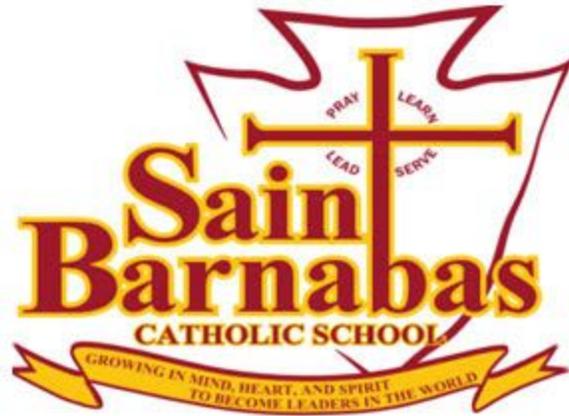


ARCHDIOCESE OF INDIANAPOLIS



*ST. BARNABAS CATHOLIC SCHOOL
INDIANAPOLIS, INDIANA*

*COVID-19 HEALTH AND SAFETY
RE-ENTRY PLAN
2020-2021 SCHOOL YEAR*

*THROUGH OUR CATHOLIC FAITH
GROWING IN MIND, HEART, AND SPIRIT
TO BECOME LEADERS IN THE WORLD*



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

St. Barnabas Catholic School will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place.

Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

2020-2021 SAINT BARNABAS CATHOLIC SCHOOL RE-ENTRY PLAN (July 2020)

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. Saint Barnabas will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as priority. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and Center for Disease Control was used to create a plan that speaks to the local subsidiarity of St. Barnabas. At all times St. Barnabas leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the St. Barnabas community.

The following are the plans St. Barnabas Catholic School will implement on Tuesday, August 11, 2020. All students, PreK-8th grade, will be able to attend in-person each day, for the full day. These plans have been developed by the St. Barnabas administration team, teachers, and staff, along with consultation from several key partners at the Indiana Department of Education, the Archdiocese Office of Catholic Schools, local health officials, and other stakeholders, including parents, parishioners, and parish staff.

Again our top priority is to provide a safe and healthy learning environment for all students, staff, and families. We have used the latest data and information from the Centers for Disease Control and Prevention (CDC), as well as the Indiana and Marion County Health Departments.

LOGISTICS AND PLANNING

Screening:

- Parents will be asked to faithfully screen each of their children before bringing them to school each day. This will include a temperature check and list of questions related to symptoms of COVID-19. Students experiencing any of these symptoms are asked to stay home from school and contact the school office via phone no later than 8:00 am.
- Staff will screen themselves daily before coming to work. This will include a temperature check and list of questions related to symptoms of COVID-19. Staff members experiencing any of these symptoms are asked to stay home from school and contact the administration no later than 6:30 am.

School Entrance Procedures:

- All students in grades PreK-8, and their siblings, will be dropped off in the school parking lot and enter via doors #1 and #8. Students should wear a mask while entering the building. Staff members will be present to greet students and assist younger children, as needed.
 - PreK students without siblings may be dropped off in the morning drop off line and will walk in with St Barnabas Staff supervision, or you may park in the back parking lot and walk your child to door #10 to be met by one of the PreK staff.
 - Parents walking PreK students to door #10 must wear a face mask.
- As students in grades PK-8 enter the building, they should report directly to their homeroom.
 - Students may not enter the building before 7:00 am but should arrive before the 7:30 am bell.
- All students will use hand sanitizer upon entering the classroom.
- Students that arrive late should enter through door #2 and check in at the main office. Parents are asked to not enter the building. Parents may drop students off from a parking space, call the front office to check them in, and allow them to walk into the school, or walk them to the Atrium door #2 and wait for them to be buzzed into the office.

School Dismissal Procedures:

Dismissal procedures will remain largely the same. However, times will be slightly staggered to allow for safe and socially distanced dismissal.

CAR RIDERS:

- Students in grades PreK-3 will begin the dismissal process at 2:45 pm (immediately following afternoon announcements and prayer). They will exit the building one class at a time via doors #8 and #10 in the back parking lot.
- After all primary students have exited the building, the school office will call for students in grades 4-8 that are being picked up in the parking lot to be dismissed.
- Once all students using the lot are in their vehicles, the teachers on duty will begin dismissing cars.

AFTERCARE:

- Following the dismissal of all car riders, one teacher from each area team will be responsible for walking students to extended care
 - Primary- as soon as hallway is empty
 - Intermediate/Middle School- an announcement will be made following dismissal

WALKERS/STAFF CHILDREN/EXTRA-CURRICULAR ACTIVITIES:

- An announcement will be made following the dismissal of all car riders- at this time, one teacher from each area team will be responsible for getting walkers to door #1.
- Staff children can be dismissed to their parent's classroom/location.
- Students staying for extracurricular activities should report to the office to wait for the staff member or adult in charge to pick them up.

After School Care:

We ask that if you are able to make other arrangements for after school care, that you do. This is to help limit the number of students attending.

- Students will be seated at tables with their family members. Otherwise, students will be socially distanced at tables designated for Aftercare.
- All materials, tables, and chairs used will be disinfected at the conclusion of Aftercare each day.
- Students attending Aftercare will be required to sit with siblings for snack and attendance. Otherwise, students will be socially distanced at tables designated for after-school care.
- All students will be required to clean hands prior to eating snacks and before switching between any games/activities with shared materials.
- Specific toys/activities will be designated for use on a given day. The materials used will be cleaned frequently, and will be fully disinfected at the conclusion of the day.
- Students will be taken outside for recreation as often as possible to minimize the use of shared materials.
- When parents arrive to pick up students, they should enter at Door #2. Parents will be

required to have a mask on before entering the building.

Visitors:

- We will be strict in our limiting of visitors. Parents picking up their children and/or other visitors that must enter the school building, should use door #2 and must wear a mask.
- Upon arriving in the office, essential visitors will be asked a series of screening questions and will be asked to wear a mask prior to entering the school building.
- All visitors will be asked to use hand sanitizer prior to entering the school.

Cafeteria and Lunch:

- Prior to eating lunch every student will thoroughly clean their hands.
- Lunch will be served in the cafeteria this year with assigned seating and reduced capacity.
- Students will not have access to microwaves or refrigerators.
 - Students who bring their lunch are encouraged to have containers and packaging which they can open without assistance.
- All tables will be thoroughly cleaned following each lunch period.

Social Distancing:

Classrooms:

- Students will remain with their grade level throughout the day.
- Teachers will directly instruct students on physical distancing procedures within the classroom.
- Teachers and students will work to increase distance in all spaces. Three to six feet will be the recommended measures used to determine social-distancing in all areas of the school building.
- When seated in classrooms student desks will be facing the same direction. Students will have assigned seats to assist with potential contact tracing measures.
 - Seating charts will take into account any accommodations.
- In classrooms where students do not have individual desks and sit at shared tables (PreK, Kindergarten, Art Class) tables will have dividers to partition individual work spaces. This will allow students to see and interact with one another while having a safer barrier between them.
- Shared classroom materials will be limited:
 - Students will have their own textbooks, writing utensils, art supplies, etc.
 - Any materials that are shared by students will be sanitized between uses.

- Students will be frequently reminded of the importance of social distancing. Visuals will be placed in classrooms and around the school to help support and remind all students and staff of the importance.

SHARED SPACES:

- Directional arrows and reminders will be placed in all stairwells for consistency. Traffic will flow in only one direction in stairwells during the instructional day.
- Students and staff traveling in hallways will be required to walk on the right side of the hallway.
- In shared spaces the floor will be marked for appropriate social distancing as needed.
- Teacher workrooms will be limited to necessary work only. Students will not be permitted to enter the teacher workrooms.

RECESS:

- Recess will continue to be provided to all students following the social distancing and health and safety protocols.
- Each grade level will have their own set of recess equipment. Teachers will be responsible for spraying and disinfecting all materials following each use. These materials will be stored in respective classrooms.

Health and Safety:

FACE COVERINGS/MASKS:

- ALL students, staff, and individuals who enter the school building are required to wear a cloth face mask. Masks will be worn at all times in the hallways, restrooms, and common areas.
- Teachers, by their discretion and in their role of providing the safest possible environment, may require the use of masks at times during small group or one-on-one instruction.
- When students are in classrooms and are appropriately distanced, masks will not be required.
- The wearing of masks is subject to change per guidance or mandates from the governor, mayor, health department or Office of Catholic Schools.
- Parents should provide school appropriate face coverings. Extra face masks will be available if a student forgets theirs.
- We understand that some students will have a more difficult time than others in regards to masks, whether due to age, sensory concerns, or other health-related needs. We will continue to adjust our procedures to best accommodate student needs while keeping the safety of all as a priority.

- Staff members will alternate between a mask or face shield while providing instruction.

WATER FOUNTAINS:

- Water fountains will be turned off for normal use, and will be replaced with touchless bottle fillings stations. Students will be encouraged to have a refillable water bottle no larger than 24 ounces.

SHARED MATERIALS/SPACES:

- Use of shared materials will be limited. Any materials that are shared will be sanitized immediately following use.
- The divider in the gym will be utilized, when needed, to help distance larger groups of students.
- Students in grades PreK-1 will use restrooms in the primary hallway. Students in grades 2-6 will use restrooms in the intermediate hallways. Students in grades 7-8 will use restrooms in the northeast wing.

STUDENT HEALTH AND SAFETY PLAN:

- In the back to school packet, all parents will receive the Student Health and Safety Plan from the Archdiocese of Indianapolis and must return a signed copy to the school.

Special Area Classes and Extracurricular Activities:

- Students will travel to classrooms for Art, Music, and PE..
 - ART:
 - Students will be distanced as far apart as possible utilizing the full classroom space, and will all face the same direction, with assigned seats.
 - Students will use as many of their own materials as possible to class to limit sharing.
 - Shared materials will be sanitized after each use as needed.
 - Students will use hand sanitizer when entering the classroom and will use hand sanitizer upon returning to their homeroom.
 - MUSIC:
 - Students will be distanced as far apart as possible utilizing the full classroom space, and will all face the same direction, with assigned seats.
 - Singing- still being determined, but will use outside and/or gym and church spaces when possible.
 - Choir will not be singing at Mass until further notice.
 - Band students will be socially distanced during band instruction.

- Students will use hand sanitizer when entering the classroom and will use hand sanitizer upon returning to their homeroom.
 - PE:
 - PE classes will be held outside as often as possible.
 - Shared equipment will be sanitized after each class period as needed.
 - Students will use hand sanitizer when entering the classroom and will use hand sanitizer upon returning to their homeroom.
 - COMPUTER:
 - Students in grades 3-8 will have computer class in their homerooms. Students in grades PK-2 will meet in the computer lab.
 - Students will be distanced as far apart as possible utilizing the full classroom space, and will all face the same direction, with assigned seats.
 - Students will use hand sanitizer when entering the classroom and will use hand sanitizer upon returning to their homeroom.
 - SPANISH:
 - Students in grades PK-8 will have Spanish class in their homerooms.
 - Students will be distanced as far apart as possible utilizing the full classroom space, and will all face the same direction, with assigned seats.
 - LIBRARY:
 - Books will not be checked out from the school library until further notice
- Any extracurricular activity that is planned to take place before or after school will be evaluated on an individual basis. Procedures and protocols will be fully established before any sign-ups are sent to families.
- All St. Barnabas athletics will strictly follow the recommendations and mandates put in place by CYO for each individual sport.

Disinfecting and Hygiene:

- Students will be educated, and frequently reminded, of the proper hand-washing methods.
- All classrooms will have hand sanitizer, sanitizing wipes, and sanitizing spray.
- Students will clean their hands frequently, including, but not limited to entering the classroom each morning, after using the restroom, before lunch/snack, before and after any shared materials are used, anytime they are entering a new classroom space (switching classes, specials, returning to classroom from specials/recess, etc).

- Teachers will be encouraged to take their classes to the restroom to wash hands frequently.
- Hand sanitizing stations will be located at various locations throughout the building and the main office.
- Parents will be encouraged to wash and disinfect masks, water bottles, bookbags, uniforms, etc. on a regular basis.

Disinfecting and Cleaning:

- Cleaning supplies and materials will be obtained via our LEA and other shared vendors.
- Staff members will be responsible for cleaning their classroom/work space frequently.
- The maintenance team will be responsible for cleaning shared spaces and high touch areas (handrails, door knobs, restrooms) frequently throughout the school day
- Classrooms will be cleaned each night by the cleaning service.
- All shared materials will be disinfected immediately after use.

Attendance:

- St. Barnabas will forgo perfect attendance incentives.
- Attendance will be monitored using the guidelines established by the ISDH, MCPHD, and OCS.

Evidence of a Positive Case:

- Any student that is showing signs of COVID-19 will wait, supervised, in a separate location away from the main office. This space will be sanitized after each use.
- If a student or family member tests positive for COVID-19, parents must report the positive case by calling the school office. If it is after hours, please call the main office and leave a voicemail or communicate to the principal via Jupiter Ed.
- If we have a confirmed case of COVID-19 the local health department(s) and the Office of Catholic Schools will be contacted by the principal, assistant principal, or administrative assistant.
- The administration will follow the health department and CDC's directives about notifying others that may have come in contact with the infected person.
- Any decisions regarding quarantine, closure, etc. made by the local health department or school administrators will be communicated to families.

Emergency Contacts:

- All families will be asked to verify emergency contact information in Jupiter Ed at the

beginning of the school year.

- Families are asked to contact the school office immediately in the event of any changes related to emergency contact information for their child(ren).

Education and Training:

- All staff members will be trained on the signs and symptoms of COVID-19 and the procedures for students that are showing symptoms. This training will be provided by the principal, assistant principal, or other health specialists. This training will be on-going as the year evolves.
- Parents will be reminded of signs and symptoms to watch for and will be asked to check their children on a daily basis. Communication and reminders will be sent via the newsletter each Friday.
- Parents will be encouraged to wash and disinfect masks, water bottles, bookbags, uniforms, etc. on a regular basis.
- Students will be educated and reminded of the importance of social distancing, cleaning, and proper hygiene. Teachers will be providing ongoing instruction and reminders with students on a daily basis.
- All substitute teachers will be provided a training from the principal or assistant principal on procedures and protocols prior to subbing in any classrooms.

CREATING AND MAINTAINING COMMUNITY

Communicating with Parents:

- Updates and other school news/communication will be shared in a variety of ways; Jupiter Ed, Newsletter, website and social media (Facebook, Twitter, Instagram) are the most used modes of sharing communications with families.
- Case Conferences will be held virtually or in person as determined by the case conference committee, including parents.
- Other parent meetings (Back to School Night, Parent/Teacher Conferences, PTO, etc) will be evaluated on an individual basis.

Social Opportunities for Families:

- All social celebrations (Walk-a-Thon, Family STEM Night, Christmas Programs, Catholic Schools Week, and other special events) will be evaluated on an individual basis.

CURRICULUM AND INSTRUCTION

Instructional Plans:

- Teachers will collaborate vertically to determine what academic standards were not assessed during the 4th academic quarter of the 2019-2020 school year.
- Curriculum maps will be updated to reflect student learning needs.
- Academic Intervention time will be included in daily schedules to support the academic growth of all students.

Assessing Students:

- Students will complete NWEA assessments within the first few weeks of school to provide most recent data.
- Students will complete regularly scheduled formative and summative assessments during the school year.

Remote Instruction:

St. Barnabas Catholic School will offer a Remote Learning Option for families in the event their child can not attend school in person because the child is ill, a family member is ill, they are under isolation or a quarantine, or for any other documented medical reason. To be eligible for Remote Learning parents **MUST**

- Parents will notify the school by calling the Main Office.
- Parents will provide appropriate documentation from the healthcare provider.
- Parents will be responsible for picking up any materials and bringing them back to school as needed.
- Teachers will record or Live Stream lessons and share them through Google Classroom within 24 hours.
- To repeat, the Remote Learning Option is only for students who have documentation from a healthcare provider that states the absence is necessary or in accordance with ISDH and MCPHD guidelines.

MAINTAINING OUR CATHOLIC IDENTITY

Opportunities for Students to Attend Mass:

- All students in grades K-8 will attend school Mass each week. Grade levels will be assigned a weekly Mass schedule to accommodate the daily Mass capacity. PreK will begin attending Mass at a TBD future date.
- Students will be spaced appropriately in the church to allow for social distancing.
- Students and staff will follow all protocols as directed by St. Barnabas Catholic Church leadership and the Archdiocese of Indianapolis.
- The church will be cleaned following each school Mass. The same cleaning procedures that are followed during weekend Mass will apply to school Mass.
- The same procedures will apply to classes that are attending Eucharistic Adoration on First Fridays.

TECHNOLOGY

Possibility of Transitioning to E-Learning After School Starts:

Although we hope this is not necessary, we will be prepared. Parent information nights will be scheduled as deemed necessary for primary, intermediate, and middle school. These information nights will identify the resources and tools that staff and students will be utilizing in the event we move to extended e-learning during the school year, and will provide training for parents.

In the event we are required to move to extended e-learning during the school year....

- Families will be notified via Jupiter Ed as quickly as possible, which will include a comprehensive plan for extended e-learning.
- All students in grades 6-8 would use their 1:1 school issued chromebook devices. Families of students in grades K-5 may be permitted to check out a loaned device, one per family, if available.
- The primary platform that will be used for online instruction will be Google Classroom. This program is user-friendly and will be used for students in grades K-8.
- Students will be required to answer a daily attendance question within Google Classroom.
- Students will be required to complete each of their daily assignments for core classes and weekly assignments for each special area class.
- Teachers and staff will have daily office hours in which students and parents can communicate and ask questions via Jupiter Ed, email, Google Meet, and/or phone.

No Technology:

- In the event a family does not have access to a device, a chromebook may be checked out, one per family, if available.
- In the event a family does not have internet access, the teacher may provide paper packet activities for students, or the school will help the family identify alternative internet access locations.

These domains are extrapolated from *Leading with Hope*, crafted by the University of Loyola's Andrew M. Greeley Center for Catholic Education, School of Education, Loyola University of Chicago (<https://www.luc.edu/gcce/>).