



ARCHDIOCESE
OF LOUISVILLE



Archdiocese of Louisville Catholic Schools “Healthy at School” System Re-Entry Plan for 2020-21 July 24, 2020

***The Catechism of the Catholic Church* says, “The human body shares in the dignity of ‘the image of God’” (364). “Life and physical health are precious gifts entrusted to us by God. We must take reasonable care of them, taking into account the needs of others and the common good” (2288).**

Utilizing the Archdiocese of Louisville framework, Saint Raphael School created the following plan to ensure the safety of our staff, students and families as we welcome you back to in-person instruction for the 2020-2021 school year. We have created the following plan to ensure the safety of our staff, students, and families as we welcome them back to in-person instruction for the 2020-21 school year. The plan is based on guidance from the Centers for Disease Control (CDC), Kentucky Department of Public Health (KDPH), Louisville Metro Public Health and Wellness (LMPHW), Archdiocese of Louisville staff, Catholic school leaders, and the Kentucky Department of Education (KDE). We tailored this plan to meet the needs of the Saint Raphael building grounds and personnel.

“Healthy at School” requires careful planning that begins with identifying key principles that act as the framework for the implementation strategies at each local school community. The following plan is offered as guidance to our pastors and Catholic school leaders as they take the steps to bring staff back to work and students back to school. The plan is based on the following principles:

1. **Develop systems of welcoming and support** for teachers, staff, students, and families in our Catholic school communities.
2. **Promote healthy behaviors**, articulated in state and national guidance, which provide layers of protection to reduce the spread of COVID-19.
3. **Create and maintain safe work and school environments** focused on staff and student safety and well-being.
4. **Maintain healthy operations** by implementing practices guided by what is feasible, practical, acceptable, and tailored to the needs of each community, including Saint Raphael School.

It is also important to note that we will continue to monitor the ever-evolving conditions associated with COVID-19, and we will review and update guidance as needed based on those conditions and consultation with our pastors, Catholic school leaders, healthcare partners, and civic officials.

Welcoming and Supporting Students and Teachers

Our Catholic faith reminds us that we are never alone in our struggles. It roots us in relationship – with God and with neighbor, who is made in God’s image; it is expressed in prayer and worship and in love. Anchored in this relational way of being, we can respond to life’s stresses with great peace and inner security. As we come back together after months of being apart, we recognize that both teachers and students will need support necessary to reenter their school environments. We will focus on the following strategies:

- Provide a Catholic community where people feel safe, cared for, and respected.
- Identify individual needs and provide personalized supports for teachers, students, and their families to make this transition as smooth as possible.
- Partner with teachers, families, and school communities to ensure that our students are “met where they are” by identifying ways we can work together.

To ensure the safety of our staff, students, and families, Saint Raphael School should implement the strategies outlined below in each of three areas: healthy behaviors, create and maintain safe work and school environments, and maintain healthy operations to **reduce the spread of COVID-19.**

Saint Raphael School will provide curriculum and materials to families who choose to continue Distance Learning from home. For any families who do not feel comfortable sending their child(ren) to in-person school at this time, we will offer an Alternative Education Plan so students can stay enrolled in Saint Raphael School at the current tuition rate. If a family chooses to be on an Alternative Education Plan, they should contact Stephanie Schrader to design a plan which meets the needs of the family, child(ren) and teacher. If a family wishes to be on an Alternative Education Plan, contact Ms. Schrader (sschrader@sraparish.org) by Friday, July 31st.

Promote Healthy Behaviors

Staying Home when Appropriate

- St. Raphael actively encourages employees and students who are sick to stay at home. It is inappropriate to mask a fever with fever reducing medication.
- [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
- St. Raphael will implement policies from the CDC/Archdiocese that encourage employees and students to stay at home when they are sick, have been exposed to COVID-19, or are caring for someone who is sick.
- Parents should notify the school immediately if their child is exposed to COVID-19 and/or has tested positive for COVID-19. The school will guide the parents in next steps and what actions to take regarding return to school dates and other recommendations.
- CDC’s criteria will assist the school and Archdiocese in informing when employees and students should return to school and work.

Recognize Signs and Symptoms

- St. Raphael will conduct daily health checks (e.g., temperature screening with touchless thermometer and/or or [symptom checking](#)) of staff, students, and visitors before they enter the building each day.
- Health checks will be conducted safely and respectfully and in accordance with any applicable privacy laws and regulations.
- Persons who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness (chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new rash) will not be admitted in to the school building.
- Signage will be posted as a reminder instructing anyone entering the school property to NOT ENTER if they meet any of the above Exclusion Criteria.
- If a student exhibits symptoms of COVID-19 while at school, we will provide an isolated space for them, with an adult to supervise while the parent is contacted. They must follow the CDC's Criteria for returning to work/school only when healthy again.

Hand Hygiene and Respiratory Etiquette

- St. Raphael will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Students and staff will wash hands and use hand sanitizer multiple times throughout the day (before and after using the restroom, before and after lunch, before and after recess, after coughing, sneezing, blowing nose, etc.)
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- St. Raphael will encourage staff and students to cover coughs and sneezes by coughing into their elbow or covering with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Cloth Face Coverings

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

- Students who are enrolled in K – 8th Grades are required to wear a cloth face covering, unless medically waived.
- Masks must be worn upon arriving on campus and at all times unless directed by a teacher or staff member.
- Preschool and Pre-K students are not required to wear masks.
- Saint Raphael is not requiring a particular style of cloth face coverings at this time, however fabric, images, logos should not be distracting to others and must be appropriate for our Catholic School
- Parents of students and staff will provide their own cloth face coverings.

- Saint Raphael will maintain extra masks for those individuals who may need them.
- Staff will teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school and are **most** essential in times when physical distancing is difficult.
- Masks can be lowered during classroom time if all students and staff are seated 6 feet apart and no persons are walking around inside the classroom.
- When students are outside and 6 feet from others, masks are not required.
- Masks should be up when students are moving from place to place in classrooms, school buildings, and other school facilities.
- Follow this link for information about the [proper use, removal, and washing of cloth face coverings](#).
- Visitors must also wear cloth face coverings. Essential, scheduled visitors will be required to wear a mask cloth face covering upon entry to school campus buildings.
- Non-essential visitors are prohibited.
- Note: [Cloth face coverings](#) should **not** be placed on:
 - Children younger than 2 years old.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Implement Social Distancing

Social distancing plans are guided by what is feasible, practical, acceptable, and tailored to the needs of Saint Raphael School.

- **Modified Layouts**
 - St. Raphael will space seating/desks at least 6 feet apart when feasible. If the physical space in the school does not allow for spacing desks 6 feet apart, we will space desks as far away as possible and require masks at all times in that classroom for students and staff.
 - Desks will be turned to face in the same direction (rather than facing each other) or students will sit on only one side of tables, spaced apart.
 - Seating charts will be created for students in classes to assist with contact tracing if needed.
 - Non-essential furniture will be removed from classrooms to allow for spacing student apart.
- **Physical Barriers and Guides**
 - Space will be created between students/staff to avoid unnecessary contact or movement.
 - Physical guides and signage will be placed throughout the school to help guide students and staff with spacing.
- **Communal Spaces**
 - Large communal gatherings are prohibited at this time. This includes during the school day, in the evenings and on the weekends.
 - In communal spaces such as lunch areas, students will be spaced apart and staff will clean and disinfect between uses.

- **Cohort Groups/Modified Schedules/Arrival Drop Off/Dismissal**
 - Middle School students will report to their 1st period class (instead of their House) and will travel in their Green and White Groups all day.
 - Limited mixing of students will be implemented.
 - Arrival and Dismissal locations will be modified and communicated.
 - The Special Area schedule will be modified and communicated. Students will attend 2-3 special areas per trimester to lessen contact.

Maintaining Safe and Healthy Environments

Cleaning and Disinfection

- Staff will [Clean and disinfect](#) frequently touched surfaces such as door handles, hand rails, sinks, and doors within the school. This cleaning and disinfecting will occur 3 times per day.
- Enhanced cleaning procedures will be implemented throughout the school day and nightly.
- St. Raphael will ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children. St. Raphael will use products that meet [EPA disinfection criteria](#).
- Staff will ensure that there is adequate ventilation when using cleaning products to prevent children or themselves from inhaling toxic fumes.

Adequate Supplies

- St. Raphael will provide adequate supplies, including soap, hand sanitizer and paper towels.

Avoid Use of Shared Objects

- St. Raphael will discourage sharing of items that are difficult to clean or disinfect. Any shared items will be disinfected between each use (such as computer keyboards & instruments).
- Staff will ensure student's belongings are separated from others' and in individually labeled containers, cubbies, or areas.
- All students will be allowed to carry a bag or purse with their own belongings and supplies.
- Staff will ensure there is an adequate amount of supplies to minimize sharing of high touch items or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Avoid Sharing of Facilities

- Large communal gatherings are not allowed at this time. This includes during the school day, after school, and on the weekends.
- Non-essential visitors are not allowed at this time.
- There will be no extra-curricular activities at this time.

Ventilation

- Ventilation systems will be checked regularly.
- Staff will increase circulation of outdoor air by opening windows and doors when safe to do so.

Water Fountains

- The use of drinking fountains will be prohibited.
- Middle School students will have access to a touchless water bottle re- filling system on the 3rd floor. All students will have access to the touchless water bottle re-filling system in the gymnasium.
- Students and staff are encouraged to bring their own reusable water bottles to be refilled throughout the day.
- Additional filtered water systems have been purchased for staff to refill water bottles for K-5 students as needed.

Signs and Messages

- [Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measure](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
- Regular [announcements](#) on behaviors that reduce the spread of COVID-19 will occur daily.
- Information about behaviors that prevent the spread of COVID-19 will be communicated with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
- Free CDC print and digital resources on CDC’s [communications resources](#) main page are available for staff and families to further educate themselves and students.

Back-Up Staffing Plan/Staff Training

- St. Raphael will train and secure a back-up staff in the event of an extended employee absence.
- The staff will be trained on all safety protocols and procedures.

Maintaining Healthy Operations within Our School Community

Food Service

- There will be a plan in place for food service. St. Raphael will utilize the cafeteria, Sheeran Center rooms, gymnasium and outdoors (weather permitting) for snack and lunch. Designated mask free areas will be assigned.
- Staff will sanitize each area in between use.
- Cohort groups will eat lunch and have recess together and there will be no mixing of groups.
- Taher Food Service will provide “grab and go” lunches for purchase.
- St. Raphael will ensure the [safety of children with food allergies](#).
- Disposable food service items (e.g., utensils, dishes) will be used.
- St. Raphael will collaborate with Taher to ensure implementation of appropriate mitigation measures. The KDE “[Food Service Operations—USDA School Meal Programs](#)” provides good guidance.
- There will be no self-service areas or purchasing of additional snacks or desserts.

Playgrounds

- There will be a recess schedule in place that designates certain playground areas for each grade. The plan will minimize mixing of students and allow for social distancing. Students will wear masks during recess. A student can request a mask break during recess and the recess monitor will oversee the mask break.
- The playground areas will be divided into sections for each cohort group.
- All students will receive a recess period.

Gatherings and Field Trips

- St. Raphael will pursue virtual field trips or outdoor on-campus walking field trips only at this time.
- At this time, large group gatherings are prohibited. (e.g. Back to School Parent Meetings, Mock Schedule Night, committee meetings)

Visitors

- Non-essential visitors, volunteers, and activities involving external groups or organizations are prohibited.
- Parent visitors will need to make an appointment with a staff member for a specific purpose, in advance, and will be required to wear a mask, have a health screening, sanitize their hands, and stay socially distanced in the designated meeting space to protect students and staff from COVID-19. These measures will assist with contact tracing if needed.
- No visitors will be allowed to sit and wait in the school office for any reason.
- If a parent is picking up their child early, the school would prefer that parents remain in their car and call the school upon arrival.

After School Care

- The YMCA will offer After School Care for all PK-8th grade with a 10:1 Staff to Student ratio.

Preparing for When Someone Gets Sick

The Center for Disease Control (CDC) has identified several symptoms of COVID-19, including high fever (above 100.4), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

When a student exhibits the symptoms of COVID-19 at school, the following steps will be taken to mitigate the exposure to others.

Isolation Policy

- If a student exhibits symptoms of infectious disease such as COVID-19, they will be separated and supervised by an adult in a designated space.
- The student will wear a face mask in the designated space if there is not a medical reason to prevent this.
- Parents will be contacted when a student exhibits infectious disease symptoms. Parents are expected to pick up their child within one hour of the school contacting them.
- The isolation area will be disinfected when the child leaves the area.

If a Covid-19 case is confirmed:

Communication

- The Health Department will be contacted by the school. In Jefferson County, the Health Department will give the report to Lacuna Health who will handle the contact tracing. Please respond to requests from Lacuna Health.
- Schools will send out an advisory communicating there has been a reported case.
- The school will notify the Archdiocese of Louisville of the case.

Contact Tracing of Positive Cases

- St. Raphael School will await the call of the Contact Tracer from Lacuna Health to help determine those who may need to quarantine.
- Parents of those students in close contact with ill student will be contacted if there is a determination that there was a “prolonged exposure” (Contact Tracer will lead this process)
- Contact Tracer will advise school and parents as to next steps.
- St. Raphael School will be prepared to assist with the public health department.
- Student schedules, seating assignments in classrooms, cafeteria, and other school spaces, and daily visitor logs will assist with the contact tracing process if needed.

Return to School Policy

- A staff or student may return to school when the local health department or the student’s physician provides a clearance document to the school.
- Distance Learning will be available for those students healthy enough to continue with their studies from home.
- Students or staff may not participate in any extra-curricular activities (if available), until they have been cleared to, and have returned to school, healthy.

Monitor School Attendance for Trends/Patterns of Absences

- Saint Raphael will maintain a monitoring system for identification of absences for COVID-19.
- There will be a Non-Traditional Instruction plan (Distance Learning) in place in the event of in-person school closure. This plan will be communicated to all staff, students and families.
- The school will be thoroughly sanitized and cleaned prior to re-opening after a closure.

Closing a School

- The health department, the Archdiocese, and St. Raphael School will work together on decisions to close a facility or part of a facility. The thresholds of absences as determined by the health department will be considered in making these determinations.

Previous Parent Communications From Ms. Tabor: 7/13 & 7/17

Monday, July 13, 2020 Parent Update from Ms. Tabor:

Dear Parents and Guardians: I hope this email finds you and your family well and safe. The information and guidance we receive from the Archdiocese changes daily so I have been hesitant in sharing until we know more concrete information. The times are very uncertain, so I will share with you what we have in place as of today. This information is subject to change by government authorities. We will also be sending out a long and extensive re-entry plan towards the end of July. Please know the safety of our staff and students is and will remain top priority.

- First Day of school is scheduled for August 12 in person.
- Meet Your Teacher Day(s)/School Supply Drop Off will be scheduled by grade on August 5th and August 6th . There will be a schedule sent out with dates and times for each grade to drop off supplies and meet teachers. Social distancing and masks will be required.
- Back To School Parent Meetings: There will not be a large gathering Back To School parent meeting this year or Mock Schedule night. Back To School information will be emailed to all families.
- New Parent/Family Meetings: There will be not be a New Parent/Family gathering in the media center this year. All new parents and families will receive information via email from the school administration.
- Masks will be required every school day for all K-8 students as well as all staff members. We will ask families to provide masks for their children and we will have masks on sight as well. Masks do not have to be worn at recess or while eating lunch. Our PTO spirit wear is currently selling masks. Here is the link for spirit wear: <http://straphaelspiritwear2020.itemorder.com/>
- All students will have temperature checks upon entering school each day. Any student with a temperature of 100. 4 degrees or greater will not be allowed to attend school. If a student develops a fever during the school day, he or she will be isolated and monitored by the school administration and must be picked up within one hour of notification.
- All visitors will have their temperatures taken upon arrival.
 - All classes will eat lunch in their classrooms or outside if weather permits. Classes will have designated areas for where they can eat lunch outside. Students can order box lunches from Taher and the lunches will be delivered to the classrooms daily.
 - All elementary students will eat snack in their classrooms or outside if weather permits. Students can order snacks from Taher and the snacks will be delivered to the classroom daily.
- There will be NO USE OF PLAYGROUND EQUIPMENT.
- We will have recess.
- Teachers will create extra space in their classrooms in order to spread out students and create a social distancing atmosphere.
 - There will be no sharing of any items or supplies. Students may carry a back pack or satchel with their belongings when traveling. Some classes may have crates or boxes for individual students with their own supplies.

- We are currently working on a modified trimester special area schedule in which students will only have certain special area classes during a trimester. This will limit the amount of contact for students and teachers.
- Middle School students will be allowed to their lockers in the morning and afternoon only. There will be systematic and controlled procedures for changing classes.
- We will be ordering cleaning supplies and hand sanitizer as well as asking families to send these items in. We will be training staff members and working with our maintenance and cleaning crews on enhanced and proper daily cleaning procedures.
- We are currently discussing what all school mass will look like. Most likely, weekly mass will be live streamed to the classrooms with the class who plans the mass will attend in church.

I am sure you have many more questions and concerns. This is simply a preliminary email with some information. We will be sending out a more extensive re-entry email at the end of July. Please feel free to email the administrative team at any time. We are asking all parents and families to be positive and flexible during this time. The upcoming school year will most likely endure many changes and modifications. We are so excited for the possibility of seeing the students. We truly miss seeing them and want to be back in school with the highest of safety measures in place. Please continue to take good care of yourself and your families. Take Care and God Bless You, Ms. Tabor

Parent Email From 7/17

Dear Parents and Guardians:

I would like to thank you for all of the positive support and comments from the parent email that was sent out this past Monday. As we continue to plan for re-opening in-person on August 12, I would like to communicate some additional information to you and answer some questions that have come through this week.

To begin with, if you are not registered with our REACH Alert system, be sure to register as soon as possible. This system allows for us to communicate with you via text/email when we need to send a quick alert or reminder.

To register for Reach Alert Go to www.reachalert.com. Click on “My Account” then “Create Account” and follow the prompts. When asked which network you want to join, type “Raphael” and “St. Raphael- Louisville, KY” will appear from a drop down list. You will then be asked to enter a registration number. Enter 40205. If you request cell phone text messages, Reach Alert will send you a text message

with a validation code. Reach Alert is making sure your text message will be successfully delivered. When you receive the validation code, enter this number on the registration screen and then click "Validate."

There are 3 main points we will focus on in order to open school safely. The staff will be properly trained in all of these areas and will implement procedures and plans in an effort to keep all stakeholders safe.

1. Wearing Masks- grades K-8

2. Social Distancing

3. Proper Sanitation of School Building and Facilities and Personal Hygiene of Staff and Students

Please complete the survey at the bottom of this message. Your responses will help us plan and prepare for the upcoming year. Also, please remember a more comprehensive reopening plan will be communicated next Friday, July 24 detailing more information and clarifying any lingering questions.

Below are answers to some of the questions that came through this week.

- 1. Is there an alternate distance learning plan if I do not feel comfortable sending my child(ren) to school at the current time?** Yes The alternate distance learning plan will apply to school families who wish to keep their child(ren) home while we are offering in-person instruction. Some families feel it is unsafe to send their child(ren) to school at this time and/or the child may have an underlying health condition in which in-person school should be avoided. If you wish to keep your child(ren) home, please let the school

administration know and we will work with you in offering the alternative plan.

2. **Will St. Raphael charge the same tuition rate whether we are in-person or in non-traditional instruction?** Yes. St. Raphael School is committed to providing the best possible education to our students. Our teachers are working at a high level to plan, prepare and deliver differentiated and challenging instruction whether we are in person or virtual. St. Raphael will be charging the full tuition for the 2020-2021 school year regardless if we are in-person instruction or in distance learning. There will be no refunds of tuition if we transition from in-person to distance learning or vice versa. There will be no tuition discounts if we transition to distance learning. If you find yourself in a financial hardship due to unexpected circumstances like the loss of your job, please contact us and we will discuss options.
3. **Will the YMCA be offering after school care this year?** The YMCA is working on staffing our on site program. They must have one adult for every 10 students in place in order for the program to meet state guideline. Please complete the survey link below regarding your interest in the YMCA after care program.
4. **Will the Early Morning drop off between 7:00 am – 7:25 am be offered this year?** We know our early morning drop off appeals to many working parents and we want to continue to have this program in place. However, this service does present challenges with social distancing and students being exposed to students in other grades. We will need to know how many students will utilize this service in order to properly prepare the space provided and properly staff the facilitators. Please complete the survey below to help us determine how many families will need to use this service.
5. **If a staff or student tests positive for COVID-19, will they have to**

quarantine for 14 days? Yes. Any staff member or student who tests positive for COVID-19 will have to quarantine for 14 days and will not be allowed to return to school until they are symptom free.

6. **Will the school community be notified if a staff or student(s) test positive for COVID-19?** Yes. The school community will be notified. The name of the staff member and/or student will not be communicated upon notification.
7. **If a staff or student tests positive for COVID-19, will contact tracing be implemented?** Yes, there will procedures in place where contact tracing will occur by health officials. Recommendations will be made by health officials to the school and persons affected by the contact tracing.
8. **Will the school close/shut down if there is an isolated case of positive COVID-19?** No, if one person (staff or student) tests positive, the school will not shut down. If a situation arises where there are multiple students from one grade who test positive or clusters of staff and students who test positive, the school will consult with the Archdiocese and health officials about in-school closure, etc.
9. **If the school transitions from in-person school to remote instruction, will there be a strong distance learning plan in place which incorporates live and/or recorded where teachers introduce new concepts, engage students in learning and offer opportunities for students to ask clarifying questions?** Yes, St. Raphael is committed to offering distance learning program which incorporates live and/or recorded classroom instruction where teachers introduce new concepts and follow the suggested Archdiocese curriculum. We are currently preparing and training the teaching staff to deliver high level, appropriate and engaging instruction in a virtual manner. Our summer professional development will focus on this topic and additional resources and materials will be purchased so that teachers have the appropriate tools for delivering a strong online program.

device for my child to engage in online instruction? Yes, if your family does not have an electronic device for your child to engage in online instruction, we will be able to provide you with a device. If you have adequate technology at home, please do not indicate that you would need a device. We have limited technology available to distribute. Please complete the survey below to help us determine if your family would need extra device(s) at home in case of distance learning.

Click on the following link to complete the survey.

Please complete this survey by Sunday, July 19 at

8:00p.m.

<https://forms.gle/SU6qDVeSfVUvLCD2A>