



St. Cecilia School Coronavirus Policies 2020-2021

How was this plan created?

The St. Cecilia task force committee met numerous times to discuss the challenges and opportunities that have been created due to our current circumstances caused by the Coronavirus. The Diocese of Covington Department of Catholic Schools provided us with the primary resource in the reopening of our school with Requirements and Guidelines. This document can be found here:

[Diocese of Covington Department of Catholic Schools COVID-19 Return to School Requirements](#)

We have taken into consideration numerous other resources for guidelines including, but not limited to the following: Kentucky Department of Education, Center for Disease Control, World Health Organization, Kenton County School District, and the American Academy of Pediatrics.

Our Task Force Committee was made up of the following individuals:

Kenny Collopy - Principal

Charlieann Fuller - Volunteer, Parent

Alicia Heller - Registered Nurse, Parent

Luann Kohl - Technology Director, Art/ Library Teacher

Kendra McGuire - Associate Superintendent, Parent

Kim Murphy - ECLC Director, Parent

Bill Schmiade - Director of Buildings & Grounds

Sandy Syfert - Middle School Religion/ Social Studies Teacher, Physician

Father Mario Tizziani - Pastor

Meghan Whelan - 1st Grade Teacher

Why are these Policies Needed?

These policies are needed to most importantly keep our students, staff, and visitors as safe as possible without compromising the educational process. Though some of these policies and



procedures are challenging, they are essential for us to remain open and operate as a school. If we do not follow certain policies and procedures our school may come to the point where it may not operate. Though all may not agree with all of these policies, we appreciate our community's willingness to comply, because this is in the best interest of our students and staff.

Policies & Procedures

St. Cecilia School will begin with in-person instruction on Monday, August 17th with the option to Opt-out of in-person instruction for an Alternative At-Home Instruction Process. We will have six built in NTI days in our calendar. This is further explained below.

The policies and procedures in this document do not address every single possible circumstance. Some topics not in this document are addressed within the Diocese of Covington Department of Education Guidelines (linked above) while others will be solved by our staff on a day to day basis. Due to the nature of our current situation, this document is a living document and is therefore subject to change.

Opt-out Policy

If parents would like to opt-out of in-person instruction on St. Cecilia grounds, they may do so. St. Cecilia will provide an alternative at home instruction process that will take place primarily online. Families will still be charged the full amount of tuition if this option is taken. The Opt-out policy once elected will last for the duration of the trimester in which it is selected. Students may not Opt-out then back in at random times throughout the school year.

This Opt-out Option is not to be mistaken with Non-Traditional Instruction (NTI) standards, which are further outlined later in this document. It also will not include a live feed into the classroom as this infringes upon the privacy rights of other students and staff within the classroom. This Opt-out instruction will also be used as the standard for students who may end up quarantined at home for extended periods for health reasons.

The Opt-out Educational process will minimally consist of the following:

- Daily list of assignments to complete
- Daily communication between student/ parent and teacher (preferred method of teacher)
- Weekly virtual meeting with teacher



If you choose to Opt-out of In-person instruction, please, email Principal Kenny Collopy at kcollopy@stcindependence.org with your request. An agreement form will then be sent to you.

Physical Distancing Measures & Face Coverings

At St. Cecilia School, the general policy of face coverings will be required when students enrolled in 1st grade and higher, staff, and visitors are within six feet of one another. When students, staff, and visitors are six feet or more away, face coverings may be lowered. During transit from classroom to classroom or moving about a classroom or the building, students, staff, and visitors are required to wear face coverings.

Staff and students who are enrolled in first grade or above will be required to wear a face covering, unless medically waived. Staff and parents must provide a signed explanation from a medical professional to be exempt. Face coverings for Kindergarten students are optional.

Face coverings should be cloth. Various colors, patterns, and logos are allowed on the face coverings, but MUST align with the Catholic Faith, be non-political in nature, and appropriate. Resources for ordering face coverings will be provided in the near future. The school will provide students with temporary face coverings if forgotten, lost, or soiled. It is strongly encouraged to store an extra face in a sealed plastic bag in your child's backpack. The teacher may also store this in their classroom for your child.

Classroom Setup & Procedures

In the majority of classroom setups, students in desks within the classroom will be closer than six feet apart; therefore, students will be required to wear face coverings in these circumstances. All general classrooms will have individual desks setup in rows facing the same direction. Other furniture in the classroom such as tables are permissible, but when utilized will require face coverings if students are within six feet.

A schedule will be created to break classes into smaller groups during parts of the day to allow for distancing of more than six feet apart, allowing students to remove their face coverings. The breaks may take place outside or within "Flex Rooms". On a regular day, these "Flex Rooms" will be utilized by each grade level a minimum of two times per day for a duration of approximately 15-20 minutes. A teacher, aid, or specialist will be present within these Flex



Rooms. The Flex Rooms will be sanitized before another group of students utilizes the room. The Flex Rooms will not mix students from different grade levels at the same time.

Teachers will also provide opportunities for “mask breaks” within their classrooms. Each teacher will create a designated space within the classroom to allow an individual student to take a “mask break”. This could be a reading corner or rug area distanced six feet apart. Teachers will create their own individual policies and procedures regarding this “mask break” option that best fits the functions of their classroom. Teachers will also be encouraged to take advantage of large spaces such as the gym, media center, walking track or soccer field to engage in educational activities in which the students can spread out.

A teacher or staff member may drop their face covering if they are outside of 6 feet of their students. An area of 6 feet or greater has been created at the front of the classroom arrangement to allow such distance. This will allow teachers to drop their face covering for general instruction when they are within this space. When students and staff are moving about the room, they must wear their face coverings.

Screening, School Exclusion, and NTI

Daily Health Assessment Agreement

Acknowledgement of daily health assessment must be signed by every family and staff member before they can begin the school year in our building. This document includes agreement that if a person is showing signs or symptoms that they will not enter the school building.

[Click Here for the Daily Health Assessment Family Agreement Form](#)

[Click Here for the Daily Health Assessment Employee Agreement Form](#)

Temperature Checks

Upon arriving at their classroom doors, every student will have their temperature checked by teachers. If a student has a temperature of 100.3 or lower, they may enter the classroom and begin their respective morning routine.

If a student has a temperature that exceeds 100.4 degrees, they will be isolated in a designated space in the building near the office. A second temperature check will take place and if the



student's temperature still exceeds 100.4, their parents will be contacted and the student will be sent home.

Staff Members will also have their temperatures taken at the front desk with the same criteria before heading to their respective classrooms.

Infection Procedures FAQ's

What are the symptoms of COVID-19?

The Centers for Disease Control (CDC) has identified several symptoms of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

What should a parent do if a child has symptoms of COVID-19?

If your child shows symptoms of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You must alert your school's main office and do not send your child to school. If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school.

My child had COVID-19-like symptoms, but tested negative for COVID-19. When can he/she return to school?

If your child does not have COVID-19, but has another illness, you must keep your child home until the illness' symptoms disappear for 24 unmedicated hours. We will require you to provide the negative COVID-19 test and/or a doctor's note before your child can return to school.

What if my child is sick, but does not have COVID-19?

You must keep your child home until symptoms of the illness have disappeared for 24 hours without fever reducing medication. A negative COVID test and/ or doctors note is not required to return to school.

What should I do if my child tests positive for COVID-19?

You should immediately contact your doctor for additional instructions. You must contact your school's main office. You must not send your child to school.

When can a student return to school after receiving a positive COVID-19 test?

If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation.

This includes:

1. Three (72 hours) or more days without a high fever;



2. A reduction of other COVID symptoms by at least 75 percent
AND
3. At least 10 days have passed since symptoms first appeared.
4. Any decision to return to school must be cleared by a physician who has evaluated the student and will not rely solely on a negative test.

What should I do if a member of my household (who is not my child) tests positive for COVID-19?

You must immediately contact your school's main office. Your school will ask that you keep your child home for at least 10 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child shows no COVID-19 symptoms for the 10-day period, your school may allow your child to return.

What happens if my child's teacher tests positive for COVID-19?

Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.

What happens if another student in my child's class tests positive for COVID-19?

Your school will make all parents aware that a student has tested positive for COVID-19. All students in the class(es) will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire class(es) will be isolated (sent home) for at least 10 days. Students will be allowed to complete work at home while the cohort is away from school.

Could my child's school building be closed down due to COVID-19 this year?

We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to Non-Traditional Instruction for a time (in consultation with NKY Health Dept.). Parents will be updated regularly should that need arise.

Chromebooks & Non-Traditional Instruction (NTI)

Due to our current supply of Chromebooks and funds provided by the CARES Act, our school will be 1:1 Chromebooks to Student Ratio grades K-8. This means every student will have a Chromebook while at school. This eliminates the need to share devices. These additional Chromebooks are expected to arrive in late August for our use.



In the event of an emergency school closure, we look to utilize Non-Traditional Instruction when possible. This will resemble the Spring of 2020 procedures. Students can be sent home with Chromebooks if they do not have access to a proper device at home. Students do not have to take home chromebooks if they have a capable device at home. Students will be responsible for maintaining the physical well-being of the Chromebook and will also be responsible for their online use of the Chromebook. In addition to the agreement of the Student Handbook, you will need to submit and sign the Chromebook Agreement Form listed below.

[Click Here for NTI Procedures, Policies, & Expectations](#)

[Click Here for the Chromebook Agreement Form](#)

IMPORTANT: We will have six built in NTI days for the calendar year regardless of an outbreak. These days will be used to train students, staff, and parents in the NTI process so it is not a culture shock if it were to happen again. This is a practice of many other schools throughout the country. Teachers will report to school on these monthly NTI days to collaborate around class groupings, data, professional development, etc. Our childcare services provided by the ECLC will remain open on these days. Pre-school will not be held on these days or practice NTI.

These NTI days will be on:

- Friday, September 4
- Friday, October 2
- Friday, December 4
- Friday, February 5
- Friday, March 5
- Friday, May 7

In the event of a school closure due to inclement weather, NTI days may also be used if there is a foreseeable chance of closure. Teachers would work remotely during inclement weather NTI days.

[Click Here for an Updated School Calendar with Planned NTI Days](#)

Sanitation and Environmental Standards

- Cleanliness will be heavily emphasized throughout the school year. Age appropriate ideas, signage, training and more will take place on a regular basis.



- Staff will be trained in not only how to properly wash hands, but also in procedures like cleaning a classroom after it has been occupied by students.
- Students will also be trained in various hygiene techniques like proper face covering etiquette, and washing hands.
- Sanitation Stations with hand sanitizer will be placed in each classroom and major entries/ exits.
- Water fountains will not be used to drink out of. Students may bring their own water bottles to fill by way of the water fountains. Only water should be present in water bottles. Teachers will create their own procedures for filling.

Other Topics

School Arrival

Students will be strictly restricted from the building until 7:00am. Staff is not permitted to allow students into the building until 7:00am. Students should remain in their vehicles until 7:00am.

The drop off spot for arrival will remain the same by creating a line all the way up to the main entrance. Once students exit their vehicles, they may be directed by staff members to various supervised exterior doors at the front of the building. Upon entering with face coverings on, students will proceed directly to their respective classrooms maintaining social distance with non-family members. Students will not be able to congregate in the school lobby, cafeteria, or middle school classroom. The school day will still officially begin at 7:20am.

Dismissal

The pickup process for parents will remain the same. According to the "Oldest or Only" rule, students will be picked up in designated areas:

- Grades K-4 - Upper Lot
- Grade 5 - Gymnasium Entrance
- Grades 6-8 - Lower Church Parking Lot

Those picking up students should remain in vehicles at the Gymnasium Entrance and Lower Church Parking Lot. Those in the Upper Lot picking up K-4 may stand outside their vehicle to help students identify who is picking them up and to help them into vehicles. Please, do not congregate in groups or move toward the school building. In the event that you need to enter



the building, you must do so at the main school entrance and you will be required to wear a mask.

The change in dismissal will come from the process in which we are dismissing students from their classrooms within the building. This will cause a longer dismissal process. We ask for your patience to keep students safe. Do not pull your vehicle away until instructed to do so.

Within the building, we will stagger the dismissal of students according to transportation means and then grade levels. As in the past, walkers and bus riders will be dismissed first followed by those using private transportation (Bus services will still be available when Kenton County Schools are in session). Within the building, we will first dismiss 8th graders and their family members. 8th graders will then meet their family members outside in their respective areas and then we will move on to 7th grade until we finish with the Kindergarten students. The school day will still officially end at 2:15pm. The pickup process will take longer than in the past. Again, please be understanding, patient and safe.

Student Readiness

An emphasis within the first couple weeks of school will be on identifying learning gaps caused by the summer and Spring of 2020. The academic schedule of each grade level has been tailored for Response to Intervention (RTI) time in which students will be assessed and broken into smaller groups for more individualized instruction.

Additionally, there will be an emphasis on mental health within the first few weeks of school. Our school counselor will be available for support and questions during a unique educational experience for our students.

Food Services

Students will have the opportunity to purchase food for lunch by way of our school food services as in the past or they may pack their own lunches. Students will have to be spaced in the settings they eat due to the removal of face coverings. We will utilize different spaces on our campus from the cafeteria to classrooms to the outdoors to help accommodate this.

Class lunch locations will be based off of a rotational process. We will continue to serve lunches to classes in groups of three; however, each class will eat somewhere different with just



their class level. The class who is to eat in the cafeteria on a respective day will report to the cafeteria first to allow time for sanitizing all tables before the next group comes in. The two other classes will either eat outside in designated areas or in classrooms. Food will be served in disposable containers for students traveling.

Teachers will have a role in supervising students during lunch. We will also be asking parents to volunteer during school lunches and recess. These volunteers are considered essential to the process of the school day. A sign up list will be sent out in separate communication. We greatly appreciate volunteers for this service to help give our teachers some collaboration and down time.

Recess

We will be utilizing different areas for recess specifically outdoors. Students will need to wear face coverings if they are within 6 feet of one another during recess. Students will sanitize their hands before and after recess. Recess equipment will be sanitized before and after use.

Teachers will have a role in supervising students during recess. We will also be asking parents to volunteer during school recesses. These volunteers are considered essential to the process of the school day. A sign up list will be sent out in separate communication. Again, we greatly appreciate any help with this.

Specials

Students will travel to other classrooms for "Specials" such as Art, Music, PE, Spanish, Computer/ Library, and STEAM. These rooms will be sanitized between any class transition. PE will take place and all equipment will be sanitized before and after use.

Collaboration, Visitors, and Contact Tracing

The number of visitors and volunteers to the building will be restricted this year compared to years past. Other alternative methods of collaboration are to take place. For example, virtual meetings for parent groups like SCPTO, School Board, and other groups should be utilized as often as possible. Similarly, parent teacher conferences should be held virtually, as much as possible.

After school activities will be cancelled if they are considered high touch and an alternative cannot be found. For example, Pokemon Club has multiple students touch trading cards in a



short amount of time. This club would need to find an alternative or be suspended until further notice. All field trips will be cancelled until at least January. Teachers will find virtual opportunities as alternatives.

Students and staff will not be restricted to just one classroom per day. Proper sterilization will take place when students and staff move from place to place. If there was a student or staff member to test positive, be prepared to cooperate with the contact tracing investigation with manifests of classroom cohorts, cafeteria seating charts, etc. that will allow quick identification of those at high risk of infection from the positive COVID-19 student/staff.