

## **Burlington Catholic School Covid-19 Safety Plans August 2020 - UPDATED August 2022**

Burlington Catholic School in collaboration with:

- American Association of Pediatrics (AAP)
- Center for Disease Control and Prevention (CDC)
- Department of Public Instruction (DPI)
- Archdiocese of Milwaukee
- Central Racine County Health Department (CRCHD)

has established the following plans for the 2022-2023 school year. These protocols / guidelines are in addition to or an addendum to the regular BCS handbook. Please know that COVID-19 is constantly changing and therefore, we may need to adjust these plans at any time with little notice.

### **Instructional Plans**

#### **1. In Person Five Day, Full Day - ONLY Model for 2022-2023:**

Students and staff will be in the classroom full time. No virtual learning will be offered even in the case of a positive household case. Only in the event that the entire campus or school needs to close, would option #2 be needed.

#### **2. Virtual (not currently an option for 2022-2023):**

When the campus or school is required to quarantine / learn from home due to increased COVID-19 numbers and / or other unforeseen circumstances, students will stay home and learn virtually from our BCS teachers using live instruction, pre-recorded instruction, and posted assignments. Students will use Google Classroom and / or Zoom as their main source for lesson plans, schedules, and assignments. As with last year, students in virtual will be required to be online all day, in uniform, learning with his/her classmates. They will also attend special classes whenever a class is offered.

### **School Safety Protocols / Adjustments**

#### **1. Cleaning / Sanitizing**

- a. IEM, BCS's maintenance team, will clean touch points throughout the day as well as nightly deep cleaning using special cleaners and "sprayers" - all protocols are available in the school offices if parents wish to see any of the specifics related to cleaners, cleaning procedures, etc.
- b. Teachers will sanitize desks, chairs, toys, touch points, etc. within classrooms between classes / when needed using the approved cleaners.

#### **2. Sanitizing Hands**

- a. Hand sanitizer dispensers were installed in each classroom, office, hallway, and entrance.
- b. Students, upon entering and/or exiting a classroom, will use hand sanitizer / wash hands before entering the next room.
- c. Students are also encouraged to bring their own miniature bottles if they wish.

### **3. Cafeteria Updates**

- a. Cafeteria seating at both campuses has been adjusted by campus:
  - i. St. Mary campus sits by grade level in a designated section of the cafeteria
  - ii. St. Charles campus sits by class / grade level 4 students to a table
- b. Students will enter the cafeteria quietly and respectfully
- c. Cards will be scanned while in line
- d. St. Mary campus - salad will still be an option, however, the salad will be premade
- e. Schedule for lunch periods have been adjusted to allow for less classes in the cafeteria at one time (K3/K4, K5/1st, 2nd/3rd; 4th, 5th/6th, 7th/8th)
- f. We are still limited cafeteria volunteers as we have enough staff to cover at this time; if you wish to volunteer, please let the office know!

### **4. Volunteers / Visitors**

- a. Parents are encouraged to volunteer in classrooms - all volunteers must be Safeguarded. Upon arrival, volunteers should stop in the main offices to sign in and get a visitor badge
- b. Parents may also volunteer to work outside at recess, but again, must be Safeguarded.

### **5. Field Trips**

- a. We will again be able to have field trips! Mask policies related to the bus and field trip destination may vary. Teachers will make sure parents and students are informed of these policies ahead of time.
  - i. Currently, Thomas Bus in accordance with local regulations, does NOT require masks to be worn. However, certain venues in accordance with city policy may require face covering.

### **6. Mass**

- a. St. Charles Church and St. Mary Church will have all\* grades attend mass each week. If an all-school mass or all-campus mass is needed, we will use the gyms to allow for proper social distancing. (Tuesday at St. Charles and Friday at St. Mary). \*K3/K4 will begin attending Mass for holy days of obligation and slowly increase in attendance.

### **7. Athletics**

- a. All fall, winter, and spring athletics can be played again this year! Special COVID protocols may need to be followed as per the Archdiocese or gym being used. Parents and athletes will be updated prior to the events

### **8. Drop Off / Pick Up Procedures**

- a. Per the recommendation from the Central Racine County Health Department and Archdiocese of Milwaukee, parents are asked to please stay in their cars during drop off and pick up
  - i. St. Charles campus:
    1. Car line - this is the preferred method for drop off and afternoon pick up (same procedure as last year). This helps to avoid large groups and keep our staff and students safe and spaced out. In addition, it will allow Mrs. Berg / Mrs. Cook to identify who is picking up to ensure the correct students go home with the correct driver.
    2. Park and wait by gate: if you do not wish to use the car line, you will need to stay off the playground and wait by the gate as you did last year - teachers will walk the students to you; we have many new families, so this form of pick up may take longer until staff can recognize parents.
  - ii. St. Mary campus - all families will pull up along Randolph Street and students will walk in from there; If you park, please wait by the gate for your student(s) and ALWAYS use the crosswalk.
- b. Please note: we do have a nice increase in enrollment this year at both campuses. Please be patient as new families learn the drop off and pick up procedure.

## **9. Temperature Checks**

- a. BCS will not take temperatures of students or staff unless needed - we request that parents take temperatures of students each morning before school
  - i. The CDC suggests any temperature 100.4 F or greater is considered a fever. If your child has a fever, do not send them to school!
  - ii. Student must be fever free without medicine for 24 hours before returning to school. We apologize in advance, but Mrs. Sekeres and Ms. Mara will send your child home if they have not been fever free for 24 hours. For example, if your child was sent home on a Tuesday with a fever, plan for them not to return until Thursday.

## **Procedures Related to Exposure / Confirmed Covid Case:**

- 5-day, 5-day Rule
  - Students and staff that test positive for COVID-19 require 5 days of quarantine for a positive case, followed by 5 days of masking at school.
    - If a parent does not wish for their child to be masked, they must stay home for the full 10 days.
      - No virtual learning will be available, so teachers will simply post assignments, etc. on Google Classroom and / or provide packet work. The student has as many days to complete work as they were absent - i.e. if they missed three days of school, they have three days (including weekends) to complete the missing work. If they need assistance due to the missed instruction, please contact your teacher!

- Currently, family members who are symptom free do NOT need to quarantine along with their family member who is positive, however, BCS strongly encourages that students who live in a home with a positive case, mask for 5 days to help minimize possible exposure.
  - If symptoms develop, that student must stay home and get tested; if family does not wish to test, BCS will assume that student is positive and require 5 days of quarantine, followed by 5 days of masking
- A confirmed case does not automatically mean a class or school shutdown

### **Attendance**

- BCS is required by the Department of Public Instruction to track attendance and instructional hours.
- If your student is too sick to come to school, rest up and return to school healthy!
- Students absent more than two days consecutively will need a doctor's note as our regular attendance policy states
  - Please see "Attendance (absent / tardy)" for more information

### **Technology**

- Chromebooks will NOT be allowed to go home with students for the 2022-2023 school year unless the entire campus / school needs to shut down and move to virtual learning.
- In the event that a Chromebook is sent home, the parent / student is responsible for proper use. See Technology Usage for details

### **Virtual Student Guidelines**

\*For the 2022-2023 school year, we will not be implementing virtual learning. However, in the event that virtual learning is necessary, please see the policy below:

#### **Attendance**

- Students must be online by 7:50 (St. Mary) or 8:00 (St. Charles) for prayer, mission statement, pledge, and announcements - this is how we will take attendance each day
  - Some students will then stay on or move to a different link for their first hour class
- If sick and cannot be online, please contact the school office as you normally would do to call in a student - attendance is required. If a student is habitually absent and / or tardy, BCS reserves the right to ask that student to return to school face-to-face. In addition, as per Wisconsin State Law and DPI, if a student is habitually absent or tardy, they are considered truant. BCS is required by law to report truant students, virtual or in person. Please make sure you are on time, ready to learn.
- Students must be present for every scheduled class assigned including special classes - some classes are recorded, but most are not. Please stay in close communication with teachers on when students should be online.
  - If students check in at 7:55, but do not come to other classes assigned, we will mark them absent and contact home

- We are required by the Department of Public Instruction to publish virtual students' instructional hours
  - Truancy policy as stated in the handbook does apply to virtual students as well as face-to-face.

### **Dress Code**

- Students will follow the same dress code as face-to-face students
- Uniforms are required unless a scheduled out of uniform day
  - Students do not need to wear masks at home, but if they choose to, they must follow the mask dress code as noted above.

### **Video / Sound / Location**

- Students must have their camera on and sound muted, but available to turn on
- Students must be at a table or desk and in a regular chair in an open area
- Students should NOT be on their bed or couch
- Students must stay on the screen, engaged through the entire lesson

### **Calendar**

- Virtual students will follow the same calendar as face-to-face students including Christmas break, etc.
- We ask that families try to avoid vacations during regularly scheduled classes - if you are going on vacation, please notify the teachers and office as you normally would; virtual learning will not be allowed while on vacation due to student distraction.