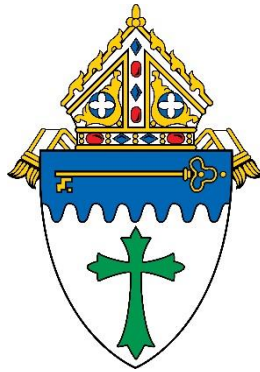


Return to School 2020
Action Plan Appendix
St. Marys Catholic Elementary School
St. Marys
Approved August 13, 2020



We know that all things work for good for those who love God,
who are called according to his purpose.
Romans 8:28

School/System's Mission Statement

Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit, while nurturing the values of knowledge, peace, and holiness.

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.

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.

Identify participants on the Return to School Planning Committee and if they are on a school-level subcommittee.

Indicate the specific school-level point of contact by placing an asterisk (*) next to his/her name.

Subcommittee Examples: Wellness, Instruction, Facilities, School Operations, and Technology

Name of Team Member	Subcommittee Assignment	Role (Teacher, Maintenance Staff, Donor, Health Professional)
Debbie Slay	All	Principal
Sam MacDonald	As needed	System President
Tim Smith	Facilities	School Board Member
Frank Ginther	School Operations, Facilities, Governance	Facilities Manager
Melinda Lanzel	Instruction, School Operations	Administrative Assistant/Parent
Janel Castellano	School Operations, Wellness	School Nurse/Parent/PTO
Marlene Stubber	Technology, Instruction	Technology Manager, School System
Deana Wittman	Technology	Technology Coordinator
Kim Sloff	Wellness, Instruction, School Operations	Inclusion Coordinator
Anne Breindel	School Ops., Facilities, Wellness, Govern	Secretary/Parent
Amanda Wingard	School Ops, Facilities, Wellness	Secretary/Parent

Jamie Williams	Instruction, School Operations	4 th /5 th grade Teacher/Parent
Bridget Roberts	Instruction, School Operations	Kindergarten Teacher
Paula Singer	Facilities, School Operations	Cafeteria Manager
Kim Schlimm	Facilities, School Operations	Food Services Manager
Alyssa Wendel	Catholic Identity	Campus Ministry
Bob Breindel	Finance	Finance Director
Sue Jansen	Advancement, Communication, Enroll	Advancement Director
Jessica Fritz	Advancement, Communication, Enroll	Communications

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

The St. Marys Catholic Elementary school underwent deep cleaning and disinfection during the period from April - August 2020. All products used were compliant with CDC/EPA for disinfection and were OSHA compliant. The maintenance department has established agreements with vendors that will be able to meet 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, office staff, and cafeteria staff will be trained on the protocols and procedures during inservice training prior to the start of the school year/ programs. The maintenance supervisor and school administrative team 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
1A. Classrooms/Learning Spaces	Daily Cleaning / Disinfection with CDC/EPA Approved Disinfectant Frequent walkthroughs will be conducted to ensure areas	Daily Cleaning / Disinfection with CDC/EPA Approved Disinfectant Frequent walkthroughs will be conducted to ensure areas	Custodial Staff	Daily; when school is in session

	are cleaned as directed. Checklist with sign-offs will be utilized to document completion.	are cleaned as directed. Checklist with sign-offs will be utilized to document completion.		
	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
	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, individual equipment will be provided when feasible. 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, individual equipment will be provided when feasible. Shared equipment will be disinfected following each use.	Classroom Teacher	Daily; when school is in session
1B. Hallways/Common Spaces	Disinfection of common spaces, door handles, railings	Disinfection of common spaces, door handles, railings	Custodial Staff	Daily
	Cafeteria Tables/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant before and after each use	Cafeteria Tables/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant before and after each use	Custodial & Cafeteria Staff	Daily; When student groups change
1C. Drinking Fountains	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	Maintenance Staff	Daily
1D. Restrooms	Phased use of restrooms in order to permit clean restrooms for use throughout the day.	Restrooms will be disinfected at least daily. Supplies for self-care will be available in all restrooms, i.e.	Custodial Staff	Daily; As needed

	Supplies for self-care will be available in all restrooms, i.e. soap, hand sanitizer, etc. Frequent walkthroughs will be conducted to ensure areas are cleaned as directed. Checklist with sign-offs will be utilized to document completion.	soap, hand sanitizer, etc. Frequent walkthroughs will be conducted to ensure areas are cleaned as directed. Checklist with sign-offs will be utilized to document completion.		
1E. Locker Rooms	n/a	n/a		

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. In the common areas of the school (hallways, cafeterias) directional signs will be posted in order that traffic will move in a single direction during high traffic periods. Transitions within the building will be minimized. Designated entrances and exits will be utilized. Stairwells will be designated so students will only go in one direction. Phased dismissal between classes and at lunch will reduce traffic in hallways and lines in the cafeteria. Spacing indicators will be placed on the floors to promote social distancing. In the

cafeteria, tables will be moved apart ensuring adequate distance between students and individual homerooms. In the classrooms, desks will be spaced at maximum distance possible, excess desks and furniture will be removed from rooms. Teachers will be asked to consider utilizing outdoor spaces when feasible and weather permitting.

In the green phase, parents and staff will be provided with screening guidelines in order to screen at home prior to arrival at the building. In the yellow phase, students and staff will be screened when arriving at school. Visitors will be limited and will undergo temperature scans and screenings. Staff will be utilized in order to assist with screenings as needed. Our Inclusion committee will be assembled to develop instructional plans for students who have been deemed high risk by their physician or have special needs.

Faculty and students will receive training in the use of the school’s learning management system in order to maximize effectiveness. A remote learning strategy will be developed in order 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>2A. Wearing of Face Coverings*</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: *Eating or drinking when spaced at least 6 feet apart *Seated at desks or assigned work spaces at least 6 feet apart *Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example: According the local school district, students and staff are required to wear face coverings when on school transportation. Students will need to wear masks at arrival</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: *Eating or drinking when spaced at least 6 feet apart *Seated at desks or assigned work spaces at least 6 feet apart *Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example: According the local school district, students and staff are required to wear face coverings when on school transportation. Students will need to wear masks at arrival</p>	<p>SMCES Administration, Faculty and Staff</p>	<p>Effective 7/4/2020, ongoing</p>

<p>occupational and health care settings.</p>	<p>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>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>2B. Classroom and Learning Space Occupancy that allows for maximum distance(6 feet) between students throughout the day, to the maximum extent possible</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>Locker assignments will be spaced to the maximum distance possible</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>Locker assignments will be spaced to the maximum distance possible</p>	<p>SMCES Administration</p>	<p>Start of the school year, ongoing</p>
<p>2C. Restricting the use of cafeterias and other congregate spaces, and serving meals in alternate settings such as classrooms</p>	<p>Two lunch periods will continue to be scheduled. Students will eat lunch in small group spaces. Tables will be spaced to distance homerooms in individual areas.</p> <p>Students will give their PIN numbers to the cafeteria staff to avoid touching surfaces.</p> <p>Condiments will be served by cafeteria staff.</p> <p>Sharing of utensils and food will be prohibited.</p>	<p>Two lunch periods will continue to be scheduled. Tables will be spaced with extra distance between them that will limit the size of groups gathered.</p> <p>Students will give their PIN numbers to the cafeteria staff to avoid touching surfaces.</p> <p>Condiments will be by cafeteria staff.</p> <p>Sharing of utensils and food will be prohibited.</p> <p>Phased dismissal will be used</p>	<p>SMCES Administration</p>	<p>Start of the school year, ongoing</p>

	<p>Phased dismissal will be used to avoid lines. Social distance markers will be placed on the floor to guide students waiting in line.</p> <p>Tables and high touch areas will be disinfected between each lunch period.</p> <p>Furniture in congregate areas will be limited or removed.</p> <p>Large groups gatherings will not be held.</p> <p>Field trips will not be held. Virtual field trips will be encouraged.</p>	<p>to avoid lines. Social distance markers will be placed on the floor to guide students waiting in line.</p> <p>Tables and high touch areas will be disinfected between each lunch period.</p> <p>Furniture in congregate areas will be limited or removed.</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. Virtual field trips will be encouraged.</p>		
<p>2D. Hygiene Practices for Students and Staff including the manner and frequency of hand washing and hand sanitizing</p>	<p>CDC posters and materials on handwashing will be posted.</p> <p>Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced. Reminders will be communicated during morning announcements.</p> <p>Frequent hand washing breaks will be provided.</p> <p>Students will sanitize hands upon entering and leaving classroom spaces.</p> <p>Students will be reminded of best practices for covering coughs and sneezes</p>	<p>CDC posters and materials on handwashing will be posted.</p> <p>Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced. Reminders will be communicated during morning announcements.</p> <p>Frequent hand washing breaks will be provided.</p> <p>Students will sanitize hands upon entering and leaving classroom spaces.</p> <p>Students will be reminded of best practices for covering coughs and sneezes</p>	<p>SMCES Administration</p>	<p>Start of the school year, ongoing</p>

<p>2E. Posting signs in highly visible locations, that promote everyday protective measures how to stop the spread of germs.</p>	<p>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.</p> <p>Similar information will be distributed to students and families.</p>	<p>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.</p> <p>Similar information will be distributed to students and families.</p>	<p>SMCES Administration</p>	<p>Start of the school year, ongoing</p>
<p>2F. Identifying and restricting non-essential visitors and volunteers</p>	<p>Non-essential visitors will not be allowed in the classroom/building.</p> <p>Parent meetings will be held virtually when possible.</p> <p>Essential visitors and volunteers entering the building will be scheduled.</p> <p>All essential visitors and volunteers entering the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box is 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>Non-essential visitors will not be allowed in the classroom/building.</p> <p>Parent meetings will be held virtually when possible.</p> <p>Essential visitors and volunteers entering the building will be scheduled.</p> <p>All essential visitors and volunteers entering the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box is 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>SMCES Administration/ Office Staff and Staff</p>	<p>Start of the school year, ongoing</p>
<p>2G. Handling Sporting Activities for recess and physical education consistent with the CDC and Considerations for</p>	<p>Students will wash hands/ sanitize before and after going to the gym/ recess time.</p> <p>Recess will be scheduled to minimize interaction between</p>	<p>Students will wash hands/ sanitize before and after going to the gym/ recess time.</p> <p>Recess will be scheduled to minimize interaction between</p>	<p>SMCES Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

<p>Youth Sports</p>	<p>different cohorts of students.</p> <p>Teachers 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>different cohorts of students.</p> <p>Teachers 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>2H. Limiting sharing among students</p>	<p>Sharing of materials between students will be minimized to the extent possible.</p> <p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Additional Chromebooks and iPads have been purchased to minimize the sharing of electronic devices between students.</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>Sharing of materials between students will be minimized to the extent possible.</p> <p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Additional Chromebooks and iPads have been purchased to minimize the sharing of electronic devices between students.</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>SMCES Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p>2I. Staggering Use of communal spaces and hallways</p>	<p>Traffic patterns and directions will be established for high traffic times. Traffic flow</p>	<p>Traffic patterns and directions will be established for high traffic times. Traffic flow</p>	<p>SMCES Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

	<p>indicators will be posted and students will practice routines and procedures during the first days of school.</p> <p>Traffic patterns for entering and exiting the building will be established to minimize interactions.</p> <p>Congregating in common spaces for students and for staff will not be permitted</p> <p>Large group gatherings will be limited.</p>	<p>indicators will be posted and students will practice routines and procedures during the first days of school.</p> <p>Traffic patterns for entering and exiting the building will be established to minimize interactions.</p> <p>Congregating in common spaces for students and for staff will not be permitted.</p> <p>Large group gatherings will be limited.</p>		
2J. Transportation	To be determined by the school district of residence	To be determined by the school district of residence	School District of Residence	Start of the school year, ongoing
2K. Limiting Individuals in classrooms and learning spaces, and interactions between groups of students	<p>Desks will be spaced in order to allow the maximum distance between each desk.</p> <p>Extra desks and furniture will be removed from rooms in order to provide more social distancing space.</p> <p>Interactions between groups of students will be minimized.</p>	<p>Desks will be spaced in order to allow the maximum distance between each desk.</p> <p>Extra desks and furniture will be removed from rooms in order to provide more social distancing space.</p> <p>Interactions between groups of students will be minimized.</p>	SMCES Administration, Faculty and Staff	Beginning of the Year and Ongoing
2L. Other Social Distancing and safety practices	<p>Face to face meetings with parents will be held virtually.</p> <p>In-person meetings with parents will not be held.</p>	<p>Face to face meetings with parents will be held virtually where possible.</p> <p>If in-person meetings will be held, social distancing guidelines of at least 6 feet between people will be maintained. Otherwise masks will be worn.</p>	SMCES Administration, Faculty and Staff	Beginning of the Year and Ongoing
2M. Facility Usage	Facility usage by non-school	Facility use by school support	MS - HS Administration,	Effective immediately and

	<p>groups will not be permitted.</p>	<p>organizations may be held. Social distancing, wearing of masks, and all other CDC recommendations must be followed.</p> <p>Facility use by non-school related groups will be limited to activities involving 25 persons or less.</p> <p>All groups must adhere to social distancing guidelines and other CDC recommendations.</p> <p>Groups are responsible to clean and disinfect all affected areas following the event using CDC/EPA approved products.</p>	<p>Faculty and Staff</p>	<p>ongoing</p>
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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?
- 7.

Summary of Responses to Wellness Key Questions:

SMCES will continue to utilize the Inclusion process to identify and address academic, social, and mental health concerns for students. Additional training and resources will be made available to staff to help identify students who are of concern. That training will include common signals of distress associated with traumatic events. The school will utilize the Diocese of Erie and local providers/partners in order to assist with this training. Staff will be provided with information on programs that are available to help them with their mental health concerns.

An isolation area will be identified in the event that an individual must be placed into quarantine. This area will be stocked with any necessary supplies. Individuals that are symptomatic will remain in the quarantine area under supervision until that individual can be transported from the facility using the established transportation procedures.

In the event that an individual is diagnosed with COVID-19 and was determined to be present on the school campus while infectious, staff and families will be informed. This will be done in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
3A. Provide Families with at home screening materials and communication tools	The school will provide families an at-home screening guideline. Parents are urged to communicate with schools concerning possible exposures and/or actual illness.	The school will provide families an at-home screening guideline. Parents are urged to communicate with schools concerning possible exposures and/or actual illness.	SMCES Administration SMCES Office Staff	Start of the school year; ongoing
3B. Monitoring students and staff for symptoms and history of exposure.	The school will conduct temperature monitoring and screenings for students, staff and visitors to the school.	Families are also responsible for conducting self-monitoring and wellness checks prior to sending students to school.	SMCES Administration, SMASD School Nursing Staff	Start of the school year; ongoing

	<p>Families are also responsible for conducting self-monitoring 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 in accordance with federal, state, and local laws.</p> <p>Any students or staff with pre-existing conditions should contact the school nurse.</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 in accordance with federal, state, and local laws.</p> <p>Any students or staff with pre-existing conditions should contact the school nurse.</p>		
<p>3C. Isolating or Quarantining students, staff or visitors if they become sick or demonstrate a history of exposure</p>	<p>An isolation area will be created prior to the start of the school year and stocked with appropriate supplies and equipment</p>	<p>An isolation area will be created prior to the start of the school year and stocked with appropriate supplies and equipment</p>	<p>SMCES Administration, SMASD School Nursing Staff</p>	<p>Start of the school year; ongoing</p>
<p>3D. Returning isolated or quarantining staff, students or visitors to school</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>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>SMCES Administration, SMASD School Nursing Staff</p>	<p>Starting immediately; ongoing</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. Guidance has been changing regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.</p> <p>**For confirmed or probable cases, physician or CDC documentation is required to return to school</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. Guidance has been changing regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.</p> <p>**For confirmed or probable cases, physician or CDC documentation is required to return to school</p>		
<p>3E. Notifying staff, families and the public of school closures and within-the-year changes in safety</p>	<p>For any notification of changes, ECCSS will utilize their emergency notification system to notify the staff, students, and public. The information will also be posted on the school website and social media pages.</p>	<p>For any notification of changes, ECCSS will utilize their emergency notification system to notify the staff, students, and public. The information will also be posted on the school website and social media pages.</p>	<p>SMCES Administration</p>	<p>Starting immediately; ongoing</p>
<p>3F. Meeting the needs of students who are unable to attend school</p>	<p>The school inclusion team will meet along with the administration and parents to develop a plan to meet the needs of students unable to attend school.</p>	<p>The school inclusion team will meet along with the administration and parents to develop a plan to meet the needs of students unable to attend school.</p>	<p>Inclusion team SMCES Administration</p>	<p>Starting immediately, ongoing</p>

<p>3G. Other monitoring and screening practices</p>	<p>Administration and the Core Team will monitor mitigation levels and adjust the plan as needed</p>	<p>Administration and the Core Team will monitor mitigation levels and adjust the plan as needed</p>	<p>SMCES Administration Return to School Core Team</p>	<p>Starting immediately; ongoing</p>
<p>3H. Mental Health Resources for Staff and Families</p>	<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 key indicators 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 key indicators 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>Wellness committee of Core Team</p>	<p>Starting immediately; ongoing</p>

AREA 4: OTHER CONSIDERATIONS

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<p>4A. Protecting Students and Staff at high risk</p>	<p>Students with complex medical needs returning to</p>	<p>Students with complex medical needs returning to</p>	<p>SMCES Administration SMASD Nursing Staff</p>	<p>Starting immediately; ongoing</p>

for severe illness	school will develop a plan similar to the Inclusion process. Staff with complex medical needs will develop a plan in conjunction with the school administration.	school will develop a plan similar to the Inclusion process. Staff with complex medical needs will develop a plan in conjunction with the school administration.	School Inclusion Staff SMCES Administration	Starting immediately; ongoing
4B. Use of Personal Protective Equipment by Staff	Staff will be provided with essential PPE.	Staff will be provided with essential PPE.	SMCES Administration	Starting immediately; ongoing
4C.Strategic Deployment of Staff	Best practices will be implemented in order to maintain the health and safety of staff. Adjustments in deployment may be required. If necessary, learning may shift to a remote format.	Best practices will be implemented in order to maintain the health and safety of staff. Adjustments in deployment may be required.	SMCES Administration	Starting immediately; ongoing
4D. Learning Management System	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.	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.	SMCES Administration Technology Staff	Start of the school year; ongoing
4E. Policy Revision	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 Update the school practices	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 Update the school practices	ECCSS Administration - Staff Policies SMCES Administration - Student Policies	8/15/2020 and ongoing

	and expectations concerning remote learning in the event that students or the school must return to that mode of learning.	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 instructional environment due to the COVID-19 pandemic.

St. Marys Catholic Elementary 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
5A. Opportunities for celebration of Mass	Subgroups within the school will attend weekly mass in-person to maintain proper social distancing. Other groups will attend mass virtually or participate in a Bible study/prayer service. All of the Bishop Persico's Resumption of Public Worship guidelines will be followed	Subgroups within the school will attend weekly mass in-person to maintain proper social distancing. Other groups will attend mass virtually or participate in a Bible study/prayer service. All of the Bishop Persico's Resumption of Public Worship guidelines will be followed	SMCES Administration Campus Ministry Staff	Start of the school year, ongoing
5B. Daily Prayer	Acknowledge the emotional impact of the COVID-19 pandemic through daily prayer and class prayer	Acknowledge the emotional impact of the COVID-19 pandemic through daily prayer and class prayer	Campus Ministry Staff; Theology Teachers	Start of the school year, ongoing
5C. Class Retreat and Other Religious Ceremonies and Events	Campus Ministry team will research and develop alternate means to deliver class retreat experiences that will incorporate social distancing practices	Campus Ministry team will research and develop alternate means to deliver class retreat experiences that will incorporate social distancing practices	SMCES Administration Campus Ministry Staff	Start of the school year, ongoing

	Campus Ministry team will research and develop alternate means to hold traditional ceremonies (May Crowning, Stations of the Cross, Adoration, etc.)	Campus Ministry team will research and develop alternate means to hold traditional ceremonies (May Crowning, Stations of the Cross, Adoration, etc.)		
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AREA 6: PROFESSIONAL DEVELOPMENT:

The following training will be provided for **FACULTY AND STAFF** starting on 7/15/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Review of the Health and Safety Plan	Debbie Slay - SMCES Principal
Cleaning, Sanitizing, Disinfecting and Ventilation Protocols	Maintenance Supervisor and School Administration
Hygiene Practices	SMASD Nursing Staff and School Administration
Wellness Considerations	School's Mental Health Liaison and School Administration
Technology - Maximizing the Learning Management Platform	Technology Coordinator and School Administration

The following training will be provided for **STUDENTS** starting on 8/13/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Hygiene Practices and Social Distancing	SMASD Nursing Staff and 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	Debbie Slay - SMCES Principal

AREA 7: COMMUNICATIONS CONSIDERATIONS

The following communications will be 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	Debbie Slay - SMCES Principal Jessica Fritz - ECCSS Communications and Marketing	ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Virtual Information Night Program
Plans for Instruction in school and remotely and commitment to the school's mission.	All Stakeholders, CSO, Parents, Students, Staff	Debbie Slay - SMCES Principal Jessica Fritz - ECCSS Communications and Marketing	ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Virtual Information Night Program
Current Mitigation Levels	All Stakeholders, CSO, Parents, Students, Staff, Department of Health	Debbie Slay - SMCES 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

ST. MARYS CATHOLIC ELEMENTARY SCHOOL

Action Plan Appendix

United States Centers for Disease Control

Pennsylvania Department of Health

Johnsonburg Area School District - Health and Safety Plan for the 2020-2021 School Year

Saint Marys Area School District - Draft of Health and Safety Plan for the 2020-2021 School Year