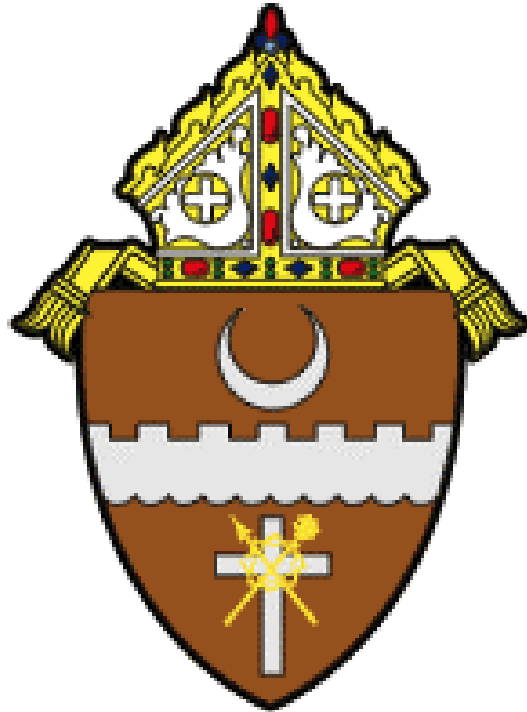


Plans Consistent with TCCB ED and Diocesan Policies for Safe Re-Opening
OUR LADY OF SORROWS CATHOLIC SCHOOL



“Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet, our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: Do not be afraid” (Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7).

*-Pope Francis
Strong in the Face of Tribulation:
A Sure Support in Time of Trial*

TABLE OF CONTENTS

Introduction	4
Health and Safety Protocols	5
Training on Hygiene and Mitigation Practices	5
Safety Training for Protocols and Procedures	5
<i>Students</i>	5
<i>Parents</i>	5
<i>Teachers & Staff</i>	5
In-Person Safety Protocols for Students and Staff	6
Domain for Logistics and Planning for Daily In-Person Operations	6
PREVENT: Practices to Prevent the Virus from Entering the School	7
<i>Screening Questions for COVID-19 Before Campus Access</i>	7
<i>Individuals Confirmed, Suspected, or Exposed to COVID-19</i>	7
<i>Identifying Possible COVID-19 Cases on Campus</i>	8
RESPOND: Practices to Respond to a Lab-Confirmed Case in the School	8
<i>Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School</i>	8
MITIGATE: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School	9
Return to School Safety Procedures and Guidelines	9
Guidelines for Facial Coverings	9
<u>Entrance Protocols:</u> Practices to Prevent the Virus from Entering the School.....	9
Teachers and Staff	9
Students (Grades 1-8)	10
Students (Montessori and Siblings)	11
Visitors	12
<u>Daily Health Checks & Hygiene:</u> Developing Standard Routines for Daily Health Checks	12
Students Who Are Late	12
Students Who Leave for Appointments	13
Before Recess	13
Recess	13
Handwashing and Hand Sanitizer Stations	14
<u>Planning for Social Distancing in the Classroom:</u> Consider and Determine Space Utilization .	14
Rosner Model	14
Cough/Sneeze Guards for Desks	15
Students	15
<u>Maintaining Social Distancing Throughout the School:</u> Determine How Social Distancing	15
Physical Education	15
Floor Markings	16
Hallway Transitions	16
Courtyard/Pavilion/Playground	16
Fire-Drills, Lockdowns and Tornado Warnings	16

TABLE OF CONTENTS

<u>Lunch:</u> Protocols for Students.....	16
Students	16
Teachers	16
<u>Daily General Disinfecting Measures:</u> Establish a Sanitary Baseline for Cleaning.....	17
Classrooms	17
General Used Objects	17
Automatic Hand Sanitizers	18
<u>End of Day Protocols:</u> Determine the Safest and Most Efficient Way to Dismiss.....	18
Teachers/Staff and Students	18
Family Considerations	19
COVID-19 Symptoms	20
Close Contact	21
Personal Protective Equipment (PPE) School Inventory	22
Personal Protective Equipment (PPE) School Inventory	23
Resources	24
Letter from Bishop Daniel E. Flores	25

INTRODUCTION

The COVID-19 crisis has brought school closures to every state in the country and all schools had to scramble to provide remote learning in a short period of time. We now face the challenges of our students' academic progress, their families' economic status and the emotional wellbeing of what this crisis has brought as Our Lady of Sorrows Catholic School begins the process for re-opening.

Our Lady of Sorrows Catholic School under the leadership of the Diocese (Bishop Daniel E. Flores and Sr. Cynthia A. Mello, SSD), TCCBED and TEPSAC are making decisions around reopening our school buildings. It is very clear that the health and safety of school communities will depend on the restructuring of facilities, operations, and schedules. This reopening plan is built to highlight three themes: **Prevent, Respond** and **Mitigate**.

Our reopening plans will begin with two goals in mind.

1. The physical school environment should embody public health guidelines to prevent a COVID-19 outbreak and additional closures. Our planning includes significant changes to physical spaces, operations plans, and calendar schedules, but also testing and contact-tracing capabilities, in partnership with and under the guidelines of health agencies.
2. The goal of this plan is to provide confidence so that families, students, and educators feel ready for face-to-face teaching in school. Communication at all times will be important.

School administration, led by the principal, has been working with a OLS School Community Task Force to create a Safety, and Re-Entry plan in order to meet the needs of social distancing, the need for ongoing social interactions, the need to continue to deliver high quality instruction and the need to account for health and safety precautions within the limitations of the school facilities.

We have created this plan to aid in navigating the reestablishment of our school where staff, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the campus. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the American Academy of Pediatrics (AAP). If necessary, regular updates will be made to this plan based on information provided by the CDC, WHO, AAP and applicable federal, state, local and church authorities.

HEALTH & SAFETY PROTOCOLS

Training on Hygiene and Mitigation Practices

On the first day of school (August 31st), the school will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted by Our Lady of Sorrows Catholic School. OLSS Faculty and Staff will be provided with training on safety measures and protocols specific to COVID-19 mitigation practices being implemented to ensure clear and consistent procedures are implemented.

Safety Training for Protocols & Procedures

Students:

- Students will participate in training specific to newly adopted health and safety protocols.
- All students will be trained on information about COVID-19 screening, identification for symptoms, prevention of spread, and sanitation of work areas.
- If a student is experiencing symptoms, we ask that they notify a school staff member immediately.

Parents:

- Parents are required to familiarize themselves with the COVID-19 screening protocols in this document and screen their students daily prior to sending the student to school.
- Parents are asked to read all school communication regarding health and safety protocols.
- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.

Teachers and Staff:

- Teachers will attend training and implement classroom procedures consistent with TCCBED, TEPSAC, and CDC guidance.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

In-Person Safety Protocols for Students and Staff

Traditional School Setting: It is conceivable that, in some locations, students will return to a “brick and mortar” school (with accommodations). If this is the case, there are several primary logistics and planning considerations that should be addressed: entrance protocols, social distancing, scheduling, and cleaning protocols.

Regardless of any scenario, attending to the social-emotional health of students and faculty will be paramount. We are not underestimating the chronic nature of this current pandemic. The potential that the impact of the pandemic on our OLSS community will be highly, is likely. This includes the potential of post-traumatic responses. We must double our efforts in supporting faculty, staff, students, and families.

Additionally, we need to recognize that there may be lasting impact on those students and faculty members that are medically fragile or immunocompromised. Our goal is to remain flexible in our approach and implement additional strategies to allow access for students that may not be able to attend online and are children of essential workers that must return to school in person. For this case, we must establish clear protocols that will allow for a safe re-opening of our school for in-person instruction to occur.

Domain for Logistics and Planning for Daily In-Person Operations

The domain below outlines a framework consisting of *logistics and planning*. This domain responds to the operational aspects of a return to school in the fall. Planning priorities are based on the configuration of the return to school.

These routines and procedures are subject to the guidelines set by local governmental agencies. Nothing can be taken for granted. We have created systems and procedures to handle the daily routines of the school and control access to the building to ensure the safety of all Staff and Students.

In this Domain you will find components that will guide our daily routines and procedures. These guidelines and protocols were created and vetted by a School Safety Task Force consisting of school administrators, teachers, staff, health professionals, attorneys, engineers, and law enforcement.

Special Thank You

We would like to thank: Monsignor Gustavo Barrera, Sr. Cynthia A. Mello, SSD, Mr. Hugo De La Rosa, Mr. Rick Aguirre, Dr. Tomas Gonzalez, Dr. Carlos Mohamed, Mrs. Mercedes Espinosa, Mr. Miguel Chanin, Dr. Eric Bustamante, Mr. Jesse Barba, Dr. Ramon Rodriguez, Ms. Melissa Cuevas, Ms. Lori Wasko, Mrs. Diana Solis, Ms. Ester Turbay and Mrs. Brenda Cepeda for their support, feedback, candor, time and dedication in bringing this vision and safety plan to life.

PREVENT: Practices to Prevent the Virus from Entering the School

Screening Questions for COVID-19 Before Campus Access

1. Our Lady of Sorrows Catholic School will require all school personnel to self-screen for COVID-19 symptoms before coming onto campus each day and will include our process for taking their temperature. Symptoms are listed at the end of this document. School personnel would not report to OLSS if: (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or (b) they themselves have COVID-19 symptoms.
2. Before visitors are allowed onto campuses, Our Lady of Sorrows School will screen all visitors to determine if: (a) they have COVID-19 symptoms listed in this document; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19. When practical, screening questions could be supplemented with temperature checks of adults.
3. Our Lady of Sorrows Catholic School is permitted to prevent any individual who fails the screening criteria from being admitted to the campus or a bus until they meet any of the criteria for re-entry to the campus, as described below.

Individuals Confirmed, Suspected, or Exposed to COVID-19

1. Any individuals—including teachers, staff, students, volunteers or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period (14 days), and cannot return to campus until Our Lady of Sorrows School screens the individual to determine any of the below conditions for campus re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual **may return to school when all three of the following criteria are met:**
 - at least three days (72 hours) have passed since the 14-day incubation period (resolution of fever without the use of fever-reducing medications)
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least ten days have passed since symptoms first appeared.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical doctor –licensed in the state of Texas, note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

2. Individuals—including students, teachers, staff, volunteers or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.
 - Catholic schools should screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

Identifying Possible COVID-19 Cases on Campus

1. Our Lady of Sorrows Catholic School will immediately separate any student who shows COVID-19 symptoms while at school (*there is a designated isolation room on campus overseen by the school nurse*) until the student can be picked up by a parent or guardian and immediately notify our diocesan superintendent (Sr. Cynthia A. Mello, SSD). OLSS will immediately clean the area(s) used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
2. Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

RESPOND: Practices to Respond to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school principal will notify our diocesan superintendent (Sr. Cynthia A. Mello, SSD) and its local health department, in accordance with applicable federal, state and local laws and regulations.
2. Our Lady of Sorrows School will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
3. Consistent with diocesan and school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.
4. If an individual on campus tests positive for COVID-19, all families will receive a letter stating we have had a positive case at school. The letter will not specify the grade level the positive case was reported in, nor will it reveal any personal information about the case.
5. If, after communicating with the Catholic Schools Office (superintendent and Hidalgo County Health Department), it is determined that anyone in the building was in close contact with the individual who tested positive for COVID-19, a separate letter will be sent to that person or group of people informing them of that fact and asking them to quarantine.

MITIGATE: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

Return to School Safety Procedures and Guidelines

We are convinced that a Catholic education delivered on campus and in person is best for our families and is the preferred mode of instruction for our teachers and students. At the same time, we do not take lightly the health risks and, consequently, are making extensive efforts to mitigate them. Some of these efforts include:

- Maintaining a relatively low student-to-teacher ratio
- Thoroughly training all faculty and staff on safety protocols prior to the start of school
- Spending the first week(s) of school training students on-and practicing and reinforcing- new safety protocols
- Providing teachers, staff and students with the necessary PPE

Guidelines for Facial Coverings

Government and health authorities, including the Center for Disease Control (CDC), the American Academy of Pediatrics, TCCBED and the Diocese of Brownsville, have advocated the effectiveness of face coverings in minimizing the transmission of the coronavirus. Consistent with their recommendations, Our Lady of Sorrows Catholic School will require, until further notice, the use of face coverings by all adults and students.

Students and parents can choose a face covering that works best for their child(ren).

Below you will find a detailed description of each component of our daily safety plan.

Entrance Protocols: Practices to Prevent the Virus from Entering the School

* Student arrival will be staggered by last name to help reduce traffic; schedule forthcoming

Teachers and Staff:

**Note: Teachers will be screened by Ms. Long, Ms. Arcely and Ms. Solis.*

- All teachers/staff members are required to enter through the main entrance on Gumwood.
- Upon entry, ALL teachers and staff members must be wearing a facial covering.
- They are immediately screened upon entry for their temperature and turn in their COVID-19 Symptoms Form.

**If a teacher/staff member is experiencing COVID-19 symptoms before leaving to school, they are required to self-report and must remain away from the campus.*

**If a teacher/staff member, during the screening process, has a fever of 100.0 or greater, he/she will be asked to go home and self-monitor their symptoms.*

**If a teacher/staff member has been tested or had contact with an individual that is lab confirmed with COVID-19, they must remain off campus until the 14-day incubation period has passed.*



- Once cleared, faculty and staff enter through the north door of the foyer into the school.
- Teachers are required to clock-in immediately in the designated area in the teacher's lunchroom (No more than 4 teachers in the lunch room at any given time).
- Teachers must use hand sanitizer before and after they clock in.
- Once they clock in, teachers and staff are to report to their classroom or designated duty station.
- While waiting to be screened, teachers must maintain 6 ft of social distance guidelines.

**Note: All information regarding Temperatures, COVID testing quarantine, isolation shall always remain confidential.*



Students (Grades 1-8):

- In the case of a fever (100.0) or symptoms related to COVID-19 or student(s) has needed any FEVER REDUCING MEDICATION the night before or the morning of, the child must remain at home.
- Parents must ensure that they DO NOT send a child to school if the child has been tested or had contact with an individual that is lab-confirmed with COVID-19; they must remain off campus until they meet the criteria for entry.
- Students must enter through the east side gym entrance on 11th street.
- Staff will go through a “confirmation of symptoms” check with parents before students begin screening process.
- Students will have their temperatures checked prior to exiting the vehicle.
 - *This practice prevents a queue line of student's from forming outside the gym (goal is to make transition into school as fluid as possible).*
 - *If student has a temperature above 100.0, the parent will be asked to move to the 11th street Bender Park playground to await a second temperature check.*
 - *In the event the child is running a fever, parent can take them home immediately as opposed to going straight to isolation and waiting for parent to come back.*
 - *This prevents a potentially symptomatic child from entering the building/classroom.*
- Students must get off their car while wearing a facial covering and facial covering must always remain on.
- Once the student is cleared, staff member will go through a quick reminder to ensure student(s) have their lunch box and water bottle
 - *Water fountains will be shut off throughout the school.*
 - *Water bottles will be available for students throughout the day.*
- Student is to proceed to gym, sanitize their hands and then proceed to their designated classroom immediately.
- Upon arriving to the classroom, student is to sanitize their hands again using automatic dispenser located outside the classroom door.
 - *If student arrives to the classroom and there is a line to go in, they are to position themselves on an empty “Cougar Paw” on the floor outside of their classroom to ensure*

6ft of social distancing is followed and will move along the line accordingly following the teachers signal and moving from paw to paw.

- Once that is done, they may enter the classroom and go directly to their designated seating area.

**Note: All information regarding temperatures, COVID testing quarantine, isolation shall always remain confidential.*

Students (Montessori and Siblings):

- In the case of a fever (100.0) or symptoms related to COVID-19 or student(s) has needed any FEVER REDUCING MEDICATION the night before or the morning of, the child should remain at home.
- Parents must ensure that they DO NOT send a child to school if the child has been tested or had contact with an individual that is lab-confirmed with COVID-19, they must remain off campus until they meet the criteria for entry.
- Montessori students and siblings must enter through 12th street drop-off area.
- Students must get off their car while wearing a facial covering and facial covering must always remain on.
- Students will have their temperatures checked prior exiting the vehicle.
- **If student has a temperature above 100.0, the parent will be asked to move to the front of 12th Street queue line to await a second temperature check.*
- **In the event the child is running a fever, parent can take the child immediately as opposed to going straight to isolation and waiting for parent to come back.*
- **This prevents a potentially symptomatic child from entering the building/classroom.*
- Once the Montessori student and sibling are cleared, staff member will go through a quick reminder to ensure student(s) have their lunch box and water bottle.
- **Water fountains will be shut off throughout the school.*
- **Water bottles will be available for students throughout the day.*
- Older sibling will guide their sibling to their designated classroom immediately.
- Upon arriving to the classroom, student is to sanitize their hands using automatic dispenser located outside the classroom door.
- Older sibling will then proceed to his/her designated classroom immediately after dropping off Montessori sibling.
- **If student arrives to the classroom and there is a line to go in, they are to position themselves on an empty "Cougar Paw" on the floor outside of their classroom to ensure 6ft of social distancing is followed and will move along the line accordingly following the teachers signal and moving from paw to paw.*
- Once that is done, they may enter the classroom and go directly to their designated seating area.

Visitors

- As per TCCBED and Diocesan policy **NO VISITORS**, volunteers or parents are allowed in the school building at this time (only into front office foyer if necessary)
**Exception: Therapists or specialist contracted with the school to deliver services to students*
- All contracted therapist or specialist are required to enter through the main entrance on Gumwood
- They are immediately screened upon entry for their temperature and will turn in their COVID-19 Form
**If a therapist/specialist is experiencing COVID-19 symptoms before coming to the school, they are required to self-report and must remain away from the campus*
**If a therapist/specialist, during the screening process, has a fever of 100.0 or greater, he/she is asked to go home and self-monitor their symptoms.*
**If a therapist/specialist has been tested or had contact with an individual that is lab-confirmed with COVID-19, they must remain off campus until the 14-day incubation period has passed.*
- Once they are cleared, they will enter through the north door in the foyer into the school
- Therapist/Specialist will go to designated area and wait for student to be brought to them
**Therapist and Specialist will always need to have a facial covering on.*
- Once the session is complete, they are to walk the student back to class and leave the building immediately
- If there is a gap between sessions, and they leave for any reason they must follow same re-entry protocols again
- If there is a gap between sessions and they choose to stay and wait until the next session, they are not to move about the building and must stay in their designated area/room

Daily Health Checks and Hygiene Maintenance Protocols: *Developing Standard Routines for Daily Health Checks and Hygiene Maintenance*

Students Who Are Late

- In the case of a fever (100.0) or symptoms related to COVID-19 or student(s) has needed any FEVER REDUCING MEDICATION the night before or the morning of, the child should remain at home
- Parents must ensure that they DO NOT send a child to school if the child has been tested or had contact with an individual that is lab-confirmed with COVID-19; they must remain off campus until they meet the criteria for entry
- Any late student is required to enter through the main entrance on Gumwood and must be accompanied by an adult or guardian
- Upon entry, student and accompanying adult must be wearing a mask
- Students will have their temperature checked before entering the building in the foyer entrance (table) by Ms. Solis

- Once the student is cleared, they are to proceed through the north main lobby entrance to their designated classroom immediately
- Upon arriving to the classroom, student is to sanitize their hands using automatic dispenser located outside the classroom door
- Once that is done, they may enter the classroom and go directly to their designated seating area

Students Who Leave for Appointments

- *We are encouraging all parents to schedule any appointment for their children afterschool*
- Any student who leaves for an appointment and plans to come back to school, must have a doctor's note (from a Texas licensed practitioner) in order to return to school
- All returning students are required to enter through the main entrance on Gumwood and must be accompanied by an adult or guardian
- Upon entry, student and accompanying adult must be wearing a mask
- Students will have their temperature checked before entering the building in the foyer entrance (table) by Ms. Solis, Ms. Long or Ms. Arcely
- Once the student is cleared, they are to proceed through the north main lobby entrance to their designated classroom immediately
- Upon arriving to the classroom, student is to sanitize their hands using automatic dispenser located outside the classroom door
- Once that is done, they may enter the classroom and go directly to their designated seating area

Before Recess

- All students will have their temperature re-checked before they are let out for recess by the teacher
**Any student who has an elevated fever of 100.0 or higher will be taken to the nurse (isolation room) for additional screening or while a parent comes to pick them up*

Recess

- All students and staff will be required to wash their hands or use hand sanitizer before leaving for recess and upon re-entering the classroom.
- Teachers will monitor students to ensure safety guidelines are followed.
**Students will be allowed to lower their mask while outside during recess*
- There will be a staggered schedule for recess to the limit the number of student groups in a common area.
- Administration will provide training for staff on guidelines and procedures associated with outdoor play and safe student activities.

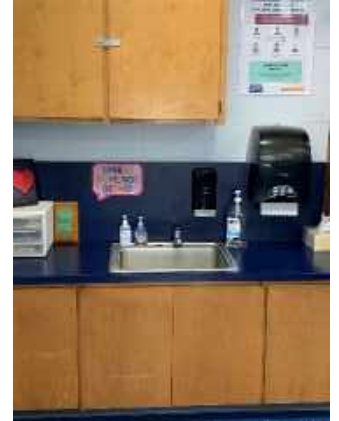
Handwashing and Hand Sanitizer Stations

- Automatic hand sanitizer dispensers have been placed in all classrooms and in common areas for students to use upon entering and exiting the classroom and when they are in and around the school.
- Portable hand washing stations have been purchased and will be placed in 5 locations on campus for students to use during a scheduled class restroom/hand washing time.

**Each grade level will have a specific time scheduled in the school day when they will*

transition as a class to use the restroom and to wash their hands.

**Students will be following social distancing guidelines for common areas and be monitored by teachers and staff at all times.*



Planning for Social Distancing in the Classroom: Consider and determine what space utilization will look like in a social distancing classroom as it pertains to students in a room and layout

Rosner Model

- Rearrange or repurpose classroom furniture so that it reflects 6 ft of social distancing
**Classrooms/Grade levels will be rearranged to accommodate enrollment numbers per class*
- Follow the Rosner model (algorithm) designed to calculate the number of students each classroom can hold based on square footage
- Based on algorithm, each desk will be placed 6 ft apart utilizing every part of the classroom
- “Wiggle Room” will be accounted for in the calculation
- We will NOT utilize the wall for placing desks



Cough/Sneeze Guards for Desks

- 24" x 30" Cough/Sneeze Acrylic Screen guards will be installed on every student desk in each classroom
**Sneeze guards will be wiped down and disinfected at the end of each day*
- Cough/Sneeze Guards will serve as protective barriers between teacher and student and student to student
**This allows teacher to still interact with students on a one-to-one basis while maintaining a safe distance*
**Students will be allowed to lower their masks while seated at desk while engaging in independent work*



Students

- Students are required to stay at their desks at all times to maintain the 6 ft of social distancing.
- Students must wear facial coverings at all times except during independent work time (student may lower mask during that time span).
- Student may only use their own materials/supplies for their work.
- Before leaving the classroom, students will be asked to line up one at a time using the cougar paws or designated spot on the floor in the classroom.
- For Junior high, students will be given Clorox wipes to wipe down individual desk/space before leaving the classroom.
- Students must use hand sanitizer as they leave the classroom.

Maintaining Social Distancing Through the School: *Determine how social distancing will be determined in each classroom*

Physical Education

- Student will be required to participate for PE but will NOT dress out for PE until further notice.
- When possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided, where possible.
- Visual markers will be placed on the gym floor and bleachers as reminders of social distancing rules.
- Any equipment used will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.

- Access to hand washing and hand sanitizer will be provided and should be used before and after any PE activity.
- There will be a limit to the number of students allowed in the general locker room/restroom area at one time.

Floor Markings

- 350 cougar paws have been ordered (in lieu of social distancing stickers) and will be placed throughout the school (both inside and out) to indicate 6 ft of social distancing.
- Students will be referred to “Cougar Paw” to model and identify the 6 ft of social distancing required.



Hallway Transitions

- Students will not be transitioning from class to class at this point, until further notice.
**Teachers will be rotating into each classroom to deliver instruction.*
- Elementary students will not be moving from class to class. If there are electives, elective teachers will be moving into the classroom to deliver instruction.
**Only exception will be for Physical Education.*

Courtyard/Pavilion/Playground

- Students will get an opportunity to go outside for a 20-minute time period supervised by teacher and playground monitors.
- Times will be staggered so that there is only one grade level outside at a time.
- The use of athletic equipment and playground equipment will be prohibited.
- The pavilion will have markings that indicate 6 ft of distance where students can remain compliant.
- Students may lower their face covering while outside as long as they maintain 6 ft of social distancing.
- The use of PlayWorks curriculum will be taught to teachers and monitors to engage students in fun activities that require no contact and still maintain social distancing.

Fire-Drills, Lockdowns and Tornado Warnings

- In a case of an emergency, we **WILL NOT** be following the guidelines of social distancing.
**If we cannot keep to social distancing while preparing for a fire-drill, lockdown, hurricane or tornado, the safety of the students will be our top priority.*
**We will keep our staff and students safe at all times.*

Lunch: Lunch protocols for students

Students

- As per policy, all students will remain in their classrooms for lunch.
- Students will need to bring their lunch to school in insulated lunch bag, plastic, or paper bags for immediate disposal.
 - *If using a plastic or paper bag, all items must be disposable.*
 - *If an insulated lunch bag is used, all items must return home to be disposed of.*
 - *No lunches will be made or served in school until it is deemed safe to do so.*
 - *This is to help the school campus with the spread of the virus by keeping everything contained and not worry about outside exposure.*
 - *Parents are not allowed to deliver or take food or snacks to their child(ren).*
 - *Everything brought to school must be disposable.*
- Students will remain at their desk and are not allowed to share any items with other students.
- When lunch is over, students will wipe down their desk using a disinfecting wipe.
- Teacher will allow students one-by-one to dispose of their trash in the back of the room in designated trash bin.
- Before returning to their desk, student will use hand sanitizer.

Teachers

- Teachers will be eating with students in the classroom.
 - *Teachers will follow same protocols for lunch as students.*

Daily General Disinfecting Measures: Establish a sanitary baseline for cleaning high touched areas throughout the day and frequency

*Clorox Total 360 Electrostatic System Sprayer will be used for disinfection at end of each day.

Classrooms

- Will be cleaned at the end of each day.
 - *Desks, Sneeze guards, chairs, door handles, light switches, teacher common area and floors.*

General Used Objects

- Doorknobs, handles, light switches, sinks, restrooms, and hand wash stations
 - *To be wiped down 4 times per day using **CDC/EPA approved products** only.*
 - *Light switches and doorknobs inside classrooms will also be wiped down while instruction is going on.*

Automatic Hand Sanitizers

- To be checked and refilled at noon and after school.
**As per policy, we must use sanitizer that contains more than 60% alcohol and does not contain BAC (benzalkonium chloride).*



End of Day Protocols: Determine the safest and most efficient way to dismiss students at the end of the school day

Teachers/Staff and Students

- Each teacher escorts their last period class to their dismissal site according to a staggered schedule (Montessori students & siblings: immediately after school closing prayer; 1st and 2nd grade + siblings: immediately after school closing prayer; 3rd – 5th grade + siblings at 3 pm; 6th – 8th grade + siblings at 3:05 pm).
- Siblings of younger children will need to walk on their own (with hallway monitors) to designated areas.
- Students dismiss at the dismissal site of the youngest sibling (Gumwood South for PK/K students with no siblings, Gumwood North for PK/K students with siblings, 11th. Street for 1st and 2nd grade students, East side of Church for 3rd – 5th grade, and West side of Church for 6th – 8th grade).
- PK/K Students in After School Care wait in **Room TBD** (physically distancing as they wait) with an ASC monitor, the proceed to **Room TBD**.
- 1st & 2nd grade ASC students will wait outside **Room TBD**.
- 3rd – 5th grade ASC students will proceed directly to **Room TBD**.
- 6th – 8th grade ASC students will proceed directly to **Location TBD**.
**Once overall number is determined of ASC students, we will make appropriate adjustments in respects to grade level location.*
**ASC students will follow same social distancing guidelines as required during the classroom day.*
**ASC staff will be trained during the week of PD on appropriate measures for screening and expectations for ASC.*
- Faculty & Staff children proceed to dismissal with their teacher, then report back to campus and head directly to their parents' classroom; on days when there are after school meetings, these children report to ASC as befits their grade (PK – 2nd grade: Room **TBD**; 3rd – 5th Grade: Room **TBD**; 6th – 8th Grade: **TBD**).
- Late Pickup students wait on 11th Street while physically distancing and under a rotational supervision schedule; students not picked up by 3:30 wait in the library with appropriate supervision and parent accounts are charged as per the Parent-Student Handbook.

Family Considerations

- Carpools are **NOT ALLOWED** until further notice.
**This is aligned to CDC guidelines of individuals only gathering around family members that reside in their own homes.*
- Siblings will dismiss at the youngest child's dismissal site.
- Students may not leave campus with another students' family.
- Only designated family members may pick-up students at their dismissal site.
- Students may not be picked up early in the front office except for emergencies.
- Older adults, or adults with underlying or chronic health problems, should not be the primary point of contact for pick up from after school dismissal.
- Family members may need to assist younger students into their vehicle and/or assist with backpacks or other items.
- Designated pick-up vehicles and adults should make every effort to arrive on time for pick-up to minimize students' time spent waiting at dismissal.

COVID-19 Symptoms

NOTE: It is the family's responsibility to screen the children before each school day and to keep symptomatic children at home, especially children with temperatures at or over 100.0 degrees. Our Lady of Sorrows Catholic School is counting on our family partnerships to reduce the risk of illness of both students and staff.

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency.

For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b. an exposure is being within 6 feet for 15 minutes or more of a person with COVID-19 regardless if facial coverings are used.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Screening Questionnaire Information

1. When asking individuals if they have symptoms for COVID-19, Catholic schools must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. Catholic schools are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. All school personnel would report to the school administrator if:
 - (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or
 - (b) they themselves have COVID-19 symptoms.
3. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, Catholic schools must destroy those individuals’ responses.

PPE (Personal Protective Equipment) School Inventory

Product	Amount Ordered	Status
*Automatic Hand Sanitizer Dispensers	30	Received
*Hand Sanitizer Refill (1 Gallon) 76%	44	Received/TEA
*Hand Sanitizer Refill (5 Gallons) 80%	1	Received
*Adult Disposable Masks	2,665	Received/TEA
*Students/Kids Disposable Masks	1,142	Received/TEA
*Adult Reusable Masks	687	Received/TEA
*Students/Kids Reusable Masks	264	Received/TEA
*Adult Face Shields	63	Received/TEA
*Students/Kids Reusable Face Masks	100	Received/TEA
*Gloves	2,142	Received
*Infrared Thermometers	15	Received
*Montessori Kids Shield Hats	63	Received

*



Cougar Paws (6 Ft Indicators)

350

Received



CDC Posters/Mix (Hand Washing, etc.)

25

Received



Sneeze Guards for Desks

360

Received

Clorox Wipes

Pending

Clorox Total 360 System (Electrostatic Sprayer)

1

Pending

Air Purifier with UV Light (4 in 1)

30

Received



I-Wave-C HVAC Air Purifier

8

Pending

Portable Hand Washing Stations

5

Pending

Resources

Diocese of Brownsville Guide to Reopening Schools

Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality

FAQ

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

Symptoms of Coronavirus

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

Non-Covid Situations

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/framework-non-COVID-care.html>

Contact-tracing

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html>

Strategies to Reduce the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/strategies-to-reduce-spread.html>

Communities, Schools, Workplaces, and Events

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Childcare, Schools and Youth Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Handwashing

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Cloth Face Coverings (Masks)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Cleaning and Disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

Cleaning products

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Cleaning Computers and Electronics for all users

<file:///H:/Working%20Folder/2020-2021%20June/covid-19-cleaning-computers-electronics.pdf>

Schools and Childcare Programs - Checklist for Teachers

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklist-teachers.pdf>



Office of the Bishop

Diocese of Brownsville

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August 15, 2020

Sr. Cynthia Mello, SSD
Superintendent of Catholic Schools
700 N. Virgen de San Juan Blvd.
San Juan, TX 78589

Dear Sister Cynthia Mello, SSD, Superintendent of Catholic Schools,
Pastors with Parish Schools, Religious Superiors of Schools, and
Dear Catholic School parents, students, teachers, staff, administrators, principals and
volunteers,

Over these past several months we have had to confront extraordinary challenges; the COVID 19 virus pandemic has altered the way each of us go about our day-to-day lives. The ways we go about educating our children have been particularly affected. Our students, teachers, staff and parents confronted the challenges faced last March by working tirelessly to transition to on-line learning to complete the school year. While our buildings were closed, our schools were open as teaching continued and learning took place. Then as now, we have had one focus, the health and safety of the students entrusted to our care, as we help them continue their Catholic education in the best ways possible.

It is now time to begin a new school year, and to do so with an awareness that the COVID-19 virus continues to present a substantial threat to our communities. We must continue to help our young people and their families stay as safe from infection as possible, and also help them deal with the emotional, psychological challenges this virus brings.

Our principals are committed to opening our catholic schools for 5 days a week for in-school instruction as soon as is reasonably possible. When we do open our classroom doors, all of our students will observe social distancing and other important safety protocols under the direct supervision of our principals and teachers. CDC protocols will be strictly followed. Our principals and teachers have been very creative in finding ways to utilize classroom space and other facilities within the schools to meet the challenges presented by the virus.

All of our Catholic Schools have been working during the summer months to create a Re-opening School Plan Manual in preparation for face-to-face instruction. Principals, teachers and staff will implement these plans so that our students can return safely to a healthy and happy environment. Each school will be specific with their guidelines according to the layout of their campus.

All of these Re-opening School Plan Manuals have been put together by committees made up of administrators, teachers, parents, and medical professionals. The interest is the safety of all children returning to a safe building and a safe learning environment. These Plans have been and will be reviewed and updated to make sure all areas of the CDC guidelines, state, local and church authorities have been incorporated to insure safety. Our Re-opening School Plan Manuals will be shared with parents prior to the start of school, so that parents will know the plan before the schools open. Each school has received the required equipment such as thermometers, masks, sanitizer, etc. to help with the guidelines and safety of all students. Finally, Professional Development days have been set aside during the month of August to begin putting these School Plans into action and making sure all staff is trained and everything is in order for the re-opening of school.

We are all aware that local civil authorities and health officials are issuing particular health advisories that affect when the public schools in particular cities and towns may open for face-to-face instruction. While the Church's schools are not bound by these civil directives, we do have an obligation to work together with health authorities to protect the safety of students and of the whole community. I have consulted with local county authorities, and all agree that the vulnerability of the Valley to a continued high infection rate is of great concern.

In making a decision about when we can begin face-to-face instruction in our Catholic Schools we must look first to our local situation. It is very serious. We have to think of our students and of our teachers, of volunteers and administrative staff as well. And we have to think of the parents and grandparents that await them all at home when the school day is over. And we must think of the good of the whole Rio Grande Valley.

Consequently, I am directing that our on-line (remote classes) begin at our Catholic Schools on Monday, August 31st for grades Pre-K through 12. Our on-line instruction plans are ready to go. Further, I am directing that our Catholic Schools, grades Pre-K through 12, remain with on-line instruction only at least until September 28th, and that they make plans for the possibility of offering face-to-face instruction on that date. When the day comes that we do welcome our students back to the school campus for face-to-face instruction, we will do so with the concerns of parents at the forefront of our minds. Thus, the parent or guardian of any child who has an underlying health issue can contact the school principal and make that known, so that provisions can be made for continued use of on-line learning. Further, any parent who has a concern about their child returning

to class-room learning at the time of re-opening is invited to contact the school principal and discuss their concerns, so that they can be appropriately addressed. The important thing is that our schools will be prepared to offer face to face instruction, and also on-line instruction that can serve those students who will need it, following the learning criteria set by the school.

I wish that I could say that our plans are set in stone, and will not change. But that is not the reality we are living today. We must be vigilant, and prepared to adjust our plans to developing conditions. One of the factors we must watch is the infection rate in the Rio Grande Valley. Today, it is quite high, even in comparison with the rest of the State of Texas.

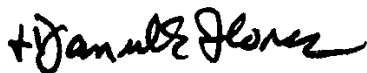
Our schools will each be sharing with parents the health safety protocols they have prepared. They will also be available on-line. I urge parents to take advantage of the time before face-to-face classes begin, to become familiar with these plans, and to ask any questions you may have. We want parents and our local communities to feel confident in our safety plans, and we want our children to have the best possible opportunities to learn.

I ask for your continued vigilance as we seek to limit the impact and spread of this virus. Please follow the health recommendations local officials have urged. Wear your mask in public, practice social distancing, use disinfectant frequently.

On this the Solemnity of the Assumption of the Blessed Virgin Mary into Heaven, let us ask our Lady to intercede for us all here in the Rio Grande Valley, and to offer us her maternal protection from her place in heavenly glory. I ask for your continued prayers for all those who work so hard in our Catholic Schools for the benefit of our students. I ask also that you pray for me, as I seek to fulfil my responsibilities as a Shepherd. With God's help we will work together for the good of our communities during these difficult times, confident that the Lord Jesus will guide us through to better days.

With an assurance of continued prayers for all in our Catholic School community, I remain,

Yours in Christ,

A handwritten signature in black ink that reads "+ Daniel E. Flores". The signature is written in a cursive style with a cross at the beginning.

Most Rev. Daniel E. Flores, S.T.D.
Bishop of Brownsville