

ARCHDIOCESE OF INDIANAPOLIS



NATIVITY CATHOLIC SCHOOL  
3310 S. MEADOW DR.  
INDIANAPOLIS, INDIANA 46239

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

**Vision Statement**

By inspiring greatness, all children of Nativity Catholic School will realize their worth and reach their fullest God given potential.

**Mission Statement**

Nativity Catholic School, a ministry of Nativity Catholic Church, will LEAD through:

- † Love rooted in Christ.
- † Education focused on academic excellence and service to others.
- † Achievement through personal effort and perseverance.
- † Development of mind, body and spirit.

June 29, 2020



“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....” - Pope Francis Strong in the Face of Tribulations: A Sure Support in Time of Trial

**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 context of community.

Nativity 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.

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. Nativity 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. A committee of educators, commission members, parents, medical personnel, etc. was formed to address and create protocols for the return of students in the fall. 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 Nativity Catholic School. At all times Nativity Catholic School 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 Nativity Catholic School community.

## ***Domain: Logistics and Planning***

### **School Entrance Protocol**

#### **Staff Arrival**

Staff members are asked to faithfully screen themselves each day for symptoms of COVID-19. Anyone experiencing any of these symptoms are asked to stay home from school and contact the school principal.

*Amended 7/9/2020: Per guidance of the Office of Catholic Education, each teacher will complete and turn in a COVID-19 Self-monitoring health checklist each workday.*

#### **Morning Care**

- Begins at 7 AM. Students will be dropped off and enter the building at door #1. Students are required to wear masks when entering. Parents will not enter the building.
- Social Distancing of students (students sit airplane arms apart). Masks can be removed when social distanced. No playing with balls, etc.
- Students released by classroom at 7:45 instead of 8:00. Breakfast is served in gym until 7:50. All students will clean hands prior to being served breakfast. No more than 3 students will be seated at one breakfast table.
- All materials, tables, and chairs used during morning care will be disinfected at the conclusion of morning care each day.

#### **Morning Drop Off (arriving after 7:45)**

- Grades 2-8 students enter door #1, #4 or door #5.
- Masks must be worn.
- Doors will be propped open.
- Students in PK, K, & 1 should enter door #3 after 7:45. Special area teachers and PK aide meet students at door #3. Doors will be propped open and teachers greeting students will walk them to the classroom. No parents will be allowed in the building.
- Students in grades 2-8 should enter doors #1, 4, and 5. Doors will be propped opened. Ms. Bianchini will man door #1, Mrs. Geisendorff will man door #4, and Mrs. Reynolds will watch door # 5.
- Teachers greet students at the classroom door with hand sanitizer.

**Late Arrival:** Students enter door #1 (wearing mask) and report to the office. Parents should not come in with the children. Parents should call the school office to notify secretary of their child's late arrival.

**Health Checks:** Parents will be given a list of COVID-19 symptoms and asked to faithfully screen each of their children before bringing them to school. Emphasis will be made that temperature check should be without fever reducing medications. Parents calling students in sick will be asked about student symptoms and length of illness.

**Parents/Visitors:** Parents and visitors are not allowed into the school building. Essential visitors to the building will be asked a series of screening questions and will be required to wear a mask and use hand sanitizer before entering.

**Attendance, Lunch Count and Morning Procedures:** Attendance folders will be placed outside the classroom for office personnel to pick up. Morning prayer and announcements will be led by principal or assistant principal.

#### **School Dismissal**

- Teachers and students will sanitize desks & chairs before leaving classroom
- Staggered times students released: Extended care students will be picked up at the classroom @ 3:05. "B" classes will be dismissed to the parking lot @ 3:10, and "A" classes will be dismissed at 3:15.
- Middle school students will wait for cars on the basketball court. K-5 students will wait for car in the area by the PK windows.

- In order to keep the number of students in a hallway to a minimum, we will be dismissing students in shifts. At 3:05, extended care workers will pick students up from the classroom and lead them to one of four check in areas. At 3:10, all “B” classrooms will be dismissed to the car lot. At 3:15, all “A” classrooms will be dismissed to the car lot. No car will leave the parking lot until all students are dismissed, cars are loaded, and the teacher on duty releases the cars.
- Students should not be picked up by parents other than in the car line. (For example...no parent should park at the church or parish and walk to pick up a child.)

**Hallway Protocol:** Employees and students will wear masks and social distance (airplane arms) when moving from classroom to parking lot. Students and staff traveling in the hallways are required to walk on the right side of the hallway.

**Early Dismissal of a student:** Parent should call school office upon arrival and wait on the front porch (1 person per table). Office personnel will walk student out to the front porch.

#### **Aftercare Protocols**

- Utilize 3 classrooms and the gym (K-1, 2-3, 4-5, 6-8) to check in and house extended care students. Monitor numbers to limit each classroom to less than 19 students.
- Playtime will be outdoors as weather permits. All extended care students can play on the playground at one time. Staff members will give each student hand sanitizer before re-entering the building. If indoor playtime is required due to weather, the gym will be scheduled for 10 minute increments when each classroom group can play.
- All students are required to clean hands prior to eating snack and before switching between any games/activities with shared materials.
- Extended care workers should sanitize desks and chairs after all students leave.
- Dismissal procedure: Parents enter door #1 (wearing mask) and will be greeted by the monitor. The monitor calls the child down to the entry area. Child needs to wear mask in hallway when proceeding to the entry area. Staff members will sanitize writing utensils after each parent signs out their children.
- Parents are allowed to check out their child from extended care beginning at 3:30 on Mondays, Tuesdays, Thursdays, Fridays, and at 2:45 on Wednesdays.

**Clubs:** Clubs will be offered. Club monitors are responsible for monitoring social distancing and use of masks. The club monitor will walk students to door #1 to dismiss or take them to extended care. Mask are required when in the hallway and other common areas.

- Updated 8/14/2020 Clubs will not be offered the first quarter.

**CYO Sports:** Nativity Athletics will strictly follow the recommendations and mandates put in place by CYO for each individual sport.

#### **Social Distancing In the Classroom and Masks**

- Teachers will teach social distancing in the classroom using the “airplane arms” and “circle of grace” strategies.
- Students will be asked to bring a beach towel to sit on as we utilize “outdoor classroom” areas.
- Parents should send a mask for their child to school each day. The mask should be labelled with the student’s name.
- All students and employees will wear face coverings while in common areas (hallways) or not socially distanced.
- Masks are not required in the classroom if socially distanced. Students are not required to wear masks when outdoors.

- Update per Public Health Order 23-2020: Students in grade 3 and above, and all staff, must wear a face covering that covers the nose and mouth at all times, except when eating or drinking.
- Update per Public Health Order 26-2020 received on 8/14/2020:
  - Where a K-5 classroom, or a place of instruction, can be configured so that all students can maintain at least 3 feet of social distancing from one another at all times, and where students are positioned to face in the same direction, face coverings, or face shields, do not need to be worn during in-classroom instruction by students. Instructors for grades K-5 classroom must wear a face covering or face shield. (7i)
  - All students and instructors for grades 6-12 must at all times wear face coverings (masks are strongly preferred over face shields) except when eating or drinking or outside for recess with the appropriate social distancing. When the wearing of a face covering or mask by a teacher is determined to impede a student's learning (i.e. students with hearing or speech difficulties). A face shield or a clear mask may be considered for use by the teacher & student. (7j)
  - Face coverings and face shield may be removed during indoor recess for not more than 10 minutes, provided social distancing can be achieved. Masks are not required for outdoor recess, providing that social distancing can be maintained. (7k)
- We understand that some students will have a more difficult time than others in regards to masks, whether due to age or sensory concerns. We will continue to adjust our procedures to best accommodate student needs while keeping the safety of all as a priority.
- School will provide a mask if a child forgets his/hers.

#### **Furniture Placement**

- Desks will be facing same direction and placed as far apart as possible
  - Update 7/2020: Desks will be placed 6 feet apart
  - Update 8/14/2020: See update in Social Distancing & Mask section above
- In classrooms where students do not have individual desks and sit at a shared table, there will be only 2 students at a table facing the same direction.
  - Update 8/1/2020: In science lab, students will sit 1 student per table. Tables have been removed from other classrooms.
- Computer areas – sanitized per CDC guidelines
- Station materials – students should wear masks when not social distanced in the classroom. Materials will be sanitized after station time concludes. Students should use hand sanitizer or wash hands at the end of station time.

#### **Switching Classes**

Students may switch classrooms for instruction. Teachers and students will use sanitizing wipes on desks & chairs after each class. Masks are required in hallways during passing periods.

- Updated 7/29/2020 Middle school students will switch between every other class. Passing periods are staggered. In K-5 classrooms, teachers will switch classrooms instead of the students.

#### **Classroom Parties**

Classroom parties should be limited and items must be commercially prepared and prepackaged.

## **Social Distancing In Shared Spaces**

### **Hallway protocol**

Students and teachers should wear masks and practice social distancing using “airplane arms” or “Circle of Grace”. Students and staff traveling in the hallways are required to walk on the right side of the hallway.

### **Recess**

Students will continue to have recess following the lunch period.

- Each classroom will have its own equipment. Balls will be sprayed with the sanitizing spray after recess.
- Students should use hand sanitizer before entering the building
  - Updated 7/31/2020 Students will wear masks at recess. Recess will be scheduled by cohort groups.

### **Water Fountains & Restrooms**

- The water fountains are closed. Parents are asked to send a full water bottle (less than 24 ounces and labelled with student’s name) to school each day. Water coolers with 5-gallon jugs of water are in each classroom in order to supplement drinking water as needed. Only teachers will be able to fill cups or water bottles. The dispenser are sanitized after each use.
- There will be frequent cleaning of the restrooms by the day porter.
- Students are required to use soap and water to wash hands after using the restroom.
- Restroom breaks are scheduled to avoid overcrowding and hallway lines.

### **Titan Café**

- Students will wash hands and/or use hand sanitizer before and after lunch
- Students will be socially distanced and sit on one side of the table.
- Flexible seating will be utilized. Student can choose their table in the beginning of the school year and this will be shown in a seating chart. Periodically, students will be allowed to request reassignment of their seat.
  - Updated per Public Health Order 23-2020: Students will be seated in cohorts in the cafeteria with the cafeteria being disinfected after each cohort.
  - Updated 8/1/2020 Students will eat in the classroom
- Marks on the floor will promote social distancing while lining up for lunch service.
- No food will be shared.
- Condiments will be individually packaged.
- Salad bar is closed (no self-serve food items).
- Eating utensils are wrapped in plastic.
- Café employee will enter students’ lunch account codes to eliminate touching of the keypad.
- All café employees should wear masks & gloves.
- No microwave will be available for student use.
- No parents or visitors are allowed in the building.
- Students should bring their lunch from home in the morning or purchase a lunch in the Titan Café. Lunch deliveries will not be allowed.
- Teachers will dismiss students from tables.

### **In Special Area Classes**

- **Physical Education**
  - PE classes will be held outside weather permitting.
  - Middle School students will not change into PE clothes.
  - Shared balls & equipment can be used and will be sanitized at end of each class.
  - Any student who prefers to wear a face covering for activities will be allowed, if doing so will not cause a health risk.

- Students will be encouraged not to touch their face during class and will use hand sanitizer when leaving the classroom
- **Art**
  - Two students will be seated at a table with both facing the same direction.
    - Updated 7/31/2020: Tables have been replaced with desks. Desks are facing same direction and are 6 feet apart.
  - Students bring their own art box to class and use their own materials
  - If necessary, shared materials (clay tools, etc.) will be utilized and disinfected after each class.
    - Updated 8/14/2020 Public Health Order 26-2020: Student supplies can be shared only within cohorts and should be disinfected regularly.
  - Students will be encouraged not to touch their face during class and will use hand sanitizer when leaving the classroom
- **Music**
  - Students will be social distanced by setting chairs (19 maximum) as far apart as possible and facing the same direction when in the classroom.
  - Singing will be done only outdoors with social distancing.
  - Choir will be held outside with students socially distanced.
  - Band will be offered. Students will be socially distanced.
    - Updated 7/15/2020: Band will not be offered.
  - Students will be encouraged not to touch their face during class and will use hand sanitizer when leaving the classroom
- **Technology**
  - Students will have two technology classes per week utilizing the technology lab or Chromebooks on a cart. Students are facing the same direction at the tables. Dividers can be utilized. Masks are optional as long as students remain socially distanced. Computers and Chromebooks will be sanitized after each class. (see guidance from IDOE).
  - Students will be encouraged not to touch their face during class and will use hand sanitizer when leaving the classroom.
- **STEM/Library**
  - Table pods will be moved as far apart as possible to establish social distancing. Pod desks and chairs will be sanitized after each class.
  - Students will be encouraged not to touch their face during class and will use hand sanitizer when leaving the classroom.

### **Disinfecting & Hygiene**

Each classroom/area 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, anytime they are entering a new classroom space (switching academic classes, special area classes, etc.) Parents are encouraged to wash and disinfect masks, water bottles, book bags, etc. on a regular basis.

### **Disinfecting & Deep Cleaning**

Items have been purchased by the school from various vendors. The day porter will clean high touch areas frequently throughout the day. Teachers are encouraged to use sanitizing wipes on doorknobs, white board markers, pointers, and other touched surfaces throughout the day. After hours cleaning company will thoroughly clean classrooms and high touch areas.

### **Attendance**

Parents should check students each morning. Students should stay home if they are showing any of the following symptoms:

- ✓ fever of 100.4 or higher

- ✓cough
- ✓shortness of breath or difficulty breathing
- ✓chills
- ✓repeated shaking with chills
- ✓nausea or vomiting
- ✓diarrhea
- ✓muscle and/or body aches
- ✓headache
- ✓sore throat
- ✓congestion or runny nose
- ✓new loss of taste or smell

### **Evidence of a Positive Case in the Building**

Taken from IN-CLASS document

Students and employees will be trained to recognize COVID-19 related symptoms. Students and employees will be excluded from school if they test positive for COVID-19 based on CDC Guidance. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### **Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

#### **Tested Positive- Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

#### **Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

#### **Screening**

The current [CDC guidelines](#) recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school-based screening, and/or medical inquiries. The type and extent of screening is at the discretion of the district/school.



- **Self-Screening** -At a minimum, districts/schools are strongly encouraged to communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.
- **School-Based Screening** - Temperature Screening -Using temperature checks for screening purposes can present challenges. Most districts/schools do not have enough staff and equipment to screen temperatures as students and staff are entering the building
- **Observational/Self-Reported Screening** - Districts/schools are encouraged to provide professional development regarding the recognition of COVID-19 symptoms and screening. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.

The Marion County Health Department will be notified immediately. Communication to families will come from both the Marion County Health Department and Nativity.

### **Emergency Contacts**

Emergency Contact information are housed in Jupiter Ed. Parents are requested to update emergency contacts in the school newsletter, registration forms, on extended care registration forms, and back to school forms. All registration materials will be located in a binder kept in the school office.

### **Tuition and Financial Considerations**

Parish tuition assistance and SGO grants will be available to families struggling to meet financial obligations. This is communicated in the school newsletter and the tuition assistance letter sent to all families.

The 2020-21 school budget is impacted by the additional costs associated to purchase additional desks, cleaning supplies, water cooler for the classrooms, dividers, earbuds for each student, etc.

### **Handbook**

Added to the 2020-21 handbook: Archdiocesan Mission Policy, Remote Learning Policy, COVID Symptoms list & Evidence of a Positive Case in the Building from the Re-Entry Plan

### **Education & Training**

Employees will be trained to recognize the COVID-19 related symptoms during the professional development days before school begins. Signs will be placed on the entry doors to convey the symptoms of COVID-19 and request non-entry if these symptoms are present. All deliveries will be made to the entry area of door #1. Delivery personnel are not permitted into the educational portion of the building.

Students will be educated and reminded of the importance of social distancing, cleaning, and proper hygiene. Teachers will be providing ongoing instruction and reminders on a daily basis.

All substitute teachers are provided training on the procedures and protocols prior to subbing in the classroom.