

Holy Cross Catholic School

Building Plan



2020-2021 School Year

Draft: 8/14/2020

2020/2021 School Year Mission

The 2020-2021 school year mission of Holy Cross Catholic School is to provide the safest, healthiest learning experience possible, continuing our mission to engender disciples of Christ through exceptional spiritual, academic and social experiences.

A Message from the Principal:

Hello Holy Cross Families,

As we prepare to welcome you back into our building I want to thank you for your patient support as we plan for the 2020-2021 school year. As we navigate the ever changing recommendations, guidelines, and expectations we continue to put our student's, staff, and family's safety and health at the forefront of each decision. With those considerations close to heart and front of mind, I along with the guidance and effort of the Together Again Committee, (a group of dedicated teachers, staff, health professionals, and parents) composed this document to outline for our families our In-Person plan for the 2020-2021 School Year. Thank you again for your continued support of Holy Cross Catholic School and our mission to engender disciples of Christ through excellent academic, spiritual and social experiences. May God bless you and keep you safe always.

- James Laville (Principal Holy Cross Catholic School)

Returning to School

Alternate School Schedules

On **08-14-2020** the start date for the school year is August 31st, 2020. The first week of school 1/3 of students will attend school on Monday, 1/3 on Tuesday, and 1/3 on Wednesday. Thursday, September 3rd will be reserved for those who elected remote learning. Monday September 7th is the Labor Day holiday, and school will resume full 5 day in person starting Tuesday, September 8th. If Directed Health Measures or Consortium decisions change the above mentioned schedule, that will be communicated to parents in a timely manner. Please reference the OCSC Restart Plan for alternate schedule options and scenarios.

Large Group Gatherings

The current recommendation as of 07-16-2020 is that all schools avoid large group gatherings such as Open House, Curriculum Nights, Back to School Nights, parent-teacher conferences, all-school liturgies, all-school assemblies, etc.. Local health measures and orders limit the size of group gatherings and require 6 feet social distancing. We believe these requirements will be in place when school opens in the fall. Thus:

- Holy Cross will limit the use of large group gatherings.
- An area is considered a room, or wherever instruction takes place, including outside space.
- Includes gyms, cafeterias, churches and hallways
 - Students may be eating in classrooms, outside or in other spaces not determined at this time to avoid shared spaces.
 - The types of meals provided by District 66 and facilitated by our kitchen/cafeteria staff may change to accommodate handling.
 - There will be no All School Mass. Students will attend Mass regularly with their grade level cohorts.
 - Mass will not include music
 - Mass will follow all current pandemic protocols
 - Students will be spaced 6 feet apart and class cohorts will not mix
 - Mass will be closed to visitors
 - Communion will be distributed in pews
 - Masks will be worn
- Social Distancing
 - When conditions allow, we will maintain 6 feet social distancing.
 - We will not host school related assemblies, use our cafeteria for large group gatherings, go on field trips, or host in-person staff meetings unless we can maintain safe social distancing and are deemed safe by the health authorities.
 - We will maintain social distancing outside, including recess.
 - Playground equipment limitations will be considered.

Extended Care

Holy Cross will determine and communicate the protocol for Extended Care and will communicate with families accordingly

- We must follow the Directed Health Measure and as of 07-28-2020, it allows School-aged children (K-8): 30 children per room/space

Safety, Wellness, and Facilities

Safety Practices & Considerations

Per guidance from the Archdiocese and the Catholic Schools Offices (CSO) of Omaha, the following is relevant to not only Holy Cross, but all Omaha Catholic schools as of 07-16-2020:

- The local health authority for the region most of the school families live in will determine if there is “community spread”.
- The Catholic school is operating with near full attendance and day length

The following baseline interventions provide an environment with a risk of transmission that is low enough to be considered “safe” for all of our present adults, our students, and any people who have subsequent contact with them.

At the publishing of these standards (07-16-2020), the CDC and health authorities provide a standard for what is considered “contact,” when viral transmission risk is high enough to quarantine someone after encountering a person diagnosed with the virus. This is the bare minimum contact any school in full session within areas of “community spread” should consider:

- **Indoor environment with ventilation**
- **6 feet social distancing (minimum 3-4 feet)**
- **Mask**
- **Time (15 minute duration or more in same indoor area)**

Any combination of changes to these variables that results in a health department judging it as a higher risk is not supported by the office of the superintendent at the CSO and is unacceptable practice for Holy Cross.

Key points that we will focus on at Holy Cross for in person education include:

Social distancing (4-6 feet between desks)--same group kept together throughout day; Pre-K, TK and Kindergarten will eat socially distanced in their classroom or the gymnasium.

Cloth masks (2 per student and staff per day) to be worn especially when social distancing is difficult; need to be washed daily at home with laundry detergent and replaced if student sneezes or coughs while at school; hands should be washed before applying and before taking off mask when going to eat lunch.

Communication of measures to prevent spread; School emails and announcements inform parents that no child should attend school if they presently have a fever and/or symptoms or recent close contact with someone who has COVID 19; posters/videos on handwashing, hand sanitizing, covering coughs/sneezes with tissue, proper cloth mask wearing; no sharing of supplies unless first cleaned &

disinfected; bring own water bottle to school and water bottles need to be washed before being returned to school.

Screening students for possible sickness upon arrival and throughout the day: If a child displays coughing, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or appears unwell the student will be sent to the school health office to have temperature taken. If a student has known asthma, provide care under an individual health plan first and then take temperature.

Isolation measures if student becomes sick: A student who has fever 100.4 degrees F or above, is coughing or feels unwell will be kept in a specified supervised room until their parent can pick up from school as soon as possible; this area will be adult supervised and separate from an area where students are receiving medication, first aid for injuries, other non-illness related care.

Staff who will screen students for sickness and determine the need to send home: When taking a temperature with a non-contact thermometer or working closely within the 6 feet social distancing the following measures will be implemented: wear appropriate personal protective equipment. If taking more than one student temperature with a non-contact thermometer and no physical contact has occurred, gloves do not need to be changed but the thermometer is to be wiped off with alcohol between uses.

Hand hygiene for children and staff scheduled and as needed with hand sanitizer or soap and water as available:

- arriving and exiting school or entering and leaving a classroom
- before and after eating/drinking
- before and after administering medications
- after using bathroom
- after contact with bodily fluids and taking off gloves
- after playing outdoors
- before putting on masks and before taking off masks (Mask is considered clean until contaminated with a cough, or sneeze.)

Cloth Masks and Face Coverings

- We will take mask breaks in social-distant settings.
- All students will be provided with reusable cloth masks but may also elect to use their own. Masks will be subject to dress-code compliance for dress down days... no offensive, vulgar, or inappropriate images/messaging will be allowed.
- Students may also elect to wear a face shield in combination with a mask, but must provide their own . Face shields are not a replacement for masks.
- Masks might not be required in PE and Music classes as long as they are outside and sufficiently social-distanced.
- Daily disposable masks will also be readily available as needed.
- NO bandanas or gaiters will be allowed to substitute as masks.

Please understand that we receive “DHMs” (Directed Health Measures) and “recommendations” from the Douglas County Health Department. We are legally obligated to follow all DHMs. A

“recommendation” is not legally binding but obviously viewed as best practice. School systems do not write DHMs but must follow them. We also follow “recommendations” as they come from the medical experts that we rely on and are backed by scientific studies.

In order to follow expert medical advice available to us today, we will require masks for students and staff. We will continue to follow DHMs and recommendations from medical leaders. No exceptions will be permitted.

By requiring masks, it allows us to keep our students AND staff in a safer environment and to better avoid large-scale shutdowns if/ when confirmed cases occur throughout the district. We will follow “contact tracing protocol” from the Douglas County Health Department if/when we have a confirmed or presumed case. Those that have been around a confirmed case, if they’ve been wearing a mask and adhering to our social-distancing protocols, have a much better chance to avoid infection and/or self-quarantine.

Our school adopted a formal policy that allows for disciplinary action of students or staff members who refuse to wear approved face coverings. We will not suspend a 1st grader, for example, whose mask slips off for 10 seconds and they need to readjust it. This policy is in place to address willful disobedience of those who refuse to wear a face covering.

Since we are offering at-home learning options for students, we can/will require masks of all students and staff members. We will make adjustments as our medical experts continue to provide updated recommendations.

TK-8th grade students will be required to wear cloth, neoprene, or multi-layer disposable face coverings while in any school facility, and as directed by the principal at any outdoor facility, to help prevent the spread of COVID-19 and until such a time as this directive is removed by the principal. An appropriate fitting mask must fully cover the student’s nose, mouth, and chin.

The school will provide each student with five appropriate masks that are reusable and washable, but students may also elect to use their own mask provided it meets the criteria provided herein. Students whose own masks do not comply with this policy and all other District policies will not be able to wear them and will be provided a mask from the school district. Bandanas and gaiters will not be allowed as face masks. Face shields may be worn but only together with masks. Masks and shields will be subject to all school policies and rules, including dress down day dress code policies.

Failure to wear a mask as required in this policy will be subject to the same disciplinary procedures as other behavior infractions. This policy is in effect for all students at indoor school activities, as well for all visitors, spectators, and non-student participants while in any school facility. Visitors, spectators, and non-student participants who do not comply with this policy will be asked to leave the premises.

Mask usage is required unless removal has been authorized by building leadership, such as while students are seated and eating during approved meal times, during approved mask breaks, or as directed by the principal. Any visitor, spectator, or non-student participant wanting such an exemption must contact the building principal at least three days prior to the requested indoor activity for the

school's consideration of the request. Additional information must be provided upon request as permitted by law.

Helpful Links On Mask and Face Covering Usage and Best Practices

[CDC - Important information about your cloth face coverings](#)
[CDC - How to safely wear and take off your cloth face covering](#)
[Omaha pediatrician tips on kids wearing cloth face masks](#)

Handwashing & Other Hygiene Measures

At Holy Cross, we will teach, model, and reinforce proper handwashing techniques and practice with our students. Teachers and staff will also work to develop routines to ensure student hygiene practices. Additionally, Holy Cross school leadership and maintenance teams are working to provide necessary supplies of cleaning and sanitizing products to each classroom and throughout the school. This includes avoiding hand contact with the face, how to properly cover coughs and sneezes and how to properly sanitize students' own work spaces. We will also continue to post signage throughout the school for reminders regarding proper handwashing and hygiene practices. Air dryers will not be utilized.

In the classroom, we will minimize the sharing of supplies and equipment among staff and students to the most feasible extent while also cleaning and disinfecting any shared items between use. We will also minimize the staff's and student's contact with high-touch surfaces in the school rooms and throughout the school building, especially in high traffic areas and at high traffic times (e.g. arrival and departure times).

Routine for Daily Health Checks

For the 2020/21 school year, Holy Cross is dedicated to having clear and appropriate routines for daily health checks to ensure our students' and staff's health and safety. We will ensure that we have an adequate available supply of thermometers, sanitizing wipes, hand sanitizer, etc. for all daily health checks.

Before entering the school building students will be required to be screened and temperature checked by their parents/ guardian. Prior to entering the classroom, students will be screened by Holy Cross staff. Temperatures will be taken and students will be checked for any symptoms that may indicate signs of illness. In addition, students will be given hand sanitizer upon entry. If students are determined to have a fever or are exhibiting symptoms of illness, the staff will follow actions set forth by the school. For more information on those procedures, please see the section "Procedures for Students/Staff Who become Ill During the School Day" below.

For any "Return to School" protocols for students, faculty or staff who are ill or test positive for COVID-19, we will be directed by our local health officials on how to proceed and our actions will also be strictly dictated by directed health measures (DHM). The health and well-being of our school community

is of the utmost importance and thus, school administration reserves the right to amend the protocols below when guided or instructed by our local health officials to do so.

Procedures for Students/Staff Who become Ill During the School Day

1. Suspected COVID-19 Case(s):
 - a. Holy Cross will have an identified and supervised isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - b. Any students or staff exhibiting symptoms will wait in the supervised isolation room until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
2. Confirmed COVID-19 Case(s):
 - a. Holy Cross will notify the Douglas County Health Department immediately of any positive COVID-19 case.
 - b. Holy Cross will notify all families, faculty, and staff in the Holy Cross school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - c. Holy Cross will close off areas used by any sick person and will not use the area before cleaning and disinfection. To reduce risk of exposure, Holy Cross will try and wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, Holy Cross will wait as long as practicable.
 - d. For faculty, staff, and students that may have been exposed, we will follow guidance from Douglas County Health Department.
 - e. Health officials may also determine the course of action taken at Holy Cross by utilizing class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is currently defined as someone who has been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use. These guidelines are subject to change. We will continue to communicate with the Douglas County Health Department and follow their recommendations.

Social Distancing within the Classroom

- Grades 5-8 will rotate classrooms with a disinfecting schedule and extended passing periods.
- Desks that are 4-6 feet apart will be assigned to students.
- Students will be reminded to maintain 6 feet of distance.

Social Distancing Outside the Classroom

Traffic Flow- Specific hallways, stairways and directions for each grade level cohort. Grades 5-8 will only use bathrooms and classrooms on the second floor. Grades 1-4 will only use bathrooms and homerooms on the first floor.

Lunch- The lunch menu will be modified to A and C lunches only. Lunches may be served in to-go boxes, plastic silverware, napkins and condiments will be prepackaged. Teachers will distribute milk cartons to students. Students will not be allowed to share food. Students will wash hands before and after eating. Students will be allowed to bring a sack lunch. Grades 1-8 will continue to use the cafeteria with

overflow into the gym on a modified schedule to allow for appropriate social distancing. The cafeteria will be disinfected between each use. Students will be encouraged not to speak while eating with their masks off at lunch.

Recess and Breaks- Holy Cross will follow CDC guidelines for equipment use and social distancing guidelines. Masks will be required during recess. Activities will include dancing, stretching, walking/running, use of purposeful movement paths on the playground, and unstructured play in a designated area. Grade level cohorts will not mix during recess.

Breaks may include a walk around the building, socially distant mask breaks in green spaces or on the playground. Students should dress for all types of weather. The Little Playground equipment (Jungle Gym) will be used by Preschool-K on a rotating schedule with cleaning and disinfecting after each use. Students will sanitize their hands after any recess or break.

Hallways- Students will go directly to the classroom upon entry, with 6 foot distancing. Students will follow taped routes and honor social distancing markings throughout the building. Entrance and exit procedures will be communicated and explicitly taught. In addition, students will be taught that stair railings, door handles, etc. should be touched as little as possible. Floor arrows will be used throughout the building to indicate hallway traffic direction and movement.

Emergency procedures that involve protecting immediate student life, limb, or eyesight supersede COVID-19 safety protocol measures (e.g. social distancing will not be followed for lining up and moving students for fire evacuation but masks will be used if immediately accessible by students in the emergency). Fire and tornado drills will be conducted on a class by class basis to avoid large groups.

Water fountains- Water fountains will not be used in the traditional sense, teachers will help students fill their water bottles. Students should bring a full water bottle with them to school every day. Students who forget their water bottle will be provided with a disposable cup for water.

Cafeteria- Six feet social distancing will be maintained throughout the lunch line, cafeteria and cleanup procedures. Students will follow taped routes and honor social distancing markings.

Special Area Classes- Special Area (ie..art, media/library, music, PE) classes will be taught in homerooms. Special Area teachers will conduct classes outside when possible.

Classroom & School Facilities Cleaning/Sanitizing Routines & Procedures

Additional cleaning and sanitation measures and schedules will be implemented to ensure cleanliness and sanitation throughout the school. During the school day this includes an increased cleaning and sanitation of high touch and traffic areas. At the end of each school day the school will undergo a deep clean and sanitization.

- Bathrooms will be cleaned three times a day, once mid morning, once mid afternoon, and again before the start of the next school day.
- Classrooms will be cleaned and all surfaces will be disinfected at the end of each school day, or more frequently as needed.
- Antimicrobial foggers have been procured and will be used per manufacturer's recommendations, or more frequently as needed.

Air Flow and Environment

Air Filters in all Air Conditioning units have been replaced to ensure clean air and increased air flow. Air conditioning units will be inspected regularly to ensure proper function and replace filters when needed. Classroom windows will be opened as much as possible to increase air flow. Priority will be given to clean air over comfort. Children should dress accordingly.

School Entrance Protocols for Students, Staff & Visitors

Given the current restrictions in place, visitors to the building are discouraged, with the exception of Extended Care, picking up students for appointments, or when students are sick. (Extended Care staff will communicate with families separately on updated drop-off and pick-up procedures.)

The office personnel would prefer parents call the school when arriving to pick up their child for an appointment and the office staff will escort the student out the east/front steps or Big building main doors to their parents.

Upon entrance, all visitors will need to wear masks while inside the building and be pre-screened when they check-in at the school office. Visitors will be required to answer the following questions:

1. Do you have any of the following symptoms? (Yes or No)
 - a. Fever of 100.4 degrees F or higher
 - b. Chills
 - c. Cough
 - d. Shortness of breath or difficulty breathing
 - e. Fatigue
 - f. Muscle or body aches
 - g. Headache
 - h. New loss of taste or smell
 - i. Sore throat
 - j. Congestion or runny nose
 - k. Nausea or vomiting
 - l. Diarrhea
2. Have you had any known contact with any individual with a suspected or confirmed case of COVID-19? (Yes or No)

Drop Off and Pick Up Procedures

Drop Off

There are four drop off scenarios. Students either a) attend morning extended care and/or breakfast, b) arrive at school by vehicle, c) arrive at school by walking or biking, or d) Preschool, Pre-K, TK or K.

If your family attends morning extended care or breakfast, and you arrive by vehicle, parents will enter the main school parking lot and proceed to the playground primary entrance door, a staff member will take each child's temperature and check the child's screening survey. Any student with a temp of 100.4 F or higher, or with COVID symptoms will not be allowed to enter the building and parents will be directed to contact the office for further instructions. Students without an acceptable mask will be provided with an acceptable mask. All students will use hand sanitizer upon entering the building. Students who need breakfast will be escorted to the cafeteria, breakfast will begin at 7:30am and students must report by 7:45am to receive breakfast.

If your family attends morning extended care or breakfast and you arrive by walking or biking please proceed to the playground primary entrance door, a staff member will take each child's temperature and check the child's screening survey. Any student with a temp of 100.4 F or higher, or with COVID symptoms will not be allowed to enter the building and parents will be directed to contact the office for further instructions. Students without an acceptable mask will be provided with an acceptable mask. All students will use hand sanitizer upon entering the building. Students who need breakfast will be escorted to the cafeteria, breakfast will begin at 7:30am and students must report by 7:45am to receive breakfast.

If your family arrives at school in a vehicle and does not attend morning extended care or breakfast your children will exit the car and proceed to their grade level entrance. All students will use hand sanitizer upon entering the building. Prior to entering their classroom the student's teacher will take each child's temperature and check their screening survey. Any student with a temp of 100.4 F or higher, or with COVID symptoms will not be allowed to enter their classroom and will be escorted to the supervised quarantine room. If a student is quarantined, their parents/ guardians will be contacted to retrieve the child/children immediately. Students without an acceptable mask will be provided with an acceptable mask.

There will be staggered drop off times to limit the traffic and keep the social distancing. The first drop off window is 7:45-7:55am, the second drop off window is 7:55-8:05am and the third drop off window is 8:05-8:15am. The school schedule will be modified to accommodate the drop off procedures as needed.

If your family only has a student(s) in Preschool, Pre-K, TK or K (the Little Building) you will drop your student off at the Primary Building (Little Building) entrance on Pine Street. Approach Pine Street heading East, students will exit the car on the North side (side closest to the Primary Building).

Pick Up

The dismissal and pick up procedures will not change, however, a modified classroom dismissal timeline will be implemented to stagger classroom cohorts as they exit the building.