

Our Lady of Victory School

“Where Teaching is Caring”

RETURN TO SCHOOL PLAN

August 18, 2020

Dear OLV Families,

The final months of the 2019-2020 school year presented new experiences for students, teachers, and parents that we were able to learn so much from. We learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Church is alive and well.

At the heart of Catholic Schools is relationship and community - relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members can interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe and nurturing way.

After discussions with stakeholders, a thorough review of the federal and state guidelines for school reopening, and an evaluation of what works best for our students, we will be able to start the school year with our students returning to in-person settings—safely. If the current public health metrics hold, we will be able to continue in-school all year by following the now quite familiar, critical health and safety practices that reduce the risk of transmission of COVID-19. These include rigorous hygiene and hand washing, use of face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others. However, what can often get lost in long lists of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure. We will be constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes. This guidance and the development of individual school plans cannot guarantee the absence of COVID-19 cases in our community or buildings, this is a reality we understand. The implementation of this guidance does allow Our Lady of Victory School to mitigate, and God-willing, lessen the likelihood of exposure to our students, staff, and community.

Together, with Christ at the center, Our Lady of Victory School will continue to be a place of spiritual, academic, social, and emotional development for our students.

Yours In Christ,

Tonya Zierden

Planning for Fall

School administrators have been directed to develop three contingency plans to prepare for the 2020-21 school year. Families interested in Distance Learning regardless of the school wide scenario should contact the administrator to discuss this. We will work with families as best we can.

Scenario 1 : In-person learning for all students

In this scenario, students will be back in school for in-person learning. Parents that want to choose distance-learning for their child should contact the school to discuss this option. OLV School will create as much space between students and staff as is feasible (3-6 feet) during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. (See [American Academy of Pediatrics social distancing guidelines](#)).

Scenario 2: Hybrid model with strict social distancing and capacity limits

In this plan, OLV School will provide distance-learning and in-person learning. We will limit the number of people in the school facility to 50% maximum occupancy. Sufficient physical distancing with at least 6 feet between people will occur at all times. If distancing cannot be achieved in a space, the number of occupants will be reduced.

Depending on the final number of students enrolled and staff employed at OLV School, we may meet this guideline with everyone in attendance. If we are not able to meet the 50% occupancy, students will attend in-person classes 2 days per week and access work through Google Classroom the other 3 days. The school will work closely with the Otter Tail County Public Health to determine whether to move to a hybrid learning model per classroom or as a school.

Scenario 3: Distance learning only

In this scenario, schools will be in the distance learning model and students will learn through online methods from home. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. **Scenario 3 may also be implemented if we experience clusters of cases within a classroom or the school.

Unlike the spring of 2020, teachers are expected to conduct distance-learning from their classroom, not their homes, unless school disinfecting is in process. Future decisions to increase or loosen restrictions and to shift between scenarios will be made in consultation with Otter Tail

County Public Health Department, (local contact Jodi Lewis) if COVID-19 metrics at the local, regional, or state level worsen or improve. The administration will communicate with staff and families the possibility of moving to distance learning, thus providing some time for preparation.

School Meal Program: A contactless pick up of meals will be made available for those enrolled in our free and reduced meal program. Meals will be available for purchase for other families at regular meal prices.

Kids Club: Before and after school programs will be offered during all three scenarios for critical workers. Kids Club will be available to All families if we are operating under scenario 1.

Preschool and Pre-K: Learning Ladder Preschool will continue to offer an in-person program, regardless of which scenario the school is operating under as the programs are DHS licensed and have different guidance.

SECTION 1: OPERATIONAL PRACTICES

DESIGNATED COVID-19 POINT OF CONTACT

Tonya Zierden, Administrator, will be the point of contact in all matters relating to COVID-19. She will communicate concerns, challenges and lessons learned related to COVID-19, provide instructions and training on preventive safety measures, and perform necessary communications to staff, families, district, and local health officials. Rachel Cox, Development Coordinator, will be the alternate point of contact. The school nurse and public health will be a resource for consultation.

ASSESSMENT OF PLAN COMPLIANCE AND EFFECTIVENESS

The preparedness plan will be assessed and revised based on recommendations and/or requirements from the Diocese of St. Cloud, Otter Tail County Public Health, CDC, MDH, and MDE. The plan effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and area infection rate. The administrator will work with staff and families to clarify protocols, as needed.

COVID PREPAREDNESS TRAINING

Training will be provided to all faculty, staff and students about protection and protocols, including:

- Social distancing protocols and practices
- Drop-off and pick up
- Practices for hygiene and respiratory etiquette
- Requirements regarding the use of masks, face-coverings and/or face-shields

Staff, students and families will be educated about the signs and symptoms of COVID-19, when they/their children should stay home and when they may return to school.

The preparedness plan will be reviewed and adjusted to meet the circumstances required in the best interest of students and staff. All employees are to take an active role and collaborate in carrying out the various aspects of this plan. Changes to the plan will be shared with staff, parents, board members, students and St. Cloud Diocese.

DROP-OFF AND PICK-UP PROTOCOLS

Morning Drop-off: Students will be entering the building using multiple doors to reduce congestion. We will utilize doors A, B and C to enter the building. Parents are asked to enter the building only when necessary to assist a young student in getting settled into their classroom. Parents will need to wear a mask and should leave the building as soon as possible.

Kids Club 7:30-8:05am

- Students will enter the building at door A and proceed to the gym.

Bus riders, walkers, bikers 8:05-8:25am

- Students will enter the building at door A and **come up the stairs**.
- Students in grades 3-6 will go down the upstairs hallway and go down the stairs past the 2nd grade room. This reduces intermixing with Preschool students and parents in the lower level hallway. Any students in 3-6 needing breakfast will pick that up in the downstairs hallway.
- Students in K-2 that are eating breakfast will go to the gym while other students will go to their locker.

Car drop-off 8:05-8:25am

- Students in grades Preschool and K-2 will enter the building at door C and proceed to the gym for breakfast or to their locker.
- Students in grades 3-6 being dropped off will enter the building at door B. If they are eating breakfast, they will pick this up in the downstairs hallway, otherwise they will go to their locker.
- Students being dropped off that require a parent to enter the building with them will park in the church lot and enter through door C. Everyone entering the building is required to wear a mask or face covering.

End of the day pick-up: Students will leave the building by Doors A and B at staggered times.

Bus riders, walkers, bikers 3:07pm

- Students will exit the building at door A one class at a time.

Kids Club 3:10pm

- Students will wait at the end of the hallway on the west end of the building. They will wash their hands before entering the gym.
- Parents will pick up their child in one of three ways.
 - If students are on the playground, parents can sign them out with the supervisor in the parking lot.
 - If students are inside the building and it is BEFORE 4:30, parents will enter the building through door A and go to the gym to sign their child out.
 - If students are inside the building and it is AFTER 4:30, parents will enter the building through door J (Oak Street) and go into the gym to sign their child out.

Car pick-up 3:10-3:20pm

- Students will exit the building at door B one family at a time. Students will wait in their classroom until they are called.

Parents that exit their cars are asked to wear a mask and maintain social distancing while waiting to pick up their child. Parents remaining in their car are not required to wear a mask.

Drop-off or Pick-up during the school day: Families will use door A for all drop-off and pick-ups that fall between 8:30am and 3:00pm. Children will be released to the adult through door A. Adults are asked to only enter the building if necessary, otherwise ringing the buzzer or calling the office will notify office staff that the parent has arrived to pick up the child.

HEALTH SCREENING

Parents are responsible for taking their child's temperature and checking for signs of illness at home. Upon registering your child at OLV School, parents are agreeing to monitor their child/children's health. We require that you do not administer Tylenol or any other fever reducing medications to your child prior to sending them to school.

Staff are responsible for taking their temperature and checking for signs of illness at home each morning.

Please review this short checklist each morning and if your child is ill, report it to the school. If your child has 2 or more of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms.

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat; loss of taste or smell
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

At the end of this document you will find the COVID19 Decision Tree for people with illness

along with a copy of this checklist to place in a convenient spot in your home.

COVID-19 RELATED ISOLATION ROOM

To minimize transmission of COVID-19, students displaying COVID-19 symptoms will be isolated in the nurse's office until they can be picked up by a family member. In addition to face coverings, additional safety precautions are required for the school nurse and/or any staff supporting students in isolation spaces when distance is not possible. These precautions may include eye protection (e.g., face shield or goggles), gloves and disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

TRAVEL

We ask that OLV families and staff use good judgment and try to limit any nonessential travel within the states. Students, teachers, staff or visitors who have traveled internationally within the past 14 days will be encouraged to quarantine for 14 days prior to entering the school. Staff and students may return to school, if they remain symptom-free after 14 days. For the duration that they are at home, they will be expected to attend school using distance-learning methods.

PHYSICAL DISTANCING

Physical Distancing, also called social distancing, means keeping space between yourself and other people outside your home. Social distancing is a critical tool in decreasing the spread of COVID-19.

- Students and staff will be kept in small cohort groups that stay together as much as possible throughout the day and from day to day. Separation between cohort groups shall be practiced as is feasible (e.g. during lunch in cafeteria, bathroom breaks, arrival and dismissal, recess, weekly mass).

Special considerations for social distancing may include

- Modifying Mass, field trips, assemblies or other large gatherings
- Converting parent interactions, including parent conferences, to virtual meetings
- Limiting activities where multiple classrooms interact
- Limiting nonessential visitors to the school building
- Having students outside more as the weather and space allows

Classroom configurations

We will seek to maximize physical distance between desks and tables within our classrooms. In scenario 2, classroom seating will be arranged so that students are separated from one another by 6 feet. If it is not possible to arrange seating 6 feet apart, alternative spaces in the school and

church may be repurposed to increase the amount of available space to accommodate the 6 feet requirement.

COMMUNICATION AND SIGNAGE

- Communication is key for any plan to be effective. OLV will share and communicate the health and safety protocols that are in place for the safe return of students and staff to school.
- The preparedness plan will be shared with families and staff members.
- Clear instructions will be provided to families, staff, and visitors on how to enter the building and when you cannot enter the building. These will be posted by the entrance doors.
- Post communications on the website, social media, and email through JMC.
- List of signs to be posted by entrances and other locations, as determined, in the building
 - Face covering
 - Social distancing
 - Not feeling, well stay home
 - Handwashing

TRANSPORTATION

OLV will consult with the Fergus Falls Public School District on transportation planning. Families will be surveyed on the ability to transport children to and from school. This information will be used to arrange transportation in scenario 1 or 2. Children are required to wear face coverings on the bus. To reduce crowding on buses, families are encouraged to transport students if they are able.

SECTION 2: HEALTH AND WELL-BEING

CLEANLINESS AND DISINFECTING PROCESSES

The custodians will establish a schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for COVID-19. Appropriate PPE will be provided for staff responsible for disinfecting assigned locations. The administrator will work with custodial staff to ensure they have appropriate tools and supplies to effectively implement a plan for routine environmental cleaning and disinfecting. Appropriate cleaning times will be established to avoid cleaning products near children and ensure there is adequate ventilation to prevent children or staff from inhaling toxic fumes. Books, toys, and other shared educational materials will be cleaned or quarantined after use. Students will have their own supplies to use whenever possible.

FACE COVERINGS

We will follow MDE Guidelines and require the use of a cloth face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. They are to be worn by all persons ages 6 and up. The face covering must be worn over the mouth and nose completely when in a school building or using school transportation. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Types of allowable face coverings:

- Paper, disposable, or cloth mask
- Scarf
- Neck gaiter
- Face shield - A face shield can be worn when it is problematic to use a face covering. It is not an alternative to face coverings. Contact the administrator for discussion.

Families will be asked to supply and maintain face coverings for their children. Extra clean masks should be kept in a sealed plastic bag in the student's backpack in the event they need a clean one during the day. The school will have some available for students, staff, and guests. Staff and students will be trained on the proper use of face coverings.

Face coverings can be removed when eating or drinking (water breaks, snack time and lunch time). Students will also be allowed to remove their mask during outside activities (recess and PE). Each room will have a mask break spot to allow students to remove their mask for a short

period of time if needed as they build mask-wearing stamina.

HANDWASHING AND HAND SANITIZING

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer may be used when handwashing is not available.

- **Handwashing:** When handwashing, individuals will use soap and water to wash all surfaces of their hands for at least 20 seconds, rinse thoroughly, and dry with an individual disposable towel.
- **Hand sanitizing:** If handwashing is not feasible, hand sanitizer with at least 60% ethanol or at least 70% isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer will be placed in key locations.

As has always been the case, handwashing is required whenever hands are visibly soiled and after using the bathroom. Additionally, students and staff will be required to exercise hand hygiene (washing or sanitizing hands) upon arrival to school, before eating, after recess, before putting on and taking off masks, and before dismissal.

We will:

- Ensure the availability of appropriate supplies to support healthy hygiene behaviors
- Strategically place supplies in areas where they may be frequently used
- Supervise the use of hand sanitizer by students
- Ensure that students and staff with sensitivity or skin reactions to hand sanitizer can use soap and water
- Reinforce handwashing during key times throughout the day, including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing.

DRINKING FOUNTAINS

Students and staff are encouraged to bring their own water bottles. Only the water bottle filling stations will be allowed to be used on water fountains.

FACILITY VENTILATION

The HVAC system has been adjusted to increase air circulation. Fans and windows may also be used to increase air circulation in spaces as needed.

PROTECTING VULNERABLE POPULATIONS

Families and staff members should notify the administrator if they are of high risk for illness due

to COVID-19. The administrator will collaborate with the family or staff member to make arrangements for alternative learning or work assignment.

HANDLING SUSPECTED / CONFIRMED POSITIVE CASES OF COVID-19

The principal will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive cases. Families and staff should contact Mrs. Zierden at school to report cases or concerns.

We will coordinate with local health officials, while maintaining confidentiality, and we will follow their instructions.

We will follow the MDH Decision Tree for People with COVID-19 symptoms in youth, student and child care programs to determine when a student or staff member may return to school following illness or COVID-19 testing.

SOCIAL-EMOTIONAL LEARNING AND MENTAL HEALTH

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. OLV School will play a role in helping students and staff cope, access needed resources, and build resilience. We will:

- Provide staff, families, and students with age-appropriate information on how to access resources for mental health and wellness.
- Encourage staff, students, and families to talk with people they trust about their feelings and concerns regarding COVID-19.
- Reinforce and enhance curriculum and supports focussed on social-emotional learning, relationship building, and successful transition to new classrooms and environments.

SECTION 3: CURRICULUM AND INSTRUCTION

INSTRUCTIONAL DELIVERY

We are preparing our curriculum to ensure that all students have access to their classes and teachers whether they are physically present in the classroom or not. We will deliver curriculum in multiple formats throughout the year: live in-person, remote live through Zoom, and remote recorded. Our goal is to accommodate the needs of our students and families as flexibly and comprehensively as possible, to continuously provide a rigorous and exceptional learning experience to all our students, and to position us to adapt to the demands of public health conditions as they change.

ATTENDANCE, GRADING AND REPORTING

- Attendance will be required for all learning scenarios - in-person, distance learning or hybrid model. This will ensure shared accountability for learning. Classroom teachers will take attendance daily and record in JMC.
- OLV School will follow the same grading system, except specialist classes, for all learning scenarios. During distance learning, students will be graded on participation for specialist classes.
- Communication between teacher and parent is key to student success. Teachers will communicate student progress on a regular basis. Grades for kindergarten through sixth graders will be available through JMC.

ASSESSMENT

The focus for student assessments within all reopening plans will be to help teachers identify individual students' learning needs and plan for upcoming instruction.

- Assessments, STAR, DIBELS, and MAPS, will be used to analyze learning loss and assist teachers in developing students' learning plans.
- Teachers will utilize formative assessments frequently during and after instruction.
- Allow for flexibility, including application of skills, especially in distance learning.
- Prepare to assist students with learning gaps and plan strategic interventions to reteach and fill these gaps.

DIGITAL RESOURCES, TECHNOLOGY AND CONNECTIVITY

Whether learning takes place primarily in distance learning or in person, expanded digital resources will ensure students have consistent access to high quality learning tools. Families should communicate any technology challenges to the school technology coordinator immediately. Families will be offered technology training as needed if the school returns to distance learning.

To the greatest extent possible, every student needing a school-provided device to support in-person and distance learning will have access to a Chromebook or iPad.

We will work with families to ensure internet service is adequate for distance learning.

ADMINISTRATIVE CONSIDERATIONS

Throughout the school year there may be other considerations required that are not listed at this time.

- Adjustments in staff positions to accommodate the learning plans for students, sanitation needs of the facility and lunch / recess protocols and supervision may be made.
- Focus on improving, designing and delivering flexible instruction both in-person and distance learning.
- Provide teachers time for collaboration, adjustments, and support.
- Consideration for changes in staff evaluation process.
- Plan for staffing in the event of staff shortage due to COVID-19.

SECTION 4: CREATING AND MAINTAINING COMMUNITY

Creating and maintaining relationships is the hallmark of Catholic education. Even amidst these unique challenges, strong communication and relationships are a priority. At the very heart of the school is the celebration of the Liturgy and prayer. The staff will work together in planning, inviting, and collaborating with parents to continue the “family” environment of OLV School.

Events that are part of our school year and help to build community (weekly mass, October rosary, NonPublic School Marathon Fundraiser, All St. Day Party, Christmas Program, Catholic Schools Week) will be carefully looked at in an effort to maintain the traditions while keeping students and staff safe.

FAITH LIFE AND SOCIAL OPPORTUNITIES

The administrator will work in collaboration with pastors and teachers to develop a plan for liturgy that includes social distancing and safety protocols for students, staff, and parishioners. Parents will be notified through the weekly administrator newsletters, JMC, and social media.

The teachers and administrator will review the rituals, prayer opportunities, and other faith gatherings to consider other new ways to celebrate traditions and rituals that celebrate our school community and meet the safety protocols. Classrooms will continue to have prayer time within their day. This has always been and will continue to be a special time for students and teachers to connect and share celebrations, worries and concerns.

Throughout the year, there are many opportunities to gather as a community. As we move through the year, and based on the guidelines of MDH, CDC, and local COVID-19 numbers, the way we gather may change. These will be planned as we move forward. They will include opportunities for in-person and/or virtual connections.

GRATEFUL FOR OUR SCHOOL FAMILY

The year will be a journey of working together to create a faith-filled, positive, welcoming, healthy, and safe environment for our children and employees. Thank you to families and staff for all your feedback and patience as this plan came together. The plan probably doesn't cover every situation that will arise, but we will work together by researching and problem solving solutions. If there are any questions, please contact the administrator, Tonya Zierden.

Please check your child for these symptoms

If your child has

- new onset cough or shortness of breath

OR

If your child has 2 or more of the following symptoms

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat; loss of taste or smell
- Diarrhea, vomiting, or abdominal pain
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

RESOURCES

Decision Tree for People with COVID-19 Symptoms

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

Symptoms of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Isolation Guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html.html>

CDC Quarantine Guidance with scenarios.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html.html>

CDC Sick Parents and Caregiver guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/parents-caregivers.html.html>

Similarities and Differences between Flu and COVID-19

<https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm#table>