



THE DIOCESE
OF HARRISBURG

DIOCESE OF HARRISBURG CATHOLIC SCHOOLS REOPENING PLAN FRAMEWORK 2020-21

School Name	Our Lady of Lourdes Regional	School Location	Coal Township, PA
Principal	S. Mary Anne Bednar and S. Maureen Ann Donati	Reopening Date	August 24, 2020
Type of Reopening	Total Reopening for all students and staff (but some students/families opt for distance learning out of safety/health concern).		
<p>Pandemic Coordinator and Team</p> <ul style="list-style-type: none"> • Health and Safety Plan Development: Individual will play a role in drafting the Health and Safety Plan • Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students • Both: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case. 			
Individual	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities	
		<ul style="list-style-type: none"> • Ongoing development and review of the school's health and safety plan making necessary adjustments throughout the year. • Monitoring of school's ability to provide sufficient and accessible infection prevention supplies. • Identify and implement methods to reduce the spread of the virus. • On-going education of OLOL stakeholders about the virus. And providing the most up-to-date practices and policies to reduce spread of the virus. • On-going evaluation of the school's response in the event of a 	

		confirmed positive case or exposure among staff and students.
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Logistics and Planning

- Creating well defined entrance protocols for students, teachers, and visitors
- Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 1 - Arrival Procedures - Schools will establish clear protocols for students entering the building and how to proceed to classrooms. One of the goals of our health and safety protocols is to limit exposure between designated groups of students as much as possible. Schools will need multiple entrances.

Yellow Phase	Green Phase
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- **Students in grades PK-6th will enter the building using the main entrance each morning. They will proceed immediately to their homerooms where the teacher will take and document the temperature of the child before admitting them to the classroom. If a child has a temperature of 100 degrees, they will not be admitted to the classroom and will be sent directly to the nurse’s office. Once the student is cleared to be in school, they will enter the classroom.**
- **Students in grades 7th – 12th will enter the building through the High School entrance and will have their temperatures checked and documented upon entrance to the building. If the student has a temperature of 100 degrees, they will be sent immediately to the Nurse’s Office. Once students are cleared to be in the school they may report to their lockers and homerooms.**
- **Sr. Maureen and Staff will be located at the front entrance to greet students and direct them into the building.**
- **Sr. Mary Anne and Staff will be located at the High School entrance to take temperatures and direct students to their lockers and homerooms.**

	<ul style="list-style-type: none"> ● Parents of students in grades PK-12 will drop students off at the main entrance of the building. ● Masks must be worn by all faculty, staff, and students upon arrival to the school. 		
<p><i>LP 2 - Dismissal Procedures</i> - Schools will need multiple exits and protocols that may include staggered schedules.</p>	<table border="1" data-bbox="1039 365 1984 430"> <tr> <td data-bbox="1039 365 1549 430">Yellow Phase</td> <td data-bbox="1549 365 1984 430">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● 2:05 pm: Students in Pre-Kindergarten will be dismissed parents will meet students outside at the main entrance at dismissal and will proceed immediately to their cars. ● 2:15 pm: Kindergarten students and 1st through 6th grade car riders will be dismissed. Parents will meet students outside at the main entrance and proceed immediately to their cars. ● 2:20 pm: K-6th bus riders will be dismissed by school district buses. Students will remain in their homerooms and will meet in the foyer of school to be walked to their buses by staff and administration. We will use the main entrance and the gym entrance of the school. ● Masks and social distancing will be in use while walking to their buses. ● 2:30 pm: Students in grades 7th through 12th will be dismissed. Bus riders will use the main entrance and drivers and car-riders will use the High School Entrance of the building. ● Masks and social distancing will be practiced at dismissal. ● Parents are to wait outside for their students and not enter the building. 	Yellow Phase	Green Phase
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<p><i>LP 3 - Extended Day</i> - Schools will take entrance/exit protocols, cohorts, and travel into account, as well, when shaping approaches to before-school and after-school care.</p>	<table border="1" data-bbox="1039 1258 1984 1323"> <tr> <td data-bbox="1039 1258 1549 1323">Yellow Phase</td> <td data-bbox="1549 1258 1984 1323">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● After School Cares: <ol style="list-style-type: none"> 1) Will be held in our cafeteria. 2) Students will practice social distancing requirements. 3) When traveling from one place to the other or to the 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		

- play area they will wear face masks/shields which will be removed for outside play.
- 4) Parents will pick up the students via outside cafeteria doors near the back-field fence.
- 5) The after-school CARES coordinator will monitor procedures and ensure that social distancing procedures are followed. She will also keep a daily list of students in attendance.
- **Sports:**
 - 1) There will be no “open gyms” during this time for any sport teams.
 - 2) There will be no rental of our facilities by outside groups during this time.
 - 3) PIAA Guidelines for Sports at this time will be followed and monitored by the Athletic Director and Principal/Administrator.
- **Extra-curricular activities (non-sports):**
 - 1) There will be no Elementary/High School extra-curricular activities after school during this time.
- **Class Trips/Field Trips:**
 - 1) There will be no field trips or class trips during this time.

LP 4 - Cohorts - Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.

Each school will define the term cohort.

In elementary schools, that cohort may be a student’s homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.

All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all

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<ul style="list-style-type: none"> ● Elementary School Cohort (PK-6th Grades): Defined by the individual homerooms <ul style="list-style-type: none"> 1) Students in grades PK-6th will remain with their cohort for the entire school day, including recess and lunch times. ● Junior/Senior High School Cohorts (7th - 12th Grades): Defined by individual homerooms <ul style="list-style-type: none"> 1) Students in 7th & 8th Grades will remain with their cohort for the entire school day, including lunch time. 2) 9th Grade students will remain with their cohort for 	

<p>aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.</p> <p>All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars.</p>	<p>the major portion of the school (6 of 9 class periods and lunch).</p> <p>3) Students in 10th - 12th grades will remain in their cohort whenever possible (3 or 4 of 9 class periods and lunch).</p>				
<p><i>LP 5 - Signage and Travel in the Building</i> - There will be clear signage about who is to proceed in what direction in the school hallways and building. One-way hallways are the ideal, to the extent feasible. Schools will also have signage that encourages proper hygiene and social distancing.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Signage will be placed in the hallway and throughout the school to remind students, staff, and visitors to wear masks, social distancing requirements and reminders about washing hands, etc... ● Teachers will remind students about safety rules and procedures such as traveling the hallways and social distancing. ● Signage will be placed in the hallways to designate the direction of the flow of movement throughout the building. e.g. always walk on the right side of the hallway. Floor markers will also be used to indicate direction and also spacing between students. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Signage will be placed in the hallway and throughout the school to remind students, staff, and visitors to wear masks, social distancing requirements and reminders about washing hands, etc... ● Teachers will remind students about safety rules and procedures such as traveling the hallways and social distancing. ● Signage will be placed in the hallways to designate the direction of the flow of movement throughout the building. e.g. always walk on the right side of the hallway. Floor markers will also be used to indicate direction and also spacing between students. 	
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<p><i>LP 6 - Recess</i> - The opportunity for physical activity and fun at recess is an integral part of the elementary school day. Each school will develop a plan and schedule for the use of recess facilities, outdoors whenever possible, that maintains appropriate approaches to cleaning and social distancing and keeps students in cohorts to the extent feasible. The school plan could include: keeping recess limited by cohort; offering a bag or bin of labelled equipment to be used for that cohort; clear direction on the use of the playground; and asking students to choose an activity at recess and stick with it for that period of time.</p> <p>All research shows that physical activity improves the ability to learn. Schools will set schedules that increase the amount of recess or break</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Physical activity is an integral part of the school day. Extra time for recess will be provided for students in grade PK-6th each day. 1) Each elementary cohort will be assigned an individual time of 30 minutes outside each day, weather permitting. The times will be staggered, and the students will only have recess with their individual cohort during that time. 2) Playground equipment will not be used during recess times </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Physical activity is an integral part of the school day. Extra time for recess will be provided for students in grade PK-6th each day. 1) Each elementary cohort will be assigned an individual time of 30 minutes outside each day, weather permitting. The times will be staggered, and the students will only have recess with their individual cohort during that time. 2) Playground equipment will not be used during recess times 	
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<p>time typically given to students, as they are less likely to be moving throughout the school day in 2020-2021.</p>	<p>due to the inability to assure complete sanitization between uses.</p>							
<p><i>LP 7 - Lunch</i> - Schools will create schedules that keep students in cohorts at lunch times and will follow social distancing guidelines, to the extent feasible, during the lunch period as well. Protocols for lunch will include efforts to minimize among students shared spaces and shared equipment or utensils. In elementary schools, cafeterias should not be used for mealtime unless truly necessary.</p> <p>Issues such as the number of students in the school, the school facility itself and staffing levels will come into play for this decision. In high schools, cafeteria settings may be used, but with strict protocols that address social distancing and cleaning.</p> <p>As was true last spring, schools may not use water fountains as they spread germs easily. Refillable water bottle stations are an excellent alternative.</p>	<table border="1"> <tr> <td data-bbox="1035 237 1560 321" style="background-color: yellow;"> <p>Yellow Phase</p> </td> <td data-bbox="1560 237 1990 321" style="background-color: green;"> <p>Green Phase</p> </td> </tr> <tr> <td colspan="2" data-bbox="1035 321 1990 883"> <ul style="list-style-type: none"> ● All students will eat in their classrooms with their respective cohorts. <ol style="list-style-type: none"> 1) Breakfast and lunch will be delivered to the classrooms by cafeteria personnel. 2) Breakfast and lunch will be served in individualized, pre-packaged servings to the students in grades PK-12. 3) Breakfast and lunch will be served on disposable plates, bags, or serving trays along with disposable forks and spoons. 4) Students will remain in their seats and will practice social distancing during this time. 5) Water Fountains will be turned off and the students will be able to bring water bottles that may be refilled in school when needed. </td> </tr> </table>		<p>Yellow Phase</p>	<p>Green Phase</p>	<ul style="list-style-type: none"> ● All students will eat in their classrooms with their respective cohorts. <ol style="list-style-type: none"> 1) Breakfast and lunch will be delivered to the classrooms by cafeteria personnel. 2) Breakfast and lunch will be served in individualized, pre-packaged servings to the students in grades PK-12. 3) Breakfast and lunch will be served on disposable plates, bags, or serving trays along with disposable forks and spoons. 4) Students will remain in their seats and will practice social distancing during this time. 5) Water Fountains will be turned off and the students will be able to bring water bottles that may be refilled in school when needed. 			
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<p><i>LP 8 - Visitors</i> - Part of the success of our social distancing methods depends on having a controlled environment in the school, to the extent feasible. Therefore, how we handle visitors is very important.</p> <p>Visitors include volunteers and school parents. Visitors will self-report on temperature checks and symptom screenings (see Appendix A) upon entering the school, and they will wear face masks for their entire visit. Schools are to be very specific with handling visitors, and they must be limited regarding where they operate and their contact with others. Schools will keep clear documentation on visitors. An electronic system for logging in and out is strongly encouraged. All “safe environment” child protection rules will apply.</p> <p>Schools have the right to restrict visitors in whatever way is needed to safeguard the health of all involved.</p>	<table border="1"> <tr> <td data-bbox="1035 883 1560 967" style="background-color: yellow;"> <p>Yellow Phase</p> </td> <td data-bbox="1560 883 1990 967" style="background-color: green;"> <p>Green Phase</p> </td> </tr> <tr> <td data-bbox="1035 967 1560 1224"> <p>For the safety of our students and staff, visitors to Our Lady of Lourdes will not be permitted in our school if Northumberland County is in the yellow phase.</p> </td> <td data-bbox="1560 967 1990 1224"> <p>For the safety of our students and staff visitors will not be permitted beyond the lobby of the school.</p> </td> </tr> <tr> <td data-bbox="1035 1224 1560 1516"> <p>If a visitor/volunteer is coming to school to purchase tuition sense they must wear a mask, ring the bell and state the purpose of the visit. A staff member will meet them at the door to assist them.</p> </td> <td data-bbox="1560 1224 1990 1516"> <p>Visitors and volunteers will wear a mask, ring the bell and state the purpose of their visit to our school. A staff member will admit them and they are to report immediately to the school</p> </td> </tr> </table>		<p>Yellow Phase</p>	<p>Green Phase</p>	<p>For the safety of our students and staff, visitors to Our Lady of Lourdes will not be permitted in our school if Northumberland County is in the yellow phase.</p>	<p>For the safety of our students and staff visitors will not be permitted beyond the lobby of the school.</p>	<p>If a visitor/volunteer is coming to school to purchase tuition sense they must wear a mask, ring the bell and state the purpose of the visit. A staff member will meet them at the door to assist them.</p>	<p>Visitors and volunteers will wear a mask, ring the bell and state the purpose of their visit to our school. A staff member will admit them and they are to report immediately to the school</p>
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<p>If the county in which the school is located is in the <u>green</u> phase, visitors are allowed.</p> <p>If the county in which the school is located is in the <u>yellow</u> phase, or if there is a confirmed case or presumed positive case of coronavirus ongoing among students or staff, visitors will not be allowed.</p> <p>Visitors necessary to maintain the operations of the school (e.g., plumber, electrician, Diocesan staff, accreditation team) or to safeguard the health and safety of the school community (e.g., nurse) will be allowed whenever necessary, but contact with staff and students will be limited as much as possible, and sanitation will occur once the outside agent has finished the visit to the school.</p>	<table border="1"> <tr> <td data-bbox="1037 134 1558 253"></td> <td data-bbox="1558 134 1982 253">office and sign-in to the visitors log.</td> </tr> <tr> <td data-bbox="1037 253 1558 534">Parents who are signing in or signing out a student must wear a mask and will report to the main office. They <u>must</u> sign the visitor log in the main office. The student will be brought to the parent in the lobby.</td> <td data-bbox="1558 253 1982 534">Parents who are signing in or signing out a student for a doctor's appointment or due to an illness will follow the same procedure. The student will be brought to them in the lobby.</td> </tr> <tr> <td data-bbox="1037 534 1558 886">School volunteers will wear a mask, ring the bell, and state the purpose of their visit. They will report to the main office and sign the visitor log upon entrance and then report immediately to their volunteer position.</td> <td data-bbox="1558 534 1982 886">School volunteers will wear a mask, ring the bell and state the purpose of their visit. They will report to the main office and sign the visitor log upon entrance and then report immediately to the volunteer position.</td> </tr> <tr> <td data-bbox="1037 886 1558 1105">All parents and volunteers will sign out when leaving the school premises.</td> <td data-bbox="1558 886 1982 1105">All parents, volunteers and visitors will sign out when leaving the school premises.</td> </tr> </table>			office and sign-in to the visitors log.	Parents who are signing in or signing out a student must wear a mask and will report to the main office. They <u>must</u> sign the visitor log in the main office. The student will be brought to the parent in the lobby.	Parents who are signing in or signing out a student for a doctor's appointment or due to an illness will follow the same procedure. The student will be brought to them in the lobby.	School volunteers will wear a mask, ring the bell, and state the purpose of their visit. They will report to the main office and sign the visitor log upon entrance and then report immediately to their volunteer position.	School volunteers will wear a mask, ring the bell and state the purpose of their visit. They will report to the main office and sign the visitor log upon entrance and then report immediately to the volunteer position.	All parents and volunteers will sign out when leaving the school premises.	All parents, volunteers and visitors will sign out when leaving the school premises.
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<p><i>LP 9 - Trial Run</i> - Each school must take the time to do a trial run of their plan and record when/how this is conducted.</p>	<table border="1"> <tr> <td data-bbox="1037 1109 1558 1192" style="background-color: yellow;">Yellow Phase</td> <td data-bbox="1558 1109 1982 1192" style="background-color: green;">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1037 1192 1982 1463"> <ul style="list-style-type: none"> ● Trial Run and Review of Safety Plan: 1) Our Lady of Lourdes Regional will review their plan during the week of August 17th. We will meet with the Safety Team and go over the plan step by step. 2) A trial Run will be practiced with the school community on Thursday, August 27th when all students are in attendance at school. </td> </tr> </table>		Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Trial Run and Review of Safety Plan: 1) Our Lady of Lourdes Regional will review their plan during the week of August 17th. We will meet with the Safety Team and go over the plan step by step. 2) A trial Run will be practiced with the school community on Thursday, August 27th when all students are in attendance at school. 					
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<p>Logistics and Planning</p> <ul style="list-style-type: none"> Developing routines for daily health checks 					
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>				
<p><i>LP 10 - Faculty and Staff</i> - All staff will take their temperatures each school day at home and will monitor themselves for symptoms associated with coronavirus illness (see Appendix A and CDC for latest information on relevant symptoms). Staff will check in through a locally-established system to report that s/he has done so. Any staff member with a temperature of 100.4 degrees F or greater (38 degrees C) or above or a coronavirus symptom (see Appendix A) will not report to school. Staff must complete the check-in process <u>before</u> arriving at school.</p>	<table border="1"> <tr> <td style="background-color: yellow; text-align: center;">Yellow Phase</td> <td style="background-color: green; text-align: center;">Green Phase</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Faculty and staff will take their temperatures upon arrival to school and will log in at the nurse's office. <ul style="list-style-type: none"> Thermometer will be present They will enter their time and temperature in the file available to them. The Administration will check to see that all staff had checked in for that day. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> Faculty and staff will take their temperatures upon arrival to school and will log in at the nurse's office. <ul style="list-style-type: none"> Thermometer will be present They will enter their time and temperature in the file available to them. The Administration will check to see that all staff had checked in for that day. 	
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<p><i>LP 11 - Parent/Guardian and Student</i> - Parents or guardians of each student will take the student's temperature each morning before the student departs home for school and will assess for symptoms as well (see above). Parents or guardians will check in through a locally-established system. Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.</p>	<table border="1"> <tr> <td style="background-color: yellow; text-align: center;">Yellow Phase</td> <td style="background-color: green; text-align: center;">Green Phase</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> The parent/guardian of each student will take the student's temperature each morning to assess for symptoms before the student departs for school. <ul style="list-style-type: none"> Through the use of the "kinsa" App the parent can better assess the students needs, etc... Student temperatures will be taken upon arrival to the school by Administration and staff. <ul style="list-style-type: none"> Administration and staff members will take the temperatures of students in grades 7th - 12th upon their entrance to the building via the High School entrance. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> The parent/guardian of each student will take the student's temperature each morning to assess for symptoms before the student departs for school. <ul style="list-style-type: none"> Through the use of the "kinsa" App the parent can better assess the students needs, etc... Student temperatures will be taken upon arrival to the school by Administration and staff. <ul style="list-style-type: none"> Administration and staff members will take the temperatures of students in grades 7th - 12th upon their entrance to the building via the High School entrance. 	
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	<ul style="list-style-type: none"> ○ Administration and staff members will greet elementary students in grades PK-6th outside at the front entrance and send them to their homerooms. Parents will not be permitted into the school building. All students must wear a mask when entering the building. Prior to entering the classroom the teacher will take and log the students' temperatures. ● Any student who has a temperature of 100 degrees or is exhibiting symptoms of the Covid 19 virus will be sent to the Nurse's Office and wait until a parent/guardian can be reached for pick-up.
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LP 12 - Designated Individual - The principal or principal's designee will verify that each staff member has checked in through the school's process before the school day has begun, to the extent feasible. A designated staff member will verify that each student has been checked in, similarly. Any child who was not checked in from home must report to the appropriate person once at school to be checked.

Schools will designate appropriate individuals who will be able to evaluate the health of students during the school day. To the extent possible, that individual should be a school nurse.

These designated staff members must do three things: a) Go through appropriate professional development on how to do these evaluations. The Diocese will provide options and parameters for this PD. b) Adhere strictly to CDC protocols for these evaluations and c) Closely guard the dignity and privacy of the student being evaluated

Parents should be informed any time the child's health has been evaluated and should be apprised of the results as well.

Yellow Phase	Green Phase
<ul style="list-style-type: none"> ● The school secretaries will verify that all students have been assessed using the completed logs. ● The school secretaries and principals will work in partnership with the Shamokin Area School District nursing staff to develop a plan to evaluate students' and staff's health throughout the day. ● If a student's health is evaluated for any reason throughout the day, the parent/guardian will receive a phone call from the school. 	

LP 13 - Other Methods of Verification and Symptoms - Schools may choose other methods of verifying health in addition to the approach above. Those approaches include but are not limited to: Doing

Yellow Phase	Green Phase
<ul style="list-style-type: none"> ● The school secretaries will verify that all students have 	

<p>temperature checks and verbal symptom screening (see Appendix A) for each student every day, or taking a representative sample of student temperatures during the school day. This information should be safeguarded (HIPAA).</p> <p>Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will be quarantined in a dignified manner in a designated room in the school building. Parents will be called to pick the child up immediately. The student will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the student has been cleared by a physician’s note. A parent who keeps a child home because of fever or coronavirus symptoms (see Appendix A) will follow the same protocols.</p>	<p>been assessed using the completed logs.</p> <ul style="list-style-type: none"> ● The school secretaries and principals will work in partnership with the Shamokin Area School District nursing staff to develop a plan to evaluate students’ and staff’s health throughout the day. ● If a student’s health is evaluated for any reason throughout the day, the parent/guardian will receive a phone call from the school. ● Students will be required to remain at home until fever free for 48 hours without the use of fever reducing medications. The student will also be required to return to school with a note from the physician clearing the student to return to school. 		
<p><i>LP 14 - Attendance</i> - Student attendance at school is clearly critical. As we did last spring, we will need to define attendance in a non-traditional way for 2020-21, as it is likely that some students will learn through distance learning and others in person. Schools will work closely with families on all matters of attendance and will extend grace and partnership whenever possible. Schools will discontinue “perfect attendance” awards, as they may encourage attendance at school when ill. Schools will maintain a clearly-communicated system for reporting absences and will be certain to check any messages, etc., frequently, in case we learn that a student has Covid symptoms or the like.</p>	<table border="1" data-bbox="1045 753 1982 821"> <tr> <td data-bbox="1045 753 1558 821" style="background-color: yellow;">Yellow Phase</td> <td data-bbox="1558 753 1982 821" style="background-color: green;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● School attendance will continue to be recorded in Rediker. The parents/guardians will be able to track students’ attendance through the parent portal via Rediker. ● Our Lady of Lourdes will not be presenting Perfect Attendance Awards, as they may encourage attendance at school when ill. ● Any students who will be participating in virtual learning will have an attendance system in place with their classroom/homeroom teacher. The teacher will then report this to the Attendance Office(7th - 12th) and the Elementary School Secretary (Grades PK-6th). <ul style="list-style-type: none"> ○ This will be posted in Rediker by 10 a.m. each day. ○ An absentee list will be distributed to administration and faculty. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p>Logistics and Planning</p> <ul style="list-style-type: none"> ● Developing protocols for social distancing in the classroom. 			

- Developing scheduling options to facilitate reduced capacity at school.
- Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 15 - Structure of Classes/Cohorts -

Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.

Each school will define the term cohort.

In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.

All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.

Schools will make every reasonable effort to limit the number of students and staff with whom each student comes in contact, to the extent feasible, while also offering a full academic program. With younger students (pk-5), classes should remain as self contained as possible. Instead of students switching classes, teachers should come

Yellow Phase

Green Phase

- **Elementary school (Grades PK-6th) cohorts are defined as the students' homeroom. All classes and lunch will be held in the homeroom for all cohorts in order to feasibly limit the spread of the virus. Each cohort will be set up so that there will be social distancing within the homeroom. Students will be seated at a minimum of three feet apart (the W.H.O. standard) if a six foot distance is not feasible.**
 - **Lunches and drinks that are ordered through the cafeteria will be delivered to the classrooms by the cafeteria staff.**
- **Elementary school special teachers (art, music, spanish, and technology) will "push-in" to each homeroom to teach the children that subject.**
- **Elementary School exceptions:**
 - **Library Class will be scheduled for one time per week for each cohort in grades 1-6. The homerooms will be assigned a time and the students, under the supervision of the librarian, will report to the library in pairs to sign out a book and report immediately back to the homeroom. Social distancing and mask wearing will be practiced while the students travel to and from the library. Hand sanitizing stations will be available.**

to them.

For middle school students, they may need to switch classes in order to use more advanced materials or facilities or to take advantage of higher-level classes, but schools will balance those needs with the needs to minimize the contact group. Switching should be kept to a minimum and teachers, whenever possible, should come to the students. Scheduling options such as block scheduling can help here, so that students have four classes per day instead of eight (as one example).

High schools keep complex academic schedules and, in order to prepare students for college, they will need to continue to offer a full academic schedule while making efforts to minimize the contact that each student has whenever possible.

Schools will make adjustments to bell schedules so as to minimize each student's exposure to others. To the extent feasible, middle and high schools should group students by grade and use the natural physical set up of the campus to create physical separation among groups -- wings of the school, school buildings, floors within the school, etc. In each Health and Safety Plan, each school will give detailed information on how these cohorts are to be established and maintained. Online learning can help to minimize movement in the halls and exposure and will be an asset in the cohort approach -- see the section on Curriculum and Instruction.

Schools will ensure, to the extent feasible, that social distancing protocols are maintained in hallways, at lockers, and at other "common" times. Schools will implement a bell schedule and student travel schedule to accommodate social distancing efforts.

- **Physical Education Class will be scheduled for one time per week for each cohort in grades K-6th. Under the supervision of the PE teacher the students will take part in PE while practicing safe social distancing. Weather permitting PE classes will be held outside. When necessary it will be held in the gym area. Masks will be worn when students have PE in the gym and social distancing will be followed at all times. Hand sanitizing stations will be available.**
- **Junior/Senior High School Cohorts (7th - 12th Grades): Defined by individual homerooms**
 - 4) **Students in 7th & 8th Grades will remain with their cohort for the entire school day, including lunch time.**
 - 5) **9th Grade students will remain with their cohort for the major portion of the school (5 of 8 class periods and lunch).**
 - 6) **Students in 10th - 12th grades will remain in their cohort whenever possible (2 or 3 of 8 class periods and lunch).**
 - **Lunches and drinks that are ordered through the cafeteria will be delivered to the classrooms by the cafeteria staff.**
 - **Junior High school special teachers (Art, Music, Computer will "push-in" to each homeroom to teach the students that subject.**
- **Junior/SeniorHigh School exceptions:**
 - **Physical Education Class will be scheduled for one time per week for each cohort in grades 7-12. Under the supervision of the PE teacher the students will take part in PE while practicing safe social**

Schools should make sure to use the entire school campus, inside and out, in order to maximize the usage of space for social distancing and to keep offering the best possible academic program and activities.

distancing. Weather permitting , class will be held outside for some PE classes. Masks will be worn and social distancing will be followed at all times. Hand sanitizing stations will be available.

LP 16 - Face Masks/Shields - Note: In any situation in which a face mask is indicated, a face shield may be used as an alternative. The PA DOH face covering requirement allows for this.

Note: When face masks are required, some students may not be able to wear a mask for various reasons. The Diocese will provide a template that schools will use for a waiver in these situations. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established at a public school to our school that indicates the same; or previously written medical directives on file that indicate the same, then that will suffice for documentation for the waiver.

Note: The state of Pennsylvania issued a mandatory face-covering order on July 1, 2020. As we approach the start of school, we will update, if needed, the information on use of masks, below.

Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

We intend to welcome all students to return to school in person in August 2020. The school will make every effort, to the extent feasible,

Yellow Phase

Green Phase

- **Staff and students will wear a face mask and/or face shield into the building upon arrival and when leaving the building at dismissal time. Face masks and shields will be worn in all high traffic areas and in the classroom if social distancing requirements cannot be followed or when interacting with staff and other students throughout the day.**
- **Face masks will be provided by the parents for each of the students. Disposable and cloth face masks will be available from the school if a student, staff member, volunteer or visitor does not have a face mask. These will be located in the office.**
- **The school will also provide face shields for all staff, volunteers and teachers.**
- **Face shields/face masks are required for all staff and teachers when closer than six feet to a student or when working in small groups.**
- **All parents/guardians, volunteers and visitors will be required to wear a face mask when entering and when they**

to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. When students are not able to be seated six feet apart, face coverings will be required, per the PA DOH order of July 1, for all students age two and older.

Schools will be sensitive to the challenges of wearing face coverings in the school environment and will strive to create an environment where student face coverings are not needed in the classroom setting, whenever possible. When face coverings are needed in the classroom setting, schools will provide regular breaks for students. Schools will understand that these breaks, like recess, are necessary and helpful to the learning environment.

Schools will strive to have very limited use of face masks in classroom settings for younger elementary students (PK-5), in particular.

Face shields may be more practical and helpful for students and for teachers rather than face masks.

Staff members may wear face coverings at any time when in school, if they prefer.

Schools should inform parents that parents will be expected to provide face coverings. Schools will provide masks at school, as well, in the expectation that students will lose or forget masks, and that masks will break. Schools are encouraged to provide “mask dispensing stations” - tables on which students can find masks - in common areas. Students will bring face masks home, and parents will be responsible for cleaning the masks, if they are reusable, before students return the following school day. Disposable masks should be disposed of each day, and students should return to school the following day with a new mask. These same guidelines will apply to school staff.

are in the building.

Schools will provide masks for their staff to wear as needed during the school day. Again, face shields would seem preferable for teachers.

LP 17 - Classroom Environment and Spacing - Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

Schools will make every effort to ventilate their classes as well as they can, as there is evidence that improved ventilation lessens the communication of Covid 19. Likewise, schools will use outdoor space for learning opportunities as much as possible. These are critical initiatives. Development offices may fill a need here: This is a great chance to enhance the school campus by getting outdoor furniture, tables with umbrellas, etc.

It is possible for students to engage in group work during school but in particular, controlled circumstances. Schools should be mindful that cleaning will be needed before and after any change in seating in the classroom environment. Doing small group work outside is ideal. For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face masks AND b) they are at least six feet apart. If students are in a science lab or similar situation requiring the use of shared equipment, students will wear face masks AND disposable protective gloves. All shared equipment must be disinfected after each class.

When possible, the school should explore the idea of a workstation (to include sneeze guards) in classrooms.

Yellow Phase

Green Phase

- **Extra furniture, such as tables, have been removed from classrooms in order to maximize space for student seating so that they are spaced three feet apart (W.H.O recommendation) and six feet when possible.**
- **The majority of elementary school classrooms have been relocated in order to accommodate class size. The IU offices have also been relocated in order to accommodate social distancing requirements.**
- **The sizes of all classes have been adjusted when necessary to accommodate the pacing/distance protocols.**
- **All Junior/Senior High School classrooms have been reset to have all students desks at a distance of four feet apart.**
- **Small group instruction and interaction will be limited and students will be required to wear face masks or face shields.**
- **In the event that students need to share materials in the classroom they will be required to wear face masks and disposable gloves. Any shared material will be sanitized immediately following this time by the teacher.**
- **Hand sanitizer dispensers will be available in each classroom for the students and staff to use.**
- **For ventilation purposes each classroom will have, at least one window or door open for ventilation throughout the**

	year.				
<p>Logistics and Planning</p> <ul style="list-style-type: none"> ● Creating a plan to handle confidentiality issues ● Reviewing and updating the Emergency Contact Plan 					
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>				
<p><i>LP 18 - Coronavirus Parent Information</i> - Each school will provide parents with a set of notices to sign before the school year starts. These notices are to be separate from handbook signature forms, etc., so that they get the needed attention. The Office of Catholic Schools will provide templates; schools are to use these templates.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</th> <th style="background-color: green; text-align: center; padding: 5px;">Green Phase</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● All notices will be included in a back-to-school packet which will be provided to the parents/guardians in August. The packets will be available through a link on our website, email, and distributed to the families of all Our Lady of Lourdes Regional School students from Pre-k through 12th grade. ● A parental form is required to be returned once the parents/guardians have reviewed the materials sent home in the packet. The deadline to return these forms to school will be Friday, August 28th. ● Our Lady of Lourdes Office Staff in the High School and in the Elementary School will send out the email and or distribute the folders to elementary students. ● The Office staff will keep a current record of those who returned the forms to the school. They will contact those who did not return the forms to school by the appointed date. ● Our Lady of Lourdes Technology Coordinator will post the electronic forms to the website for parents to access. </td> </tr> </tbody> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● All notices will be included in a back-to-school packet which will be provided to the parents/guardians in August. The packets will be available through a link on our website, email, and distributed to the families of all Our Lady of Lourdes Regional School students from Pre-k through 12th grade. ● A parental form is required to be returned once the parents/guardians have reviewed the materials sent home in the packet. The deadline to return these forms to school will be Friday, August 28th. ● Our Lady of Lourdes Office Staff in the High School and in the Elementary School will send out the email and or distribute the folders to elementary students. ● The Office staff will keep a current record of those who returned the forms to the school. They will contact those who did not return the forms to school by the appointed date. ● Our Lady of Lourdes Technology Coordinator will post the electronic forms to the website for parents to access. 	
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<p><i>LP 19 - Coronavirus Confidentiality</i> - Schools will use a communication template to inform staff and parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive. Schools will do everything possible to maintain the confidentiality of the sick person. Likewise, schools will inform parents when a staff member or student contracts other communicable diseases, such as chicken pox, influenza, etc. All communication templates need to be HIPAA compliant, and the school's health officer (nurse, principal or principal's designee) will assure compliance and will see that the information is stored according to HIPAA regulations. The Diocese will provide a template for communication with HIPAA compliance.</p>	<table border="1"> <tr> <td data-bbox="1037 152 1558 217">Yellow Phase</td> <td data-bbox="1558 152 1971 217">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1037 217 1971 591"> <ul style="list-style-type: none"> ● Our Lady of Lourdes Regional School will maintain the utmost confidentiality if a staff member, student or immediate family member of the same is diagnosed with Covid 19. ● If a student is exposed to the virus the school will inform the parent/guardian immediately. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Our Lady of Lourdes Regional School will maintain the utmost confidentiality if a staff member, student or immediate family member of the same is diagnosed with Covid 19. ● If a student is exposed to the virus the school will inform the parent/guardian immediately. 	
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<p><i>LP 20 - Emergency Contact Plan</i> - Schools will make every effort to have a current and effective emergency contact plan so that the parents of all students may be contacted about their children's health status and so that parents can pick children up quickly if needed. Schools will also maintain current emergency contact information on all staff members.</p> <p>Parents and guardians have the responsibility to update emergency contact information within 24 hours with the school in case of any changes.</p>	<table border="1"> <tr> <td data-bbox="1037 613 1558 678">Yellow Phase</td> <td data-bbox="1558 613 1971 678">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1037 678 1971 984"> <ul style="list-style-type: none"> ● Parents/guardians are required to hand in emergency contact forms to the school office by Friday, August 28th. ● The School Office Staff will contact all who did not return a form on Monday, August 31st. ● Parents/Guardians are required to contact the school office immediately when contact information changes. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Parents/guardians are required to hand in emergency contact forms to the school office by Friday, August 28th. ● The School Office Staff will contact all who did not return a form on Monday, August 31st. ● Parents/Guardians are required to contact the school office immediately when contact information changes. 	
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<p><i>LP 21 - Communication and Quarantine</i> - Schools will use a communication template that is HIPAA compliant to inform staff and parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive.</p> <p>If one student in a cohort is diagnosed with coronavirus or has a presumptive positive test, that student and his/her family will quarantine for a period of time determined by the school in consultation with the board of health. If more students become ill, the school will consult with the board of health and the Office of Catholic Schools to make determinations on when to have the whole cohort, or possibly the whole</p>	<table border="1"> <tr> <td data-bbox="1037 1071 1558 1136">Yellow Phase</td> <td data-bbox="1558 1071 1971 1136">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1037 1136 1971 1515"> <ul style="list-style-type: none"> ● In the event that a student is diagnosed with the Covid 19 virus, the school will contact the Department of Health and the Diocese of Harrisburg for guidance. That student must quarantine for the length of time determined by the Department of Health and under the guidance of the student's physician. ● In the event that more than one student is diagnosed with Covid 19, the school will consult the Department of health and determine if the entire cohort or school should be </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● In the event that a student is diagnosed with the Covid 19 virus, the school will contact the Department of Health and the Diocese of Harrisburg for guidance. That student must quarantine for the length of time determined by the Department of Health and under the guidance of the student's physician. ● In the event that more than one student is diagnosed with Covid 19, the school will consult the Department of health and determine if the entire cohort or school should be 	
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<p>school, quarantine. The school will maintain a low threshold for risk due to Covid illness in the school community in making determinations on short- and long-term school closures. The use of the cohort system will increase the likelihood that we can keep more students healthy and present in the school building.</p> <p>The school, in collaboration with the board of health, will make every effort to provide a full list of those people an ill student or staff member has come in contact with, and promptly inform members of the school community, while respecting the privacy and dignity of all ill individuals. The school will stay in close contact with the LEA and any pertinent transportation agencies so that they may have the proper information about student illness.</p> <p>While we typically follow our public school district in deciding to close our Catholic schools in times of inclement weather, in this situation, we will make an independent decision. As an example, if the City of Lancaster closed two of their schools for health concerns, we will make an independent decision on the status of our schools in consultation with the board of health.</p> <p>All schools and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. As of the writing of this document, July 2, 2020, anyone entering PA from 15 different states (listed in the order) “will need to quarantine for 14 days,” according to the order.</p> <p>Schools will not be able to take field trips until further notice and permission from the Secretary for Education.</p>	<p>quarantined. The students and faculty involved will resume virtual learning with mandatory attendance.</p> <ul style="list-style-type: none"> ● In both cases the school community of Our Lady of Lourdes will be informed of the diagnoses while following confidentiality rules and respecting the privacy and dignity of the individual according to HIPPA. ● The Pandemic Response Team will meet regularly to ensure that updates and changes are communicated effectively to our stakeholders in a timely manner. ● All school communications will be made through the Lourdes Update (emails), push notifications through the Lourdes App, and through School Messenger phone calls. ● There will be no field trips during this time for any cohort (Pre-K through 12th grades). ● Following the State of Pennsylvania travel restrictions students and staff may need to quarantine for fourteen days upon return from traveling. They will then employ the use of virtual learning while quarantined.
<p>Logistics and Planning</p> <ul style="list-style-type: none"> ● Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc. ● Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>

<p><i>LP 22 - Responsibilities and Protocols</i> - We are in an exceptional time in our schools. Students have lost learning time and are very much out of the routine of in-person instruction. Catholic schools are known for their orderly environments, and we want to send all stakeholders the message that our health and safety protocols must be taken seriously and we expect full compliance. Intentional violations of these protocols are serious violations.</p> <p>On the other hand, we need to understand that most violations of protocol will be unintentional and there will be a learning curve. We want to educate, take different approaches in educating our students, practice routines and incentivize compliance. Rewarding good behavior and cooperation goes a lot farther than disciplining students in these unusual circumstances. Schools are <u>not</u> to impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="width: 50%; background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Disciplinary consequences for student violations of health and safety protocols will not be imposed in a typical disciplinary manner unless they are intentionally committed by the student. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Disciplinary consequences for student violations of health and safety protocols will not be imposed in a typical disciplinary manner unless they are intentionally committed by the student. 	
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<p><i>LP 23 - Hygiene Practices</i> - Students will wash hands with soap or utilize hand sanitizer a minimum of four times per day and as needed: when entering school; before snack and lunch; after snack and lunch; before exiting school for the day. Naturally, when students use the restroom or blow their noses, etc., they will wash their hands as well.</p> <p>Schools will provide hand sanitizer stations, particularly for students in middle and high school. These stations should be touchless, ideally, so that the act of sanitizing does not become an act of spreading germs. Likewise, soap dispensers should be touchless.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="width: 50%; background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Hand sanitizer stations will be placed in each of the classrooms and throughout the building for the student body, staff, volunteers, and visitors. ● Students will wash their hands with soap or use hand sanitizer throughout the day. ● Recommended times include but not limited to: <ol style="list-style-type: none"> 1) When entering the school building 2) When the restroom is used 3) After blowing their noses 4) Before and after snack, breakfast, and lunch times </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Hand sanitizer stations will be placed in each of the classrooms and throughout the building for the student body, staff, volunteers, and visitors. ● Students will wash their hands with soap or use hand sanitizer throughout the day. ● Recommended times include but not limited to: <ol style="list-style-type: none"> 1) When entering the school building 2) When the restroom is used 3) After blowing their noses 4) Before and after snack, breakfast, and lunch times 	
Yellow Phase	Green Phase				
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<p><i>LP 24 - Cleaning Plan and Schedule</i> - Each school will produce a detailed cleaning plan and schedule for all common spaces, surface areas, bathrooms, and high use areas. The cleaning plan and schedule will include a system for reporting that the plan has been followed on a daily basis.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="width: 50%; background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Classrooms will be cleaned throughout the day using a combination of cleaning solutions and disinfectant wipes. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Classrooms will be cleaned throughout the day using a combination of cleaning solutions and disinfectant wipes. 	
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<p>All principals and a staff member whom they designate for the cleaning of the facility will attend a mandatory training on the CDC cleaning guidelines, with the facilitation of the Diocese.</p> <p>Schools will almost certainly share their facility with parish programs and perhaps, in the past, with outside entities. Parish religious education programs will often be held in schools. It will be critical that parish and school staff work closely to be sure that there is a clear understanding on how the facility will be shared and cleaned. The school's cleaning plan will include how the facility will be cleaned when parish programs use the school facility. It is recommended that the school not allow outside entities access to the facility at this time.</p>	<ul style="list-style-type: none"> ● The janitorial staff will maintain regular sanitizing of bathrooms, door handles and common, high traffic areas. ● At the end of each school day the janitorial staff will use an electrostatic sprayer after dismissal to sanitize classrooms. ● We will not be allowing parish groups or out of school sports teams to use the facilities at this time. ● We will not be renting the facilities to outside groups to use for fundraising purposes such as bingos and banquets at this time. 		
<p>Logistics and Planning</p> <ul style="list-style-type: none"> ● Periodically surveying stakeholders to evaluate programming and support and make adjustments. 			
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>		
<p><i>LP 25 - Survey</i> - Each school will do a survey of staff and parents in the first two weeks of school and then in week six of school, at a minimum. The results of those surveys will be shared promptly with the Office of Catholic Schools so that we can be aware of needs across the diocese. The Office of Catholic Schools will provide common questions for use in the surveys.</p>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: yellow; width: 50%; padding: 5px;">Yellow Phase</td> <td style="background-color: green; width: 50%; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● A survey will be sent to the stakeholders at the beginning of the year and then again in week 6 for feedback on our efforts to keep everyone safe in school. The survey will be used by the Pandemic/Safety Team to make improvements as needed. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p>Creating and Maintaining Community</p> <ul style="list-style-type: none"> ● Maintaining daily rituals (daily announcements, prayer, etc.) ● Creating community and connecting with students in new school configurations ● Facilitating community and connection with faculty and staff ● Developing authentic ways for parents to connect with the school community in a virtual world ● Structuring social opportunities for students and families 			

<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>		
<p><i>CMC 1 - Community and Culture</i> - Creating Catholic community and meaningful relationships is at the core of what we do and who we are. In the current environment, schools run the risk of being “sterile,” or “cold,” instead of warm and authentic. This risk comes from the stress and constant change and challenges each of us in Catholic education faces both at home and at school these days, and from the fact that, even when we re-open in person, we could allow our schools to feel like hospitals if we do not create an intentional culture. Nature abhors a vacuum and, if we do not create the culture intentionally, it is created for us. Each school needs to make an intentional effort to create this positive community and these healthy relationships and to establish and maintain a <u>culture of joy</u>.</p> <p>Culture of joy A culture of joy should be a distinguishing characteristic in our Catholic schools. We have the gift of faith and the knowledge that God knows and loves us as His children. Schools should take every possible opportunity to celebrate, recognize and enjoy our communities, our people, our accomplishments, and the gift of a Catholic education. This intentionally-formed culture of joy will be a welcome antidote to the culture of fear that exists in our country and world right now during this time of pandemic.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="width: 50%; background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <p>The mission of Our Lady of Lourdes regional School, a faith-centered community rooted in the Roman Catholic faith, is to challenge students to strive for personal excellence and responsible citizenship. Our mission is to empower the mind, body and spirit of all children from first learners to lifelong learners by providing a broad balanced education.</p> <ul style="list-style-type: none"> ● We intend to open our school to parents/guardians, staff and students, our Lourdes family, by continuing to live out our mission and helping our students and staff to nurture a deep faith and strong prayer life which in turn enriches the entire Lourdes’ community and assists in forming a culture of joy and faith in a time of uncertainty. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p><i>CMC 2 - Communication</i> - The order of preference and effectiveness for communication and relationship building is: in-person; through the phone or Zoom; and then through email communication and surface mail. Relationships are not made or maintained through email.</p> <p>Each school will make a detailed communication plan that indicates what will be communicated to stakeholders, and how, and when - regarding the start of school and the opening weeks of school in particular. Each school will do a survey of staff and parents in the first</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="width: 50%; background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● The communication plan will be formulated and presented to all stakeholders. ● A survey of all stakeholders will be sent out during the first two weeks of school and then again in the sixth week of school. <ul style="list-style-type: none"> ○ The results will be used by the Pandemic/Safety 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		

<p>two weeks of school and then in week six of school, at a minimum (see above).</p>	<p>Team to make the essential changes needed.</p>	
<p><i>CMC 3 - Online Communications</i> - Each school is to have a portion of the homepage of the school website designated for information on the Health and Safety Plan. Each school will maintain an up-to-date, informative and helpful website that includes the health and safety plan for the school and that acts as a hub for all the information on school opening and procedures and expectations for the new school year. It is to be clearly visible and regularly updated.</p>	<p>Yellow Phase</p>	<p>Green Phase</p>
<p><i>CMC 4 - Parent Connections</i> - Our parents are craving connectedness, now more so than ever. Each school should make strong efforts to connect parents to one another, and not just through the common PTA approach. Consider approaches such as: new parent welcome events in person while following social distancing; regular Zoom parent meetings, perhaps per grade level; and offering parent events online, such as parent education events with experts on children’s psychological or social/emotional health and how you are addressing it.</p> <p>It is critical to stress to parents, now more than ever, the importance of the Church’s principle of subsidiarity: take a problem to its source, and problems are best solved at the lowest level. If there is difficulty with a teacher, the parent is to take the problem to the teacher, first -- then the principal. If there are concerns on health and safety protocols or other concerns that need to be addressed, parents must be told and encouraged to speak with school officials and not to post concerns on social media first or speak negatively in the parent community. This is the time for togetherness, solidarity and community; gossip and negativity and toxic social media posts drag us down, tear us apart, and divert our focus from what is most important.</p>	<p>Yellow Phase</p>	<p>Green Phase</p>
<ul style="list-style-type: none"> ● The safety plan will be presented to the families via our website’s homepage, our weekly Lourdes’ Update, and through the Lourdes App push notifications. <ul style="list-style-type: none"> ○ Updates will be made as needed. <ul style="list-style-type: none"> ● Our Lady of Lourdes Regional School will hold a Back to school event prior to school opening for the 2020-2021 school year. Raiderfest, August 22, 2020, will be adapted so that parents of students can come and tour the school and meet teachers while practicing safety precautions such as wearing masks and social distancing. Elementary students will also be able to see their classrooms. Administration and staff will be on hand. ● We will stagger times for families to tour the school. ● A communication via social media, website, email and push notification via our App will be sent to all parents for communication purposes. ● Other opportunities will be planned after meeting with the PTO Board and setting up dates and events for the year. ● Parents and guardians will be strongly encouraged to follow communication protocols, and go directly to the source - in school, if there is a problem or question about something in order for them to find the answer to the question. 		
<p>Creating and Maintaining Community</p>		

- Onboarding students to orient to the new realities of the classroom and school
- Developing a differentiated on-boarding plan for students that are new to the school
- Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CMC 5 - Testing of Procedures and Facilities - Schools have more latitude when in the green phase. To the extent feasible, bring in small groups to meet, to go through onboarding, etc. While this takes more time, it is incredibly important. This builds community and allows us to do some “beta testing” to learn how our procedures and our facilities will work in this new situation.

Yellow Phase

Green Phase

- **We will be able to test and discuss our procedures with the faculty and staff during the week of August 17th when we will be meeting for professional development and administrative meetings.**
- **A modified Raiderfest event on August 22, 2020 will give the administration and faculty a question and answer opportunity with the parents and guardians of Our Lady of Lourdes about our procedures.**
- **We will have a test run of our safety plan on August 24th, 25th, and 26th with the partial student population which will be returning each of those days and again on August 17th with the entire student population.**

CMC 6 - Marketing - We will need a summer long effort to reach and retain the families that we have. They will need to be informed, reassured, heard and supported. At the same time, we need to remember that our efforts to retain our families for the following years will begin on the very first day of school. We are still in a “word of mouth” world and parents who see a culture of joy and of partnership with them will in turn help to recruit new families, if you make intentional efforts to that end. A strong social media presence that documents your care and love for our students and that culture of joy and celebration will go a long way towards a school’s overall operational health.

Yellow Phase

Green Phase

- **Our Lady of Lourdes Regional School employs the use of social media for a great deal of the marketing strategies that we use.**
- **Last spring we began working with Enrollhand to help us with marketing our school on social media. It has been going very well.**

<p>Creating and Maintaining Community</p> <ul style="list-style-type: none"> • Creating ways to mitigate stress responses in students, teachers, and families • Enhancing approaches to support social emotional learning 					
Diocesan School Guidelines	Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.				
<p><i>CMC 7 - Catholic Identity and Social Emotional Health</i> - Within the health and safety plan required of each school, each school will make a specific plan to address the social and emotional needs of staff and students in the school. Schools are strongly encouraged to include Catholic prayer practices such as the Rosary as not only prayer but also as ways for students to find some quiet, peaceful time. This is the time to help students develop a positive, growth mindset. Programs such as Responsive Classroom can help, and students need time to express their feelings and thoughts at school in a helpful and structured way.</p>	<table border="1"> <tr> <td style="background-color: yellow;">Yellow Phase</td> <td style="background-color: green;">Green Phase</td> </tr> <tr> <td colspan="2"> <p>Our Lady of Lourdes believes that it is important to always Nurture a deep faith and prayer life of our Lourdes family because it enriches and strengthens the entire community.</p> <ul style="list-style-type: none"> • Prayer and reflection are a major part of our day at Lourdes. Religion classes, morning and afternoon prayer in the school and classroom, Masses and counseling services will allow the students and staff opportunities to voice and discuss feelings about the current situation. </td> </tr> </table>	Yellow Phase	Green Phase	<p>Our Lady of Lourdes believes that it is important to always Nurture a deep faith and prayer life of our Lourdes family because it enriches and strengthens the entire community.</p> <ul style="list-style-type: none"> • Prayer and reflection are a major part of our day at Lourdes. Religion classes, morning and afternoon prayer in the school and classroom, Masses and counseling services will allow the students and staff opportunities to voice and discuss feelings about the current situation. 	
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<p><i>CMC 8 - Safety, Health, and Wellness Team</i> - As part of the health and safety plan, each school will have a safety, health, and wellness team that provides support for students and staff and resources as well. This team should include the school nurse, if one is on staff, or a point person for physical wellness; priests and counselors; and others as needed. To the extent possible, each school should consider finding counselors and nurses or doctors from the parish communities to help in whatever way they can in the school, as the needs will likely outstrip the means to serve them.</p>	<table border="1"> <tr> <td style="background-color: yellow;">Yellow Phase</td> <td style="background-color: green;">Green Phase</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • The pandemic Response Team will serve as Our Lady Lourdes' safety and health team while working in conjunction with Shamokin Area School District Nurse and CSIU # 16. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> • The pandemic Response Team will serve as Our Lady Lourdes' safety and health team while working in conjunction with Shamokin Area School District Nurse and CSIU # 16. 	
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<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons. • Varying the way content is delivered to students and the way students can demonstrate their understanding 					

- Engaging students through setting a purpose for the work and providing choice in the process and product of the work.
- Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate.
- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely
- Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.
- Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CI 1 - Quality of Education - One of the most critical issues in the success of our schools is, and remains, the quality assurance that comes from our principals. Especially in these times of pandemic, principals must insist on high quality teaching and learning, even as all our stakeholders continue to make adjustments. This will take a prayerful, insistent and yet collaborative approach from the principal. The principal must be able to verify the quality of the teaching and learning through methods such as requiring lesson plans and providing feedback on them; doing frequent walk-through observations including participating in Zoom meetings or “simultaneous teaching;” surveys of stakeholders; and student assessment data.

Yellow Phase

Green Phase

- **Formal lesson plans will be completed weekly by the teachers.**
- **The high school and elementary school principals will review and sign-off on lesson plans each week. This will ensure that a quality curriculum standard is being met and taught to our students.**
- **Elementary and high school teachers will employ the use of Google Classroom to reach students virtually. They will create lessons in which they tape themselves teaching the lesson to the students so that the student will have the same experience as if he or she were in the classroom.**
- **The principals will view and join any virtual classes being taught on a weekly basis.**
- **Summer meetings beginning August 17th and faculty meetings scheduled throughout the year will be used to ensure quality teaching and learning is occurring.**

CI 2 - Distance Learning and Blended Instruction - Principals must see to it that teachers are preparing lessons in both in-person mode and distance learning mode as we approach the start of school year 2020-21. We will need to be able to toggle back and forth, potentially.

In order to teach through distance learning, it is an expectation that all teachers use a LMS (learning management system) to have a centralized “hub” for their teaching. Google Classroom is a LMS already available in our schools and it is free. Other well-known LMS platforms include Canvas and Schoology.

Each teacher in our schools needs to embrace blended instruction -- that is, instruction that incorporates the best of in-person, traditional instruction with the best of educational technology. The lessons of the spring of 2020 must be applied to the present. Whether the teacher is teaching an elective, elementary school or high school, blended instruction is the expectation.

As part of the cohort approach, all schools will strongly consider how they can use online learning in order to maintain the cohort and to minimize student and teacher movement through the building. Online learning simply means that students and teachers are connected via the internet. As an example: a teacher may be in one room of the school building but connect to students online in another room at school. This may meet the goals of less movement and minimizing student contact with others, and this could be good for all involved.

Each school must be ready and willing to use distance learning to embrace those students who will be enrolled but will learn from home in the school year 2020-21. The preferred approach in our schools will be what Timothy Uhl calls “simultaneous teaching,” in which certain students are learning from home, and certain students are learning in the classroom. The idea is to use a web camera or similar technology to “broadcast” the classroom so that those at home are as connected as possible to the teacher and the in-person instruction. The teacher will need a thoughtful approach that allows for the integration of these

Yellow Phase

Green Phase

- **Our Lady of Lourdes Regional School students will have the option of participating in-person or virtual learning opportunities this year through a simultaneous approach to learning and teaching.**
- **We will use Google Classroom as our learning management system (LMS) for students in grades PK-12th**
- **The technology teacher for the Elementary School will review with the students, while in school, how to access google classroom and use it proficiently when they are at home.**
- **Students who are in need will be given a chromebook to borrow while at home doing remote learning.**
- **Professional development will continue throughout the year to help our teachers to be proficient in using Google for teaching. They will also take part in becoming Google Certified Teachers level I and II.**

<p>two groups. Since we value community and relationships as Catholic schools, “simultaneous teaching” is an approach we need to embrace.</p>					
<p><i>CI 3 - Interdisciplinary Work and Engaged Learning</i> - One of the lessons learned from distance learning is that lessons that are integrated across disciplines are more engaging and more impactful on students. Interdisciplinary lessons are more efficient in use of time and lend themselves to enduring understanding. Principals will be sure that teachers are integrating the Catholic faith into lessons and that teachers are teaching from a Catholic, Christian worldview.</p> <p>Engagement is a critical goal. When students are engaged in their learning, they are motivated to do the work, develop an interest in it, and see the meaning in it. The learning speaks to them and draws them in.</p>	<table border="1"> <tr> <td data-bbox="1035 251 1556 316" style="background-color: yellow;">Yellow Phase</td> <td data-bbox="1556 251 1990 316" style="background-color: green;">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1035 316 1990 695"> <ul style="list-style-type: none"> ● It will be our goal to have lessons be diverse, inclusive and employ the use of cross-curricular connections when appropriate. ● Student engagement is critical in the learning experience because it motivates the student and helps to develop an interest in what they are learning. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● It will be our goal to have lessons be diverse, inclusive and employ the use of cross-curricular connections when appropriate. ● Student engagement is critical in the learning experience because it motivates the student and helps to develop an interest in what they are learning. 	
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<p><i>CI 4 - Specials and Electives</i> - As we need to be mindful of learning lost during the quarantine, and as we will need to be mindful of daily schedules and their connection to health and safety, it is likely that schools will need to give less time per week to specials and elective courses. Again, it is ideal that specials classes are integrated into core classes; and that integration is a good way to make sure students get the proper time on the specials content.</p> <p>Classes such as band and choir present unique challenges because they may be connected to a higher possibility of Covid spread. A cautious approach must be taken to them. The Diocese will seek to provide specific guidance in these areas as we get closer to the start of school. In classes such as art, communal items must be cleaned before they are used by another student. It is best for each student to have his/her own supplies.</p>	<table border="1"> <tr> <td data-bbox="1035 711 1556 776" style="background-color: yellow;">Yellow Phase</td> <td data-bbox="1556 711 1990 776" style="background-color: green;">Green Phase</td> </tr> <tr> <td colspan="2" data-bbox="1035 776 1990 1518"> <ul style="list-style-type: none"> ● During Elementary School specials (art, music, technology and Spanish) will travel to the classrooms or “push-in” to the classroom. ● Elementary Library and Physical Education will be the exception to this practice. ● Library will be scheduled once a week for each cohort. At that time two students will travel with masks and while socially distancing themselves to the library to check-out a book for the week. They will then return back to the classroom. All will be under the guidance of the school librarian. Hand sanitizer will be available for the students to use. <ul style="list-style-type: none"> ○ Physical education will be held outside as often as possible, weather permitting. The PE teacher will pick up the students and they will travel outside socially distancing themselves and while wearing face masks. Outside the students will not have to </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● During Elementary School specials (art, music, technology and Spanish) will travel to the classrooms or “push-in” to the classroom. ● Elementary Library and Physical Education will be the exception to this practice. ● Library will be scheduled once a week for each cohort. At that time two students will travel with masks and while socially distancing themselves to the library to check-out a book for the week. They will then return back to the classroom. All will be under the guidance of the school librarian. Hand sanitizer will be available for the students to use. <ul style="list-style-type: none"> ○ Physical education will be held outside as often as possible, weather permitting. The PE teacher will pick up the students and they will travel outside socially distancing themselves and while wearing face masks. Outside the students will not have to 	
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	<p>wear face masks as long as they are practicing safe social distancing rules. When Pe is inside the gym teacher will ensure they are wearing face masks and socially distancing. Hand sanitizer will be available for the students to use.</p> <ul style="list-style-type: none"> • Parents are asked to supply all students in grades PK-6th with crayons, scissors, colored pencils, glue, and erasers, and a pencil box (to keep them in)with your student’s name on it. This will eliminate sharing material. • The practice for Junior High Specials (Grades 7 & 8) will be for the teachers to “push in” to the classroom. • Phys Ed will be the exception to this. Students will be taken to the gym for this class. Classes will engage in outdoor activities when weather allows. 		
<p><i>CI 5 - Substitutes</i> - When staffing, consider that it will be far better to use teachers in the school building as substitute teachers when needed. Teachers’ aides, specials teachers, elective teachers, part time teachers all may be good candidates for substitute teaching and for instances when we need to divide up a class due to social distancing. We enhance consistency and quality when we use this approach and we minimize the number of people who interact with students - a consideration for health and safety.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> • Our Lady of Lourdes Regional School will do our best to utilize our regular staff (special teachers, aides, etc...) in the event a substitute is needed this year.. • In the event that an outside substitute must be called in they will be briefed by the principal upon arrival on policies and procedures. The teacher will provide a folder containing the work to be assigned and specific instructions regarding our safety plan. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload. • Utilizing authentic assessments rather than an over-reliance on tests. • Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic. • Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment. • Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools. 			

- Creating an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

Diocesan School Guidelines

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CI 6 - Intervention - Studies from NWEA indicate that students are likely to return to school having learned about 70% of the required ELA standards and 50% of the required math standards.

NWEA published the following in April 2020:

“Preliminary COVID slide estimates suggest students will return in fall 2020 with roughly 70% of the learning gains in reading relative to a typical school year. However, in mathematics, students are likely to show much smaller learning gains, returning with less than 50% of the learning gains and in some grades, nearly a full year behind what we would observe in normal conditions.”

(from: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf)

Academic intervention will be very important in our students’ success this fall. Schools will establish an assertive program and schedule of academic support while maintaining social distancing, to the extent feasible.

CI 7 - Testing and Grading - All elementary schools will begin STAR testing from Renaissance this fall. STAR tests can be used to establish academic proficiency in early literacy, reading and math. STAR tests

Yellow Phase

Green Phase

- **Our Lady of Lourdes Regional School responded immediately to the closure of schools last March and faculty and staff responded by quickly and efficiently putting together a learning plan so that our students could continue learning while at home. However, we are aware that students are returning to school with the need to be retaught material or at least to have the material reviewed from the previous year.**
- **Elementary teachers are preparing for this by creating priority topics or “super standards” for each trimester based on what was previously learned and what will need to be learned this year according to the diocesan curriculum.**
- **Strengths and weaknesses of both Elementary and High School students will be identified and differentiated instruction will be employed to help bridge the gap some students may be experiencing because of last year’s closure.**
- **CSIU staff(math, reading and speech specialists) will also be on hand to help our students with needs that exist.**

Yellow Phase

Green Phase

- **STAR testing will be presented to the staff during faculty**

<p>can be used reliably once a month in order to chart progress (each of the three tests takes about twenty minutes) and all students will take the tests in three Diocesan testing windows each year. The STAR tests are excellent tools to be used in intervention and academic support. If needed, STAR tests can be taken from home under parental supervision.</p> <p>As was true last spring, our approach to grading student work needs to be seen through the lens of our times. Learning material is more important than having learned that material for a particular Monday or Tuesday. Schools are to take a generous approach that allows for re-do's of assignments and graded exercises whenever possible. Mastery teaching is an excellent approach for these times, and an excellent approach in general. Since some graded exercises will likely be taken at home or online, create exercises that emphasize original thinking, problem solving, and application of work. In addition to preventing cheating, those exercises require critical thinking as well.</p>	<p>in-services this August.</p> <ul style="list-style-type: none"> ○ This will be a useful tool for identifying strengths and weaknesses of our students. As well as differentiated instruction. ● For assessments and assignments that will be done at home, online exercises will be created that emphasize original thinking, problem solving, and application of the work. 				
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> ● Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for next year. ● Adjusting curricular and supply orders to reflex the most useful tools for both face-to-face and distance learning. 					
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>				
<p><i>CI 8 - Academic Standards</i> - Understanding that instructional time is at a premium, each elementary school will make a plan to teach the most critical <u>overarching academic standards</u> (“superstandards”) in each grade level. Each elementary school will consult with the other elementary schools in the deanery in making this decision. Teachers will start to teach in the fall of 2020 from the standards established for that grade level and, when necessary, will go back to the previous year’s standards to fill in gaps.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Elementary teachers are working together with grade partners and the curriculum of the Diocese of Harrisburg to create priority topics or “super standards” for each trimester based on what was previously learned and what will need to be learned this year according to the diocesan curriculum. ● Best practices will be practiced by all teachers in order to provide a program that enables all students to learn and the opportunity to succeed in their academics. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Elementary teachers are working together with grade partners and the curriculum of the Diocese of Harrisburg to create priority topics or “super standards” for each trimester based on what was previously learned and what will need to be learned this year according to the diocesan curriculum. ● Best practices will be practiced by all teachers in order to provide a program that enables all students to learn and the opportunity to succeed in their academics. 	
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<p>Maintaining our Catholic Identity in Virtual Spaces</p> <ul style="list-style-type: none"> ● Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning. ● Invite parents and families to join in virtual prayer and faith life activities. ● Creating explicit service activities that can be completed in a virtual community. ● Continue to integrate Catholic worldview and gospel values with content lessons. ● Created a plan for both Pastor and Principal to be present and visible. 					
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>				
<p><i>MCI 1 - Spiritual Focus</i> - As people of hope, as “resurrection people,” we must seize this moment in our Catholic schools and let our identity as Catholic institutions shine through.</p> <p>Our goal is still to help children get to Heaven. They will grow in a life of virtue and holiness if we do all we can to create an atmosphere in which they can do so. A simple yet beautiful goal for our school staff: Be Christ to others. If they are Christ to others, they will see students striving to emulate them.</p> <p>Schools are encouraged to use this year to embrace our Mother Mary and to discover their own charisms as Catholic institutions.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ffff00; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: #00b050; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● Our Lady of Lourdes regional School, a faith-centered community rooted in the Roman Catholic faith, values our catholic identity and weaves this throughout each day of our school year. <ul style="list-style-type: none"> ○ We do this through our celebration of our School theme for the year, beginning and ending each day with prayer together, prayer services, monthly masses, the celebration of the sacraments,our monthly virtue program in the elementary school, and our school wide service projects throughout the year. </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● Our Lady of Lourdes regional School, a faith-centered community rooted in the Roman Catholic faith, values our catholic identity and weaves this throughout each day of our school year. <ul style="list-style-type: none"> ○ We do this through our celebration of our School theme for the year, beginning and ending each day with prayer together, prayer services, monthly masses, the celebration of the sacraments,our monthly virtue program in the elementary school, and our school wide service projects throughout the year. 	
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<p><i>MCI 2 - Mass</i> - We must make attendance at Mass a priority. If the Eucharist is the “source and summit” of Christian life, we must make every effort to see that Mass is offered at least as often to each student as it was before the pandemic. While this is a challenge, and will require logistics and strong collaboration with pastors, it is a non-negotiable. Everything else must fit into the schedule that allows for Mass. In this time of creative approaches, apply the same creativity to Mass. Perhaps we blend the approach, so that we have an “all</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ffff00; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: #00b050; text-align: center; padding: 5px;">Green Phase</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <ul style="list-style-type: none"> ● The Mass is the highest form of prayer and is an important part of life at Our Lady of Lourdes Regional School. IN the past we have not only celebrated monthly school masses for students in grades Pk-12th, but also class Masses held in our chapel. This year we realize that Mass will look different in our school but it will still be an important part of </td> </tr> </table>	Yellow Phase	Green Phase	<ul style="list-style-type: none"> ● The Mass is the highest form of prayer and is an important part of life at Our Lady of Lourdes Regional School. IN the past we have not only celebrated monthly school masses for students in grades Pk-12th, but also class Masses held in our chapel. This year we realize that Mass will look different in our school but it will still be an important part of 	
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school” Mass though Zoom one week, and we have students attend Mass in person in cohorts the following week. Having Mass outdoors would be a wonderful opportunity.

Each school will determine a way to attend Mass that takes into account available space, population, and appropriate social distancing. Schools will follow all current Diocesan guidance regarding norms for attendance at Mass during the coronavirus pandemic by the Diocesan Office of Divine Worship. Expectations for social distancing at Mass includes six feet of spacing between people. In consultation with the pastor, schools will make a plan for Mass attendance that includes the goals of keeping students in cohorts and in restricting any student interaction with people beyond the school community.

who we are at Lourdes and will be celebrated with the guidance of our school chaplain, Fr. Andrew Stahmer.

- **Fr.Stahmer and the Administration will consult with the liturgy planning/spiritual life committee in the planning of the liturgies for the 2020-2021 school.**

MCI 3 - Sacraments - Schools should be cognizant that some students who were supposed to receive sacraments in the spring -- reconciliation, first communion and confirmation -- may not have received them. This is part of the loss from the spring. Clearly those students must be welcomed into the preparation for this coming year. This situation, combined with the uncertainty for the 2020-21 school year, requires planning and clear communication on dates and how students should receive these sacraments. While students must, first of all, be well prepared to receive, we must also allow for some scheduling flexibility and clear communication on that scheduling as well.

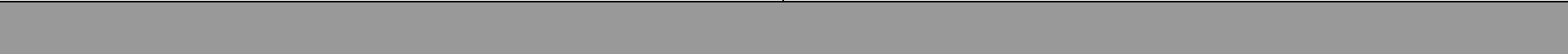
Yellow Phase	Green Phase
<ul style="list-style-type: none"> ● The liturgy planning/Spiritual Life committee will work with Fr. Andrew Stahmer in setting up the Sacrament of Reconciliation for our students to receive this year. The normal times for planning these for students in grades 3rd - 12th are: <ul style="list-style-type: none"> ○ Beginning of the school year ○ During the Advent Season ○ During the season of Lent ● Because we are a regional school our students receive the sacraments of initiation through the parishes they belong to and attend. Our second grade and eighth grade teachers will continue to teach the Sacraments of Initiation in religion classes and prepare them for reception of the Sacraments. 	

MCI 4 - Allowing Students to Serve - In most cases, we would have allowed students to have a role in Masses and prayer services and in serving at them as well. Schools will allow students to participate in Mass and in prayer services to the greatest extent possible. When students are actively involved, they both understand our faith better and are more inspired and engaged at the same time.

Yellow Phase	Green Phase
<ul style="list-style-type: none"> ● Our Lady of Lourdes’ students participate in the monthly Masses in a variety of ways: 	

	<ul style="list-style-type: none"> 1) Altar Servers 2) Music Ministry and leaders of song 3) Lectors <ul style="list-style-type: none"> ● We will continue to have our students serve in these roles while following the safety precautions suggested by the CDC and listed in our own safety plan. 		
<p><i>MCI 5 - Parental Involvement</i> - Likewise, parents need to be involved in the faith life of our schools. Take full advantage of this new set of circumstances in our world and allow parents to plan prayer events such as: a virtual parent rosary said for the intentions of our students and teachers. (We can make sure to ask students and teachers regularly for their intentions and to model intercessory prayer.) Peer to peer example, and peer to peer leadership, are powerful, and can motivate parents to participate in the school's prayer life. Parents, too, are yearning for thoughts on how to raise good Christian children in today's society. As busy as we will be, consider soliciting parent leadership to start a virtual "raising great kids" program that could involve guest speakers, book studies, etc., and address topics such as friendships, chastity, technology, dating, and more. When the school is a hub for the whole family, it will be more successful in its mission.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Our Lady of Lourdes' parents and guardians are an integral part of the daily operations of our school as they support us with their time, talents, and treasures. <ul style="list-style-type: none"> ○ Our PTO (parent teacher Organization) is an excellent way to begin volunteering. We urge our parents to join it so they can bring their ideas on how to make us a stronger and tight knit school community. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p><i>MCI 6 - Virtual Service Activities</i> - Students learn by doing, and many children have learned the Christian faith by having authentic chances to put faith into service. While there will be fewer chances to perform acts of service in person during these times of pandemic, insist on continuing the ethos or service in our Catholic schools. Think differently in how it's done: Children can write notes of appreciation to parents, and parents to children. In the toxic social media world we inhabit, students can take time to write a word of praise, to lift someone up, to encourage someone. Tie these words and actions to virtues studied in school.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Service is a big part of Our Lady of Lourdes Regional School. We strive to provide our students opportunities to put their faith into action at every grade level. ● We look forward to finding different ways to serve the needs of those less fortunate than ourselves in a safe way for our students, staff and families during this time. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p><i>MCI 7 - Presence</i> - The pastor and principal set the tone for their schools. The school community looks to them for inspiration and guidance, and they are both a key part of the overall health of the</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center; padding: 5px;">Yellow Phase</td> <td style="background-color: green; text-align: center; padding: 5px;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Our chaplain, our high school principal, and the elementary 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		

<p>community. They will both need to be present, prayerful and engaged with the school community. They set the tone. Pastors and principals need to have both a physical and a virtual presence in the school community. Pastors and principals are encouraged to stay strong with a message of Christian prayer and service and of a life in Christ, and to vary the ways they are present in the school community: hand-written notes, drop-ins to classes, leading retreats, being part of virtual gatherings, and more.</p>	<p>school principal are visible and engaged with our students on a daily basis.</p> <ul style="list-style-type: none"> ○ Spending time with the students at in-school and extracurricular activities. ○ Visiting classes and teaching classes ○ Leading and praying with the Lourdes family at prayer services and Mass. <ul style="list-style-type: none"> ● We will continue to invite all of the pastors of our “feeder” schools to visit Lourdes and be a part of our school life, prayer services and Masses.
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<p>Technology</p> <ul style="list-style-type: none"> ● Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning. ● Coordinating consistent apps and platforms across grade levels. ● Developing learning plans that offer rigorous learning for those without predictable access to online learning. ● Identifying ways for school-owned devices to download new technologies (once they have left school). ● Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc. ● Surveying school population to determine what equity and access to technology exists. ● Providing a pick-up line with social distancing for families to pick up devices. 	
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<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
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<p><i>T 1- Accessibility</i> - Schools will have wrestled with many issues in educational technology over the course of the spring of 2020.</p> <p>Schools will ensure that they have proper bandwidth to support the use of devices, the ongoing efforts in blended learning, and the introduction of “simultaneous teaching,” including webcams or the like.</p>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: yellow; width: 50%;">Yellow Phase</td> <td style="background-color: green; width: 50%;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Our Lady of Lourdes school has made upgrades to our bandwidth and technology in order to support the use of devices and the on-going efforts in blended learning in our school, and the use of REnaissance STAR testing by our elementary school students. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		

<p>Consideration for elementary schools will also include technical requirements for Renaissance STAR testing.</p> <p>Schools will make a plan to ensure that their students, to the extent feasible, have access to educational technology and wireless internet at home, with the understanding that blended learning is an expectation and that a return to quarantine is likely at some point during 2020-21.</p> <p>Schools will ensure that all parents and guardians have access to students' grades, assignments and school work.</p>	<ul style="list-style-type: none"> ● If we would need to return to a quarantine situation Our Lady of Lourdes will once again lend our chromebooks to students who do not have access to a computer at home. ● The technology teacher will instruct our students in the elementary school on Google Classroom so that the use of it will be effortless on their part. ● Parents and guardians will always have access to students' grades and assignments via the Parent Portal on Rediker. 		
<p><i>T 2 - Health and Technology</i> - Teachers, to the extent feasible, should avoid using traditional paper assignments, tests, etc., that they collect. This approach involves a higher risk for transmission of germs. Paperless assignments and the use of a LMS to organize them are strongly preferred.</p>	<table border="1" data-bbox="1052 613 1990 678"> <tr> <td style="background-color: yellow; text-align: center;">Yellow Phase</td> <td style="background-color: green; text-align: center;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Safety precautions will be taken when necessary. Students in the elementary and high school have access to chromebooks through our computer labs. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		
<p><i>T 3 - Digital Citizenship</i> - Schools will teach students explicitly how to be good, Catholic digital citizens online. They will use appropriate standards and markers from NCEA and ISTE to achieve this goal.</p>	<table border="1" data-bbox="1052 829 1990 894"> <tr> <td style="background-color: yellow; text-align: center;">Yellow Phase</td> <td style="background-color: green; text-align: center;">Green Phase</td> </tr> </table> <ul style="list-style-type: none"> ● Our Lady of Lourdes students are instructed on digital citizenship during technology classes. 	Yellow Phase	Green Phase
Yellow Phase	Green Phase		

Appendix A: Covid 19 symptoms, as of June 2020, per the CDC

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- American academy of pediatrics guidance June 2020:
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PA Department of Health Face Covering order:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open:
https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social
- Children's Hospital of Philadelphia on school reopening June 2020:
<https://policylab.chop.edu/sites/default/files/pdf/publications/Policy-Review-School-Reopenings-PolicyLab.pdf>
- Central Dauphin School District school reopening:
<https://www.cdschools.org/cms/lib/PA09000075/Centricity/Domain/1/Health%20and%20Safety%20Plan%20CDS%20-%2006.18.2020.pdf>
- Forbes article on simultaneous/concurrent teaching:
<https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- NWEA research on learning loss: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>