the importance of adherence to regularly practicing these procedures.
- Water fountains will be disabled; however, water bottle filling stations may be used. Everyone is asked to bring a full bottle of water to school.
- The use of transparent dividers (e.g., plexiglass) to separate individuals will be considered for reception desks and other areas wherever social distancing is not feasible.
- Common areas will be reconfigured by spacing out furniture to minimize crowding.
- Common seating areas will be closed off when it is observed that social distancing is routinely compromised. Multiple groups will not be admitted into common areas.
- We will inspect ventilation systems for proper operation and increase circulation of outdoor air as much as possible, for example by opening windows and doors unless risk of falling or triggering of asthma symptoms are present.
- We will clean and sanitize drinking fountains daily, encourage staff and students to bring their own water, use cups or other.

**10) Communication and Signage:** Communication is key for any plan to be effective. Cathedral will be proactive in sharing and communicating the safe and healthy protocols that are in place for the safe return of students to school.

- a. Schools must provide clear instructions for students, staff, parents, and visitors regarding how to enter the buildings and grounds. Consider posting communication at all points of entrance, on the website, in handbooks and bulletins, social media, e-mail and other appropriate means. Those instructions must be clear regarding:
  - Employees and students who are sick or experiencing symptoms of COVID-19, have tested positive for COVID-19, or recently had close contact with a person with COVID-19 should stay home.
  - Anyone with a fever or flu-like symptoms may not enter the school.
- b. Communication regarding special protocols during COVID-19 should occur regularly to reinforce policies and procedures as well as to share changes or modifications that take place.

**11) Student Attendance Practices:** Attendance for students is crucial and truancy rules continue to guide school policy. Cathedral has reviewed, adjusted, and will communicate clearly attendance policies and expectations.

- a. Sick absences will not require a doctor's note to return as medical facilities are under increased strain.
- b. Procedures for staff, student, and/or parent/guardians are required to self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days.
- c. Procedures to accommodate for student coursework may be flexible and adapted to support continued learning.
- d. Staff and students may return to school after the 14 day quarantine and have not run a fever for three days without fever reducing medication. Upon return, staff and students must pass the daily screening

**12) Staff Attendance Practices:** All staff are considered essential employees and are crucial to the success of the school. The school will do everything possible to provide a safe and healthy environment for all staff. PPE will be provided to all staff. Upon review of attendance/sick leave policies, the following considerations will be made:

- a. Out of state travel will be treated the same as in state travel.
- b. Out of country travel will require a 14-day quarantine.
- c. All faculty and support staff are required to be in the building during any one of the three learning and teaching models. Support staff could be reassigned during distance learning.
- d. All staff will follow existing time off policies and procedures.

**13) Transportation:** Students travel to school via bus, car and car pooling. In order to keep students safe while community to school, the following protocols will be in place.

- a. Students will follow District 742's bussing policies.

- b. Cathedral will ensure that transportation staff are following safety and hygiene protocols according to the CDC's guidance for bus operators.
- c. Students riding the bus will be dropped off on 3<sup>rd</sup> St. avenue and will enter in the Center Building door 8.
- d. Drop off will occur in the front of the new building where students will enter into through the main entrance. Students are required to maintain social distancing and prepare for screening.

**14) Preparedness for Temporary Closure:** Cathedral may have to pivot from in person instruction to a distance learning model based on the realities of the school or local community.

- a. Understand that if COVID-19 metrics worsen (locally or in facility), Cathedral may need to implement distance learning as directed by local, regional, or state level agencies.
- b. When the school is closed due to a COVID-19 outbreak all buildings will be cleaned and remain empty for an extended period of time based on MDH guidelines. The school will communicate all expectations, closure date and reopening date.
- c. The school will contact the local Public Health Department at 651-201-5414 (MDH) or [health.communications@state.mn.us](mailto:health.communications@state.mn.us)

## SECTION 2 – HEALTH AND WELLBEING

- 1) **Cleanliness and Disinfecting Processes:** Cathedral’s schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for COVID-19 is as follows.
- a. *Screening Equipment:* Will be located in the school office. After morning screening, screeners will disinfect each of the items within the bucket, replenish items as needed and return to office.
  - b. *Protective Face Coverings:* Students, staff, parents and visitors are required to wear face coverings when entering the building and in common areas. Face coverings may be removed during physical activity, outdoor activities and classes held outside with social distancing guidelines followed.
  - c. *Classrooms:* Once students leave the classroom, the teacher will spray all desks. Upon entering the classroom, students are to hand-sanitize hands when entering and wipe tables down. Once in the classroom, students will grab a paper towel and wipe off their entire desk (Around the outside edge first, then the center, then around the outside edge once more).
  - d. *Restrooms:* Will be cleaned mid-day and at the end of the day with all surfaces wiped down.
  - e. *Lockers:* Every third locker will be empty to allow more distance between each student. Students are to go directly to their locker and get what is needed for the next class.
  - f. *Offices:* Sneeze guards will be placed in the main office, athletic office, counseling reception, media center and as requested in other offices. **Offices** will be wiped down at least twice a day by office staff.
  - g. *Media Center:* Media Specialist or other staff will spray all tables down after each period and students entering will swipe the table down using the classroom process.
  - h. *Fountains:* Will be cleaned twice daily. Students will place water bottles in hydration stations w/o touching any of the fountains.
  - i. *Railings:* Wipe down daily.
  - j. *Students Cell Phones:* Wrap confiscated cell phones in a paper towel and place it on desk.
  - k. *Lunchroom:* After each session all tables, lunch line equipment, all other surfaces and doorknobs will be disinfected. Everyone will sanitize hands prior to entering the lunchroom.
    - Students will sit 6/long table and 4/round table. Students will sit zig zag from one another on long tables and across one another on round tables.
    - Lunchroom max capacity is 394 and 50% is 198.
    - Students will use the lunchroom and the two connected rooms.
- 2) **Hand Hygiene and Respiratory Etiquette:** Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be used when handwashing is not available. As has always been the case, handwashing will be used whenever hands are visibly soiled and after using the bathroom. Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, after

recess, before putting on and taking off masks, and before dismissal. Library books, text books and other paper-based materials are not high risk for spreading the virus and will not need to be cleaned.

- a. Parents are encouraged to provide hand sanitizing products for their student's personal use whenever possible.
- b. *Handwashing*: When handwashing, individuals will use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- c. *Hand sanitizing*: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer will be placed at key locations (e.g., building entrances, cafeteria, classrooms).
- d. *PPE Supplies*: Cathedral will maintain at least a two-month supply of standard healthcare supplies (e.g., masks and gloves; sanitizers and disinfectants; tissues and paper towels). Use of additional supplies may be optional based on type of tasks performed (e.g., teachers do not need to wear gloves while teaching but may need to during necessary contact with students, such as when providing physical support to students with disabilities).

**3) Protective Face Covering:** Cathedral will require all entering the school to wear a protective face covering that is defined as a paper, disposable or cloth mask, scarf, neck gaiter or religious face covering. The face covering must be worn over the mouth and nose completely when in a school or using school transportation. Note that face coverings are most essential in times when physical distancing is difficult.

- a. Cathedral believes that the use of protective face covering is socially responsible and will assist in the reduction the COVID-19 incidents.
- b. Staff will kindly remind students to use protective face coverings and/or face shields throughout the school day, including on school transportation vehicles, inside school buildings, and generally when on school grounds.
- c. There will be a supply of disposable protective face covering available for staff and students who forget to bring their own.
- d. Protective cloth face coverings should be washed daily.
- e. Protective Face coverings may be temporarily removed for certain activities, including:
  - Playing instruments (when social distancing)
  - Eating or drinking (when social distancing)
  - SPED accommodations and services (when social distancing or using a face shield)
  - When an employee is alone in a room, office or classroom
  - For teachers, when presenting (when social distancing and using a face shield)
- f. Protective Face coverings will not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs. Please contact administration to discuss the use of face shields.

**4) Protecting Vulnerable Populations:** The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:

- Are 65 years and older.
- Have underlying medical conditions, particularly if not well-controlled, including:
  - Chronic lung disease or moderate to severe asthma.
  - Diabetes
  - Serious heart conditions
  - Chronic kidney disease undergoing dialysis
  - Compromised immune system
  - Liver disease
  - Severe obesity (body mass index of 40 or higher)
  - Hemoglobin disorder
- Students/families and staff will self-identify as high risk for illness due to COVID-19.
- We will offer distance-learning to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person learning.
- We will offer reasonable accommodations such as, additional PPE or work reassignments, for staff who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning if possible.

**5) Handling suspected or confirmed positive cases of COVID-19:** Cathedral will treat all individuals with dignity and respect while providing a safe environment to learn and work.

- Kathy Crispo will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.
- Staff and families are asked to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).
- Cathedral will follow the MDH [Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs \(PDF\)](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf) ([www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)) to determine when a student or staff member may return to school following illness or COVID-19 testing.
- Students with COVID-19 symptoms during the day will be asked to go to the nurse's office where the student can be under visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults will wear a cloth face covering or a surgical mask.
- After each symptomatic individual has gone home, Cathedral will implement cleaning and disinfecting procedures following the [COVID-19 Cleaning and Disinfecting Guidance for Schools](#)

and Child Care Programs.

- f. MDH will be notified of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).

**6) Social Emotional Learning and Mental Health:** The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. It is important that our school community has access to the mental health care resources they need to stay well during this challenging time. Cathedral can play an important role in helping students and staff cope, access needed resources, and build resilience.

- a. We will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.
- b. Encourage staff, students, and families to talk with people they trust about their feelings and concerns regarding COVID-19.
- c. We will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship building, and successful transitions to new schools, classrooms, and environments, whether in-person or through distance-learning.
- d. As organized by the diocese, teaching staff will participate in a series of professional learning modules on social-emotional learning and mental health supports before the start of the schoolyear.

**7) Athletics and Activities:** Athletics and extracurricular activities support the goal of providing a well-rounded educational experience for students within the reopening process.

- a. We will follow all CDC, MDH, and local public health guidance for physical and social distancing, restricting the size of gatherings for indoor and outdoor spaces, disinfecting equipment, and other health and safety precautions.
- b. All coaches will complete mandatory training before they may conduct any sessions, and all sessions will be held at outdoor fields and facilities.

## SECTION 3 – CURRICULUM AND INSTRUCTION

Whether in-person or in distance learning, teaching staff must make meeting individual academic needs a priority. Some students may require distance learning due to illness or underlying health concerns. Students may require extra time to learn the routine of school and new processes implemented for reopening. In addition, there might be considerable learning loss that will require additional time and support.

- 1) **Approach to Curriculum Planning:** More than ever it will be crucial that educators take the time to understand the foundational knowledge students possess in the content area. Gaps must be identified with appropriate strategies implemented to assist the student in mastery of standards.
  - a. Review yearlong plans for each subject area to ensure a defined unit topic, standards/objectives, and formative/summative assessment exists. Submit plans by October 14<sup>th</sup>.
  - b. Planning by unit rather than by week or by day ensures that the learning is building toward important outcomes (teach the concept, not limited to time constraints).
  - c. Determine what is reasonable in the current situation.
  - d. Adhere to the curriculum planning alignment of standards.
  
- 2) **Professional Development:** The need for professional development is crucial to student success and valued by the educator. Learning and teaching is shifting to a model that is student centered grounded in best practices.
  - a. Topics that will be covered this year are:
    - Self-care and trauma informed practices
    - State guidelines on health and safety protocols in light of COVID
    - Safety, COVID hygiene procedures, and behavior expectations
    - Techniques and strategies for learning in distance-learning and hybrid models.
    - Distance-learning technology, tools, and platforms
    - Effective formative feedback/assessment, and grading expectations
    - Restorative Justice model to address discipline issues and respond to the need to address and begin to dismantle racism through the Open Hearts and Minds program.
  - b. Fall professional development will be extended one week to allow for additional training with the technology tools imperative to delivering distance education, historical understanding and strategies around racial justice and the safety guidelines needed in keeping Cathedral safe for all.
  - c. Faculty meetings will focus around professional development needs of the educators.
  - d. Use of the four early outs will contain time for PLC work and training where deemed necessary.
  - e. During all training sessions, time will be provided to work on the new learning.
  
- 3) **Assessment:**
  - a. Provide formative assessments and summative assessments for understanding.



- b. Utilize daily formative assessment during and after instruction.
- c. Align summative assessments with unit goals to measure student progress.
- d. Allow for flexibility including application of skills especially in distant learning.
- e. Prepare to assist students with learning gaps and plan strategic interventions to re-teach and fill the gaps.

**4) Feedback and Reporting (Grading):**

- a. Adhere to best practices in grading policies to best serve student academic progress.
- b. Provide regular and frequent feedback on priority objectives to students.
- c. Assure grades accurately reflect students' progress on standards rather than responsibility in completing tasks.
- d. Use of assessment measures are utilized to determine students' developmental and learning needs.
- e. Modification to the grades maybe required in some instances. The decision to change the grading structure will occur in collaboration with the teacher, counseling and principal.
- f. Review and grade summative assessments in a timely manner. Gradebooks should be updated weekly. Large projects or papers will be graded and entered in the gradebook within two weeks.
- g. Fall and spring parent/teacher conferences will occur online.

**5) Supporting Unique Academic, Social, and Emotional Needs:**

- a. Assure accommodations and modifications are reviewed and followed.
- b. Proactively contact District 742 to discuss any services provided to your students through proportionate share.
- c. Identify and respond to students' social and emotional needs, especially related to COVID-19 issues.

**6) Addressing Students/Families on Distance Learning**

- a. Set norms about student expectations.
- b. Support the student and the family through collaboration.
- c. Whenever a student is struggling, meet to set goals, create a schedule and break assignments down. Confer with the counselor if the student continues to struggle to develop additional support strategies.
- d. Frequent communication with the student and parent/guardian should occur regularly. If a student is struggling, the teacher will first email the student, next the parent/guardian and finally call the parent/guardian to develop a plan for success. Reach out to counseling when a plan is not successful, and the student continues to struggle.
- e. Review Acceptable Use Policy for distance learning.

- f. Alert families of the Children’s Online Privacy Protection Act (COPPA)

**7) Administrative Considerations:**

- a. Staff roles and responsibilities may shift. The time and training for staff to make these shifts will occur throughout the year.
- b. Focus on improving, designing, and delivering flexible instruction both in-person and remotely.
- c. Teachers will be provided opportunities for collaboration, adjustments, and peer coaching.
- d. Adjustments to supply and material lists as related to COVID-19.

## SECTION 4 – CREATING AND MAINTAINING COMMUNITY

Relationship-building and prayer is a hallmark of Cathedral School. Even amidst these unique changes, strong communication and relationships must remain a priority.

### 1) Internal Relationships:

- a. Develop plans for orienting new students and families.
- b. As Catholic schools, we are called to respect and honor the dignity of each individual person. Schools should consider creating a “safe space” for staff and students to share and cope with fears, stresses, and anxieties, especially related to the pandemic.
- c. Structure social opportunities for students and families.
- d. Consider ways to maintain rituals, especially daily prayer, liturgies and morning routines. We will examine ways to form new rituals and traditions that celebrate our school community.
- e. The *Open Wide Our Hearts and Minds* programing will be implemented to promote and maintain a Catholic learning and working environment that supports and protects the inherent dignity of each and every individual. The goals of the program are rooted in the fundamental principles of Catholic Social Teaching which acknowledge that every person is created in the image and likeness of God and is deserving of dignity, respect, and safety. Racism occurs because a person ignores the fundamental truth that, because all humans share a common origin, they are all brothers and sisters, all equally made in the image of God.
- f. Cathedral will develop a program where all students are directly connected with one adult in the building. The goal of this program is that every student feels a connection with at least one adult in our school.

### 2) Role of Families:

Relationship-building is a hallmark of Catholic education. Even amidst these unique challenges, strong communication and relationships must remain a priority. Families, in consultation with their medical providers, will ultimately make the decision as to whether their children will attend in-person instruction, or whether their children will continue with distance-learning.

We will engage regularly and substantively with families to ensure that they have accurate and up-to-date information to make informed decisions about whether an in-person return is best for their children. This is why we will have a distance-learning program in place for students who are unable to return to in-person school. Families also play a critical role in supporting the new culture of health and safety that each school must establish. Most importantly, we will encourage families to:

- a. Mitigate the transmission of COVID-19 in our school communities by checking their children daily for any COVID-19 symptoms.
- b. Keep children home from school if they are sick or have had close contact with a person diagnosed with COVID-19.

- c Support the use of masks in school and on the bus, arranging alternate transportation whenever possible.
- d Follow state guidance on health and safety outside of school, such as maintain in family bubbles, health monitoring, and practicing COVID-19 hygiene.
- e Follow MDH guidance and recommendations to remain current on all standard vaccinations, including the flu vaccine.

**3) External Relationships:**

- a. Develop authentic ways to maintain connections with parents, alumni, and the wider community.
- b. Connect with local public health officials to develop a working relationship.
- c. Adjust recruiting and marketing practices to attract new families.

## CLOSING

As we continue to navigate the changes, planning, and procedures related to the COVID-19 pandemic, we must be reminded that repeatedly God instructs us to ‘be not afraid’ in times of crisis. We are rooted in faith and led by the Spirit- we have a collective mission to bring our students, families, and staff closer to Christ even during the challenging reality that we are experiencing. We must not be afraid to act cautiously, pray boldly, and continue to be unified in bringing that mission of our Catholic schools to life- that endeavor is more important now than ever.

While no guidance or planning can assure absence of illness, COVID-19 or otherwise, we can and must take precautions to assure our students’ and staffs’ spiritual, physical, emotional, social, and academic health are being met to the best of our abilities. Continued collaboration among schools, diocese, local/state/federal organizations, and the many invested stakeholders of our communities will be required by us to complete a quality and supported plan.

This guidance has been drafted by the CCS President, CCS Principals, CHS Administration and the dioceses of greater Minnesota. These plans will need to be living documents as we can be assured of changes as local realities, needs, and resources evolve. It will be essential that communication of these changes occur broadly with all stakeholders.

## RESOURCES

Resource	Access / Use
‘Leading with Hope’ from the Andrew Greeley Center for Catholic Education	<a href="https://www.luc.edu/gcce/index.shtml">https://www.luc.edu/gcce/index.shtml</a> <ul style="list-style-type: none"> <li>- Logistics and planning guidance</li> <li>- Maintaining community guidance</li> <li>- Curriculum and instruction guidance</li> <li>- Promoting Catholic identity guidance</li> <li>- Technology support guidance</li> </ul>
‘Guide to Reopening’ from Catholic Mutual Group	<a href="http://catholicmutual.org/en-us/home/covid-19caresresources.aspx">http://catholicmutual.org/en-us/home/covid-19caresresources.aspx</a> <ul style="list-style-type: none"> <li>- Staying home guidance</li> <li>- Health screening</li> <li>- Social distancing directives</li> <li>- Facility cleanliness and disinfecting considerations</li> <li>- Facility operational considerations</li> <li>- Transportation recommendations</li> </ul>
Minnesota Department of Health	<a href="https://www.health.state.mn.us/diseases/coronavirus/schools/">https://www.health.state.mn.us/diseases/coronavirus/schools/</a> <ul style="list-style-type: none"> <li>- Decision Tree for People with COVID-19 Symptoms</li> <li>- Public School Planning Guide</li> <li>- Masking Recommendations</li> <li>- Food Service Information</li> <li>- Cleaning and Disinfecting Guidance</li> </ul>
Center for Disease Control	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/index.html</a> <ul style="list-style-type: none"> <li>- Signage for posting</li> <li>- Best practices in hand and respiratory etiquette</li> <li>- Cleaning and disinfecting guidance</li> <li>- Working with higher risk individuals</li> <li>- Congregating setting recommendations</li> <li>- Preparations for outbreak or diagnosis in facility</li> </ul>