



ST. ELIZABETH ANN SETON A CLASSICAL CATHOLIC SCHOOL

RETURN TO CAMPUS

PROCESSES AND OPERATIONS

Health and Safety

This guidance document is being provided based on the public health situation as we understand it today and is intended to support planning for school year 2020-2021 activities and instruction beginning August 1, 2020. Changes to the public health situation over the course of the summer may necessitate changes to this guidance, including additional restrictions to school operations.

The health, wellness, and safety for all students, staff, parents, and supporters continues to be a priority. As new information arises, St. Elizabeth Ann Seton administrators will continue to monitor the suggestions and recommendations posted by the Centers for Disease Control (CDC), Department of Health and Human Services (DHHS), American Association for Pediatrics (AAP), Texas Education Agency (TEA), Texas Catholic Conference of Bishops Education Department (TCCB ED), and our diocesan support team. Updates will be adapted and implemented as necessary and shared with the community.



CONTENTS

Understanding of COVID-19	2-3
In-Person and Remote Instruction	4
Attendance and Enrollment	4
Start of School Procedures	4-7
Campus Visits	7
Extracurricular Sports and Activities	7
Exclusion and Re-admittance Criteria	7-8
Emergency Response	8

The SEAS COVID-19 Response Team includes:

- **Kim Schorn, RN** – School Nurse (campus designated staff member to ensure the implementation of health protocols)
- **Jeanette Rogge, RN** – School Nurse
- **Fr. James Flynn** – Pastor
- **Sam Vanderplas** – School Principal
- **Karen Ullman** – Assistant Principal
- **Amy Delgado** – Faculty Representative
- **Yvonne Halboth** – IT Coordinator
- **Debbie Arnold** – School Counselor
- **Dale Shipman** – Facilities Manager

UNDERSTANDING OF COVID-19

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms, which may appear 2-14 days after exposure. In evaluating whether symptoms are consistent with COVID-19, consider if a person has recently begun experiencing any of the following in a way that is not normal for them: cough, chills, shortness of breath, loss of taste or smell, muscle pain, headache, sore throat, diarrhea, vomiting, fever of 100°F or higher, or feeling feverish.

Disease Transmission

The virus that causes COVID-19 can infect people of all ages, and schools must do everything feasible to keep students safe. Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms. Furthermore, the American Academy of Pediatrics notes that COVID-19 risks must be balanced with the need for children to attend school in person, given that lack of physical access to school leads to a number of negative consequences for children. It is possible for a child or adult with a mild or asymptomatic case of COVID-19 to infect others, leading to possible serious illness or death, especially for those 65 or older with preexisting health conditions that place them at higher risk. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

Health and Hygiene Practices

- Hand sanitizer and/or hand washing stations with soap and water will be available at each entrance and in every classroom.
- Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
- Students will be encouraged to wash hands for at least 20 seconds after using the restroom, before eating, and at least two times each day additionally.
- Students, teachers, staff, and campus visitors will be reminded and encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- SEAS has planned for more frequent cleaning practices, including additional cleaning by janitorial staff, as well as providing the opportunity for students and staff to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
- SEAS has arranged for additional cleaning and disinfecting of surfaces that are touched in common areas throughout the day, such as door handles, common tables/desks, and shared supplies.
- There will be cleaning of commonly-touched surfaces in classrooms between different class groups.
- The school will follow CDC guidance on cleaning school buildings to prevent COVID-19 spread and will ensure that cleaning products are stored safely and that harmful cleaning products are not used near children.
- The school will post printed resources from the CDC that promote protective measures and can serve as helpful reminders of best practices.

PREVENTIVE PRACTICES

The prevention and mitigation practices recommended in this document are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. SEAS will take local public health context into account throughout the year as prevention and mitigation recommendations are determined and implemented.

- Frequent handwashing
- Avoid touching eyes, nose, and mouth
- Properly cover coughs and sneezes
- Socially distance at least six feet from others
- Cover mouth and nose when around others
- Clean and disinfect frequently touched surfaces
- Stay home if feeling sick

Individuals Confirmed, Suspected, or Exposed to COVID-19

Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period and cannot return to campus until the school screens the individual to determine that the below conditions for campus re-entry have been met:

- An individual who was diagnosed with COVID-19 may return to school when all three of the following criteria are met:
 - a. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - b. the individual has improvement in symptoms (e.g., cough, shortness of breath)
 - c. at least 14 days have passed since symptoms first appeared.
- An individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive a confirmation that they are free of COVID via an acute infection test at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
- Individuals—including students, teachers, staff, or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, must stay at home through the 14-day incubation period, and will not be allowed

on campus.

- The school nurse will screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus.
- If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

Identifying Possible Cases in the School

- The school administration or nurse will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Facilities and staff will follow protocol by cleaning the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Response to Confirmed Cases in the School

- If an individual who has been in a school is lab-confirmed to have COVID-19, SEAS will notify the local health department, in accordance with applicable federal, state and local laws and regulations.
- Facilities will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, SEAS will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

IN-PERSON AND REMOTE INSTRUCTION

Two Instructional Options for Fall 2020 - Registration Offered in Late July

<p>Traditional School Setting <i>In-Person Instruction</i></p> <p>Students will be allowed to attend school daily at St. Elizabeth Ann Seton following a regular schedule as in previous school years. Mass will continue weekly and will be socially distanced in accordance with the health and safety protocols of the Diocese of Fort Worth.</p>	<p>Non-Traditional School Setting <i>Remote Instruction</i></p> <p>Remote instruction will be offered via Zoom classes, scheduled daily, streamed live, with uniforms required and privacy safeguarded. Assignments and weekly overviews will be posted in Google Classroom. Textbooks will be offered for pick-up and Mass and daily prayers streamed live.</p>
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ATTENDANCE AND ENROLLMENT

- Per Texas Education Code (TEC), §25.092, students must attend 90% of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.
- Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
- The school will take daily attendance for in-person and remote students.

START OF SCHOOL PROCEDURES

Back to School Night and Parent Meetings

SEAS will allow families to register for a time to visit for Back to School Night. Parents and visitors must follow virus prevention and mitigation requirements of the school.

Staff Screening

SEAS will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. The screening includes teachers and staff taking their own temperature. Teachers and staff will report to the school if: (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or (b) they themselves have COVID-19 symptoms.



Initial Student Screening

SEAS will pre-screen students for COVID-19 symptoms prior to the start of school through a survey sent to families. Before coming onto campus, SEAS will screen students to determine if: (a) they have COVID-19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19.

Ongoing Student/Staff Screening

Ongoing screening will be completed each morning by asking parents several verbal screening questions and

checking students' temperature before students exit vehicles.

Parents must not send a child to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead opt to receive remote instruction until the below conditions for re-entry are met. Parents must also opt to have their children receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

Drop-Off and Pick-Up

SEAS will offer drop-off and pick-up only through the carline. Staff members will screen students for COVID-19 as well by asking several screening questions of a student's parent at morning drop-off. Both the standard and the rainy day pick-up will be run through car lines.

Visitors

Visitors will be limited at this time. Visitors are allowed onto campus only after a temperature check and verbal screening to determine that they do not have COVID-19 symptoms and are not lab-confirmed with COVID-19. Visitors with COVID-19 symptoms, lab confirmation of COVID-19, or close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until they meet the criteria for re-entry.

Entering the School

SEAS is planning an entry and exit procedure that will reduce the number of students congregating in any area. Students will enter one at a time and wait six feet apart as directed from the posted signage on floors and walls throughout the school. There will be hand sanitizing stations at every entrance to the school, in each classroom, and at the end of each hallway.

First Day of School Arrival

- Mandatory car line drop-off
- Parents and caregivers remain in carline or must be screened before entering the building
- Morning prayer will be viewed and heard in each classroom
- Every class will be taught good-handwashing techniques

Masks, Shields, and Face Coverings

- For the purposes of this document, masks include non-medical grade disposable face masks and cloth face masks that cover the nose and mouth. Neck gaiters, masks with valves or vents, bandanas, balaclavas, and handkerchiefs are less effective and should not be worn. Face shields alone do not suffice.
- It is not developmentally appropriate for students in kindergarten and below to wear masks for extended periods. It may not be developmentally appropriate for some other students, including some students with disabilities, to wear masks for extended periods.
- For students in first grade and above, the determination of whether wearing a mask is developmentally appropriate is up to the school administration in consultation with the student's parents. For students in preschool through third grade, masks will be required during arrival and dismissal, in halls and multi-stall restrooms, and at Mass, but, due to the minimal transmission risk, not in the classroom. For students in fourth through eighth grade, masks will be required during arrival and dismissal, in halls and multi-stall restrooms, and at Mass, and when unable to maintain six feet of social distance in the classroom.
- SEAS will require all employees and visitors to wear masks. Masks will be required in halls, common areas, and when unable to maintain six feet of social distance.
- Masks must be a solid color or inconspicuous pattern and—other than a student's name or initials, which are recommended—may not display images or text.
- Students should bring a backup mask to leave at school in case their primary mask is lost or soiled during the day. If a student's mask is lost or rendered unusable during the day and the student has no backup,

another mask may be provided if possible or the student's parents may be called to pick up the student.

- For exercise, athletics, and recess, students may remove masks as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks. Students must wear masks as they arrange themselves in positions that will allow them to maintain safe distancing.

Student-Teacher Groupings & Social Distancing

- Where feasible without disrupting the educational experience, students will practice social distancing.
- In classroom spaces that allow it, student desks will be placed six feet apart when possible.
- The school will eliminate in-person indoor student assemblies at this time.
- In classrooms where students are regularly within six feet of one another, we have planned for more frequent hand washing and/or hand sanitizing while also working to increase airflow from the outdoors when possible.

School Mass

School Mass will continue weekly. Grade levels will rotate through attending in-person Mass. SEAS will follow protocols for masks and social distancing at Mass. Mass is streamed live for remote students. Hand washing/sanitizing before and after Mass is necessary.



Hallways & Transitions

- Students will travel on the right-hand side of the hallways to reduce contact. Hallways are 9-12 feet wide and allow for social distancing.
- Physical guides will be placed with reminders on floors to walk on the right-hand side.
- SEAS will encourage students to reduce the use of lockers when possible.
- Students and teachers will use outdoor spaces when possible.
- Teachers should maintain 6 feet from students when possible and if not disruptive to the educational process.

Lunch and Dining

- Students will eat in classrooms. Lunch will be delivered to classrooms for students who order it. Please do not send microwave lunches, as students will be in classrooms without microwaves.
- Students should bring a water bottle labeled with their name. Water fountains will be turned off. Water bottle refill stations will be accessible.

Use of Outdoor Areas

- When feasible and appropriate (for example, in athletics and physical education classes as weather permits), it is preferable for students to gather outside, rather than inside, because of the likely reduced risk of virus spread outdoors.
- Outdoor areas only need routine maintenance and hand hygiene will be emphasized before and after use of these spaces. Outdoor high-touch surfaces, such as railings, handles, etc. will be cleaned and disinfected regularly if used continuously.
- UV light kills viruses and bacteria and is used in some controlled settings as a germicide. UV light-emitting devices will not be used in school, because they can cause skin and eye damage.

CAMPUS VISITS

- Visitors will be limited at this time. SEAS will encourage reducing adult visits to only those essential to School operations. Parents and other visitors may visit SEAS if necessary.
- During these visits, parents and other visitors must follow School virus prevention and mitigation protocols.

EXTRACURRICULAR SPORTS AND ACTIVITIES

- Participation in extracurricular and extended day activities will continue consistent with the health and safety protocols in this document.



- In-person and remote students are all eligible to participate in sports and extracurriculars.
- There will be no field trips during the first semester.
- If and when SEAS opens the campus to the public, the operation of the facilities will be consistent with the governor's executive orders for similar activities.
- The school will institute entry, exit, and transition procedures that reduce large group gatherings (of students or adults) in close proximity by providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside during drop-off and pick-up.

Staffing

- Employees of schools, like employees of any organization, must continue to meet the work expectations set by their employers, subject to any applicable employment contract terms.
- School teachers and staff are being trained specifically on the protocols outlined in this document and the practices adopted by the school.
- School staff meetings will maintain the mask and social distancing protocols in this guidance.

EXCLUSION AND RE-ADMITTANCE CRITERIA

Our Catholic schools adhere to the [Communicable Disease Exclusion Criteria for Schools and Childcare Settings](#) as outlined by the Texas Administrative Code. This chart is found in the TCCB ED School Health Manual. We anticipate either a revision to this document to include considerations for COVID-19 or a new stand-alone guidance document for COVID-19. The information listed is consistent with current recommendations from the CDC and Texas DSHS, subject to change.

1. Immediately isolate and send home any employee or student who has new or worsening symptoms of possible COVID-19 or has had close contact with a person who is lab-confirmed to have COVID-19.
2. Employees or students with new or worsening symptoms of COVID-19, or who test positive for COVID-19, are not allowed to return to work/school until all three of the following criteria are met:
 - At least 3 days (72 hours) have passed since recovery including resolution of fever without the use of fever-reducing medications
 - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - At least 14 days have passed since symptoms first appeared

An employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19. The individual may return to work/school only after completing the same three-step criteria listed above. If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. An employee or student with known close contact to a person who is lab-confirmed to have COVID-19 may not return to work/school until the end of the 14 day self-quarantine period from the last date of exposure.

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed with COVID-19. Close contact is defined as:

1. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask); or
2. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

EMERGENCY RESPONSE

If the school confirms that a case of COVID-19 has been in the school, it will observe the following procedures:

- Notify the Catholic Schools Office.
- Notify and coordinate with the local health department, who will be abreast of the latest required guidance for appropriate response to COVID-19.
- Be prepared to resume remote learning for 2-5 days or more. The local health department will likely advise an initial short-term dismissal to allow time for tracing and required cleaning. Partial school closures are possible if affected areas are limited and can be closed off. Longer term dismissals may be advised. Partial or full closure would apply to the Before and After School Program. Extra-curricular activities and events may be cancelled as well in the event of required school dismissals.
- Communicate with staff, parents, and students, while maintaining confidentiality of the student or staff member. Communication will include the consultation of the Catholic Schools Office, the Office of Communications, and the Pastor and will be consistent with the school's Crisis Communications Plan. Media inquiries should be routed to the diocesan Director of Communications.
- Following CDC guidance, the school will wait up to 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible outside doors and windows will be opened for a period of time.

