

Yuma Catholic High School's Re-Entry Plan for Fall 2020

Planning Process: Yuma Catholic has created a plan for reopening that prioritizes and promotes the health and safety of our students and staff while continuing to provide high-quality education in a Christian environment. While there will be noticeable changes in our routines, we feel that it is important for our students to be in a healthy learning environment with the familiar routines, structure and positive interactions that help our students to thrive. Our plan is based upon the guidelines and recommendations of the Arizona Department of Education, the Center for Disease Control, and the Diocese of Tucson. This planning took place in collaboration with a school leadership team along with input from YCHS's faculty/staff and is built upon layers of safeguards to mitigate the risk of the spread of COVID-19. This plan is dynamic and fluid; therefore, it is subject to changes depending on the current health situation within the school and/or broader community.

*This plan utilizes resources referenced on page 6.

HEALTH & SAFETY PROTOCOLS

1. **Home is the first point of our health screening continuum. The importance of staying home when sick cannot be emphasized enough. Parents/ students, faculty and staff must monitor for symptoms at home prior to leaving for school.**
 - **Students and parents will be educated on the [symptoms of COVID-19](#) and asked to keep students at home if they are showing any symptoms or signs of illness.**
 - Cough
 - Shortness of breath or problem breathing
 - Chills
 - Fever
 - Sore throat
 - Body aches
 - Students' presence at school implies that the student is symptom free.
 - In an abundance of caution, any person experiencing symptoms should remain home.
 - Staff members are to stay home if ill and follow the return to school protocol. (YCHS will not incentivize perfect attendance.)
2. **Screening and Monitoring of Student and Staff Health**
 - **Entrance Procedure:** All students, staff, and visitors will be required to wear a mask throughout the day with the exception of eating lunch and certain aspects of physical education activities.

- All YCHS employees must enter through the front gates and immediately have their temperature checked using the infrared scanner and then sign-in recording their temperature and verifying that they are symptom free.
- Students will enter at the 3 established entry points and will have their temperature taken by an assigned staff member. Non-touch thermometers will be utilized. Students and staff with temperatures equal to or higher than 100.4 will be sent home and instructed to monitor symptoms and follow the return to school protocol. (Due to the summer heat, students and staff with an initially high temperature reading will be given a brief time to cool down in the shade while remaining distanced and then rechecked.)
- During the daily temperature check upon campus entry, the school staff will make a visual inspection of the student for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or fatigue.
- **Exit Procedure:** If students are not in a supervised activity after school, they are expected to leave campus after the last bell rings. (Faculty and staff will monitor and enforce this protocol.)
- Sports will be permitted if following published guidelines.
- Clubs and other activities may resume under the guidance of their advisor and following the school's guidelines for health and safety including social distancing, masks, and hand hygiene.

3. Teaching and Promoting of Healthy Hygiene Practices

All teachers and staff have been trained on the symptoms, transmission, and prevention of COVID-19. (Documentation kept on trainings.)

- **All Period A teachers will show a PowerPoint and video on COVID-19 and our safety protocols focusing on Masks, Hand Hygiene, and Physical Distancing.**
- **All substitute teachers will be provided with the protocols, expectations, and directions for sanitizing classrooms.**
 - **Hand Washing** All students, staff, and volunteers should engage in hand washing at the following times:
 - a. Arrival at the school facility and after breaks.
 - b. Before and after eating or handling food.
 - c. After using the restroom.
 - d. Before and after physical education activities.
 - e. After use and disposal of tissues.

****Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Signage to remind staff and students on proper hand washing will be posted in restrooms.**

****Hand sanitizer will be available in every classroom, the front desk, the cafeteria, and in all offices and common areas throughout the campus.**

- **Respiratory Etiquette** Coughing/Sneezing: Cover mouth with a tissue, napkin, or inside of elbow when coughing and sneezing, throw tissue in trash, and wash hands as soon as possible afterward.

4. Bus/Van Transportation Safety Protocols

- Masks must be worn at all times
- Assigned seating will be utilized and spacing of students maximized
- The bus will be sanitized before and after transportation
- Hand sanitizer will be in all vehicles used to transport students and staff
- Two busses will be used to transport students to sporting events in order to maximize spacing

5. Physical Distancing Plan

- The implementation of mitigation strategies such as wearing face masks, hand washing, and frequent sanitizing will be in place. Large group activities will not take place until further notice.
- School-wide, daily prayer will continue via live stream to the classrooms until we are able to gather.
- At this time, Masses will be suspended. Once we are able, we will celebrate Mass in the gym with only one grade-level attending in order to space the students safely. We will rotate the grade-level attending Mass.

Classrooms: Small class sizes, removal of extra classroom furniture, and modified classroom layouts will allow for social distancing.

- All students seating has been arranged to maximize the distance between students.
- Students will have assigned seating in each classroom. Teachers will require students to adhere to the seating chart.

Hallways: Students will not be allowed to congregate in the hallways.

- Students will remain socially distanced in the hallway or outside in the quad until the classroom doors are opened.
- Faculty and staff will monitor and enforce this protocol and the administration will utilize a disciplinary matrix for noncompliance to the safety protocols.
- At 7:45, classroom doors will be open and students who are on campus will proceed to their classroom and will be seated in their assigned desk in accordance with the seating chart.
- Classroom doors will be open prior to the beginning and ending of each class and staff will monitor students to ensure that they move quickly through the hallways and into the classrooms.

- The outdoor sidewalk to the modular and the outdoor corridor to some classrooms increases students' ability to social distance during passing periods.

**Students are expected to practice social distancing, good hygiene and to refrain from hugging, handshakes, high fives, fist bumps, etc. Faculty and staff will monitor and enforce this expectation. The administration will utilize a disciplinary matrix for noncompliance to the safety protocols.

Food Service and Cafeteria: Students will continue to wear masks until seated at the table and remove them only while eating lunch.

- All cafeteria employees will be wearing masks and gloves and complying with standard operating procedures that ensure safe and effective handling of all food and service related equipment.
- Students will enter the cafeteria and form two lines complying with the 6 feet protocol. Tape and stickers will mark the places to stand. Faculty and staff will monitor for compliance.
- Food will be served prepackaged "grab and go" style using disposable food service items. (Self-serve salad bar is unavailable at this time.)
- Extra seating will be provided for students on the patio and in the courtyard.
- The number of students seated at an indoor table will not exceed four. Tables and chairs will be spaced apart to create distancing.
- Fans and/ or coolers will provide for cooling of outdoor seating. The larger outdoor tables will allow for six or fewer students.
- **Parents dropping off lunches must wear a mask, enter through the door behind the cafeteria, place the lunch (labeled with the student's name) on the table, and exit immediately.**

Drinking Fountains: Drinking fountains will not be available for use at this time. Students are encouraged to bring their own water bottle or purchase one from the cafeteria. A no-touch water refill station is available.

Restrooms: No-touch water faucets will be installed in all restrooms for the return to in-person instruction.

6. **Cleaning & Disinfecting Plan**

- Custodial personnel will be present throughout the day to wipe down common areas and sanitize the restrooms. A list of duties has been created and custodians have been trained on their new duties.
- The school will be sanitized daily prior to the start of the school day.

- All common areas and high-touch surfaces will be wiped down or sprayed with disinfectant at least 3X per day in accordance with CDC guidelines.
- Every custodian has a portable sprayer to disinfect large surfaces and hard to reach places.
- Lockers will be sprayed with disinfectant after each class rotation.
- The exterior of classroom doors, locker-room doors, weight room doors, and all doors to the main building and modular classrooms, including the front gate, will be sanitized after each class rotation.
- All bathrooms in main building will be sanitized 2 times daily and sprayed with disinfectant after each class rotation.
- The bleachers will be sprayed with disinfectant following each class period.
- Following each lunch period, the tables will be washed and then sprayed with disinfectant.
- At the end of the school day, all rooms will be fogged with disinfectant.
- HVAC serviced/checked in August and air filters are replaced at regular intervals to ensure optimal air quality.
- Safety Data Sheets are located in a binder in the nurse's office.
- Yuma Catholic custodial staff will be employing the use of various technologies to facilitate sanitation and disinfection of the school such as; sprayers, foggers, and UV light disinfection.
 - Lockers, locker rooms, and the weight room will be sprayed with disinfectant at the conclusion of each class period.
 - Teachers will spray all desks and chairs with sanitizer during the passing period prior to the start of every class.
 - A trash can will be placed outside of the restroom door enabling the students to exit the restroom by covering the door handle with a paper towel and then disposing of the paper towel afterward.

7. Visitors

- Visits to the campus should be minimized.
- All campus visitors must enter through the front gates, proceed to the front office, and wear a mask during their time on campus.
- All visitors will have their temperature checked by our infrared temperature station located at the front door.
- Visitors must remain 6 feet apart while waiting to see the receptionist.
- Visitors will need to place their name on the list with the receptionist and wait outside if unable to maintain a 6-foot distance.

8. Plan for if a student/ staff shows signs of COVID (YC is not diagnosing):

- a. Immediately isolate the student/staff and monitor symptoms; staff member monitoring must wear the appropriate PPE. The staff attending to the care of the sick individual will wear a surgical mask, gloves and eye protection.
- b. Use the COVID-19 Questionnaire and take the student's/staff's temperature.
- c. Isolate any area(s) that the student was in for longer than 15 minutes and prepare the area for cleaning/disinfecting according to CDC guidelines. The class will move outside or to an open classroom while the other site is closed for a period of time to allow for thorough cleaning/disinfecting.
- d. Call the student's parents/guardians (**refer to the emergency contacts in binder located in the Nurse's office and in RenWeb**) to have them pick up the student (as soon as possible, ideally within 1 hour) and, depending on the severity of symptoms, parent determines whether to take him/her home, to the doctor, or the hospital. Send employee home or arrange for transportation if needed.
- e. **Call 911 if the individual is exhibiting any serious symptoms, including difficulty getting enough air, change in alertness or responsiveness, bluish lips or face.**
- f. Student/ staff may not return to school until he/she is fever-free for 24 hours, without the aid of medication; if diagnosed with COVID, he/she may not return until:
 - i. -24 hours with no fever and
 - ii. -Symptoms improved and
 - iii. -10 days since symptoms first appeared
 - iv. -Check-in immediately upon entry of the campus for a return-to-school interview with the nurse/ or administrator
- g. Yuma Catholic will follow CDC guidelines, notify Yuma County Health Department (928)344-2000 with any COVID-positive cases, utilize the COVID-19 Matrix and follow the ADHS [Release from Isolation Flow Chart](#).
- h. In any cases of symptoms or COVID-positive cases, school staff are alerted to what areas of campus are closed until cleaning/disinfecting is completed. Yuma County Health Services will be notified of positive cases using their COVID-19 reporting form.
- i. Yuma County recommendation is to err on the side of caution. All household members of someone confirmed or suspected to have COVID-19 should not physically attend school and should quarantine at home for 14 days. Reports from staff, parents/guardians, and students about exposure will be documented on YCHS's COVID-19 Matrix.
- j. Release from isolation does not require a provider's note and does not require repeat testing or a negative test.

* Campus re-entry implementation protocols will be guided by what is feasible, practical, acceptable, and have been tailored to the needs of the Yuma community.

REMOTE LEARNING CONTINGENCY PLAN

1. **Contingency plan in the event of an emergency campus shut-down due to a resurgence of Coronavirus**

- **The Yuma Catholic High School teachers, counselors, parents, and students did a stellar job of working as a team in making the transition from in-person to emergency remote teaching and learning seamless in March, 2020. The faculty is prepared to move online if necessary.**
 - All teachers will begin the school year with robust Google Classrooms. Students will be provided instruction on how to navigate within Google Classroom.
 - Freshman students will be divided into small cohorts to receive their Chromebooks and to receive instruction on accessing Google Classroom and turning in assignments.
 - Teachers will maintain the use of Google Classroom to post lectures, PowerPoints, resources, and assignments throughout the school year.
 - In the event of a shut-down, attendance will be taken daily in all classes via Google Classroom.
 - The teachers will remain available to their students through email and with a direct phone line to the teacher's classroom.
 - Our counselors, teachers, and administrators will ensure that students are staying current with their studies and to communicate regarding any concerns.
 - All Yuma Catholic faculty will refer to their curriculum maps in order to prioritize standards and concepts that need to be taught with the ACT as our guideline.
 - Technology training in the use of the Google Suite for Education will be on-going.
 - Yuma Catholic faculty, counselors, and administration will communicate with parents through RenWeb and our Yuma Catholic website.

Resources:

Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality, Andrew M. Greeley Center for Catholic Education, School of Education-Loyola University Chicago, 2020

Diocese of Tucson Proposed Guidelines for the 2020-2021 School Year, Gerard O'Meara, 2020

Center for Disease Control Decision Tree, CDC 2020

Center for Disease Control K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents, CDC 2020

Arizona Department of Education ***Roadmap for Reopening Schools***, June 2020

Diocese of Tucson Re-entry Considerations for Resumption of Campus Life, Department of Catholic Schools, 2020

Diocese of Tucson Remote-Learning Considerations, Department of Catholic Schools, 2020

Arizona Department of Health ***Release from Isolation Flow Chart***, July 2020