



DIOCESE *OF* VENICE

— *IN FLORIDA* —

Department of Education

ST. CHARLES BORROMEO CATHOLIC SCHOOL RETURN TO SCHOOL PLAN





Mission Statement

St. Charles Borromeo Catholic School is a place where every child is spiritually and academically nurtured to their fullest potential, creating lifelong learners who value and live our Catholic faith.

Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. 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). We continue 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 (FCCSEC) and Accreditation Committee (FCCA). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. Hygiene: Within classrooms, we will emphasize strong hygienic practice.
 - b. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing Synchronous At-Home Learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

St. Charles Borromeo Catholic School will be following the Diocese of Venice Schools Reopening Plan as well as our individualized school plan. This document will be updated regularly. The school principal will share the updated document on Google Classroom, the Parent app (once the app is complete) and distribute the updated version to parents via email through the school information system.

Reopening Team: Father John, Principal Peters, Pam Bass, Rick Battaglia, and Chris Mullins

Table of Contents

Cleaning and Sanitizing 4

Daily Operations/Logistics..... 5

COVID-19 Daily Screenings and Forms..... 7

Visitors and Volunteers 8

Cafeteria 8

Classrooms 9

Training Schedule..... 9

Communications.....10

Instructional Continuity Plan (ICP).....10

Extra-Curricular Activities.....11

Cleaning and Sanitizing

1. Specific Measures: St. Charles will be following the diocesan policy stated in the Diocese of Venice Reopening Plan.
 - a. Frequency: Refer to Diocesan Plan
 - i. Daily Cleaning Requirements: All frequently touched areas in the classroom, offices, and in common areas around campus will be cleaned and sanitized daily. Some areas include, but not limited to, the counters, desks, chairs, devices, phones, light switches, door handles, sinks, and classroom phones.
 - ii. Daily/Weekly Sanitizing Requirements: Each classroom, front office, cafeteria if in use, and the media center will be disinfected prior to 7:00 am with a Bioesque Botanical Disinfectant solution which will be applied with an electrostatic sprayer. Main common rooms such as the media center will be disinfected between student groups occupying the area.
 - b. Personnel Responsibility:
 - i. Teachers: The teachers need to disinfect all frequently touched surfaces in their classrooms often throughout the day. Teachers are responsible for disinfecting the copy machine, wiping down the coffee pot, and the refrigerator after each use. They also need to wipe down the sinks and door handles after using the faculty bathroom and dispose of the paper towel in the garbage can outside the bathroom. Teachers need to clean eating surfaces prior to and after snack and lunch for the students. The physical education teacher will designate specific equipment to each homeroom and disinfect all equipment after use. The IT coordinator will be responsible for disinfecting the computer lab and computers in the media center after every use.
 - ii. Maintenance Staff: The maintenance staff will disinfect every room before 7:00 am in the morning with the disinfectant sprayer. This disinfects all hard and soft surfaces within four minutes. They will also disinfect all frequently touched surfaces around campus that is not in the classroom or offices during the day. The maintenance staff will also be responsible for disinfecting the restrooms throughout the day.
 - iii. Office Staff: The office staff will keep all frequently touch surfaces in the office clean and sanitized throughout the day.
 - iv. Cleaning Crew: The cleaning crew will continue to vacuum, wash and disinfect floors, bathrooms, sinks, light switches, and doorknobs in each room nightly. The cleaning crew is to remove all trash. (Cleaning crew comes after school)
 - v. The office staff, maintenance staff, and teachers will have a daily check list to follow for disinfection. They will have to sign that they have completed these tasks daily.
 - c. Equipment and Supplies:
 - i. Chemicals Used: For frequently touched surfaces we will be using Saniquad Disinfectant. To disinfect the whole room at once we will be using a Bioesque Botanical Disinfectant applied with an electrostatic sprayer. All are food safe disinfectants.
2. Room Capacity
 - a. The principal will determine room capacity.
 - b. Specific rooms and limits – Once class sizes are determined, we will consider our best options for each class to minimize exposure.

3. Signage

- a. All signage will be monitored and posted by the principal's administrative assistant.

Daily Operations/Logistics

1. Arrival and Dismissal Procedure

Students:

- a. Before-Care Arrival: For those arriving early to attend Before-Care, the parent will have to park and walk their child/ren to the door and have their child's temperature taken before they are accepted into Before-Care. If the student has a temperature of 100.4 they will need to be taken home or a health care professional. The nurse will retain documentation.
- b. Regular Arrival: (K – 7th-grade) The carline for kindergarten through 7th-grade will be located on the academic side of the building. The cars will be paced in order to slow down the number of students on the walkway to allow time for temperatures to be checked. As students get out of the car their temperature will be taken prior to their parent leaving. If the student has a temperature of 100.4 or higher they will need to be taken home or a health care professional. The nurse will retain documentation. If a temperature is not present, there will be specific directional markings for students to follow on the walkways to their designated homeroom. A staff member will be in the hallway to monitor student arrival and social distancing. There will not be any safety patrol assisting in opening car doors and carrying student's belongings. Teachers will hold doors open so students do not need to touch a door knob entering the classroom.
- c. Regular Arrival: (Pre K, 8th-grade and their siblings) The Pre K students, 8th- grade students, and their siblings will pull up under the portico in front of the parish center. Two cars will disembark at a time. The student's temperature will be taken. If the student has a temperature of 100.4 or higher they will need to be taken home or a health care professional. The nurse will retain documentation. If they do not have a temperature, they will enter the building and the Pre K students will line up on a specific mark to help with social distancing and wait for their teacher to walk them to class. Students in 8th-grade and all siblings will proceed to class following the appropriate directional markings in the hall. A staff member will be in the hallway to monitor student arrival and social distancing. There will not be any safety patrol assisting in opening car doors and carrying student's belongings. Teachers will hold doors open so students do not need to touch a door knob entering the building and classroom.
- d. Arrival Through the Office: Arrival through the office will not begin until after morning prayer ends. Morning prayer will be over the intercom. Parents must accompany their child to the front office and sign them in and have their child's temperature taken. If the student has a temperature of 100.4 or higher, they will need to be taken home or a health care professional. The nurse will retain documentation. Only one family will be allowed in the office at a time and there will be designated spaces outside the office for the families to wait their turn to enter.
- e. Dismissal: (K – 7th-grade) Students will remain in their classroom at their seats. The dismissal carline list will be projected in everyone's classroom. Students are not to leave their classroom until their name is called. Teachers are to remain in the doorway to monitor social distancing in the hallway and monitor their classroom. Students are to follow the appropriate directional markings in the hallway to the carline.
- f. Dismissal: (Pre K, 8th-grade and their siblings) Teachers will bring the Pre K students to the parish center and have them wait on the markings on the floor in the parish center to

encourage social distancing. At 2:50 pm 8th-grade students and their siblings will be called to the parish center for dismissal. A staff member will be in the hallways to monitor the students for social distancing. They will follow all directional markings in the hallway. Once dismissal begins, students are called one-by-one to enter their car and parents will need to assist their child if needed.

2. Well-Defined Entrance Protocols

- a. Teachers: Teachers entering the building prior to 7:30 am must go to the Before-Care outside door to get their temperature checked and if they have children they will also need to be checked. If there isn't a fever, they will proceed to their classroom using the directional markings in the hallway. Teachers arriving at 7:30 or later will need to come to the office through the copy room door for a temperature check for themselves and their children if applicable. They will then follow the directional markings in the hallways to their classroom. If there is a fever, they will need to follow diocesan protocol and go home or their health professional. The nurse will retain documentation.
- b. Students: Students (See arrival and dismissal procedures)
- c. Parents/Volunteers/Visitors: All parents, volunteers and visitors will have limited if any access to be on the campus. If they are allowed on campus, they must enter through the front office. Everyone must present a driver's license for a background check and then have their temperature checked. If a temperature of 100.4 or higher registers, they will need to go home or a health care professional. If a temperature is not present, they must fill out a Covid-19 visitor self-screening form and present it to the front desk personnel. Parents, volunteers and visitors will not be let in the office without a mask. The front desk personnel will review the form. If there are not any symptoms present they may enter the campus.

3. Daily Health Checks: Refer to Diocesan Reopening Plan

4. Social Distancing Measures

- a. In the Classroom: Students will have their own desk and supplies. All desks will be faced the same way. Students will remain in their classroom for the majority of the day. The teachers will be the ones to switch classes minimizing student exposure to other students. Grades Pre K through 4th will only switch classes for computer (many classes will be held in their room on an iPad), PE, library, recess, and occasionally music. In grades 5 and up they will only switch classrooms for computer (many classes will be held in their room on an iPad), library, recess, and band.
- b. Outside the Classroom: Physical Education: Masks will not be worn in PE as we will encourage activities with social distancing. Only one class has PE at a time. Recess: Masks will not be worn to recess. Recess will be split so socialization is between their grade only. Each class will have a designated spot to play in the field or pavement and it will be rotated for each class to have a different area each day.
- c. At Mass: Mass will be held on Fridays and it will be a closed Mass. Only students, staff and faculty will be allowed at Mass. Social distancing protocol will be established. Pre K, kindergarten and 1st-grade will have the Mass streamed to their classrooms. If space is not

available due to social distancing, 2nd-grade will watch from the classrooms. Please note, we may all stream Mass when school begins.

COVID-19 Daily Screenings and Forms

1. Temperature Checks

- a. Frequency: Temperatures will be taken once a day upon arrival. If any person exhibits any symptoms throughout the day, of Covid-19, their temperature will be taken again and the Covid-19 form completed.
- b. Locations: Temperatures will be taken in carline or the front office prior to the parent/guardian dropping off. (See arrival procedures)
- c. Responsible Personnel: Lorraine Sanzalone, (Nurse in charge), all staff and teachers will be trained. Primary responsibility will be Evelyn Williams, Larry Taylor, George Mancini, Tonya Peters, Lorraine Sanzalone, Pam Bass, those on the Safety Team.
- d. Response if temperature above 100.4: Please refer to arrival procedures for students and teachers for responses upon arrival. If a student registers a temperature during the day of 100.4 or higher the student will be sent to the isolation room. The Covid-19 form will be completed by the nurse or designee. Parents or guardians will be called for the student to be picked up and brought home or to a health professional. If an employee develops a temperature of 100.4 or higher, they must immediately go home or to a health care professional and follow diocesan protocol. The nurse or front office personnel will follow up later that day to check on the student or employee.

2. Face Mask Requirements: Please refer to Diocesan Reopening Plan

Students will be required to wear face coverings. A mask or gaiter is acceptable. A bandana is not acceptable. Face coverings must be provided by the parent and must be cleaned properly daily. Face coverings are not to have any image that does not adhere to our Catholic values. This includes violent characters, violent themes, or item representing violence and this includes video theme characters. The administration has the right to ask a student not to wear a specific face covering again if deemed unappropriated. Students will be able to remove masks when social distancing is established. There will be plenty of face covering breaks during the day. Pre K and Kindergarten students can wear "Bucket Hats with shields" in place of a mask, wear a mask only, or wear both. A link has been sent home for the Bucket Hats. The hat's shield should be lower than the chin and cover the sides of the head.

3. Isolation Room:

- a. Location: Clinic within the front office area
- b. Personnel assigned: Lorraine Sanzalone, (Nurse), Back up – Tonya Peters, Pam Bass
- c. COVID-19 Case Forms: Lorraine Sanzalone, (Nurse), Back up – Tonya Peters, Pam Bass are in charge of ensuring all Case Forms are filled out and reviewed by the nurse. Covid-19 Case Forms will be kept on record in the nurse's office.
- d. Communication Plan:
 - i. Communication to School Community of Suspected/Potential Case: The school will follow diocesan protocol on communicating to those who have been suspected or have Covid-19.

ii. Confidentiality Issues:

1. Faculty and staff must follow confidentiality policies, especially as it relates to student and faculty health status to ensure that this is not inadvertently released.

Visitors and Volunteers

1. Specific Protocols

- a. All visitors or vendors that need to be on campus must set up an appointment. They can call the front office or if appropriate, the facilities manager for a designated appointment.
- b. What activities permitted require Visitors or Volunteers?
 - i. Our classroom volunteers that are retired school teachers will be allowed to volunteer. They will have to follow all protocols a teacher does on campus. They will have to get their temperature taken upon arrival and fill out a Visitor Self-Screening form. Other visitors or volunteers will be extremely limited and will follow the same protocol if allowed on campus.
- c. Self-Screening Forms:
 - i. Self-screening forms are given to all volunteers and vendors upon arrival to the front office.
 - ii. The front office personnel will collect and review them. Those with symptoms may be reviewed by the nurse.
- d. Masks must be worn by visitors and volunteers with no exceptions.
- e. Birthday lunches with your students on campus will be suspended until further notice. If you would like to pick up your child for a birthday lunch then drop them off within the hour that would be an option at this time.

Cafeteria

1. Daily Operations

- a. Food Ordering and Delivery/Pick-up:
 - i. Responsible Personnel: Stephanie Brun, Cafeteria Manager
 - ii. When ordering from a local restaurant for lunch the cafeteria manager will ensure that the restaurant is following health protocols to continue purchasing lunches from them weekly. Masks must be worn by the delivery driver.
- b. Food Preparation:
 - i. All food that is cooked at school will follow all proper safe-serve protocol along with follow all local health codes.
 - ii. Gloves, masks, and hairnets are to be worn.
- c. Food Distribution:
 - i. All students in kindergarten through 8th grade will be eating in their classrooms. Pre K will eat snack and lunch in the cafeteria. They will have permanently assigned seating with no more than two to three students to a table. The tables and chairs will be disinfected after lunch.
 - ii. Those ordering hot lunch will have the lunch delivered to the classrooms. Students will be called one by one to go to the door to pick up their lunch. Lunches will be in brown

bags with the students name on them. Cafeteria assistants delivering the lunch will not enter the classroom and will wear gloves, hair nets, and masks.

Classrooms

1. Desk spacing: We are removing as much out of the classrooms so desks will be spread apart as far as possible and all facing in one direction.
2. Cleaning Protocols:
 - a. Between Classes: Classes will not be sharing other classrooms except in computer class, music/band, and library (but some of these classes may be held in their homeroom). Those classes will be scheduled to allow time to disinfect the room between use.
 - b. After School: Teachers will wipe down desks, counters, door knobs, their desk and computer and other frequently touched surfaces. The cleaning crew will come in to clean and disinfect restrooms, sinks, light switches, wash floors, vacuum and clean the door knobs on the way out.
3. Switching Classrooms:
 - a. PK – 8th: Art and Spanish will be held in their homeroom classes and the students will not switch rooms.
 - b. PK – 8th: PE will be outside or the Parish Center if raining utilizing activities that promote social distancing and the students will use hand sanitizer before and after returning to the classroom.
 - c. PK – 8th: If computer class are being held in the computer lab they will not be scheduled back to back in order to sterilize the equipment. Many classes will be in their classrooms using iPads.
 - d. PK – 4th: Music will be held in their homeroom. The music room may be used and sterilized in between classes.
 - e. 5th – 8th Band: Classes may either be held in the music room or parish center depending on class size and distancing.
4. Teachers that teach another class other than their homeroom will go to the students instead of the students coming to their class. The teachers are to clean and disinfect their computers before and after a teacher comes in to use their room. Teachers are to bring their own teaching supplies such as whiteboard markers, erasers, pens, books, etc. Visiting teacher must disinfect all objects they touched during their visit before leaving the room.

Training Schedule

1. Pre-Planning
 - a. Maintenance Staff: Training to be held the last week in July on the policies and procedures to clean and disinfect the school. The facilities manager will put together a cleaning schedule along with creating a schedule on who will be responsible for each task.
 - b. Cleaning Crew: The cleaning crew and their manager will have a meeting with the facilities manager and the principal the last week of July. The policies and procedures will be discussed.
 - c. Faculty and Staff: August 3rd will be the training for the faculty and staff.
2. Orientation for Students about New School Policies/Procedures: Each teacher will go over and practice the new school policies and procedures. A PowerPoint will be given to each teacher to ensure all procedures are covered on the first day of school. A video will be posted on the day of orientation for the proper procedures for drop off in the morning with temperature checks.
3. The maintenance staff and cleaning crew will meet in person but two separate meetings. The faculty and staff will meet in person utilizing social distancing in the parish center depending on the restrictions. If needed, the meeting will be held on Zoom.

Communications

1. School-Specific Methods for Communicating Plan and Revisions

- a. All Return to School Plans will be posted and kept current on the Parents app (once it is completed), Google Classroom, email, and website.

Instructional Continuity Plan (ICP) – The full school is Distance Learning – **A more detailed plan is forthcoming.**

1. ICP Review/Update Committee

- a. Committee Members are: Tonya Peters, Ellen Smith, Jon Gadowski, and Christine St. Jean, Melissa Elsberry

- b. Feedback Collection:

- i. Parents: A parent survey was sent out in June by the diocese and it will be analyzed to see what improvements can be made to make distance learning more successful.
- ii. Faculty: The faculty met in June of 2020 to discuss the pros and cons of their experience with distance learning. They also gave feedback on what changes would need to be considered if we face teaching through distance learning again. They documented their findings on a Google Doc. The diocese also sent out a survey to the faculty to gain their feedback.
- iii. Successes vs Challenges - Effective Methods:
 1. The school will try and get as many devices in the hands of the students prior to distance learning. The school will send home iPads for 3rd and 4th grade students. The school will provide 2nd grade students with iPads if they are available. This will help alleviate the lack of devices for families with multiple students.
 2. The school will provide lessons during the hours of 8:00 to 3:00 with an hour lunch. For those students unable to attend during those hours can refer to the recordings. This method will allow for more continuity to the classroom structure when on campus. It also allows for students that cannot attend live to still have the information they need to be successful. Art, band, PE, and Spanish will be included in their schedules.
 3. The school will adhere to the diocesan plans.
 4. The teachers will continue to partner with the parents/guardians to make each child successful and help them through any challenges they may have.
 5. **More details will come once a full plan is complete.**
- iv. Professional Development on Distance Learning: This summer the principal will be putting resources together that the teachers will be responsible for reviewing on the technology software that will be required of them to use during distance learning. The faculty and administration stressed interest in their end of year meetings that they wanted to dive deeper into the programs they have been using, to learn more and enhance the technological tools for distance learning. (Google Classroom, Zoom, and other software) The principal will continue to research and share best practices for student mastery during distance learning. The teachers are encouraged to share what they have also found that may help other teachers.

2. **Synchronous At-Home Learning:** Synchronous At-Home Learning is when there is a group of students in the classroom while another group of students is working from home at the same time. The group at home will follow the protocols as if we were distance learning yet have the advantage of live and recorded lessons along with direct contact with their teachers and friends.
3. **Resource Gap Committee:**
 - a. The Resource Gap Committee members are: Kim Tringali, Kim Smith, Kim Powers, Karen Novak, Sharon Kendall, Judy Dickinson.
 - b. This committee will review and ensure assessments are given to see where there may be any gaps in learning from the previous year. They will determine assessments, analyze those assessments and come up with best practices to close the learning gap for each student.
 - i. VPK will conduct their VPK Early Learning AP1 assessment. Grades 1st through 8th will utilize Star Math and Reading, easyCBM along with a writing sample. Kindergarten will use assessments that align with the end of the year VPK Early Learning AP3 assessment. The teachers will obtain a writing sample from grades kindergarten through 8th-grade at the beginning, middle, and end of the year to check progress.
 - ii. **Student Gap Recovery Plan:** After testing, each student's scores will be evaluated to determine where they are in mastering the benchmarks in each subject area from the 2019 – 2020 school year. The students Terra Nova scores will also be analyzed and compared with current testing for continuity.
 - iii. **School Catch-Up Goal:** After student testing has been analyzed for the gaps in learning, the teachers will meet to put together a differentiated learning plan for the year to close the learning gap and along with mastering the standards and benchmarks for the 2020 – 2021 school year. The Resource Gap Committee will oversee the data collection and implementation of the learning plan.
 - iv. Judy Dickinson will concentrate on assisting those that have Student Support Plans and ensuring that best practices are being established for that students individual needs.

Extra-Curricular Activities

1. **Before-Care:** Usually Before-Care is relatively a small group of students and it allows for social distancing. The Before-Care will be held in the kindergarten classroom. Temperatures will be checked at the door prior to entry. The room will be disinfected after the students leave and before the kindergarten class arrives. If Before-Care becomes a larger group, moving it to the parish center will be considered.
2. **After-Care:** After Care will be in two rooms. The older students in grades 4 and up will be in the Spanish classroom where each child will have their own desk that was disinfected prior to use. Younger students will be in the Parish Center to maintain distancing. If able, the students can also use the field outside but maintain distancing the best they can. Pick up for After Care will be at the Parish Center lobby doors.
3. **After School Clubs and Activities:** – Clubs that meet monthly will be limited to the number of students based on the space. It may mean that students can only be part of one club. Each club will be evaluated in August and a plan put in place prior to starting in September. Each club is unique and will need to be evaluated for best practices. Some clubs may be virtual.
4. **Sports:** The school intends to continue with sports being offered at this time, but will follow diocesan policy, league protocols, along with local, state, and federal guidelines.