



DIOCESE OF HARRISBURG CATHOLIC SCHOOLS REOPENING PLAN FRAMEWORK 2021-2022

School Name: Saint Andrew Catholic School	School Location: Waynesboro
Principal: Lindsay Salmon	Date of Reopening: August 19, 2021
Type of Reopening: Total Reopening for all students and staff.	The Diocese will continually review this plan in light of CDC and Department of Health guidelines and in collaboration with school principals. (last update: July 19, 2021)
Health & Safety Team These individuals play a role in drafting the school plan and in responding to Covid-related matters during the school year.	
Individual	Stakeholder Group Represented
Father Robert Malagesi Lindsay Salmon Sylvia Cartwright Meagan Yellott	Pastor Principal Staff Teacher

<p>DIOCESAN GUIDELINES</p>	<p>LOCAL IMPLEMENTATION PLAN: Please include site-specific details and plans for communication to all stakeholders.</p>
<p>Acknowledgement Forms: All parents will be required to sign an updated “acknowledgements and notices” form before the start of the 2021-22 school year. These will be similar to the forms signed before the 2020-21 school year.</p>	<p>Every SACS family will receive forms and notices provided by the Office of Catholic Schools. These will be in addition to the handbook signature forms, emergency forms, etc. These forms and notices will be sent home to parents via the electronic Thursday Folder. The school secretary will ensure all forms have been signed and returned by each school family by the designated due date.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Principal ● School Secretary <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Forms & Notices provided by the Office of Catholic Schools
<p>Weekly Data Collection: Schools will continue to complete the weekly survey from the Office of Catholic Schools on Covid-related matters until further notice in order to ensure consistent data collection efforts. The re-opening committee will review the data weekly and will consider adjusted mitigation strategies, if necessary, for the following school week for each school.</p>	<p>The SACS principal will complete a weekly survey provided by the Office of Catholic Schools on Covid-related data concerning the health status of individuals within our building.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Principal <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Survey provided by the Office of Catholic Schools

Virtual Learning - Individual Request:

Permission must be given for children to attend our Catholic schools virtually in the 2021-22 school year. We believe it is best to have our students in person in our schools, whenever possible.

Parents may make an application to the re-opening committee (not to the building principal) for consideration for virtual education. The application includes completion of a Google Form and an email including the needed medical documentation. Only medically-documented reasons will be considered. When the re-opening committee receives the application, the committee will consult with the building principal on the matter. The application, pertinent dates and email link can be found [here](#).

SACS will not be offering a permanent option for simultaneous in-person and/or virtual instruction for the 2021-22 school year. It is most beneficial to have all our students present for in-person learning.

In the event that a parent feels that his/her child should need a permanent virtual option, a request for consideration must be made to the Diocesan Re-Opening Committee (not the building principal). The application includes completion of a Google Form and an email including the needed medical documentation. *Only medically-documented reasons will be considered.* When the re-opening committee receives the application, the committee will consult with the building principal on the matter. The application, pertinent dates and email link can be found [here](#).

Lead Individuals:

- Diocesan Reopening Team

Materials:

- [Application for Virtual Learning](#)

Virtual Learning - Response to Exposure:

If quarantine is needed for a group of students, the school will strive to accommodate that group through a combination of virtual and traditional learning methods. Schools need to be prepared to offer virtual instruction in case an entire class needs to be quarantined.

If there is a need to quarantine, SACS teachers and administration will strive to accommodate individuals and/or small groups of students through a combination of virtual and traditional teaching methods. Teachers and parents must work together to decide on a schedule that best meets the needs of the individual child.

In the event that an entire class needs to quarantine, SACS will

	<p>be prepared to offer virtual instruction in those circumstances. The virtual learning schedule for classes will remain the same as last year. Start time 8:40 a.m. and will conclude live streaming by 12:00 p.m.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Principal ● Classroom Teachers ● Parents <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Web Cameras ● Device loan (if requested)
<p>Temperature & Symptom Checks: Temperature checks will not be done on a daily basis; rather, they will be reserved for screening potentially ill students or faculty and staff.</p> <ul style="list-style-type: none"> ● Parents will be asked to be vigilant in checking students for symptoms of illness and to keep students home when ill. ● As details of specific symptoms of concern are known, the school will advise parents of any symptoms that require students to remain at home. ● Faculty and staff are asked to do a daily self-check for symptoms. 	<p>Students and staff at SACS will not be screened for temperature or symptoms upon entry into the building; rather, they will be reserved for screening of potentially ill students and/or staff.</p> <p>SACS parents must be vigilant in checking for any symptoms associated with COVID or other illness prior to arriving at school. As symptoms can vary from person to person, we ask that your student(s) be kept home when ill.</p> <p>Faculty and staff should continue to do a daily self-check for symptoms prior to arriving at school.</p> <p><u>Lead Individuals:</u></p>

	<ul style="list-style-type: none"> • Principal • Secretary • Faculty & Staff • Parents <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Touchless Thermometers
<p>Social Distancing: Students are expected to be three feet apart in the classroom, to the extent feasible.</p>	<p>Classroom teachers will utilize all space available to ensure that students are at a minimum of 3 feet apart. In circumstances where 3 ft apart cannot be maintained, desk shields will be installed for an added layer of protection between students.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> • Classroom Teachers <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Desk Shields
<p>Masks: Masks will not be required in our schools for faculty, staff and students. They are optional for those who would prefer to wear them. Schools must ensure that that option is honored and respected.</p> <ul style="list-style-type: none"> • Students will follow the rules of their school district re: masks when utilizing district transportation. • In order to respond to pertinent data or health situations in a particular school, further mitigation strategies, 	<p>SACS will not require masks to be worn in our schools for faculty, staff, and students. Masks may be worn on a voluntary basis for those that wish to wear them. The office will have extra masks on hand for those wishing to wear one or need a replacement. SACS will honor a family’s personal decision regarding their choice to wear a mask in school or not.</p> <p>In the event that the diocesan reopening committee finds it pertinent to further mitigation strategies, masking could be used</p>

<p>including masks, could be used for a designated period of time.</p>	<p>for a designated period of time.</p> <p>SACS students who use district transportation must adhere to the masking guidelines set-forth by the district when riding a bus or van.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> • Principal • Secretary <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Extra Masks
<p>Vaccines: Vaccines will not be required for anyone.</p> <ul style="list-style-type: none"> • Those vaccinated will not be required to quarantine if exposed to Covid. 	<p>SACS will not require vaccinations for any student, staff, or faculty member.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> • Principal • Nurse <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Health Records
<p>Record of Vaccines: Principals will need to know the vaccination status of the people in the buildings in order to be aware of the overall health</p>	<p>Vaccination status is a personal decision and individual families/employees may voluntarily disclose that information to the school if/when there is an exposure that would require the</p>

situation in the schools and to be able to make quarantine decisions, if needed.

- Faculty and staff in our schools will inform the principal about their vaccination status at the proper time and through the proper channels.
- Parents of students are encouraged to let principals know, in the manner the school establishes, if children have been vaccinated.
- In all cases, the school will take every reasonable precaution to safeguard the privacy and dignity of all students, faculty and staff regarding vaccination status.

Quarantines:

Unvaccinated faculty, staff or students who are exposed to a Covid-positive person will need to quarantine based on time frames established by the CDC ([see this link](#)) and adopted by the Department of Health. Fully vaccinated faculty, staff and students will not need to quarantine, and no contact tracing is needed. Clearly, any student or faculty or staff member who tests positive for Covid must quarantine, with the length of the quarantine to be determined by the Department of Health.

individual to quarantine if unvaccinated. Vaccinated individuals will not be asked to quarantine if exposed to Covid. If vaccination status is voluntarily disclosed, the information will be kept confidential and filed with medical/health records.

Lead Individuals:

- Principal
- Nurse

Materials:

- Health Records

SACS will follow guidance from the Diocesan re-opening team in regards to the state's regulations on quarantine information when there is a known exposure. At this time, we will follow the same protocol that we did in the 2020-21 school year unless told otherwise.

Therefore, unvaccinated faculty, staff or students who are exposed to a Covid-positive person will need to quarantine based on time frames established by the CDC and adopted by the State of Pennsylvania. Fully vaccinated faculty, staff and students will NOT need to quarantine, and no contact tracing is needed. Clearly, any student or faculty or staff member who tests positive for Covid must quarantine, with the length of the quarantine to be determined by the Board of Health.

Lead Individuals:

- Principal
- Secretary
- Nurse

	<p><u>Materials:</u></p> <ul style="list-style-type: none">• Health Records• Contact Tracing Form• Close Contact Parent Notification Letter
<p>Parents, visitors and volunteers: Parents, volunteers and other visitors will be allowed in schools.</p> <ul style="list-style-type: none">• Those who are fully vaccinated will not be asked to wear masks.• Signage will be posted prominently in the lobby/office indicating that parents, visitors and volunteers in our school who are not fully vaccinated are asked to wear masks while in the school.• When signing in, parents, visitors and volunteers will sign that they understand and will comply with the request to mask if they are not fully vaccinated. No one will be asked for proof of vaccination when signing in.	<p>SACS welcomes parents, visitors and volunteers to return to the school for the 2021-22 school year in accordance with guidelines stated in the student and parent handbook. Wearing a mask is a personal decision; however, we encourage those who are unvaccinated to wear a mask when visiting our school.</p> <p>Upon entrance into the building there will be signage stating our masking policy. Parents should sign-in with Mrs. Miller as per policy and will be asked to sign an acknowledgement to comply with our masking policy at the time of entrance. No one will be verbally asked whether or not they have been vaccinated nor will proof of vaccination need to be shown at the time of signing-in.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none">• Secretary <p><u>Materials:</u></p> <ul style="list-style-type: none">• Extra Masks• Visitor Sign-In Sheets• Acknowledgment Forms

Cleaning:

Areas in schools for common use -- that is, used regularly by multiple groups within the school -- need to be cleaned regularly.

- Locker rooms, gyms, band and chorus areas, and any other spaces used by multiple school groups are to be cleaned in the middle of the week, ideally, but at least once a week.
- Lunchroom surfaces need to be sanitized between lunch shifts.
- Classroom desks and high-traffic areas should be cleaned daily at the end of the school day.

SACS will make every effort to ensure that areas for common use are cleaned regularly. This includes spaces such as the gym, cafeteria, music, and restrooms.

The cafeteria will be in use again for each lunch period. All surfaces on the table and stool will need to be sanitized between the three lunch periods.

All classroom desks and high-traffic areas will be cleaned often but at a minimum of once at the end of each day.

Lead Individuals:

- Custodian
- Evening Cleaning Crew
- Classroom Teachers

Materials:

- Cleaning supplies
- PPE

Ventilation:

Schools will make every effort to provide as much ventilation as possible in each classroom, as we did in 2020-21. Leaving windows and doors open in an appropriate manner is the simplest approach.

SACS will make every effort to provide as much ventilation as possible in each classroom, as we did in 2020-21. Leaving windows and doors open in an appropriate manner is the simplest approach.

Lead Individuals:

- Classroom Teachers

	<p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Doors ● Windows
<p>Handwashing and hygiene: Students will be asked to wash/sanitize hands at sensible times, as always: at start and end of the school day, before and after lunch, when they have sneezed or used the restroom, and as needed. Water fountains may not be used. Schools may ask students to bring water bottles to school.</p>	<p>SACS will ask students to wash and sanitize hands at sensible times throughout the day which may include but are not limited to arrival, before meals, after recess, etc.</p> <p>SACS water fountains will remain turned off and closed. Students will have access to water at three refilling stations. Students will be highly encouraged to bring along a clean, refillable water bottle each day.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Classroom Teachers ● Parents <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Soap ● Hand Sanitizer ● Water bottles
<p>Field trips: Reasonable field trips can be taken in the local area and that decision resides with the school. Proposed trips beyond the local area are to be brought to the Secretary for Education for discussion. However, the responsibility to vet the locations and</p>	<p>SACS is happy to announce that local field trips will resume in the 2021-22 school year. Proposed trips beyond the local area are to be brought to the Secretary for Education for discussion. However, the responsibility to screen the locations prior to the trip, resides with the school administration. SACS will prepare</p>

situations encountered on these trips resides with the school. Schools will need to do homework and be sure of the situation students will encounter during the field trip: crowded areas, etc. -- and will prepare appropriately. High schools will be able to offer overnight retreats, as long as there is a thorough, written health and safety plan in place.

appropriately for situations when students are in public or highly crowded areas.

Lead Individuals:

- Principal
- Secretary for Education

Materials:

- Extra Masks
- Hand Sanitizer

Social, emotional and spiritual care for students:

We need to make sure, in each school, that we are carefully monitoring student learning and providing all possible resources to meet individual learning needs and to provide the best resources for social, emotional and spiritual growth for our students. As we did last year, we will take a team approach in our schools: school nurses, counselors, social workers (if available) and priests will bring powerful resources to benefit our students. That team will need close collaboration with parents and with teachers, who know the needs of their students well.

SACS cares deeply about the social, emotional, and spiritual needs of students and staff. It is evident that some learning loss occurred over the last two years due to the on-going pandemic. To combat learning loss, two new academic programs have been added to the K-5 classrooms.

SACS will take a team approach to address the needs of students. Our Student Support Team (SST) has reorganized with new members and is ready to work collaboratively with teachers and parents, who know the needs of their students well.

To address the spiritual needs of students, all school Masses will resume. Prayer Buddies will be reinstated. Additionally, students will participate in Mass on Holy Days, plan prayer services, and celebrate special religious holidays. Students will also resume participating in giving time and talent to the school, parish, and community.

	<p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Pastor ● Principal ● SST Chairperson & Members ● Guidance Counselor ● Nurse ● Teachers ● Parents <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Heggerty Phonics Program ● Big Ideas Math Program ● SST Referral & Recommendation Forms
<p>Groupings- Cohorts and Small Group Work: While we will not start the year with the strict cohorting system we used last year, each school is asked to plan the daily interaction of student groups. Each school will determine the range of those groups. In the end, if there is a potential exposure to Covid, we need to know how to proceed. As an example: a school may decide that one group will be grades K-2, as they need to eat lunch at the same time.</p> <p>Schools may have small groups work together within the classroom. Maintain the three-foot distance, to the extent feasible.</p>	<p>SACS will not start the school year with a cohorting system. The school will resume operating together again as a primary, intermediate, and middle school wing.</p> <p>Small group and partner work will resume in the classroom. Students will be encouraged to keep a three-foot distance, to the extent feasible when working together.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> ● Principal ● Classroom Teachers <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Extra Masks

	<ul style="list-style-type: none"> • Hand Sanitizer
<p>Groupings - Cafeteria: The cafeteria may be used. To the extent feasible, students should be three feet apart in the cafeteria. Commonly-used surfaces in the cafeteria must be cleaned between lunch shifts. A clean and simple approach for the school is to make the groups mentioned above the same as the lunch groups that share the cafeteria.</p>	<p>SACS will resume using the cafeteria for lunch periods. Students will eat with their designated wing (K-2, 3-5, & 6-8). Students will be seated at designated tables and will be at a minimum of three feet apart.</p> <p>All surfaces used during each lunch shift will be wiped and sanitized.</p> <p>Keystone Family Kitchen will continue to provide our school with individually packaged lunches each day to allow for less opportunities of contamination and easy clean-up.</p> <p>As three feet apart cannot be maintained with the entire student body during morning drop-off, students will proceed to homerooms for prayers and announcements via Google Meets.</p> <p><u>Lead Individuals:</u></p> <ul style="list-style-type: none"> • Lunch Monitor • Specials Teachers • Custodian <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Trash Cans • Cleaning Solution • Clean Cloths • Hand Sanitizer

Groupings - Assemblies:

Schools may have assemblies, as needed. As assemblies will bring together more than one school group, schools are encouraged to start with a small number of assemblies in the first quarter of the school year, until we see the overall impact.

SACS may resume scheduling assemblies for the 2021-22 school year starting with a small number during the first quarter of the school year. Administration will monitor the overall health status of the school and may split assemblies over three time-periods with each wing of the building.

Lead Individuals:

- Principal

Materials:

- Extra Masks
- Hand Sanitizer

Groupings - Mass:

School Masses will continue, as per Diocese of Harrisburg guidelines for Mass.

School Masses will resume twice a month in accordance with procedures and guidelines set-forth by the Diocese of Harrisburg.

Lead Individuals:

- Pastor
- Principal

Materials:

- Extra Masks
- Hand Sanitizer