

August 31, 2020



Blessed Sacrament School

Reopening Plan

2020-2021

Part I: "Back to the Classroom" Reopening Plan

Part II: Covid-19 Health Plan

Part III: Remote Learning Plan



Part I:

"Back to the Classroom" Reopening Plan 2020-2021



Blessed Sacrament School will reopen for the 2020-2021 school year with full time in-person learning on Tuesday, September 8, 2020. The faculty and administration intends to open in such a way that safely maximizes in-person instruction and maintains the excellence of the Catholic education you expect for your children.

The purpose of this plan is to provide guidance to our school community in light of the Covid-19 pandemic. Our plan is based on guidance from The Centers for Disease Control and Prevention (CDC), The Massachusetts Department of Public Health (DPH), The Massachusetts Department of Elementary and Secondary Education (DESE), and The Diocese of Springfield Schools Reopening Plan.

The Guiding Principles Considered for Reopening Blessed Sacrament School

1. The safety and well-being of our students and staff is our primary concern.
2. Everything possible is being done to reopen our school to provide a faith-centered education in a safe manner.
3. The progress of the Covid-19 pandemic in Massachusetts remains unpredictable, therefore the potential is present that our school may be closed again if Governor Baker mandates us to do so. If such a scenario happens, we will have to go from classroom to remote learning.
4. Faithful citizenship is crucial! We expect our families to take personal responsibility for the common good as well as their own safety.

The priorities of this plan are as follows:

A SAFE SCHOOL ENVIRONMENT

- Appropriate social distancing
- Use of PPE
- Best practices in sanitization & good hygiene
- Emotional needs of our students and families

ACADEMIC EXCELLENCE & MISSION CONNECTED

Having schools physically open as much as possible to:

- Support our parents
- Provide consistent schedules
- Maximize quality instruction
- Preserve school traditions in physical and remote environments
- Ensure liturgical celebrations and connections to our Faith
- Integrating the Catholic faith in all aspects of school life

- All students will be in a self-contained group to their homeroom class and teacher. Teachers will move from class to class to keep students from moving between classrooms. Students will be kept within their group, traveling together only when necessary throughout the day (lunch, recess, etc.) This self-contained group strategy will help maintain a safe environment by strictly limiting the interaction between students. It allows for rapid response and containment in the event of a student or staff member testing COVID-19 positive. Our school will strive to physically separate students in the same group as much as possible to help mitigate risk. Students within their group will remain 6 feet apart, or as far apart as possible, to prevent the spread of illness.
- All desks will be distanced 6 ft. apart in every classroom per recommended guidance.
- Masks and optional face shields will be required for all administration, faculty, and staff members. Masks are required for students in grades 1-8 and recommended for Preschool and K. Masks may be removed at the teacher's discretion during designated break times (such as mask breaks, and lunch) and only then if students remain 6 feet apart from one another. Social distance of at least 6 feet apart must be maintained in the moments when masks are not being worn, this will include when outside for recess. Students who are medically exempt from wearing a face mask must have a doctor's note and will be required to wear a face shield. Families are asked to provide the masks and will be asked to wash them after each school day. Masks with distracting messages or images will not be allowed. All students will receive training on proper mask wearing. Masks must be worn upon exiting the vehicle in the morning, and entering the vehicle at the end of the school day.
- At morning drop off, students will arrive with their masks on and go to their designated entrance of the school and proceed directly to their classroom. All students and employees must wear face masks/shields upon arrival. Parents and guardians will not enter the buildings at any time, at arrival or dismissal. A formal dismissal plan will be provided before the start of school. Parents are asked not to congregate outside the school exits or in the parking lot. Bus transportation will be provided and seating guidelines as outlined by the town will be followed.
- Access to the school buildings will be limited for visitors during the school day. Access for parents who must come to school will be limited to the school office. Events which attract visitors to the school are cancelled or postponed at this time.
- Blessed Sacrament School will follow aggressive cleaning and disinfecting procedures. Our maintenance staff has purchased an industrial disinfectant sprayer that they have used in the church and will be using for the school, in addition to their enhanced cleaning procedures.
- Sharing of school supplies such as pencils, markers, and art supplies will not be permitted. All students will be provided access to hand washing facilities and hand sanitizer. Each classroom has hand sanitizer dispensers and additional hand sanitizer will

be placed throughout the building. Sanitizing desks, chairs, and common touch points will take place throughout the day.

- Water bubblers will be turned off but we have purchased new water stations where students may fill their water bottles brought from home.
- Physical guides and signage throughout the school building will ensure that faculty, staff, and students remain 6 feet apart in lines at all times during the school day.
- Our Before School & After School programs (BSC/ASEC) will be provided for families in need only and not as a social program for your child. Please sign up **ONLY IF NECESSARY**. Other families may utilize the program on an emergency basis. The program will be set up in individual classrooms. Further ASEC protocols will be provided before school starts. Social distance will be maintained throughout the afternoon, and school day guidelines and procedures will be extended throughout the afternoon.
- Our specials classes will be “a la carte” as library, music, computer, Spanish and art will travel to each group's classroom. Music classes will avoid singing and the playing of instruments. Teachers may opt to move classes outside, especially PE classes, when possible.
- The HVAC system is maintained on a regular basis, windows will be open where permitted through the fall, and proper maintenance protocols will be followed.
- Parent and teacher meetings will be conducted virtually or by telephone communication.



Part II:

COVID-19 HEALTH PLAN



Protocols for Responding to COVID-19 Scenarios in School

Blessed Sacrament School is providing the following information as a supplement to the guidance provided by the Department of Elementary and Secondary Education (DESE) for responding to various Covid-19 scenarios at school. The majority of the information contained in this guide has been taken from the DESE protocols. Please refer to the DESE website for further information at: <http://www.doe.mass.edu/covid19>

A safe return to in-person school environments will require a culture of health and safety every step of the way.

Specifically:

- **It is not one mitigation strategy but a combination of all these strategies taken together that will substantially reduce the risk of transmission.**
- **Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell.**
- **Masks are among the most important single measures to contain the spread of COVID-19.**
- **Hand hygiene is critical.**
- **Physical distance greatly reduces the risk of transmission.**
- **Cohorts/groups and assigned seating will be implemented**

TESTING, TRACING, AND ISOLATION

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

Self-isolation for COVID-19 POSITIVE cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); **and**

- b. experienced improvement in other symptoms (for example, their cough has gotten much better); **and**
- c. received clearance from public health authority contact tracers (the local board of health or the Community Tracing Collaborative).

Repeat testing prior to return is not recommended. **Return to school should be based on time and symptom resolution.**

Close contacts of a positive COVID-19 case should be tested. For general guidance, DPH defines close contact as:

- Being within less than 6 feet of COVID-19 case (someone who has tested positive) for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

If someone in the school setting tests positive

- If a student or staff member tests positive for COVID-19, their close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. While previous guidance stated that all students in an elementary classroom would be defined as close contacts, this new guidance provides a narrower definition of a close contact which mirrors DPH guidance.

Policy of when a close contact may return to school

- All close contacts should be tested but **must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result.** After further consultation with the medical community, we are updating this guidance as the virus can cause illness from 2-14 days after exposure and even asymptomatic individuals can transmit the virus. Going forward, **even if an individual identified as a close contact receives a negative test result, they must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness.**

Policy of when a student/staff person may return to school after COVID-19 symptoms

- If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
- If a student or staff member presents COVID-19-like symptoms ***and chooses not to be tested,*** they must stay home and may return to school 10 days from start of symptoms, as

long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.

Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills (CDC has lowered the temperature from 100.4 to 100.0)
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
 - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help prevent transmission
 - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
<p>Individual is symptomatic</p>	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	<p>Individual tests <u>negative</u></p>	<p>Return to school once asymptomatic for 24 hours without the use of fever reducing medications.</p>
		<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <u>is not tested</u></p>	<p>Remain home in self-isolation for 10 days from symptom onset, then return once asymptomatic for 24 hours without the use of fever reducing medications.</p>
<p>Individual is exposed to COVID-19 positive individual</p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual tests <u>negative</u></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>
		<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <u>is not tested</u></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>

Section 1: Protocols for individual exposure or individual positive test

Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the proper school official that the individual has tested positive for COVID-19.
3. Determine whether the student or staff member was on the premises during the time frame that started **two days prior to symptom onset** (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
 - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. Communicate with families and staff of close contacts:
 - a. The school should identify the student's or staff member's possible "close contacts" based on the assigned seating charts and proximity related to class activities. Close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. This definition is for students, teachers and other staff. The infectious period begins **two days before symptom onset** (or two days prior to the date of the positive test if asymptomatic) and includes up until the time the student/staff/teacher was isolated. Consider students and staff members who were close contacts in class, other school spaces, on the school bus, or at extracurricular activities.
 - b. Send a communication to the staff/teachers and families of students of close contacts that there has been a positive test **without naming the individual student or staff member who tested positive**. Case and contact information is strictly confidential.
 - c. Communications sent to families/staff should:
 - i. Inform them there was a positive test (not the specific individual) in the student's class/bus or other activity, keeping confidentiality.
 - ii. Explain that since the student/staff were within 6 feet of the person with a positive test for 15 minutes or more, they are considered a "close contact" and therefore should be tested. Having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.)

- iii. Instruct close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period.)
- iv. Close contacts should be tested for COVID-19 at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
- v. Close contacts are asked to communicate their test results to the school. They should not return to school until they have quarantined for 14 days. This includes close contacts who receive a negative test result or who choose not to be tested.
- vi. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
- vii. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- d. If the school finds out about the original COVID-19 positive test in the middle of a school day:
 - i. The school should quickly identify the individuals who may be "close contacts" of the student and notify students and their families.
 - ii. Make sure the students who could be considered close contacts are wearing masks, including students in pre-kindergarten through first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
 - iii. Caregivers of close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
 - iv. Close contacts should not come back to school until they have quarantined for 14 days and are asked to communicate their test results to the school.
- e. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until individual was isolated.

5. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. **ALSO FOLLOW:** "Protocol: Presence of multiple cases in the school."

6. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts are asked to communicate their test results to the school. They should not return to school until they have quarantined for 14 days. This includes close contacts who receive a negative test result or who choose not to be tested.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
3. Close contacts should isolate at home prior to testing and while awaiting test results.
4. Close contacts are asked to communicate their test results to the school. They **should not return to school until they have quarantined for 14 days**. This includes close contacts who receive a negative test result or who choose not to be tested. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. **IF POSITIVE TEST:** The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

Protocol: STUDENT is symptomatic at HOME

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. **IF NO SYMPTOMS:**
 - i. Send student to school.
 - b. **IF ANY SYMPTOM:**
 - i. **Do not send the student to school.**
 - ii. Call the school's COVID-19 point of contact and inform them student is staying home due to symptoms.
 - iii. Current Massachusetts DPH guidance is that **all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.** An individual who does not wish to be tested must stay home and may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
 - iv. The student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

Protocol: STUDENT is symptomatic at SCHOOL

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. (Note: This will require training for teachers.)
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
4. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - a. **IF ANY SYMPTOM:**
 - i. Place the student in the designated medical waiting room. This space must be supervised. If feasible given space and staffing constraints, schools are encouraged to provide individual students with their own waiting room. If more than one student is in the same waiting room at a time, each student must be at least 6 feet apart (and should be spaced as far apart as possible) and wearing a surgical mask (non-N95 and non-cloth) while in the medical waiting room. If a student does not already have a surgical mask, the school should provide one. Schools must also be equipped with the PPE for the staff involved with supervision of the waiting room. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.
 - ii. Contact caregiver for pick-up.
 1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.
 2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
 - iv. Student should get tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:

1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.”
- b. **IF NO SYMPTOMS:**
- i. If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol: STUDENT is symptomatic on the BUS

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students. Note: This will require training for bus drivers (and bus monitors, if applicable).
2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, student will not be allowed to board the bus. Caregiver should then **FOLLOW:** “Protocol: Student is symptomatic at home.”
3. If student is already on the bus, ensure student is masked and the student keeps mask on covering nose and mouth at all times. If the student does not have a mask, the bus driver should be equipped to provide one. Ensure other students keep their masks on covering their nose and mouth at all times. Ensure student keeps required physical distance from other students.
4. If not already open, windows should be opened as fully as possible, weather permitting.
5. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (or school medical point of contact) of a possible symptomatic child.
6. School nurse (or school medical point of contact) should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
7. Bus should be cleaned / disinfected.
8. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - a. **IF ANY SYMPTOM:**
 - i. Place the student in the designated medical waiting room. This space must be supervised. If feasible given space and staffing constraints, schools are encouraged to provide individual students with their own waiting room. If more than one student is in the same waiting room at a time, each student must be at least 6 feet apart (and should be spaced as far apart as possible) and wearing a surgical mask (non-N95 and non-cloth) while in the medical waiting room. If a student does not already have a surgical mask, the school should provide one. Schools must also be equipped with the PPE for the staff involved with supervision of the waiting room. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.
 - ii. Contact caregiver for pick-up.
 1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student.

Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.

2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:**

The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.

- iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested must stay home and may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
 - iv. Student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19."
- b. **IF NO SYMPTOMS:**
- i. If the evaluation shows the student does not have symptoms, send the student to class.

Protocol: STAFF is symptomatic at HOME

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).
 - a. **IF NO SYMPTOMS:**
 - i. Come to work.
 - b. **IF ANY SYMPTOM:**
 - i. **Do not come to work.**
 - ii. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication. The staff member should get tested at one of Massachusetts’ test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - iv. Isolate at home until test results are returned.
 - v. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

Protocol: STAFF is symptomatic at SCHOOL

1. As noted above, staff should not to come to school if they are experiencing any symptoms of COVID-19.
2. If a staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse (or school medical point of contact) to be evaluated for symptoms.
 - a. **IF NO SYMPTOMS:** The staff member should follow the school's standard protocols for being excused due to illness.
 - b. **IF ANY SYMPTOM:**
 - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested, must stay home and may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
 - ii. The staff member should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or appointment.
 - iii. Isolate at home until test results are returned.
 - iv. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19".

Section 2: Protocols for potential school closure (partial or full) or district closure

Protocol: Presence of multiple cases in the school or district

1. If there is **more than one** confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent will work with the local board of health to determine if it is likely that there is transmission happening in school.
2. Note that when there is one isolated case, the student's close contacts will need to stay home and be tested, **not the whole school.**
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders will consult with the local board of health as to proposed next steps. These steps will include a review of the specific COVID-19 public health metrics for the municipality and could lead to, *for example*, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders will consult with the local board of health as to proposed next steps. These steps will include a review of the specific COVID-19 public health metrics for the municipality and could lead to, *for example*, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.

Determination for school closures will be made on a case by case basis and in consultation with school officials and the Local Board of Health.

GUIDELINES FOR ISOLATION & QUARANTINE

Should circumstances require a student to isolate or quarantine away from school, students will have access to learning materials and assignments via the Google platform. Teachers will connect with students via email at least once every five days and via Google Meets or similar platforms as available.

Should circumstances require an entire class of students and teacher to isolate or quarantine away from school, every effort will be made to provide teaching and learning in accordance with the remote learning protocols.

In all scenarios, it is expected that materials and activities will be accessible via the Google platform. If a situation occurs that will negatively impact our ability to teach and learn such as teacher illness, every effort will be made to remedy the situation in a timely manner.

Part III:



Blessed Sacrament School Remote Learning Plan

The following guidelines are to be followed in the event that Governor Baker issues a shutdown of all schools due to the pandemic.

General Protocols for Remote Learning

In accordance with state and federal laws, including the Massachusetts Wiretapping Act and FERPA, parents and students must refrain from recording and all remote lessons. Exceptions may be made on an individual basis due to special circumstances, and only with the consent of everyone involved with the lesson. In addition, while parents/guardians are permitted to observe online instruction in a non-disruptive manner, to the extent that remote opportunities provide access to confidential student information, all participants agree, by participating in this remote opportunity, to refrain from disseminating any confidential student information about other student participants with any and all third parties – including through social media. By participating in the remote learning opportunities, consent to this request is hereby provided.

Similarly, we ask everyone in our school community to recognize that video conferencing and other online service will be taking place in the homes of educators and students who participate in the calls, and to be mindful of everyone's right to privacy. Parents/guardians should take all precautions to safeguard personal or private information that they do not wish to be disclosed.

Students will be expected to behave in accordance with school rules of conduct while participating in remote instruction. Cyber-bullying, harassment, discrimination, and abuse of the remote learning process will not be tolerated and may result in suspension from remote learning, as well as additional consequences. Students are asked to limit disruptions to remote lessons to extent feasible (while also recognizing that sometimes pets, small children, and technical difficulties cannot be prevented from disrupting a lesson that takes place at home).

Guidelines for Parents/Guardians

Following the guidelines listed below will increase an individual's opportunity for success and help to maintain a respectful environment for educators and students alike. In doing so, teacher will be able to provide a higher quality educational experience for everyone involved:

- The needs and obligations for each family are different and need to be given priority in this challenging time
- Families/students should communicate with teachers when there are specific questions regarding academic content or assignments
- Families/students can communicate with school administrators with any questions. Our goal is to provide you with support and any guidance that is needed.
- Families/students are encouraged to check their school email on a regular basis for

- updates. Students have their own school email and many teachers may contact students in this way.
- Students are expected to work cooperatively during live class sessions, and are encouraged to work independently during non-class time, while also taking structured breaks throughout the school day.
- Students and families can receive support during teacher office hours. Students who would like additional help during office hours are encouraged to reach out to their teachers via email or during live sessions.
- Although we are not in the school buildings, students are required to follow our acceptable use policy that is in our Student/Parent Handbook located on our website.

Guidelines for Students

- All students will have live online sessions daily beginning with a morning live meeting/check-in/attendance
- Daily attendance online is expected, and regular attendance and participation is required
- Students will utilize the camera during live sessions
- Students (with adult support when necessary) will join the live session no more than 5 minutes before the start of the session.
- Students (with adult support when necessary) will log off from the live session when dismissed by the teacher
- Students should have a paper and pencil to their live sessions for note taking or doing work
- Participation in the chat feature should be reserved for meaningful contributions to the lesson and at the discretion of the teacher
- Students are required to attend all live sessions. Attendance will be taken at all live sessions. In order to receive credit for attending the live session, students must be present for the duration of the session. Exemptions to this require advanced notification from the parent/guardian to the teacher
- Students should dress appropriately and choose an appropriate location in their home from which to participate in any and all remote learning opportunities, particularly those with a video component

Guidelines for Teachers

- Most teachers will have live online sessions daily beginning with a morning live homeroom meeting/check-in/attendance. (This does not apply to all teachers, such as specials)
- As with regular in-person learning, teachers should have autonomy to decide on the pedagogical practices they utilize in face-to-face interactions with their students
- Teachers and students' home environments and obligations take priority on any given day
- Teachers will participate in faculty meetings and professional development
- Teachers must clearly state the due dates and time for all weekly learning tasks. However, keeping in mind the challenges that may be faced by families throughout the remote learning period, teachers may afford students additional time and support to complete assignments as necessary

- While teachers must not try to recreate every aspect of their course in an online format, they should strive to provide our students with as engaging and equitable an educational experience as can be provided in a remote learning environment
- Teacher should limit their working day (7:30-2:30) and limit postings and assignments to this time
- Teachers should be mindful of how much content/skills/practice they can reasonably assign during this particular time
- Teachers are responsible for keeping track of daily attendance. If there are students who are not able to participate in a live session, it is up to the teacher to determine another method for connecting with the individual student
- Office hours/Q&A sessions will be held by all teachers. This is a time that teachers will be available to support students and families with content. Students who would like additional help during office hours are encouraged to reach out to their teachers via email or during live sessions.
- Teachers must maintain thorough and accurate records of all forms of engagement with each student, including live sessions attendance, email communications with students and parents/guardians, submitted assignments, and feedback provided to students on assignments

Platform for Use

Teachers are required to use the Google Suite of Applications (including and especially Google Classroom) for their daily learning engagements. All teachers should post each day to their Google Classroom – greetings, dates and times of live sessions, posting and acceptance of assignments, differentiation of assignments, and feedback. The Principal shall be made co-teacher in each Classroom. Families/students must check their Google Classroom each day.

A structured daily schedule is beneficial to both students and families. We understand that when working from home, certain circumstances may arise that can disrupt the designated schedule. In such cases when changes must be made, teachers will communicate with students and families as soon as possible.

Should we need to implement remote learning, please know that we do so with the health, safety, and well-being of our entire school community in our hearts and in our prayers. May we all be blessed with patience and faith during these challenging times.

The following pages give EXAMPLES of what a student's day may look like if remote learning is implemented.

Please note that online learning may be a combination of teacher directed learning including use of videos or pre-recordings, and teacher directed independent or small group work.

The EXAMPLES provided reflect a typical scenario of remote learning. However, there may be revisions to the order, delivery of, or content area (ELA, religion, science, etc.).

Each Wednesday, a portion of the day will be designated for office hours, faculty meetings, and professional development.

SAMPLE Remote Learning Schedule for PreK & K Students

Grades PreK & K	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.	Morning Online Meeting	Morning Online Meeting	Morning Online Meeting	Morning Online Meeting	Morning Online Meeting
8:30 a.m.	MATH Online	MATH Online	MATH Online	MATH Online	MATH Online
9:00 a.m.	ELA Reading Aloud Online				
9:30 a.m.	Snack/Break offline	Snack/Break offline	Snack/Break offline	Snack/Break offline	Snack/Break offline
10:00 a.m.	ELA Integrated Core Online				
10:30 a.m.	Religion, Sci, etc., online				
11:00 a.m.	Homework Review online	Homework Review online	Teacher Meetings	Homework Review online	Homework Review online
11:30 -1:00 p.m.	Homework offline & Lunch	Homework offline & Lunch	Teacher Meetings	Homework offline & Lunch	Homework offline & Lunch
1:00 p.m.	Specials	Specials	Teacher Meetings	Specials	Specials
1:45-2:00 p.m.	Q & A online	Q & A online	Teacher Meetings	Q & A online	Q & A online

SAMPLE Remote Learning Schedule for Grades 1 - 4

Grades 1 - 4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.	Morning Meeting Online	Morning Meeting Online	Morning Meeting Online	Morning Meeting Online	Morning Meeting Online
8:30 a.m.	MATH Online	MATH Online	MATH Online	MATH Online	MATH Online
9:00 a.m.	ELA Online	ELA Online	ELA Online	ELA Online	ELA Online
9:30 a.m.	Snack/Break Offline	Snack/Break Offline	Snack/Break Offline	Snack/Break Offline	Snack/Break Offline
10:00 a.m.	Religion Online	Religion Online	Religion Online	Religion Online	Religion Online
10:30 a.m.	Science Online	Science Online	Science Online	Science Online	Science Online
11:00 a.m.	Specials (video/online)	Specials (video/online)	Teacher Meetings	Specials (video/online)	Specials (video/online)
11:30 -12:30 p.m.	Specials/ Homework offline & Lunch	Specials/ Homework offline & Lunch	Teacher Meetings	Specials/ Homework offline & Lunch	Specials/ Homework offline & Lunch
12:30 p.m.	ELA Online	ELA Online	Teacher Meetings	ELA Online	ELA Online
1:00 p.m.	SS Online	SS Online	Teacher Meetings	SS Online	SS Online
1:30-2:15 p.m.	Homework Offline	Homework Offline	Teacher Meetings	Homework Offline	Homework Offline

SAMPLE Remote Learning Schedule for Grades 5 - 8

Grades 5 - 8	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50 - 8:00 a.m.	Morning Check-In & Attendance Online				
8:00 - 8:45 a.m.	MATH Online	MATH Online	MATH Online	MATH Online	MATH Online
8:50 - 9:35 a.m.	ELA Online	ELA Online	ELA Online	ELA Online	ELA Online
9:40-10:25 a.m.	Science Online	Science Online	Science Online	Science Online	Science Online
10:30 - 11:15 a.m.	Religion Online	Religion Online	Religion Online	Religion Online	Religion Online
11:15 – 12:00 a.m.	Social Studies Online	Social Studies Online	Teacher Meetings	Social Studies Online	Social Studies Online
12:00 – 12:30 p.m.	Lunch Offline	Lunch Offline	Teacher Meetings	Lunch Offline	Lunch Offline
12:30 - 1:15 p.m.	Specials (video/online)	Specials (video/online)	Teacher Meetings	Specials (video/online)	Specials (video/online)
1:20 - 2:05 p.m.	Homework Offline	Homework Offline	Teacher Meetings	Homework Offline	Homework Offline