

ST. LUKE CATHOLIC SCHOOL
A NOTRE DAME ACE ACADEMY
RETURN TO SCHOOL PLAN



St. Luke
CATHOLIC SCHOOL
A NOTRE DAME ACE ACADEMY

St. Luke provides a Catholic education of the highest quality within a safe and nurturing environment. We seek to engage children both intellectually and spiritually, putting them on the path to College and Heaven.



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Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

St. Luke Catholic School's top priority is our students', staff, and community members' safety. This plan is a working document and will be edited as guidance from the above-mentioned organizations is updated. Any updates to the plan will be shared with all stakeholders.

When preparing for a return to school, our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing a COVID-19 risk against the need for life to continue.
 - a. Hygiene: Across the school and throughout the school day, we will emphasize strong hygienic practice.
 - b. Hand-sanitizers have been installed in all rooms. Students will sanitize hands upon entering and exiting a room.
 - c. Personal Preventive Equipment Inventory: St. Luke Catholic School has ordered and is receiving
 - i. 4,000 Face Coverings
 - ii. 100 Student Barriers
 - iii. 1 Electrostatic Sanitization Sprayer
 - iv. 4 mobile Hand Sanitation Stations
 - v. 4 Head Scan Thermometers
 - vi. Additional quantities of hand soap and dispensers
 - vii. Cleaning Supplies
 - viii. Hundreds of gloves
 - d. At Home Learning Option: If a student or their family member is in a higher-risk group, we will give them the option of continuing distance learning.
 - e. Cohort groups: Every effort will be made to ensure that our students stay within their cohort groups to limit the number of students and staff each person is exposed to.
 - f. Limiting Large Group Gatherings: Large gatherings will be limited. If large gathering is needed masks will be required and social distancing as needed.
2. **Presence:** Keeping school open daily. We believe that we learn best in community, and we do not want to burden parents with challenging schedules that require them to stay



home and out of work. We know that it is in our students’ best social, emotional, and academic interest to return to a school-day routine. Therefore, we want our students at school in their cohort for the full day.

3. **Growth:** We want our children to continue their academic progress at the appropriate grade level, in their faith, and following all core academic standards. We recognize that the classroom, supported by home, school, and church community, is the best setting for students’ academic growth to occur.

Revisions

This document will be updated regularly based on changes to guidelines and the changing needs of the school community. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.

Cleaning and Sanitizing

St. Luke Catholic School keeps the safety of our students and staff as our top priority. During the time frame that our students and staff were not in school our entire campus was deep cleaned, including but not limited to sanitization of all surfaces (desks, workstations, equipment, doors, restrooms, etc.), deep cleaning of carpeted areas, and cleaning and sanitizing of all common areas.

St. Luke Catholic School employs a variety of maintenance and custodial staff who clean and sanitize throughout the day and after school. The cleaning steps listed below will be utilized to protect our students and employees and reduce the risk of spread of infections.

1. Specific Measures

Category	Area	Frequency	Person(s) Responsible	Materials to be Used
Workspaces	Classrooms, Offices	At the end of each use	Teachers, Students (between each use)	Cleaning Wipes
		Daily	Custodial Staff (at the end of the day)	Sanitizing Spray
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily	Custodial Staff	Sanitizing Spray
Electronic	Copier	At the end of	Staff, Teachers,	Cleaning Wipes



Equipment	machines, shared computer monitors, TV's, telephones, keyboards	each use/day and/or between use	Students (between each use) Custodial Staff (at the end of the day)	Sanitizing Spray
General Used Objects	Handles, staircase railings, light switches, sinks, restrooms	At least 4 times a day	Maintenance Staff (During the Day) Custodial Staff (at the end of the day)	Sanitizing Spray Sanitizing Spray
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Playground and exercise equipment, and Common Areas	At the end of each use/day; between groups	Students (Their own Area after each use) Maintenance Staff (Between Group Uses)	Sanitizing Spray Electrostatic Sprayer

2. Room Capacity

The school will continue to follow the guidelines of the Florida Catholic Conference in reference to classroom capacities. Every effort will be made to social distance. In situations where social distancing is not possible, face coverings will be used.

When possible, tables were replaced with individual desks to allow for distancing of students. If tables are utilized in the classroom dividers will be installed.

3. Signage

- a. Social Distancing: St. Luke Catholic School will post signage throughout the school to encourage social distancing.
- b. Personal Hygiene: Signage will also be placed in all restrooms reminding students and staff to practice proper hand washing.
- c. Cleaning Practices: Signage will be placed in common areas and classrooms to remind students and staff to sanitize workstations, equipment, and shared areas after each use.

Attendance



1. All healthy students, who are permitted by their parents to attend school in August (with a signed handbook acknowledgement form and proper health-related documentation received), will be allowed to attend in person. Daily temperature screenings will be required of all students at morning drop-off. Temperatures will be taken prior to students exiting their vehicles. Students will enter campus at the drop off location, the parish hall gate. All employees will have their temperature checked prior to any interactions with other staff members or students.
2. If a student or his/her family member is in a high-risk group we will give them the option of at-home learning in a modified format. This would be evaluated periodically as an accommodation and would be based upon health concerns. Parents will complete an at home learning request form. The form will be reviewed and approved by the principal. Children who attend school from home will be provided with assignments and assessments, a live-streamed link to the class in real-time, and a weekly call from the teacher to check on the student's progress. The need for this at home learning accommodation will be evaluated by the administration monthly.
3. Any student who is determined by a parent or office staff to have any of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Feeling feverish or a measured temperature higher than 100.3 degrees
 - Known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC.

will be discreetly and safely asked to leave the school immediately and precautions will be taken to quarantine the student until a medical evaluation has been obtained. If the student is physically able, virtual and/or live -streamed education at home will be provided during the time the student is required to be at home.

Daily Operations/Logistics

1. Arrival and Dismissal Procedures



- a. Both preschool and Kindergarten through Eighth grade students will be dropped off and picked up at the normal drop off and pick up locations. Students will maintain a six feet distance during these times and wear face coverings. Until the need for social distancing has passed, parents will not be permitted to walk their children into class. Gates will remain locked to promote car drop-offs and pickups. Parents must remain in cars and are not permitted to walk up to pick up students.
2. Entrance protocols
- a. School Employees
 - i. Each day that any staff member is on campus they will complete a private questionnaire in regard to their potential exposure to COVID 19. If the employee has had any potential exposure to COVID 19, they are to contact their supervisor over the phone prior to returning to school.
 - ii. All school employees must be scanned for their temperature prior to entering the school. A staff member will be assigned to check all temperatures daily.
 - iii. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees, the Diocese will require employees to complete and document a daily self-screening checklist which includes temperature reading and a set of questions related to COVID-19 symptoms as determined by the CDC. Generally, these may include the following COVID-19 symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Feeling feverish or a measured temperature higher than 100.3 degrees
 - Known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC.
- All screening information will be kept confidential except as required for the operation of the school and this Plan.
- b. Students
 - i. Parents and students complete self-screening tool on a daily basis and if the student's status on their potential exposure to COVID 19 has changed



after the completion of the questionnaire, parents are to contact school administration prior to their child returning to school.

ii.

iii. All students will have their temperatures screened each morning as their parents drop them off. Students will exit the car and parents are to wait until the temperature check is completed before leaving. All students must be dropped off in the normal drop off lines. Parents are not permitted to walk students to the classrooms.

c. Parents/volunteers/visitors

i. St. Luke will not allow normal visitation to our campus. Any visitors must have prior approval by the principal or her designee. Most in person meetings with visitors will occur in the front office.

ii. Parents or visitors who attend these meetings are required to have their temperature checked and complete a COVID 19 exposure questionnaire each time they enter campus.

iii. Any administratively approved guests on campus will check in at the main office and will be escorted, wearing a face covering, around the campus.

iv. Volunteers will be required to complete a COVID 19 exposure questionnaire prior to coming on campus. If the volunteers have any potential exposure to COVID 19, they are to call the office prior to returning to their volunteer position.

3. Social Distancing Measures

a. In the Classroom:

i. Students will be kept in their grade level cohorts. All students will wear face coverings in the classroom in accordance with Palm Beach County ordinances.

b. Outside the Classroom

i. Students will stay in their grade level cohorts as they transition from space to space. All students will wear face coverings out of the classroom while on campus, in accordance with Palm Beach County ordinances.

c. At Mass

i. Grade level cohorts will be seated together at mass. Six feet of social distancing will be in place between student groups and parishioners.

ii. All students will wear face coverings.

iii. There will be no holding of hands or direct contact with others at anytime during the mass.

iv. Handwashing will occur before and after mass.

COVID-19 Daily Screenings and Forms

1. Temperature Checks

Person	Frequency	Location	Responsible Personnel	Response if Temperature above 100.3
Employee	Each day before contact with other students or staff	Front Office	Front Office Staff Mrs. Vincent	Sent Home
Student	Each Morning at Drop Off	Parish Hall Gate	Ms. Kivlehan Mrs. Paul	Put back into the automobile with his or her parent and sent home.
Parent/ Guardian/ Visitor/ Volunteer	Anytime entering campus	Front Office	Receptionist	Not permitted on campus

2. Face Mask requirements

- a. Grades PK-2nd Grade, not required (but allowed at the parent's request)
- b. Grades 3-8, required anytime a 6 feet of social distancing cannot be kept
- c. Employees, required anytime a 6 feet of social distancing cannot be kept
- d. Parent/Guardian/Visitor/Volunteer, Required anytime a 6 feet of social distancing cannot be kept.

3. Isolation Room

- a. Location- Front office conference room
- b. Personnel assigned – Ms. Vincent or Mrs. Silva will monitor the student from the hallway through the window. Proper PPE will be used when interacting with any student who has COVID-19 symptoms.

Lunch and Food Service



- a. Students will be provided breakfast and lunch at St. Luke.
- b. Cafeteria staff will prepare meals following all CDC and Department of Health safety guidelines.
- c. Personnel will wear face coverings and gloves in the preparation and serving meals.
- d. Students will eat in the cafeteria.
- e. Lunch schedule will be staggered to allow for social distancing in the cafeteria.
- f. Students will clean their individual area with sanitizing wipes after they eat.
- g. Maintenance staff will clean cafeteria and remove any trash between grade levels.

Classrooms

1. Desk Spacing
 - a. All classroom desks should face one direction. Desks should be spread out as much as they possibly can.
2. Cleaning Protocols
 - a. Between classes - Staff and students are to wipe down all frequently touched surfaces every 45 minutes.
 - b. After school - Custodial staff will be required to sanitize all frequently touched surfaces.
3. Switching Classes
 - a. Special Area Classes - Students will still attend special area classes in their homerooms.
 - b. Middle School - Middle school classes will remain in the same classrooms. Teachers will rotate to the different classrooms for their instruction. Science for grades 7 and 8 will move to the science lab. When students move they are required to wear a mask and sanitize hands exiting and entering classrooms.

Training Schedule

As a comprehensive part of St. Luke's Return to School Plan, we recognize the importance of health and safety training for all members of our school community. In particular, it is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. Therefore, St. Luke will work in partnership with the Diocese of Palm Beach and LifeSafety Solutions to provide training to the following groups in order to safely return to campus.

1. Pre-return to school training for administrators
 - a. Presented to ensure understanding and preparedness to align with Diocesan protocols surrounding a return to school
 - b. Principals will design local protocols and procedures in accordance with this document.



2. First day return to school training for faculty and staff
 - a. Meeting to review local protocols and procedures; meeting area must adhere to social distancing protocols or present via a digital platform such as Zoom.
 - b. Staff will be trained in sanitation and hygiene instruction.
3. First day return to school training for students
 - a. Teachers will provide initial instruction in social distancing and health practices to their students on the first day.
 - b. As necessary, they will review the protocols with their students.
4. Parent Orientation
 - a. St. Luke school will provide an online orientation for parents on the Return to School Plan and how it will be implemented.
 - b. Videos will be made explaining protocols and posted on St. Luke's web site.
5. Cleaning Crew Protocols
 - a. Comprehensive cleaning training will be provided for all custodial staff on proper disinfection methods and procedures. The school will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. Signage in the buildings
2. School/Diocesan forms
3. Disinfection Measures
4. Isolation protocols
5. On-site health screening
6. Daily self-screenings
7. Visitors
8. Cleaning Crew Protocols
9. Communication Methods

Communications

1. St. Luke Catholic School will maintain open lines of communication with all stakeholders. The Return to School Plan will be updated quarterly or as guidelines by the CDC are updated. The plan will be shared on our school's web site.
2. If a positive Covid-19 case is confirmed, any staff members or students who were in contact with the confirmed case will be notified.



While the hope is for all to avoid exposure to illness from COVID-19, there is a great need to be prepared for the reality that exposure is a possibility. If an employee or student has been in direct and recent contact with someone who has tested positive for the virus, the first concern is for the health and safety of the student or employee and of those around him/her.

Direct contact is defined by the CDC as being exposed to a confirmed case of COVID-19 at a range of 6 ft or less for 15 minutes or more.

If a student or employee suspects exposure, please follow the CDC guidelines for next steps and recommendations.

Students: If a student is suspected to have been exposed per the definition above:

1. Do not come to school. Contact your health care provider immediately.
2. Contact the school and inform them of the situation and determine next steps, including an academic plan for the student and timeline for potential return. This will be determined on a case-by-case basis based on a student's individual needs and circumstances, as well as doctor recommendations and results.
 - a. The school reserves the right to request/require that a student stay home based on confirmed exposure to COVID-19.
3. Students may be required to take a COVID test to determine if they contracted it.
 - a. Whether a test result is positive or negative, the student must stay home until a doctor, in conjunction with the health department, has cleared him or her to return to school.

Employees: If an employee suspects that they have been exposed per the definition above:

1. Do not come to school. Contact your health care provider immediately.
2. Contact the school and inform them of the situation and determine next steps on a case-by-case basis.

Instructional Continuity Plan (ICP)

The goal of St. Luke Catholic Schools and the Diocese of Palm Beach is to ensure that our students' educational opportunities continue at school or at home through digital and other available formats. Our goal is for ALL students to have access to instructional content.

Our Instructional Continuity Plan leverages in-school and at-home learning to foster sustained student growth by:

- (1) supporting continuous instruction,**
- (2) providing access for all students,**
- (3) maintaining connectedness to the community.**

Learning Options	Instruction	Classwork and Assessments	Schedule/ Attendance	Teacher Assistance
<p>At School Plan: Face to Face</p>	<p>Traditional, face to face, in classroom instruction</p> <p>Teachers will video explicit instructional lesson each day to post in class google classroom.</p>	<p>Completed and turned in the classroom.</p>	<p>Following the traditional school schedule, the teacher takes attendance in the classroom.</p>	<p>As needed in the classroom.</p>
<p>At Home Learning when school is in session :</p> <p>*Administratively Planned and Approved</p>	<p>Synchronous Learning: Live streamed through Zoom or Google Meets via a classroom tripod. This will be available for students to observe live lessons.</p>	<p>Completed and turned in through Google Classroom Students will be required to complete all special area assignments.</p>	<p>Follow traditional school schedules. Students will attend all live streamed lessons. Teacher will take attendance.</p>	<p>Email teacher with student needs. Teachers have 24 hours to respond and provide feedback for students.</p>
<p>At Home Learning when school has been closed:</p>	<p>Synchronous Learning: Live streamed through Zoom or</p>	<p>Completed and turned in through Google Classroom (Students will be</p>	<p>Scheduled times completed by the teacher.</p>	<p>Teachers will assist students during daily interactions</p>



	Google Meets. Teachers will be able to interact with students.	required to complete all special area assignments.	Teacher will take attendance digitally.	through Zoom.
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Progress Monitoring

Despite limitations, the goal is for children to continue their academic progress at grade level, in their faith, and following all core academic standards. These core standards are based on Diocesan standards.

As a part of our Instructional Continuity Plan (ICP), technology-based professional development will be initiated over the summer and continued through August to more fully prepare our teachers for success in a virtual learning environment. This summer training will cover virtual learning best practices as all St. Luke teachers and administrators begin their journey toward becoming Google Certified Educators. Additionally, collaboration around creating lessons that leverage a Universal Design for Learning at home will be encouraged.

Dr. DeMartino (NDAA) and Mrs. Bacchus, working with Notre Dame, identified gaps in student learning and made necessary adjustments in both curriculum and instruction. Students will take the MAP assessment as a baseline assessment. Dr. DeMartino, Mrs. Bacchus and Notre Dame will use baseline assessments with qualitative teacher observations to ensure students achieve excellence in essential learning. They will also be responsible for additional, continued progress monitoring throughout the 2020-2021 school year.

St. Luke's Instructional Continuity Plan will be used to inform all instructional experiences to ensure they include guided instruction, collaborative opportunities, engaging projects, and independent study. Leveraging various content delivery methods including live-streamed lessons, lectures, mini-projects, videos, varied visual tools, and modeling, in union with varied opportunities for students to demonstrate their understanding via writing, speaking, visual production, modeling, and building, Saint Luke Catholic School teachers will continue to provide a high quality learning experience while students are off campus.

Assignments, deadlines, projects, and assessments will be coordinated so that student and teacher workloads are both meaningful and manageable. We will continuously evaluate grading practices to ensure grades reflect progress on standards and create a system to identify and intervene with students who may exhibit academic and/or behavioral concerns. Through the creation or adjustment of Student Support Plans we aim to address identified accommodations needed in an at-home learning environment. Professional Development will be provided to teachers in an effort to assist with students who have additional at-home learning needs.



School administration will work with counselors to develop effective systems to address the social-emotional well-being of our students. They will be prepared to assist school personnel, students, and their families with the inevitable emotional issues, such as fear and anxiety, that arise during times of illness, isolation, and uncertainty. Resources and lessons will be prepared for at-home learning environments to assist teachers and parents in identifying students experiencing mental health issues and offer the necessary support and guidance to help them.

Additionally, school counselors and resource teachers will review all Student Support Plans to ensure that documented and agreed-upon accommodations are being implemented with integrity, to the best of our ability with considerations for accommodations during times of at-home learning, or the areas in which they need more support. Counselors will also work to address any parent concerns with Student Support Plans.

Educational opportunities are provided by our specialist teachers which, include Art, Choir, Band, Media, Spanish and Physical Education during this time of virtual learning. A detailed plan to incorporate these important extra-curricular activities will be made available as the opening of the 2020-2021 school year approaches.

Extra-Curricular Activities

1. All out of class activities and events, including sports and field trips are initially suspended until a safe method for gathering and playing outside of cohort groups is available to the school for planning purposes.
2. Use of school facilities will be temporarily limited to the education of students and restricted to outside organizations and any other ministries that cannot provide for the disinfecting of the school facilities prior to and after the ministry uses the space



Assumption of Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. St. Luke Catholic School has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending programs offered by the school and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, coaches, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at any school sponsored programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless St. Luke Catholic School and the Diocese of Palm Beach, and all of their current, former, and future agents, representatives, members, religious and employees and affiliated entities (collectively, “the Diocese”) of and from the Claims, including all



liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Diocese, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any school program.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student



SELF-SCREENING CHECKLIST

Name: _____

Date: _____ Mobile Number: _____

School: _____ Temperature: _____

The health and well-being of the school community members are of the utmost importance and the school is taking measures to maintain a safe environment. This self-screening checklist should be reviewed daily by employees and by parents on behalf of their child(ren). If you have a temperature over 100.3 F, any of the symptoms listed below, or answer yes to either question, please return home for your safety and the safety of others. Thank you for your prayerful care of God's people.

Are you showing any of the following symptoms listed by the CDC related to COVID-19?

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature higher than 100.3 degrees

Have you had known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC or is exhibiting symptoms and awaiting test results?

- Yes
- No

Have you had been tested or had a positive lab-confirmed diagnosis of COVID-19 in the last 14 days?

- Yes



No