

Guidelines & Recommendations for Reopening Schools

Statement from Bishop Robert E. Guglielmo

The following guidelines were developed to support the reopening of Catholic schools in the Diocese of Charleston for the 2020-2021 school year. These guidelines were established in accordance with the Centers for Disease Control, state, and local recommendations for opening schools. A broad stakeholder group helped develop these recommendations and solicited feedback from teachers, parents, principals and pastors.

Each school will need to adhere to these guidelines as they plan for reopening. The directives have been created so that local conditions as well as size of individual schools are taken into consideration as reopenings are planned. Each school will be asked to provide the diocese with their opening plan by July 17, 2020. The Catholic Schools Office stands ready to support schools in implementing these guidelines as they prepare for students to return.

The areas of focus are:

1. Pre-Opening Guidelines
2. [Applicable state and local orders](#)
3. Providing reasonable protections for those at higher risk for severe illness
4. Screening for symptoms and history of exposure

Health & Safety

- Require healthy hygiene practices such as handwashing and the wearing of cloth facemasks by employees and students.
- Intensify cleaning, disinfection, and ventilation.
- Implement social distancing through increased spacing, small groups and limited mixing between groups.
- Train all employees on health and safety protocols.

Ongoing Monitoring

- Develop and implement procedures to check for signs and symptoms of illness in students and employees daily upon arrival, as feasible.
- Encourage anyone who is sick to stay home. Have a plan for when students or employees become sick.
- Develop procedures for what to do if someone comes to school with symptoms or develops them later in the day.
- Monitor developments and regularly communicate with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- Monitor student and employee absences and have flexible leave policies and practices.
- Be ready to consult with local health authorities if there are cases in the facility or an increase in cases in the local area.

Academic Practices & Recommendations

In developing schedules, priority must be given to ensuring the health, safety, and wellness of students and staff. This requires aligning all scheduling decisions with the latest recommendation and guidance from public health officials about best practices for preventing the spread of COVID-19.

- Class size should be limited to allow for 36 square feet per person (*students and teachers*)
 - Class size under 36 square feet per person is permitted with all students wearing masks. The lowest minimum for classrooms is 16 square feet per person with masks.
- Teaching methodologies such as group work, labs, centers, etc., should continue, but six-foot distancing must be maintained.
- Desks and other touched surfaces must be cleaned between classes.
- The sharing of materials is discouraged, but if they are shared, they must be disinfected between uses.
- Students must be assessed upon their return to school in math and ELA/reading.
- School leaders must develop a Distance Learning Plan that can be implemented if the school needs to close and switch to virtual learning. All Distance Learning Plans must contain procedures for how to track and document student engagement and attendance.
- Train teachers and students in the use of whatever platform will be implemented to deliver virtual instruction.
- Equip classrooms with the equipment necessary to livestream instruction daily to students that are participating from home due to illness or other reasons.
- Do not allow outside volunteers or guests in classrooms.
- Wherever possible, specialists, such as art, music, library, etc., will travel to the classroom instead of students traveling.
- In addition to the above guidelines, the taskforce also created recommendations focused on outside groups using the school facilities, CCD/Sunday school programs using the school facilities, and budget considerations.

CDC GUIDES

[Schools and Day Camps](#)

[Schools During the COVID-19 Pandemic - Schools Decision Tree](#)

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensity cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



OPEN AND MONITOR

ALL YES



cdc.gov/coronavirus

Pre-Opening Guidelines & Recommendations

Reopening must be consistent with applicable state and local orders.

The school must be ready to protect children, staff, and teachers at higher risk for severe illness. Protections must be in place for both children and adults.

<p>High Risk Groups</p>	<p>People 65 years or older</p> <p>People of all ages with underlying medical conditions, particularly if not well controlled, including:</p> <ul style="list-style-type: none"> ○ Chronic lung disease or moderate to severe asthma ○ Serious heart conditions ○ Immunocompromised. Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immunodeficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications ○ Severe obesity (body mass index [BMI] of 40 or higher) ○ Diabetes ○ Chronic kidney disease undergoing dialysis ○ Liver disease
<p>Accommodations, considerations for staff & students</p>	<ul style="list-style-type: none"> ○ Telework: Staff ○ Dedicated space (<i>well-ventilated, limited contact with others</i>) ○ Distance learning: Students ○ Care plans (<i>updated and accessible</i>): Know which students are at-risk ○ Posters for display in building: <ul style="list-style-type: none"> ➤ Symptoms of COVID-19 Síntomas de COVID-19 ➤ Persons at Risk Personas en Riesgo ➤ How to Protect Yourself & Others

Schools must be prepared to screen students and employees upon arrival for symptoms and history of exposure to coronavirus.

<p>Daily Health Checks <i>(Continued next page)</i></p>	<p>Guidelines</p> <p>Conduct daily health checks (e.g. temperature screening and/or symptoms checking) of staff and students safely, respectfully, and in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.</p> <p>Recommendations</p> <ul style="list-style-type: none"> ○ Consider size of student population and school resources. Smaller student bodies make taking temperatures upon entry to school more feasible.
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	<p><i>Recommendations (continued)</i></p> <ul style="list-style-type: none"> ○ For larger schools, have parents sign an attestation prior to school starting that they will take their child’s temperature each school morning and not send to school if 100.4 or higher. ○ For large student bodies, it will be a lengthy process to take temperatures upon entry. School will need to start earlier or parents drop off students earlier. ○ Encourage staff to stay home if they are sick and encourage parents to keep sick children home. <p>Screening considerations</p> <ul style="list-style-type: none"> ● How many thermometers are available? ● How much time is needed for this process? ● How is information logged? ● Can teams be created for screenings? <ul style="list-style-type: none"> ○ Do teams cover various groups, i.e., walkers, carpool lines, staff upon entry? ● What is the adult to student ratio?
<p>Watch for Symptoms</p>	<p><i>Guidelines</i></p> <p>Monitor students and staff for symptoms. Symptoms may appear 2-14 days after exposure:</p> <ul style="list-style-type: none"> ○ Fever or chills ○ Cough ○ Shortness of breath, difficulty breathing ○ Fatigue, muscle or body aches ○ Headache ○ New loss of taste or smell ○ Sore throat ○ Congestion or runny nose ○ Nausea, vomiting, or diarrhea
<p>Screening for History of Exposure</p>	<p><i>Guidelines</i></p> <p>Screen students/staff for a history of exposure:</p> <ul style="list-style-type: none"> ○ Have staff or students tested positive for COVID-19? ○ Released from isolation and quarantine (14 days)? ○ Note from healthcare provider to return? ○ Have staff or students had a known exposure to COVID-19? ○ Do they have documentation from the health department?

Guidelines must be posted and communicated for staying home when ill.

<p>Communicate Requirement to Stay Home When Sick</p>	<p><i>Guidelines</i></p> <p>Develop a communication strategy for staff and families to stay home if ill.</p> <p>Anyone who:</p> <ol style="list-style-type: none"> 1. tested positive for COVID-19 or shows symptoms; or 2. came into close contact with someone who tested positive for COVID-19 must stay home. <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Develop policies that encourage sick employees and students to stay at home without fear of reprisal. Ensure employees, students, and students’ families are aware of these policies. ○ Consider not having perfect attendance awards or assessing schools based on absenteeism. Consider offering virtual learning and telework options, if feasible. ○ Use School Letter CSO Letter School website ○ A waiver form will be included in the Appendix for families and staff to sign saying that they will stay home if ill. ○ Signage for the entrance door: <ul style="list-style-type: none"> ➤ Feeling Sick? from the CDC ➤ Do Not Enter from the SCDH ➤ School Exclusion Criteria from the SCDH
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Establish a procedure in case someone comes to school with symptoms or develops symptoms.

<p>Isolating if ill</p>	<p><i>Guidelines</i></p> <p>Identify a place to isolate staff or students if ill.</p> <p>Children must be monitored.</p> <p>Identify equipment needed:</p> <ul style="list-style-type: none"> ○ PPE: Mask, gloves, goggles/face shield, gowns
<p>Not Allowing Entry to Someone Symptomatic</p>	<p><i>Guidelines</i></p> <p>Identify who will have conversations with parents and student(s).</p> <p>Prepare talking points.</p>

<p>Communicate Isolation & Quarantine Measures</p>	<p>Guidelines</p> <p>Isolation: <i>for those diagnosed by test or physician with COVID-19</i></p> <p>An employee or student must isolate until released by the health department and have a note from health provider they are allowed to return to normal activity.</p> <p>Quarantine: <i>for those exposed to someone diagnosed with COVID-19</i></p> <ul style="list-style-type: none"> ○ For 14 days ○ Monitor for symptoms ○ Release (health department)
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Health & Safety Guidelines and Recommendations

Schools must require healthy hygiene practices, such as handwashing, and require employees and students to wear cloth face masks, as feasible.

<p>Handwashing & Sanitizing <i>Continued next page</i></p>	<p>Guidelines</p> <p>Provide times and opportunities for students and staff to <u>wash their hands</u> often (<i>with soap and water for at least 20 seconds</i>), especially after being in a public place, blowing nose, coughing or sneezing.</p> <p>Have adequate soap and hand sanitizer throughout the school.</p> <p>If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.</p> <p>Remind individuals frequently to not touch their eyes, nose, and mouth with unwashed hands.</p> <p>Recommendations</p> <ul style="list-style-type: none"> ○ Hold a First Day Orientation for all students and staff. ○ Teach and reinforce washing hands, covering coughs and sneezes, rules of engagement, and social distancing. ○ Consider a station in the lobby or classroom for students to sanitize their hands upon entry. ○ Disseminate a paper for families outlining expected hygiene practices and rules for parents to go over with their child(ren) prior to school starting.
<p>Supplies to Support & Encourage Handwashing</p>	<p>Guidelines</p> <ul style="list-style-type: none"> ○ Soap and paper towels in all restrooms and at all sinks. ○ Plan for how this will be monitored throughout the day. ○ Have tissues available and accessible in classrooms and at all sinks. ○ Trash cans emptied daily, or frequently if needed.

<p>Hand Sanitizer</p>	<p><i>Guidelines</i></p> <p>Available in multiple spaces:</p> <ul style="list-style-type: none"> ○ Classrooms ○ Hallways ○ Doorways ○ Outside offices ○ Entrances to building
<p>Face Coverings <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>Students and Staff Wearing Face Coverings</p> <p>The CDC recognizes the difficulty of students wearing masks in an all-day setting; they have encouraged use, but not mandated it.</p> <p>Face coverings must be used when social distancing is not feasible (buses, hallway movement, i.e., change of classes, drop-off, pick-up and other areas as needed). Consider the ability to enact social distancing and the need for face coverings by students.</p> <p>Cloth face coverings should not be placed on:</p> <ul style="list-style-type: none"> ○ young children under age 2; ○ anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. <p>Consider younger students’ ability to keep masks on for extended period of times.</p> <p>Do NOT use a facemask meant for a healthcare worker (<i>N95, etc</i>).</p> <p>Staff and students must continue to keep about 6 feet between themselves and others. A cloth face cover is not a substitute for social distancing.</p> <p><i>Recommendations</i></p> <p>Some things to consider:</p> <ul style="list-style-type: none"> ○ Psychological components. ○ Younger children being able to understand and learn without seeing faces. ○ Disciplinary concerns if not wearing a mask, ie, will your school discipline? ○ Hygienic concerns of touching frequently: set realistic expectations as to how long students can wear one before touching or being distracted by masks. Touching a mask negates the point of wearing it. ○ Can face masks be worn comfortably throughout the day? ○ Can more outdoor breaks be scheduled? ○ Will face coverings/masks be available in the building, or will students and staff bring their own?

	<p>Recommendations <i>(continued)</i></p> <ul style="list-style-type: none"> ○ Will masks be made available if someone loses it, damages it, or forgets it? ○ Who determines an exemption: principal, nurse, HR, parents, note from a health practitioner? ○ What is the risk to others if someone is exempted? Will they have to be socially distanced further away? Will a space be identified for additional distance? <p>Posters</p> <p>Protect Yourself & Others / Protéjase y Otros</p> <p>Please Wear a Face Covering / Por Favor Use una Cubierta Facial</p> <p>How to Wear & Safely Take Off a Face Covering / Cómo Usar y Auitarse con Seguridad una Cubierta Facial</p>
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Cleaning, Disinfecting & Ventilation

Ensure Facility is Clean	<p>Guidelines</p> <p>Guidance for cleaning and disinfection <i>from the CDC</i></p> <p>Recommendations</p> <ul style="list-style-type: none"> ○ Ensure the school has appropriate cleaning products. ○ Determine the training that is needed for cleaning (removing germs) and disinfecting (killing germs). ○ Have logs and checklists for your procedures.
Cleaning & Disinfecting if Someone is Ill <i>(Continued next page)</i>	<p>Guidelines</p> <p>Close off areas used by the person who is sick.</p> <p>Open outside doors and windows to increase air circulation in the area.</p> <p>Wait 24 hours before you disinfect. If 24 hours is not feasible, wait as long as possible.</p> <p>Clean and disinfect all areas used by the person who is sick: offices, bathrooms, common areas, shared electronic equipment such as tables, touch screens, keyboards, remotes, etc.</p> <p>Vacuum the space if needed.</p>

	<p><i>Guidelines (continued)</i></p> <p>Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.</p> <p>Do not vacuum a room or space that has people in it. Wait until the room or space is empty, such as at night for common spaces, or during the day for private rooms.</p> <p>Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles escaping from the vacuum will not circulate throughout the facility.</p> <p>Once an area has been appropriately disinfected, it can be opened for use:</p> <ul style="list-style-type: none"> ○ Workers without close contact with the person who is sick can return to work after disinfection. ○ Additional clearing and disinfection are not necessary if it has been more than 7 days since the person who is sick visited or used the facility. ○ Continue routine cleaning and disinfection. This includes everyday practices normally used to maintain a healthy environment.
<p>Ensure Appropriate Ventilation</p>	<p><i>Guidelines</i></p> <p>Make sure there is proper ventilation in all classrooms and student/staff areas</p> <p><i>Recommendations</i></p> <p>Some things to consider:</p> <ul style="list-style-type: none"> ○ Can windows be opened? ○ Can doors safely be opened for ventilating? ○ Can the safety of students and staff, and building security be maintained with doors or windows open? ○ Is the HVAC system regularly maintained? ○ Change HVAC filters regularly.

Social Distancing

Implement social distancing through increased spacing, small groups and limited mixing between groups. Individuals should stay at least 6 feet (two arms' length) from other people.

<p>Classrooms</p>	<p><i>Guidelines</i></p> <p>Class size should be limited to allow for 36 square feet per person (<i>students and teachers</i>). Class size under 36 square feet per person is permitted with all students wearing masks. The lowest minimum for classrooms is 16 square feet per person with masks.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Configure the classroom with students facing in one direction. ○ Space out the desks. ○ Teachers can set up their desk in front of classroom and distance themselves behind the desk as an additional measure. ○ Assign cubbies or lockers to each child for individual use and storage of items (<i>no co-mingling or sharing</i>). <p>Questions to consider:</p> <ul style="list-style-type: none"> ○ Can other spaces be utilized to accommodate social distancing? ○ Do students attend alternate days to allow for space? ○ Can a class be split to accommodate space (half stay with teacher and half stay with support person to work on skills, remediation, support)? ○ Staff moves; students do not. ○ Can outdoor space be used?
<p>Hallways</p>	<p><i>Guidelines</i></p> <p>Limit transition times.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Teachers move; students do not. ○ Markers along the floors to indicate 6 feet. ○ One-way directions in hallways? If so, then markers indicating direction. ○ Clear delineation of hallways between 2-way traffic.
<p>Avoid Sharing Materials & Objects</p>	<p><i>Guidelines</i></p> <p>Sharing must be avoided. Plan to disinfect frequently if items must be shared.</p>
<p>Lunchroom (Continued next page)</p>	<p><i>Guidelines</i></p> <p>Students must be in small groups, ideally the classroom. Use of the cafeteria and/or other spaces is allowed with social distancing requirements implemented. Guidelines for cleaning and sanitizing must be followed after each lunch period.</p>

	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Students and families should be encouraged to bring lunch from home. ○ Purchased lunches should be delivered to the classroom. ○ Use single-serve containers for lunches to prevent cross contamination. ○ If the use of a kitchen/cooks is employed, the school must follow CDC recommendations for food service providers.
<p>Recess</p>	<p><i>Guidelines</i></p> <p>The use of outdoor spaces is encouraged when feasible. Utilize designated areas and times with no overlap, no equipment, and no shared personal equipment.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Plan activities for students, especially in younger grades.
<p>Special Activities</p>	<p><i>Guidelines</i></p> <p>For the first semester, cancel or postpone all in-person activities that would require groups of 10 or more. Revisit for the second semester.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Plan alternative virtual opportunities.
<p>Arrivals & Departures</p>	<p><i>Guidelines</i></p> <p>Identify the entrance through which students and employees enter.</p> <p>Designate an area for students to report: individual classroom, etc.</p> <p>All entering the building must be screened: questionnaire and temperature check.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Allow for the flexibility of the uniqueness of each building and campus. ○ Consider the implementation of social distancing. Do not congregate when planning. ○ Inform parents of revised protocols and suggest that it may take longer with additions and revisions to the protocols.
<p>Bus Transportation <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>All buses must have a handheld infrared thermometer on board, and all drivers must be trained to use them.</p> <p>All passengers and drivers must wear face masks.</p> <p>Only ONE person per seat is allowed.</p> <p>Driver should have hand sanitizer available on the bus for everyone’s use.</p>

	<p><i>Guidelines (continued)</i></p> <p>Bus MUST be thoroughly disinfected immediately after each use according to the guidelines established by the CDC and Catholic Mutual.</p> <p>Bus driver must sign a check-off form indicating that all recommended cleaning procedures were completed.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Use a boarding procedure like the entrance procedure used for summer athletic workouts. ○ Bus driver could have a printed checklist that s/he completes every day as students board the bus. A copy of that checklist may be found in the Appendix of this document. ○ Students should stand 6 feet apart while waiting to board. ○ Any passenger who does not pass the boarding screening should not be permitted to board the bus. Creating a holding area for those not able to board. ○ Student must return home and will not be permitted to ride again until submitting a doctor’s release. ○ For this reason, parents MUST be thoroughly educated in this procedure, and the school will strongly suggest that parents screen their child(ren) at home before ever setting out to deliver them to the bus pick-up site.
<p>Car Pooling <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>Define a single entrance through which ALL students and employees enter the school.</p> <p>Once inside, have students and employees remain until dismissed to classrooms.</p> <p>Do not permit students to wait outside for rides. The school should have a supervised wait area(s) available inside the building.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Our committee strongly recommends asking/requiring families NOT to carpool during the first semester. Revisit this topic in early December to determine if it needs to be continued in the second semester. ○ Consider purchasing a temperature check tablet that scans people hands-free (EXAMPLE ONLY; information sheets about these devices are included in the Appendix). NOTE: If this option is exercised, the school would need to implement sound parent education before using it. ○ Consider staggered entrance times so there are fewer people waiting to enter. Have students wait in classrooms and have staggered dismissal times to avoid crowding in hallways.

Field Trips	<p><i>Guidelines</i></p> <p>No schools should plan any foreign travel for the 2020-2021 school year.</p> <p>There should be no class field trips for the first semester, but revisit in December 2020 to make a determination for second semester.</p> <p>There should be no overnight trips permitted during the first semester, but revisit in December 2020 to make a determination for the second semester.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ An exception to the field trip guideline might be that small groups from the secondary schools may visit the elementary schools in their area and speak about the secondary school experience. This would be completely at the discretion of the two schools. The group would consist of the principal or teacher and 2-3 students.
Emergency Drills	<p><i>Guidelines</i></p> <p>All emergency drills are to take place as required.</p> <p>Follow social distancing guidelines and use of masks during drills.</p>
Liturgies	<p><i>Guidelines</i></p> <p>School liturgies should continue, while following diocesan guidelines.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Schedule additional Masses where possible to accommodate all students following social distancing guidelines. ○ Livestream liturgies to classes to accommodate smaller groups, and rotate groups for in-person participation.
Parent Meetings	<p><i>Guidelines</i></p> <p>Virtual or small group meetings only permitted following social distancing protocol.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Hold parent progress conferences and meetings virtually. ○ Severe discipline issues should still follow social distancing protocol. ○ Share revised protocols for meetings with parents at the beginning of school.
Fundraisers & Events <i>(Continued next page)</i>	<p><i>Guidelines</i></p> <p>Gatherings can/should be limited to the guidelines set forth for group gatherings from the State of South Carolina and/or the Diocese of Charleston regarding size allowed and measures required to ensure social distancing and cleanliness.</p>

	<p><i>Recommendations (continued)</i></p> <ul style="list-style-type: none"> ○ Reconfigure and plan for other types of celebrations for grade level activities, school activities such as Halloween parties, saint parades, Veteran’s Day celebrations, Grandparents Day, etc. ○ When thinking of Fall/Winter events, plan for alternatives now. ○ Consider virtual fundraisers.
<p>Volunteers & Visitors</p>	<p><i>Guidelines</i></p> <p>Only essential personnel should be allowed in school facilities, including substitutes, student teachers, lunch assistants, and those who provide regular scheduled duties critical to the daily operation of the school.</p>
<p>Front Office & Desk</p>	<p><i>Guidelines</i></p> <p>Protection for front office workers is essential.</p> <p>Shields should be implemented to provide protection.</p> <p>Require masks to be worn and hand sanitizer available.</p> <p>Establish a protocol for sanitizing after each visitor to the office.</p> <p>Limit visits to essential business only.</p> <p>Establish a protocol for dropping off essential items.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Notify families of revised guidelines at the beginning of the school year.
<p>Extended Care Programs <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>Maintain consistency with daily protocols followed throughout the school day.</p> <p>Ensure that social distancing requirements are met and followed.</p> <p>Snacks should be in single-serve containers to prevent cross-contamination.</p> <p>Guidelines for cleaning and sanitizing must be followed after each activity period, switching of groups, and at the end of the day.</p> <p>The use of outdoor spaces is encouraged when feasible, utilizing designated areas and times with no overlap, no equipment, and no personal equipment shared.</p> <p>Devise a strategy for student arrival at extended care program to prevent congregating and to follow social distancing recommendations.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Ensure the implementation of social distancing, no congregating when planning. Inform parents of revised protocol, suggest that it may take longer with additions and revisions to dismissal protocol.

<p>Interscholastic Athletics</p>	<p><i>Guidelines</i></p> <p>For secondary schools, what happens with Interscholastic Athletics competitions is completely dependent on the leagues in which our schools participate — SCHSL and SCISA.</p> <p>Currently, student athletes are permitted to train under certain mandatory guidelines. (<i>See the Secondary Guidelines in the Appendix of this document</i>). Students are not permitted to use equipment or game gear that would be touched by many people: i.e. footballs, volleyballs, etc.</p> <p>The leagues have not opened for competition at this time, which will be the third of a three-part phase-in to activities.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Elementary schools should take the secondary school guidelines into consideration as they look at the possibility of athletic participation for students.
<p>Extracurricular Non-Athletic Activities</p>	<p><i>Guidelines</i></p> <p>There will be no evening or off-campus activities for the first semester. Revisit in early December to determine whether the restrictions should be lifted for the second semester.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Extracurricular clubs and activities may meet during, or immediately after, school. They may be held at the school if appropriate social distancing protocol is followed.
<p>Community Service</p>	<p><i>Guidelines</i></p> <p>Schools should not participate in or require any community service that takes place outside the school during the first semester. Revisit in early December to determine whether the restrictions should be lifted for the second semester.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Schools should publish and distribute a list of virtual and at-home service opportunities for the first semester and encourage all students to participate. A sample of such a list is included in the Appendix of this document.
<p>Religious Education & Church Groups</p>	<p><i>Guidelines</i></p> <p>All religious education and church groups using the school facility must follow school health guidelines. All areas used must be cleaned after use, following the school’s required cleaning protocols.</p>

Outside Groups	<p><i>Guidelines</i></p> <p>No outside groups are permitted to use school buildings.</p>
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Health & Safety Protocols

All staff and employees should be trained for appropriate health protocols.

Communication	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Designate one person at the school for communications regarding COVID-19. <p>Understand Privacy and Confidentiality</p> <p>HIPPA and FERPA graphic Glossary</p>
Sharing School Protocols	<p><i>Guidelines</i></p> <p>Share your plans and protocols with key stakeholders. These include:</p> <ul style="list-style-type: none"> ○ Classroom configurations ○ Lunch and recess ○ Hygiene ○ Daily entry and hallways <p>For Staff: Share planning and conduct training prior to opening; in-service week; evaluate on a regular basis and make improvements.</p> <p>For Parents: Notify through letters, newsletters, emails, Zoom meetings; encourage parent discussions with child(ren) prior to the start of school on what changes to expect.</p> <p>For Students: Share the opening week of school. Model, practice, and reinforce protocols, proper handwashing and hygiene.</p>

Health Monitoring Guidelines & Recommendations

Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible.

<p>Procedure for Health Monitoring</p>	<p><i>Guidelines</i></p> <p>Establish protocols for checking for symptoms and signs of illness.</p> <p>Train individuals responsible.</p> <p>Maintain logs.</p> <p>Procedures evaluated regularly for effectiveness.</p> <p>Maintain confidentiality.</p>
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Encourage anyone who is sick to stay home.

<p>Staying Home</p>	<p><i>Guidelines</i></p> <p>Communicate that anyone sick should stay home.</p> <p>Make sure guidelines are posted and communicated for staying home when ill.</p> <p>Monitor student and staff attendance.</p>
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Plan for students or employees who get sick.

<p>Continual Screening</p>	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Temperature checks during the day for those who become ill. ○ Where and how will this be determined? ○ Location for screenings, while maintaining privacy. ○ How much time is needed for this process? ○ Should you have teams to screen?
<p>Symptoms</p>	<ul style="list-style-type: none"> ○ Temperature 100.4 or greater ○ Coughing ○ Shortness of Breath ○ Nausea, vomiting, diarrhea ○ Chills, body aches, soreness

Develop procedures if someone comes to school with symptoms or develops them later in the day.

Isolate	<p>Identify a location to isolate the person who has become ill.</p> <p>Acquire appropriate supplies:</p> <ul style="list-style-type: none"> ○ Masks ○ Gloves ○ Goggles/face shield ○ Gowns
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Regularly monitor developments of cases and exposures, updates to policies and procedures.

Exposure to COVID-19	<p>Regularly communicate and monitor developments with local authorities, employees and families regarding cases, exposures and any updates to policies or procedures.</p> <p>Develop a process in case of exposure of staff or students to COVID-19.</p> <ul style="list-style-type: none"> ○ Principal is the lead. ○ Contact the health department and Catholic Schools Office. ○ Determine necessary actions. ○ Communications Office and CSO will assist principal with messaging parents and those affected. ○ HR will assist with staff.
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Monitor student and employee absences. Develop flexible leave policies and practices.

Monitor Absences	<ul style="list-style-type: none"> ○ Track attendance through SIS. ○ Have staff sign in. ○ Decide who monitors absences: principal, nurse or designated person.
Leave Policies & Practices	<ul style="list-style-type: none"> ○ Flexible leave policy guidance from HR with input from principal.

Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

Monitor Cases	<p>Develop a process if there are cases of COVID-19 in the facility or local area.</p> <ul style="list-style-type: none"> ○ Principal is the lead. ○ Contact the health department and Catholic Schools Office. ○ Determine necessary actions. ○ Communications Office and CSO will assist principal with messaging parents and those affected.
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Academics Guidelines & Recommendations

Class size should be limited to allow for 36 square feet per person (*students and teachers*).

Class size under 36 square feet per person is permitted with all students wearing masks.

The lowest minimum for classrooms is 16 square feet per person with masks.

Class Size	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Measure square footage of each room and divide by 16. ○ Limit class size where possible. ○ Remove all non-essential furniture and space desks accordingly. ○ Classes that cannot meet this guideline should be relocated to an alternative space if available. ○ Consider other alternative schedules to meet the guideline, such as alternating days, double sessions, etc.
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In developing schedules, priority must be given to the health, safety and wellness of students and staff.

<p>Scheduling <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>All scheduling decisions must follow the latest recommendations and guidance from public health officials for preventing the spread of COVID-19.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ To the greatest extent possible, seek to minimize student transitions during the day. Wear masks during transitions. ○ Consider staggering transitions by floor, wing, grade, etc. to limit the amount of contact among multiple students. ○ Use self-contained classes where possible. ○ Rotate teachers instead of students whenever possible.
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Group work, labs, centers, etc., should continue and must maintain 6-feet of social distancing.

<p>Teaching Methodologies</p>	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Consider students wearing masks during small group activities. ○ When small group work occurs, consider setting the room up prior to student arrival to ensure proper distancing.
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Desks and other touched surfaces must be cleaned between classes.

<p>Cleaning Desks</p>	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Consider allowing extra time between class changes for proper cleaning. ○ Ensure each classroom is equipped with supplies to clean furniture and equipment, plus hand sanitizer.
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Sharing of materials is discouraged. If they are shared, they must be disinfected between uses.

Sharing Materials	<p><i>Recommendations</i></p> <ul style="list-style-type: none">○ Consider what materials can be used without sharing.○ Avoid passing out paper copies of materials whenever possible.○ Train students in proper disinfecting routines when sharing materials.○ Consider making supply packs for each student to use.
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Students must be assessed upon their return to school in math and ELA/reading.

Student Assessments	<p><i>Recommendations</i></p> <ul style="list-style-type: none">○ Consider administering MAP assessments during the first week and compare results with Winter MAP assessments.○ Develop Student Success Plans for students who need remediation because of regression due to virtual learning.○ Consider extending the school day to provide for remediation opportunities for all students, and enrichment programs for students in literacy and math on Saturday mornings.
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Develop a Distance-Learning Plan in the event the school must close and switch to virtual learning.

Distance Learning Plan	<p><i>Guidelines</i></p> <p>All Distance Learning Plans must contain procedures for how to track and document student engagement and attendance.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none">○ Train teachers on the plan in the week prior to students returning.○ Consider scheduling two practice days at some point in the first quarter.
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Train teachers and students on platforms the school will use for virtual instruction.

<p>Distance Learning Platforms</p>	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Training should occur for teachers prior to students’ arrival in August. ○ Consider training students within the first two weeks of the school year or prior to the implementation of virtual practice days.
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Schools should equip classrooms with daily livestream capabilities if students become ill.

<p>Classroom Equipment</p>	<p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Consider using Zoom, or other streaming software, on any day a student is absent. Record Zoom classes in the event students cannot attend the livestream.
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No outside volunteers or guests should be allowed in classrooms.

<p>Classroom Visitors <i>(Continued next page)</i></p>	<p><i>Guidelines</i></p> <p>Individuals providing a service (student screening, Title services, etc.) authorized by school administration, are permitted to visit schools, but must follow all school health guidelines.</p> <p><i>Recommendations (continued)</i></p> <ul style="list-style-type: none"> ○ Consider using Zoom for guest speakers. ○ Use school staff in support roles.
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Specialists should travel to the classroom instead of students, wherever possible.

<p>Specialists</p>	<p>Wherever possible, specialists in fields such as art, music, library, etc., will travel to the classroom instead of students traveling.</p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> ○ Consider what type of supplies will be needed in the classroom. ○ Consider using online books and resources.
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Appendix

[Bus Driver Form](#)

[Waiver Form](#)

[S.C. Public School Reopening Document](#)

[Resources from Catholic Mutual](#)

[Secondary Sports Guidelines](#)

[Community Service Suggestions](#)

Temperature Check Tablet: [Example 1](#) | [Example 2](#)

Miscellaneous Resources

charlestdiocese.org/covid-19-response/reopening (Password “fullofgrace”)