

**Return to School Action Plan 2020**

**St. Leo School**

**City: Ridgway, PA**



**Diocese of Erie**

*We know that all things work for good for those who love God,  
who are called according to his purpose.*

## *Romans 8:28*

### **The Elk County Catholic School System Mission Statement**

**ECCSS, a Catholic school system of the Diocese of Erie, rooted in the Gospel values of Jesus Christ, serves students throughout the region. Committed to the highest standards of academic excellence, our mission is to develop the whole student in mind, body, and spirit while nurturing the God-given talents of each.**

## **Return to School Planning Committee**

*There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual, the manifestation of the Spirit is given for some benefit.*

*1 Corinthians 12: 4-7*

**The Return to School Planning Committee should be comprised of individuals with the authority to develop workable solutions outlined in the return to school planning guide.**

<b>Name of Team Member</b>	<b>Subcommittee Assignment</b>	<b>Role (Teacher, Maintenance Staff, Donor, Health Professional)</b>
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<b>Lynne Kucenski</b>	<b>All Committees</b>	<b>Administrator</b>
<b>Constance Depto</b>	<b>All Committees</b>	<b>Teacher</b>
<b>Jeff Slattery</b>	<b>All Committees</b>	<b>Teacher</b>
<b>Louise Aiello</b>	<b>All Committees</b>	<b>Teacher</b>
<b>Dori Sekelsky</b>	<b>All Committees</b>	<b>Teacher</b>
<b>Leah Sorge</b>	<b>All Committees</b>	<b>Teacher</b>
<b>Dr. Katie Fernan</b>	<b>Facilities</b>	<b>Health Professional</b>
<b>Marlene Stubber</b>	<b>Instruction, Technology</b>	<b>Technology Director</b>
<b>Jessica Fritz</b>	<b>Advancement, Fundraising, Enrollment</b>	<b>Advancement Director</b>
<b>Grace Messineo</b>	<b>All Committees</b>	<b>Guidance Department</b>
<b>Sam MacDonald</b>	<b>Finance</b>	<b>President of the School System</b>
<b>Luann Dybowski</b>	<b>Wellness</b>	<b>School Nurse</b>

## Vision Statement

*Entrust your works to the LORD, and your plans will succeed.*

*Proverbs 16:3*

**Prudence, justice, fortitude and our shared Catholic values will be the guiding virtues that will direct planning, assessing the situation, and determining best practices.**

**A risk-mitigation approach will be used to maximize educational opportunities and to create an environment that promotes the health, safety, and wellness of students, teachers, staff, families, and the wider community.**

**Communication with parents and students will be a foundational aspect of all phases of planning, implementation and evaluation.**

**The Catholic school governance structure allows for our schools to be responsive in making decisions related to safe school operations and providing excellence in Catholic education.**

**Our hallmark family atmosphere will provide students with adult role models that have a positive, reassuring, and faith-filled outlook.**

## **Action Plan**

*Your minds, then, must be sober and ready for action; put all your hope in the grace  
brought to you by the revelation of Jesus Christ.*

*1Peter 1:13*

**Appendix: Summary of Measures and Procedures**

**AREA 1: CLEANING; SANITATION; DISINFECTING AND SANITIZING**

Key Questions:

1. How will you ensure the building is cleaned and disinfected to safely welcome staff and students?
2. How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
3. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
4. What protocols will you put in place to clean and disinfect throughout an individual school day?
5. Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement cleaning measures at the conclusion of the training be measured?

Summary of Responses to Key Questions

***St. Leo School underwent deep cleaning and disinfection during the period from June - August 2020. All products used were compliant with CDC/EPA for disinfection and were OSHA compliant. Principal will oversee ongoing needs for cleaning and disinfection products. Appropriate cleaning, disinfection, ventilation and sanitizing procedures will continue on a daily basis, both during school hours and after hours. All affected employees, maintenance staff, faculty, and office staff will be trained on the protocols and procedures during inservice training prior to the start of the school year/ programs. School administrators will conduct frequent checks to ensure that specific protocols are being implemented.***

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<b>1A. Classrooms/Learning</b>	Daily Cleaning / Disinfection	Daily Cleaning / Disinfection	Cleaning Company	Daily; when school is in

<b>Spaces</b>	with CDC/EPA Approved Disinfectant	with CDC/EPA Approved Disinfectant		session
	Disinfection of High Touch Areas with CDC/EPA Approved Disinfectant	Disinfection of High Touch Areas with CDC/EPA Approved Disinfectant	Classroom Teacher / Staff Member responsible for area	When student groups change; Before and after lunch or snack.
	Ventilation of Classrooms - Classroom fans will be turned on, windows will be open to permit fresh air.  Windows should not be obstructed in order to maximize air flow.  Sharing of equipment and supplies will be minimized, shared equipment will be disinfected following each use.	Ventilation of Classrooms - Classroom fans will be turned on, windows will be open to permit fresh air.  Windows should not be obstructed in order to maximize air flow.  Sharing of equipment and supplies will be minimized, shared equipment will be disinfected following each use.	Classroom Teacher	Daily; when school is in session
<b>1B. Hallways/Common Spaces</b>	Disinfection of common spaces, door handles, railings, doorways	Disinfection of common spaces, door handles, railings, doorways	Cleaning Company	Daily
	Library or Computer Lab/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant	Desks/Tables/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant	Cleaning Company; Designated Staff	Daily; When student groups change
<b>1C. Drinking Fountains</b>	Will not be available for use - bottle fillers function will only be permitted	Will not be available for use - bottle fillers function will only be permitted	Cleaning Company; Designated Staff	Midday; After hours
<b>1D. Restrooms</b>	Daily disinfection; Walkthroughs to ensure areas are clean. Provide adequate supplies to support healthy hygiene behaviors: water, soap, hand sanitizer, paper towels, tissues; disinfectant wipes;	Daily disinfection; Walkthroughs to ensure areas are clean. Provide adequate supplies to support healthy hygiene behaviors: water, soap, hand sanitizer, paper towels,	Cleaning Company; Designated Staff	Daily

	sanitising spray	tissues; disinfectant wipes; sanitising spray		
<b>1E. Transportation</b>	The local school districts will be responsible for establishing and following bus cleaning protocols	The local school districts will be responsible for establishing and following bus cleaning protocols	Local Districts	Determined by local districts

**AREA 2: SOCIAL DISTANCING AND OTHER SAFETY PROTOCOLS**

Key Questions:

1. How will social distancing be implemented in the building? (See considerations in Return to School Planning Guide.)
2. How Monitoring Student and Staff Health take place? (See considerations in Return to School Planning Guide.)
3. What staffing changes or modifications need to occur? (See considerations in Return to School Planning Guide.)
4. What special protocols will you implement to protect students and student family members who are at higher risk for severe illness?
5. Do the school operating hours need to include a staggered schedule, changes to transportation, drop-off and pick up times and use of entrances and exits?
6. How will the master schedule need adjusted to reduce COVID-19 transmission and to accommodate possible transitions among the three possible instructional modalities (face-to-face, hybrid, and remote learning).

Summary of Responses to School Operations Key Questions

***Social distancing in the building will be accomplished through a number of actions. Students will be taught routines and procedures to promote social distancing in the classroom and during transitions. Phased dismissal between classes, at lunch, and at the end of the day will reduce traffic in hallways. Designated entrances and exits will be utilized. In the classrooms, desks will be spaced at maximum distance possible, excess desks and furniture will be removed from rooms. Teachers will be encouraged to consider using outdoor space during the day as weather permits.***



**Parents will be provided with screening guidelines in order to assess student health at home, and, during the yellow phase students and staff will undergo temperature scans when they enter the building in the morning. During the green phase, staff will undergo temperature checks upon arrival and parents will be required to administer temperature checks for students before they leave home. Visitors will be limited and will undergo temperature scans and screenings. Staff will be utilized in order to assist with screenings. A team will be assembled to develop instructional plans for students who have been deemed high risk by their physician.**

**Faculty and students will receive training in the use of the school’s learning management system. A remote learning strategy will be shared with parents in order to maximize effectiveness and to make any transition to remote learning as seamless as possible.**

Requirement	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<p><b>2A. Wearing of Face Coverings*</b></p> <p>* "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate</p>	<p>ECCSS must comply with the state order regarding face coverings. According to that order, students must wear masks except in the following circumstances:</p> <p>*Eating or drinking when spaced at least 6 feet apart</p> <p>*Seated at desks or assigned work spaces at least 6 feet apart</p> <p>*Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example:</p> <p>According to the local school district, students and staff are required to wear face coverings when on school</p>	<p>ECCSS must comply with the state order regarding face coverings. According to that order, students must wear masks except in the following circumstances:</p> <p>*Eating or drinking when spaced at least 6 feet apart</p> <p>*Seated at desks or assigned work spaces at least 6 feet apart</p> <p>*Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example:</p> <p>According to the local school district, students and staff are required to wear face coverings when on school</p>	<p>Administration, Faculty and Staff</p>	<p>7/15/2020; Ongoing</p>

<p>occupational and health care settings.</p>	<p>transportation. Students will need to wear masks at arrival and dismissal; in the hallway during transitions, etc.</p> <p>According to state guidance, students with certain conditions do not need to wear a face covering, but should consider using a face shield if possible. Families requesting a waiver for such exceptions must provide a note from a qualified medical professional.</p>	<p>transportation. Students will need to wear masks at arrival and dismissal; in the hallway during transitions, etc.</p> <p>According to state guidance, students with certain conditions do not need to wear a face covering, but should consider using a face shield if possible. Families requesting a waiver for such exceptions must provide a note from a qualified medical professional.</p>		
<p><b>2B. Classroom and Learning Space Occupancy that allows for maximum distance( 6 feet) between students throughout the day, to the maximum extent possible</b></p>	<p>Desks/Students will be spaced at the maximum distance apart. Extra desks and furniture will be removed to provide extra distancing space</p>	<p>Desks/Students will be spaced at the maximum distance apart. Extra desks and furniture will be removed to provide extra distancing space</p>	<p>Administration; Staff</p>	<p>Start of the school year, ongoing</p>
<p><b>2C. Lunch and Snack Time</b></p>	<p>Students will bring a packed lunch from home and eat it in their classroom. Sharing of food will be prohibited. Desktops will be disinfected before and after eating. Phased dismissal will be used to avoid lines..</p> <p>Large group gatherings will not be held.</p> <p>Field trips will not be held. Virtual field trips will be encouraged.</p>	<p>Students will eat lunch in their classroom. Sharing of food will be prohibited. Desktops will be disinfected before and after eating. Phased dismissal will be used to avoid lines.</p> <p>Large group gatherings will only be held when social distancing protocols can be maintained.</p> <p>Field trips will only be held where social distancing guidelines can be observed.</p>	<p>Administration and Staff</p>	<p>Start of the school year, ongoing</p>

		Virtual field trips will be encouraged.		
<b>2D. Hygiene Practices for Students and Staff including the manner and frequency of hand washing and hand sanitizing</b>	CDC Posters and materials on handwashing will be posted. Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced. Frequent hand washing breaks will be provided. Students will use hand sanitizer upon entering and leaving classroom spaces. Students will be taught/reminded of practices for covering coughs and sneezes	CDC Posters and materials on handwashing will be posted. Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced. Frequent hand washing breaks will be provided. Students will use hand sanitizer upon entering and leaving classroom spaces. Students will be taught/reminded of practices for covering coughs and sneezes	Administration; Staff	Start of the school year, ongoing
<b>2E. Posting signs in highly visible locations, that promote everyday protective measures how to stop the spread of germs.</b>	Information, including that produced by the CDC promoting everyday protective measures and descriptions on how to stop the spread of the virus will be posted in the common areas, restrooms and classrooms.  Morning announcements will be utilized to remind students and staff of best practices for hygiene.  Similar information will be distributed to students and families.	Information, including that produced by the CDC promoting everyday protective measures and descriptions on how to stop the spread of the virus will be posted in the common areas, restrooms and classrooms.  Morning announcements will be utilized to remind students and staff of best practices for hygiene.  Similar information will be distributed to students and families.	Administration; Staff	Start of the school year, ongoing
<b>2F. Identifying and restricting non-essential visitors</b>	Non essential visitors will not be allowed in the classroom/building.	Non essential visitors will not be allowed in the classroom/building.	Administration/ Office Staff and Staff	Start of the school year, ongoing

<p><b>and volunteers</b></p>	<p>Parent meetings will be held virtually when possible.</p> <p>Essential visitors to the building will be scheduled.</p> <p>All Essential visitors to the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box will be positioned outside of the main entrance for the drop off of student materials so that parents do not need to enter the building</p>	<p>Parent meetings will be held virtually when possible.</p> <p>Essential visitors to the building will be scheduled.</p> <p>All Essential visitors to the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box will be positioned outside of the main entrance for the drop off of student materials so that parents do not need to enter the building</p>		
<p><b>2G. Handling Sporting Activities for recess and physical education consistent with the CDC and Considerations for Youth Sports</b></p>	<p>Outdoor recess will be split by time and area.</p> <p>Indoor recess activities will be limited to those of low exertion.</p> <p>Students will wash hands/ sanitize before and after going to recess and gym class.</p> <p>Gym teacher will design low risk activities and games</p> <p>Individual equipment will be provided when possible and will be disinfected following each use.</p>	<p>Outdoor recess will be split by time and area.</p> <p>Indoor recess activities will be limited to those of low exertion.</p> <p>Students will wash hands/ sanitize before and after going to recess and gym class.</p> <p>Gym teacher will design low risk activities and games</p> <p>Individual equipment will be provided when possible and will be disinfected following each use.</p>	<p>Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p><b>2H. Limiting sharing among students</b></p>	<p>Sharing of materials between students will be minimized to the extent possible.</p>	<p>Sharing of materials between students will be minimized to the extent possible.</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

	<p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Activities will be designed by staff that will involve limited sharing of materials</p> <p>Materials that are shared within one group will be cleaned and disinfected between use with another group of students.</p> <p>For devices and materials that must be shared, cleaning and disinfection will take place between uses.</p> <p>Additional Chromebooks and Ipads have been purchased to minimize shared devices between students.</p>	<p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Activities will be designed by staff that will involve limited sharing of materials</p> <p>Materials that are shared within one group will be cleaned and disinfected between use with another group of students.</p> <p>For devices and materials that must be shared, cleaning and disinfection will take place between uses.</p> <p>Additional Chromebooks and Ipads have been purchased to minimize shared devices between students.</p>		
<p><b>2I. Staggering Use of hallways</b></p>	<p>Traffic patterns and directions will be established for transitions and students will be taught routines and procedures to support movement during hallway travel.</p> <p>Traffic patterns for entering and exiting the building to minimize interactions will be established and taught.</p> <p>Congregating in hallways will not be permitted</p>	<p>Traffic patterns and directions will be established for transitions and students will be taught routines and procedures to support movement during hallway travel.</p> <p>Traffic patterns for entering and exiting the building to minimize interactions will be established and taught.</p> <p>Congregating in hallways will not be permitted</p>	<p>Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

<p><b>2J. Transportation</b></p>	<p>To be determined by the school district of residence; Parents will be encouraged to privately transport their child(ren).</p>	<p>To be determined by the school district of residence; Parents will be encouraged to privately transport their child(ren).</p>	<p>School District of Residence</p>	<p>Start of the school year, ongoing</p>
<p><b>2K. Limiting Individuals in classrooms and learning spaces, and interactions between groups of students</b></p>	<p>Desks will be spaced in order to allow the maximum distance between each desk  Extra desks and furniture will be removed from rooms in order to provide more social distancing space  Interactions between groups of students will be minimized</p>	<p>Desks will be spaced in order to allow the maximum distance between each desk  Extra desks and furniture will be removed from rooms in order to provide more social distancing space  Interactions between groups of students will be minimized</p>	<p>Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p><b>2L. Other Social Distancing and safety practices</b></p>	<p>Face to face meetings with parents will be held virtually  In-person meetings with parents will not be held.</p>	<p>Parents and Faculty will be given the option of holding meetings virtually  If in-person meetings will be held, social distancing guidelines of at least 6 feet between people will be adhered to to the greatest extent possible. When not possible, masks will be worn.</p>	<p>Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p><b>2M. Facility Usage</b></p>	<p>With the exception of St. Leo Religious Education Program, usage by non-school groups will not be permitted.  Social distancing, wearing of masks, and all other CDC recommendations must be followed.  REP is responsible to clean</p>	<p>With the exception of the St. Leo Religious Education Program, usage by non-school groups will not be permitted.  Social distancing, wearing of masks, and all other CDC recommendations must be followed.  REP is responsible to clean</p>	<p>Administration, Faculty and Staff</p>	<p>Effective immediately and ongoing</p>

	and disinfect all affected areas following the event using CDC/EPA approved products.	and disinfect all affected areas following the event using CDC/EPA approved products.		
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**AREA 3: MONITORING STUDENT AND STAFF HEALTH & WELLNESS**

Key Questions:

A. Mental Health Prevention and Mitigation:

1. How will you include ongoing opportunities to address mental health concerns related to COVID-19 for students and staff?
2. What systems do you have in place for referring students or staff who are having mental health concerns?
3. How will you train your staff about common signals of distress associated with exposure to a traumatic event such as COVID-19?

B. Physical Health and Safety:

4. What is the quarantine plan for possible COVID-19 exposure in building?
5. What is the reporting plan of action for possible COVID-19 exposure in school setting, and through third party exposure?
6. What is the plan for ensuring immediate transportation to appropriate facilities for staff and students with symptoms?

Summary of Responses to Wellness Key Questions:

***St. Leo School will continue to utilize the BLeST process to identify and address educational and/or mental health concerns for students. Additional training and resources will continue to be made available to staff to help identify students who are of concern. The school will utilize information shared by local providers and the Diocese of Erie on an ongoing basis. Staff will also be provided with information on programs that are available to help them with their mental health concerns.***

***A space will be identified to isolate an individual who is presenting with symptoms consistent with COVID-19 until they can be picked up. In the event of a confirmed COVID-19 infectious individual being present on the school campus, staff and families will be informed that an individual diagnosed with COVID19 was on the school premises while infectious. This will be done in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws. The individual who is symptomatic will remain in the isolation area under supervision until that individual can be transported from the facility using the established transportation procedures.***

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<p><b>3A. Provide Families with at home screening materials and communication tools</b></p>	<p>The school will provide families at-home screening guidelines.</p> <p>Parents are urged to communicate with schools concerning possible exposures and/or actual illness</p>	<p>The school will provide families at-home screening guidelines.</p> <p>Parents are urged to communicate with schools concerning possible exposures and/or actual illness</p>	<p>Administration and Office Staff</p>	<p>Start of the school year; ongoing</p>
<p><b>3B. Monitoring students and staff for symptoms and history of exposure.</b></p>	<p>The school will conduct temperature monitoring and screenings for students and staff. No visitors will be accepted during the yellow phase.</p> <p>Families are also responsible for conducting temperature and wellness checks prior to sending students to school.</p> <p>Sick staff and students should stay home.</p> <p>Flexible attendance policies will be implemented.</p>	<p>The school will conduct temperature monitoring for essential visitors to the school.</p> <p>Families are responsible for conducting temperature and wellness checks prior to sending students to school.</p> <p>Staff are also responsible for self-monitoring.</p> <p>Sick staff and students should stay home.</p> <p>Flexible attendance policies will be implemented.</p>	<p>Administration, Office Staff, RASD School Nurse</p>	<p>Start of the school year; ongoing</p>



	Any students or staff with pre-existing conditions should alert the school principal or nurse.	Any students or staff with pre-existing conditions should alert the school principal or nurse.		
<b>3C. Isolating or Quarantining students, staff or visitors if they become sick or demonstrate a history of exposure</b>	An isolation area will be created prior to the start of the school year.	An isolation room will be created prior to the start of the school year.	Administration, Office Staff, RASD School Nurse	Start of the school year; ongoing
<b>3D. Returning isolated or quarantining staff, students or visitors to school</b>	<p>Staff and students who have been ill or exposed to COVID-19 will return after fulfilling guidelines provided by the CDC and PA Department of Health. (These guidelines currently call for 10-14 days of isolation/quarantine). Staff and students with other illnesses may return after 24 hours of being fever-free without medication.</p> <p>Be aware that this policy reflects public-health guidance as of August 13, 2020. As guidance changes, ECCSS will change policies to reflect the new orders. In all cases, decisions about when children and staff can return to school will be made in close cooperation with state agencies and qualified healthcare providers.</p> <p>Guidance has been changing</p>	<p>Staff and students who have been ill or exposed to COVID-19 will return after fulfilling guidelines provided by the CDC and PA Department of Health. (These guidelines currently call for 10-14 days of isolation/quarantine). Staff and students with other illnesses may return after 24 hours of being fever-free without medication.</p> <p>Be aware that this policy reflects public-health guidance as of August 13, 2020. As guidance changes, ECCSS will change policies to reflect the new orders. In all cases, decisions about when children and staff can return to school will be made in close cooperation with state agencies and qualified healthcare providers.</p> <p>Guidance has been changing</p>	Administration, RASD School Nurse	Starting immediately; ongoing

	regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.  <b>**For confirmed or probable cases, physician or CDC documentation is required to return to school</b>	regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.  <b>**For confirmed or probable cases, physician or CDC documentation is required to return to school</b>		
<b>3E. Notifying staff, families and the public of school closures and within-the-year changes in safety</b>	For any notification of changes SLS will utilize their <i>Remind</i> system and email to notify the staff and parents. The information will also be posted on the school website and social media pages to notify the general public.	For any notification of changes SLS will utilize their <i>Remind</i> system and email to notify the staff and parents. The information will also be posted on the school website and social media pages to notify the general public.	Administration	Starting immediately; ongoing
<b>3F. Meeting the needs of students who are unable to attend school</b>	The BLeST team will meet along with the administration and then with parents to determine if individual needs could be met under the current circumstances.	The BLeST team will meet along with the administration and then with parents to determine if individual needs could be met under the current circumstances.	BLeST team; Administration	Starting immediately, ongoing
<b>3G. Assessing achievement gaps</b>	Upon return to school, teachers of students grades K-2 will administer Acadience math and reading assessments. To assist K-2 teachers in their classroom during the assessment process, all Specials classes will be waved for the first 7 days. Students grades 3-8 will	Upon return to school, teachers of students grades K-2 will administer Acadience math and reading assessments. To assist K-2 teachers in their classroom during the assessment process, all Specials classes will be waved for the first 7 days. Students grades 3-8 will	Classroom teachers  Specials teachers  Technology teacher	Starting immediately; ongoing

	be given the STAR reading and math assessments the first 3 days of school.	be given the STAR reading and math assessments the first 3 days of school.		
<b>3H. Mental Health Resources for Staff and Families</b>	<p>Provide families information on the resources that are available from local providers and contact information for programs.</p> <p>Update parents and staff as to the referral process in the event of remote learning</p> <p>Provide staff with training for 'look fors" with respect to mental health concerns, strategies for dealing with students and referral information.</p> <p>Provide students and staff information about self care during a pandemic</p>	<p>Provide families information on the resources that are available from local providers and contact information for programs.</p> <p>Provide staff with training for 'look fors" with respect to mental health concerns, strategies for dealing with students and referral information.</p> <p>Provide students and staff information about self care during a pandemic</p>	Wellness committee of CORE Team	Starting immediately; ongoing

**AREA 4: OTHER CONSIDERATIONS**

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<b>4A. Protecting Students</b>	A plan for students with	A plan for students with	Administration	Starting immediately; ongoing

<p><b>and Staff at high risk for severe illness</b></p>	<p>complex medical needs will be developed by the Return to School Team and parents.</p> <p>Staff with complex medical needs will develop a plan in conjunction with the school administration</p>	<p>complex medical needs will be developed by the Return to School Team and parents.</p> <p>Staff with complex medical needs will develop a plan in conjunction with the school administration</p>	<p>RASD Nurse Administration</p>	
<p><b>4B. Use of Personal Protective Equipment by Staff</b></p>	<p>Staff will be provided with essential PPE</p>	<p>Staff will be provided with essential PPE</p>	<p>Administration</p>	<p>Starting immediately; ongoing</p>
<p><b>4C.Strategic Deployment of Staff</b></p>	<p>Best practices will be implemented in order to maintain the health and safety of staff.</p> <p>Adjustments in deployment may be required</p> <p>If necessary, learning may shift to a remote format.</p>	<p>Best practices will be implemented in order to maintain the health and safety of staff.</p> <p>Adjustments in deployment may be required</p>	<p>Administration</p>	<p>Starting immediately; ongoing</p>
<p><b>4D. Learning Management System</b></p>	<p>Staff and students will receive additional training in the use of the school’s learning management system in order to maximize the use of the system to facilitate the flow of work between students and teachers.</p>	<p>Staff and students will receive additional training in the use of the school’s learning management system in order to maximize the use of the system to facilitate the flow of work between students and teachers.</p>	<p>Administration Technology Staff and Department</p>	<p>Start of the school year; ongoing</p>
<p><b>4E. Policy Revision</b></p>	<p>Update school and staff policies in the areas of attendance, time off, and to address student and staff expectations concerning face coverings, social distancing and appropriate conduct in the current environment</p>	<p>Update school and staff policies in the areas of attendance, time off, and to address student and staff expectations concerning face coverings, social distancing and appropriate conduct in the current environment</p>	<p>ECCSS Administration - Staff Policies SLS Administration - Student Policies</p>	<p>8/15/2020 and ongoing</p>

	Update the school practices and expectations concerning remote learning in the event that students or the school must return to that mode of learning.	Update the school practices and expectations concerning remote learning in the event that students or the school must return to that mode of learning.		
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**AREA 5: CATHOLIC IDENTITY**

Key Questions:

1. How the school will keep its Catholic identity and culture alive and thriving despite the adaptations being made to the environment due to the COVID-19 pandemic.

*St. Leo School is committed to maintaining a strong Catholic identity and will continue to develop ways to continue to provide opportunities for worship and spiritual growth.*

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency	
<p><b>Identify concrete ways to keep Catholic identity alive doing remote learning</b></p>	<p>*Staff will begin the year with a Spiritual Journey focused on how to find strength in God to get through a pandemic.</p> <p>*Staff will provide a strong focus on virtues</p> <p>*The Eucharist will remain the heart of the school as we attend Mass and Adoration in shifts, weekly.</p>	<p>Same as yellow phase</p>	<p>All Staff; Father Justin</p>	<p>Ongoing</p>	<p>Spiritual Journey guidance from Fr. Justin</p> <p>Virtues in Practice Curriculum</p> <p>Adoration T/TH</p> <p>Mass; alternating schedule M-F</p>

<p><b>Collaborate with pastors and priests to determine how they might provide support</b></p>	<p>*Father Justin will provide the Spiritual Journey for Faculty.</p> <p>*Father Justin will help with the scheduling of Mass</p> <p>*Principal will be mindful of any communication of support from the Bishop</p>	<p>Same as yellow phase</p>	<p>Father Justin</p>	<p>Ongoing</p>	<p>Spiritual Journey guidance from Fr. Justin</p> <p>Mass Schedule</p> <p>Diocese website</p>
<p><b>Communicate commitment to maintain school's mission</b></p>	<p>Through thought, word and action, staff will communicate and remain committed to the school's mission.</p>	<p>Same as yellow phase</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>Spiritual Journey as guidance</p> <p>Mission will remain posted throughout the school and on the website, in the handbook, and referred to from time to time in the weekly email.</p> <p>Daily prayer</p>

**AREA 6: PROFESSIONAL DEVELOPMENT:**

The following training will be provided for **FACULTY AND STAFF** starting on 8/10/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Review of the Health and Safety Plan	Lynne Kucenski - SLS Principal Sam MacDonald- ECCSS President
Cleaning, Sanitizing, Disinfecting and Ventilation Protocols	Cleaning Company and School Administration
Hygiene Practices	RASD Nurse and School Administration
Wellness Considerations	SLS BLeST Team and School Administration
Technology - Maximizing the Learning Management Platform	Technology Coordinator and School Administration

**The following training will be provided for STUDENTS starting on 8/27/20 and ongoing throughout the 2020-2021 school year:**

Topic	Responsible Individual
Hygiene Practices and Social Distancing	School Administration & Faculty
Technology - Maximizing the Learning Management Platform	Technology Coordinator

**The following training will be provided for ECCSS STAKEHOLDER GROUPS starting on 8/1/20 and ongoing throughout the 2020-2021 school year:**

Topic	Responsible Individual
Review of the Health and Safety Plan	Lynne Kucenski - SLS Principal Sam MacDonald- ECCSS President

**AREA 7: COMMUNICATIONS CONSIDERATIONS**

**ST. LEO SCHOOL**

The following communications about health and safety protocols will be established beginning 7/15/2020 and will be ongoing throughout the 2020-2021 school year:

Topic	Audience	Responsible Individuals	Mode of Communications
Review of the Health and Safety Plan and Procedural and Process Implications	All Stakeholders, CSO, Parents, Students, Staff	Lynne Kucenski - SLS Principal Jessica Fritz - ECCSS Communications and Marketing	ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Emails
Plans for Instruction in school and remotely and commitment to the school's mission.	All Stakeholders, CSO, Parents, Students, Staff	Lynne Kucenski - SLS Principal Jessica Fritz - ECCSS Communications and Marketing	ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Emails
Current Mitigation Levels	All Stakeholders, CSO, Parents, Students, Staff, Department of Health	John Schneider - SLS Principal Jessica Fritz - ECCSS Communications and Marketing	Reports to CSO, Board of Directors, other Advisory Groups. Periodic updates to all stakeholder groups.

**Sources:** Diocese of Erie: School Leaders - Return to School Plan  
 United States Centers for Disease Control  
 Pennsylvania Department of Health  
 ECCHS/SMCMS - Health and Safety Plan for the 2020-2021 School Year