



United in Christ to ignite the joy of faith, community, and learning.

## **St. Stephen the Martyr COVID-19 Pandemic Plan**

(Updated August 15, 2020)

As we prepare for the opening of school on August 19th, Please know that keeping our students and staff safe is priority. It is the shared responsibility of everyone in our community to work together to make this happen. Parents, teachers, students, and staff will all have responsibilities for maintaining a safe environment.

A team of stakeholders have worked together to formulate best practices and guidelines for the St. Stephen the Martyr School community. We continue to work with the Nebraska Department of Education, the Douglas County Health Department, and the Omaha Catholic Schools Office to update plans and communicate with our families. Thank you for your support during this time. We really are all in this together trying to do what is best for our students and the community.

### **Guiding Principles**

- Protect the health and safety of students, staff, and the St. Stephen the Martyr School community
- Ensure the social, emotional, and mental health of our students and staff
- Deliver the highest educational and spiritual experience to each student to prepare them for future success
- Learn from remote learning during the 4<sup>th</sup> quarter of 2020 to plan for and efficiently implement remote learning in the future as necessary
- Promote equity and opportunity for each student and their family through each potential COVID-19 related scenario
- Thoughtfully prepare for future decisions from the Douglas County Health Department, the Nebraska Department of Education, and from State and Federal officials related to schooling for the coming year
- Maintain faithful to our school mission of “being United in Christ to Ignite the joy of faith, community, and learning.

CONDITIONS FOR LEARNING  
FACILITIES AND WELLNESS

Topic	Fundamental practice
Creating a culture of health, safety and shared responsibility	<ul style="list-style-type: none"> <li>● Everyone is responsible for the safety of our students and staff.</li> <li>● Provide training to teachers, staff students, parents guardians prior to school opening</li> <li>● Morning announcements will remind students and teachers of roles, rules, and responsibilities.</li> <li>● Weekly reports and reminders will be sent to parents and students for their roles and reminders.</li> </ul>
Pre Screening for Students	<ul style="list-style-type: none"> <li>● Parents will screen their children at home for fever or 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, rash.</li> <li>● Staff will screen themselves at home for above symptoms.</li> <li>● Call a medical professional if symptomatic.</li> <li>● Do not report to school if symptomatic.</li> <li>● More information below under “Pre screening at Home”</li> </ul>
Pick-up / Drop-Off of Students	<ul style="list-style-type: none"> <li>● All students will be required to wear masks when entering and leaving the building.</li> <li>● No congregating at the entrance or exit area while waiting for students</li> <li>● Parents stay in their vehicle during pick-up and drop-off</li> <li>● Students will enter and exit at assigned locations</li> </ul>
Entering Building	<ul style="list-style-type: none"> <li>● Social distancing practices will be in place for entering and exiting the building</li> <li>● Students enter through the assigned doors               <ul style="list-style-type: none"> <li>● Social distancing practices should be followed.</li> <li>● Students will not congregate at entrance or exit areas.</li> <li>● Students will be asked to put on their masks when they enter the building.</li> <li>● <b><u>AM Dropoff (7:45-8:00AM)</u></b></li> <li>● The drop off routes remain the same.</li> <li>● Students may enter the building starting at 7:45 and must wear a mask until they reach their classroom AND are able to social distance.</li> <li>● Students will enter the building through the closest door to their classroom (see below)</li> <li>● Students with siblings in multiple grades will enter together through the door of the youngest child.</li> <li>● Carpools may enter through the door of the youngest child</li> </ul> </li> </ul>

- Parents may walk their children to the door but will not be able to enter the building; please maintain social distancing and wear a mask (staff will be in the doorways to assist and welcome students).
- No walking club, students will head directly to classrooms
- No safety patrol but staff will still be on duty
- North Door: K, 1st, 4th grades
- East Door: 3rd, 6th, 7th, 8th (pull further up on North side drop off lane)
- South Door: 2nd, 5th (students with siblings in the portables will also enter the south door)
- **PM Pickup**
- Students will be dismissed in waves.
- No safety patrol but staff will be on duty
- Students will leave through the same doors they entered in the morning.
- Carpools will dismiss together (please communicate with your student(s) AND teachers if you are in a carpool so they know when and where to dismiss)
- Park in the lot nearest to your door (this may be a major change for some families who have parked in the same location for years so please go over the new location with your child)
- Parents may wait by the doors but not enter the building; please maintain social distancing and wear a mask
- Students who need to stay after school will remain in their homerooms until the final group is dismissed, then travel to the scheduled room on campus (please communicate with your child and teacher(s) for their pickup time.
- 3:10 KidZone and afternoon portable classes
- 3:15 Last names A-H
- 3:20 Last names I-Q
- 3:25 Last names R-Z
- **Noon Dismissal**
- 11:45 KidZone and TK
- 11:50 Last names A-H
- 11:55 Last names I-Q
- 12:00 Last names R-Z
- Temperature may be taken as reasonable and directed by the Douglas County Health Department

	<ul style="list-style-type: none"> <li>● Students will report to their classrooms immediately in the mornings after being dropped off, rather than participating in “walking club”</li> </ul>
<p>Managing personal exposure and transmission (Masks)</p>	<ul style="list-style-type: none"> <li>● Students (5yrs and older) and staff will be required to wear masks when moving around the building and when physical distancing isn’t possible or questionable while in the classroom.</li> <li>● Students and staff will have frequent “mask breaks” <ul style="list-style-type: none"> <li>○ Mask is made of a 2 ply material, of any color</li> <li>○ No valves</li> <li>○ Mask design should reflect the student dress code and Catholic teaching, not displaying any inappropriate logos or words (ie: skeletons, weapons, etc)</li> <li>○ Mouth and nose are fully covered</li> <li>○ Mask fits snugly against the sides of the face, so there are no gaps</li> <li>○ Mask is secured by the ears or around the back of the head</li> <li>○ Student does not have difficulty breathing while wearing face mask</li> <li>○ Student should be able to put on and take off their mask independently</li> <li>○ Clean masks will be required daily.</li> </ul> </li> <li>● Teachers and staff will wear protective shields and/or masks when appropriate.</li> <li>● <u>General Guideline:</u> When you cannot social distance, wear a mask. More specifically, if you are in close contact for more than 15 minutes without social distancing, wear masks. The expectation is that students and staff wear masks as much as reasonable and appropriate. <ul style="list-style-type: none"> <li>● Students who cannot wear a mask effectively due to sensory or health issues, will follow heightened physical distancing standards. These students will require a doctor’s note stating the recommendation or ‘accomodation’ to not be required to wear a mask.</li> </ul> </li> </ul>
<p>Student Travel during the school day</p>	<ul style="list-style-type: none"> <li>● Students in grades Pre-K through 4th grade will have very limited travel. Teachers will go to classrooms for most specials and for core classes. Grades 5-8 will travel to different classrooms for different subjects. We will have staggered schedules, one way travel; and desks, chairs, and materials will be disinfected between classes.</li> </ul>

	<ul style="list-style-type: none"> <li>● Teachers will have seating charts and schedules in the event contact tracing is necessary</li> </ul>
Hand Washing and Hand Sanitizing	<ul style="list-style-type: none"> <li>● Students/staff use 70% alcohol gel/foam entering the building and each room, or equivalent CDC recommended hand sanitation.</li> <li>● Students will be instructed on proper hand washing and sanitizing techniques.</li> <li>● Signs and other educational processes reinforce CDC recommended hand sanitation practices.</li> <li>● Students and staff wash or sanitize their hands upon entering the building (i.e. first classroom a student enters), entering and exiting individual classrooms, entering and exiting cafeteria, and exiting building</li> </ul>
Surface Cleaning Inside and on Play Equipment	<ul style="list-style-type: none"> <li>● EPA/CDC compliant cleaners on surfaces at scheduled times.</li> <li>● Restrooms closed and cleaned at scheduled times.</li> <li>● Custodians/volunteers will have PPE for eyes and mouth/nose when cleaning frequently touched surfaces and bathrooms.</li> <li>● Fogger will be purchased and used to disinfect classrooms daily.</li> <li>● Wipes and cleaning supplies will be available to wipe down equipment and shared materials <ul style="list-style-type: none"> <li>○ For teachers-</li> <li>○ Daily- Classroom desks, tables, and chairs</li> <li>○ Multiple times per day-door handles, light switches, handrails, drinking fountains, sink handles, restroom surfaces, cafeteria surface</li> <li>○ Between uses- toys, games, art supplies, instructional materials, keyboards, laptops, ipads,</li> </ul> </li> <li>● Students will be advised to limit unnecessary touching of shared items to lessen contamination.</li> </ul>
Response to students/staff that become COVID-19 symptomatic during the school day?	<ul style="list-style-type: none"> <li>● We will follow guidance from the Douglas County Health Department</li> <li>● If a student or staff member becomes sick with any COVID-19 related symptoms during the school day, the student/staff member will be sent home..</li> <li>● Classroom will be thoroughly cleaned.</li> </ul>
Positive Cases and Response to adult/student	<ul style="list-style-type: none"> <li>● If any staff member or student tests positive for COVID-19, the Douglas County Health Department will be contacted and we will follow their protocol.</li> <li>● Self Report and STAY HOME</li> <li>● St. Stephen the Martyr School will follow the guidance from the CDC and Douglas County Health Officials <ul style="list-style-type: none"> <li>● If there is a positive case of COVID confirmed in a student or staff member, we will contact the Douglas County Health Department regarding what precautions we must take. Some questions they will ask will include the following: <ol style="list-style-type: none"> <li><b>1. Was the positive case-person masked for most of the day?</b></li> </ol> </li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>2. <b>Were the people in contact with this person masked when within 6 feet of that person for 15 minutes or more?</b></li> <li>3. <b>Was the positive case-person a part of a cohort within the building or did they interact with a large number of students/staff throughout the day?</b></li> <li>4. <b>What other non-pharmaceutical interventions are being used? (washing hands, hand sanitizer throughout the day, etc.</b></li> </ol> <ul style="list-style-type: none"> <li>● Communication to families as recommended by Douglas County Health Officials. The Douglas County Health Department will determine if school/classroom closure is necessary.</li> <li>● Infected individuals can return to school 10 days after his/her symptoms began. Three of those days must be fever free without the use of fever reducing medication, and symptoms must have significantly improved.</li> <li>● Quarantined persons may return to school 14 days after their last contact with the positive case.</li> <li>● Teachers will provide school work while students are at home due to illness or quarantine. <ul style="list-style-type: none"> <li>● If a student needs to be quarantined, teachers will provide instruction. If students are well enough to participate in virtual instruction, they will not be counted as absent.</li> <li>● Your student may be required to quarantine at home if your family travels to a high risk area as defined by the CDC.</li> </ul> </li> </ul>
Building Engineering HVAC	<ul style="list-style-type: none"> <li>● Make sure ventilation is at a proper level.</li> <li>● Windows will be opened when needed for more ventilation.</li> </ul>
Pre Screening at Home/upon entry	<ul style="list-style-type: none"> <li>● Parents will be required to sign a Statement of Understanding/Consent Form/Liability Waiver from the Catholic Schools Office before students can start school. <ul style="list-style-type: none"> <li>● <b>Parents will be asked to screen their children before sending them to school. We will not be doing temperature checks for all children as they enter the building (doing so would make it difficult to maintain proper distancing). Teachers may be asked to take temperatures when students are entering classrooms. Please do your part by determining:</b></li> <li>● 1. Has your child had a fever (&gt; 100.4° F) during the past 24 hours?</li> <li>● 2. Has your child had a new or unexpected cough, a sore throat, loss of taste, shortness of breath?</li> <li>● 3. Has your child been around anyone exhibiting these symptoms within the past 14 days?</li> <li>● 4. Are you living with anyone who has been sick, has exhibited symptoms of COVID-19, or is currently under quarantine for exposure to COVID-19?</li> </ul> </li> </ul>

- **Please keep your child at home if your child has been exposed to someone testing positive for covid-19 or if you suspect anyone in your household may have symptoms. Other additional protocols to consider:**
- · Please have your children wash their hands with soap and/or use hand sanitizer prior to entering the building. We will have sanitizing stations at entrances as well.
- · St. Stephen the Martyr will always err on the side of caution, therefore if your child goes to the school office not feeling well, a parent will be contacted immediately and required to pick them up; this may include even when a fever is not present.
- · PLEASE do not give your child Ibuprofen or Tylenol in hopes of masking the fever before sending them to school.
- · We ask that if your child has been exposed to someone testing positive for Covid-19, you communicate this to the school office as soon as possible. Let them know that you are keeping your child home because of known or suspected Covid-19 exposure.
- We will conduct random temperature checks during the day. If students exhibit COVID19 symptoms during the day, you will be contacted immediately and should expect to pick up your child as soon as possible.
- Teachers and staff will monitor students with the following symptoms that would result in isolating a person. If the student exhibits two or more symptoms a parent will be notified to pick-up their child,
  - **Fever - 100.4 and above will always require that a student is sent home even if no other symptoms are present**
  - New loss of taste/smell
  - Tightness in chest, breathing difficulty
  - Sore/hot throat
  - Chills
  - Close contact (within 6ft for 10 minutes) with diagnosed individual within the past 14 days
  - Less than 10 days without symptom emergence after a positive diagnosis
- If an adult or student arrives at school or displays any of the following symptoms while in school, it will result in emergency removal/transportation
  - Difficulty breathing
  - Pain/pressure in the chest
  - Blue lips/fingers
  - New confusion
  - Inability to wake/stay awake
- Do not report to school if symptomatic. Call your doctor and notify the school office.

Water Fountains	<ul style="list-style-type: none"> <li>● No mouth drinking from fountains.</li> <li>● Water bottles are provided by students and families.</li> <li>● Students' water bottles will be brought to school pre-filled and returned home daily to wash.</li> <li>● Water filling stations will be available to refill bottles</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>● Visitors will be limited.</li> <li>● Visitors will be required to wear a mask.</li> <li>● Visitors will be required to stop in the office for a temperature check and screening questions. <ul style="list-style-type: none"> <li>● We may be able to utilize volunteers in the building this year in a limited capacity. If so, volunteers will undergo health screening in order to enter the building.</li> </ul> </li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>● Social distancing of 6 feet will be expected in classrooms, hallways, and common spaces when physically possible.</li> </ul>

Hallway Procedures	<ul style="list-style-type: none"> <li>● Students will walk on the right side of the hallway and follow “one way” travel</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>● Students will sanitize hands before lunch and after lunch</li> <li>● Students will wear masks when receiving their food.</li> <li>● Maintain 6 ft. between students when masks are off during food consumption.</li> <li>● Food is served by personnel with PPE</li> <li>● Lunch groups and times may be adjusted to accommodate all students in the allotted lunch time frame.</li> <li>● Students will eat in classrooms, in common spaces, outside (when weather permits), or on rotation in the dining hall.</li> <li>● Space will be cleaned after each group is finished eating.</li> <li>● Westside Public Schools will be providing lunch services. Cold lunches are always allowed.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>● Recess time will be available for all grades</li> <li>● Students and staff will wash hands before and after recess</li> <li>● Equipment will be sanitized after use</li> <li>● Recess times will be staggered</li> <li>● Grades will have designated areas of play</li> </ul>



PE	<ul style="list-style-type: none"> <li>● Students will be socially distanced</li> <li>● PE class will be held outdoors when possible</li> <li>● Activities chosen specifically to limit the amount of shared equipment</li> <li>● Activities will limit close contact over those with high degree of personal interaction</li> <li>● Shared equipment will be cleaned after use.</li> </ul>
Music	<ul style="list-style-type: none"> <li>● Masks will be worn when not socially distanced</li> <li>● Move class outdoors when possible (band)</li> <li>● Increase space between students</li> <li>● Replace higher risk music activities with safer alternatives</li> </ul>
Library/Technology	<ul style="list-style-type: none"> <li>● Book checkout will be limited</li> <li>● Library and technology teachers will travel to classrooms</li> <li>● When books are returned they will be cleaned as appropriate</li> <li>● Shared equipment (technology) will be used sparingly <ul style="list-style-type: none"> <li>● ipad/Chromebook cleaning <ul style="list-style-type: none"> <li>○ 70% isopropyl alcohol wipes or</li> <li>○ Lysol (wait 2 minutes to dry)</li> <li>○ Wipe off when dry with lint free towel</li> </ul> </li> </ul> </li> </ul>
Art	<ul style="list-style-type: none"> <li>● Art will be held in classrooms</li> <li>● Students will be socially distanced and/or wear masks</li> <li>● Students will be given their own supplies to use</li> <li>● Supplies will be sanitized between classes</li> </ul>
Spanish	<ul style="list-style-type: none"> <li>● Students in grades 4-8 will have Spanish classes weekly</li> <li>● The Spanish teacher will travel to 4th and 5th grade classrooms. Grades 6-8 will go to the Spanish room.</li> <li>● Students will be wearing masks during Spanish</li> </ul>
Large gathering spaces/mass	<ul style="list-style-type: none"> <li>● Gatherings will be limited to space that can allow 6 feet distance between or will require masks be worn.</li> <li>● Students will attend weekly mass</li> <li>● We will not have All School Mass until further notice</li> </ul>
Kid Zone	<ul style="list-style-type: none"> <li>● Follow guidance from the Douglas County Health Officials</li> <li>● Kid Zone will also follow DHHS guidance in regard to facility use</li> <li>● Athletics will also follow guidance from the Nebraska School Activity Association and the Nebraska Department of Education</li> </ul>

Backpack Storage	<ul style="list-style-type: none"> <li>● Students will use hooks or lockers to store materials</li> <li>● Students will be staggered when using lockers or hooks</li> <li>● Spaces will be cleaned daily</li> </ul>
Here is a simple list of things you can do to keep your home safe after a child's return:	<ul style="list-style-type: none"> <li>● Keep hand sanitizer and wipes near entrance</li> <li>● Remove accessories like backpacks or other items at the entrance to your home and don't touch for a while.</li> <li>● Remove shoes</li> <li>● Change clothes and masks (make sure to put used clothes in place where they will not be touched for several hours or wash right away.) You may even opt to have a set of clothes ready around the entrance to the house for your child to change into.</li> <li>● Wash hands and face</li> </ul>

<b>Topic</b>	<b>Fundamental practice</b>
Clinical services/Support	<ul style="list-style-type: none"> <li>● School Guidance Counselor will be the initial screener of Social Emotional Health</li> <li>● Mental health resources will be available to families upon request</li> <li>● Students will have instruction during guidance class on social emotional health</li> <li>● Teachers will receive training on social emotional health and participate in self care practices</li> </ul>
Medical Services	<ul style="list-style-type: none"> <li>● School will have readily available contact with medical professionals through the school office who can consult over students/adults presenting mixed symptoms that make decisions difficult.</li> <li>● Contact will be made with a county health department designee to receive case information/ updates</li> </ul>
Sick Room	<ul style="list-style-type: none"> <li>● An isolated space will be designated for symptomatic individuals</li> </ul>

## SCHOOL ATTENDANCE PLANS

Our goal is to have students in the building safely. When school closure recommendations are made, we will use the following information as our guideline when we make decisions on how to reopen school safely.

Guidance from our Superintendent:

The weekly updates to the Health Dial in both Sarpy and Douglas County are community indicators. The marker on the dial typically moves incrementally and would not make a big jump from one color to another from one week to the next. The health dials should not be the determining factor in whether or not schools will be remote, hybrid or face-to-face. All schools should consider three factors when making that decision for your school community. (triangulation of data)

1 – The community health dial for your county

2 – The number of cases in the zip code where most of your families are coming from.

- This can be found on the county health department website.

3 – Cases in your school.

- Use a percentage, not the number of cases. Consider what has been done in the past if the flu was rampant in the school. Maybe 20% of the student body was out with the flu so you decided to take a long weekend and deep clean the school. Many schools have been faced with this scenario in the past.
- For example with COVID – if 20% of a particular grade is quarantined, Most likely that class would shift into a remote learning model. If 20% of the entire school is quarantined, we would suggest shifting the whole school into a remote learning model.
- Once students begin in school instruction, most shifts will affect particular cohorts determined by contact tracing and percentages of exposure.

Families should report any positive testing to their school, the school should then inform the local health department and their whole school community that there is a positive case in the school. Contact tracing will be done in collaboration with the health department and those who are determined to be in close contact will receive additional notification that would outline the requirements for their quarantine. Decisions regarding an adjustment to the school attendance plan will be made in accordance with recommendations from the health department.

The below scenarios reflect a community outbreak situation that would require either re-entry into school after a closure or when particular groups of students are affected. When scenarios change, and any students are in the school building, we would still follow the above policies and procedures for safety i.e. masks/social distancing, cleaning procedures, etc. when on campus.

St. Stephen the Martyr Plan K-8	Adjustments	Notes	PK/TK
100% of students in school (Option 1)	During in-person instruction, students will be placed in cohorts, according to our Directed Health Measure guidelines. Health and safety measures will be put in place and align with recommendations from the Douglas County Health Department, state officials, and the Nebraska Department of Education. Cohorts will stay together for most of the day.	See Above for information	normal
75% of Students in School (Option 2)	<ul style="list-style-type: none"> <li>■ Kindergarten – 4<sup>th</sup> grade students would attend school <u>Monday - Friday for the entire day on each of these days.</u></li> <li>■ 5<sup>th</sup> &amp; 7<sup>th</sup> grade students would attend school on <u>Monday and Wednesday for the entire school day</u> for in-person instruction and would remain at home with assigned work to complete on their “home” days, Tuesday, Thursday, and Friday.</li> <li>■ 6<sup>th</sup> &amp; 8<sup>th</sup> grade students would attend school on <u>Tuesday and Thursday for the</u></li> </ul>	This might be a scenario when the middle school and upper levels are affected by exposure. Because they travel a bit during the school day, limiting re-entry might be recommended. There may be times when grades 5-8 have to go to remote learning, but the younger students would still be in school.	normal

	<p><u>entire school day</u> for in-person instruction and would remain at home with assigned work to complete on their “home” days, Monday, Wednesday and Friday.</p>		
<p>50% of students in school (Option 3)</p>	<ul style="list-style-type: none"> <li>■ Families would be divided alphabetically by last name into “A” and “B” groups enabling all K – 8<sup>th</sup> grade students from the same family to be in school at the same time</li> <li>■ “A” family groups (K – 8<sup>th</sup> grade) would attend school for in-person instruction on Monday and Wednesday, and would remain at home with assigned work to complete on their “home” days on Tuesday, Thursday, and Friday.</li> <li>■ “B” family groups (K – 8<sup>th</sup> grade) would attend school for in-person instruction on Tuesday, Thursday, and would remain at home with assigned work to complete on their “home” days on Monday, Wednesday, and Friday.</li> </ul> <p>Social distancing and masks will be required while in the building at the direction of the Douglas County Health Department.</p>	<p>This re-entry scenario would possibly be used after the entire school had to shut-down for temporary remote learning. It would be an option to minimize full re-entry and acclimate with fewer students back into the school setting. This scenario would be temporary and adjusted under the guidance of health professionals.</p>	<p>normal</p>
<p>Complete Remote Learning- (Option 4)</p>	<ul style="list-style-type: none"> <li>● During a period of remote learning with no in school instruction, schedules will be created for “real time” instruction. Our teachers are being trained to provide robust</li> </ul>	<p>This option would be put in place if guidelines and recommendations determined that overall school percentages of Covid related illness warranted school closure</p>	<p>To Be Determined under the guidance of DHHS</p>

	<p>lessons during remote learning and will begin training students on digital resources when the school year begins. Teachers will use a blended approach to instruction during “in school” days so that transitioning to a remote model will be as seamless as possible. Remote learning will take place Monday through Friday. Please see the <a href="#">Temporary Distance Plan</a></p>	<p>and/or the county highly recommends all schools close for Temporary Remote Learning</p>	
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\*\*\* If a student has a documented health concern or is living with a family member with a health risk, please contact the school to discuss options for an extended absence.

\*\*\* if an entire cohort of students is quarantined, we will provide remote learning during that time

\*\*\* Individuals quarantined will receive continued instruction from teachers in the form of a modified curriculum that is similar to an extended absence