



OLMC Reopening School Plans 2nd Semester 2020-2021 Academic Year

Our Lady of Mount Carmel Catholic School, a Christ-centered community, provides excellence in education to meet the needs of the whole child.

Please note: This plan is subject to change at any time.

Updates to the original Fall plan are in red.

Calendar

- OLMC School is operating on a normal school day schedule and calendar.
- If the entire school or an entire grade level should close due to COVID-19, parents and staff will be given communication on the next steps and e-Learning schedule.

Wellness Checks: Daily Pre-screening

- Both students and staff will sign an agreement that they will pre-screen for COVID-19 symptoms before coming to school each day.
- All parents and staff should utilize the Dept. of Health Screening [symptoms flyer](#) for screening at home.
- Any student, parent, or staff member who is sick or feels sick will not enter the school building.
- Students who have a fever of 100 degrees or higher will be required to wait 72 hours before returning to school per our Family Policy Guide. **These students must be fever-free without fever-reducing medication for 72 hours.**
- **Students who have diarrhea/vomiting will be required to wait 72 hours after their last symptom before returning to school.**
- School staff will be trained to recognize COVID-19 symptoms. Any child suspected of having a fever will be sent to the nurse for a temperature check.
- OLMC School will have a quarantine room for students who exhibit COVID-19 symptoms to wait until they are picked up by parents. In such circumstances, parents are asked to pick up their children immediately.

- Parents and school employees must inform front office or [Tim Fletcher](#) (assistant principal) if any person residing in their home is diagnosed with COVID-19 as soon as they are aware of the diagnosis. This rule is required by the state and Hamilton County Health Dept.
- If a household member tests positive for COVID-19, students in that household are considered to be close contacts and must stay home and remain in quarantine for 14 days from the last date of contact with the COVID positive person before returning to school. Fourteen days is the preferred period of quarantine for the CDC and Indiana Department of Health.
- Per our directives from the Health Department, if a household member is positive and there is no reasonable way that he/she can isolate from OLMC students, then the students will remain in quarantine for 24 days before returning to school (14 days following the 10 day isolation period of COVID positive person).
- If a household member is being tested for COVID-19 because he/she is symptomatic and there is reasonable concern that member might have the virus, students in that household must stay home until that member receives a negative test result. If the household member tests positive, the guidance above would need to be followed.
- If parents are not sure whether or not to send their students to school, they should contact the school for guidance.
- If a student or staff member tests positive for COVID-19, the school will confer with the local health department and follow the directives given.
- The local health department is responsible for contact tracing and communication to direct contacts.

Training

- Staff received training in the fall so they could recognize COVID-19 symptoms.
- Parents can receive similar training by keeping up with the Back to School Resources posted on the IN.gov page: <https://www.coronavirus.in.gov/2400.htm>
- Teachers will reinforce healthy habits (washing hands, covering sneezes, etc) with students, and hang signs of healthy habits.
- We recognize that many viral and respiratory illnesses have similar symptoms as COVID-19. Students may return to school if they have a doctor's note with an alternate explanation for their symptoms.

LIMITING TRANSMISSION:

OLMC School will be restricting the number of visitors and volunteers to our school. Any essential visitors (outside maintenance personnel, etc.) will be asked to wear a mask in the school building.

- Recess play areas will be more spread out.
- Jr. high students will use the sports fields for their lunch and 20 minute break, weather permitting
- KG-6th grades will rotate playground zones and be separated by grade level.
- We will have a designated room separate from the nurse's clinic where students with COVID-19 symptoms can be isolated while they wait to be picked up by their parents. *St. Luke Physician's room
- Extra time for hand-washing will be given to students throughout the day. Hand sanitizer will be available in all classrooms.
- Student sharing of classroom materials will be limited as much as possible. If class items must be shared, they will be wiped down properly between uses.

- High traffic and frequently touched areas will be diligently cleaned and disinfected each day.
- The absences of students who are quarantined will be excused; these absences will not be held against them. However, healthy students who are quarantined will be counted as “Present virtually due to COVID” in our attendance system because they are expected to be doing their classwork in quarantine.
- Students who are quarantined but are healthy are expected to complete and submit their work on a daily basis. Parents/students must be in contact with teachers to determine the teachers’ expectations for the completion and submission of work for quarantined students.
- Parents must contact the school office to make arrangements to pick up classwork for their quarantined student.

Face Masks:

Students must come to school each day with 2 properly labeled face coverings with ziploc bags for storage.

- Students may wear a mask or a buff that is multi-layered and cannot be seen through.

Face masks will be required for staff and students to wear **at times**;

Required times:

- Entering/Exiting the building
- Anytime a student is in the hallway
- Waiting in the school atrium
- At lockers
- When conferencing with a teacher (within 6 ft.)
- When social distancing cannot happen
- Any situation that the teacher/staff feels is appropriate (someone feels sick in the classroom, close contact with a group, etc.)
- When in a large gathering (Mass, carpool, etc.)
- If the health department/diocese requires it
 - Grades 3-8 wear masks throughout the day. Mask breaks will be given to the students.
 - Grades KG-2 are not mandated to wear masks all day but will follow the above guidelines

Not required but allowable times:

- When a student is eating lunch/snack
- During instructional time when social distancing can be obtained
- When a face mask is an obstacle to communication and the teacher and students can be spatially distanced
- Individuals who are unable to wear a mask or face covering for physical, medical, or health-related reasons (Face shields should be used instead.)
- Individuals who are alone in a room
- While eating or drinking
- During outdoor recess or play if spatially distanced or are exercising
- In PE class if spatially distanced and exercising

[Indiana State Dept. of Health states that, “Students are encouraged to wear face masks throughout the day, with exceptions for lunch and situations in which they can socially distance, are outdoors or are in PE class. However, if all the

students are facing the same direction and are socially distanced, then taking them off during class to have a break from wearing them could be considered. Also, younger students who are in class and all the desks are facing forward while they are seated at their desk may be allowed to take their mask off while they read, do paperwork or receive instruction.”]

According to CDC, cloth face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Any student or staff member is welcome to wear a face mask consistently throughout the day to make them feel more comfortable.

- Masks that are worn in OLMC School must be Catholic-school appropriate, non-political, and without sayings.
- Any visitor to the school office will be required to wear a mask.
- Parent lunch workers will be required to wear a mask and gloves.
- Masks must go home each day with the student to be properly laundered.

Social Distancing:

- Desks will be separated into rows, and students will be seated facing forward.
- There will be more cafeteria tables set up so students can spread out more. Some classes will be eating in the gym to allow more room to distance students in the cafeteria.
- OLMC’s hallway procedures will be in full effect.
 - Stay to the right
 - Single file lines
 - Social distance

Mass:

- OLMC students will start off the year going to Mass once per week instead of three times per week. In an attempt to socially distance the students, one-third of the classes will go to Mass on Monday, the other third will go on Wednesdays, and the last third will go to Mass on Fridays.
- All students will sit with their homerooms and be **reasonably** distant from each other and other members attending Mass.
- **Any parent who wishes that their child/ren not attend Mass for a given period of time for safety reasons must contact the administration with his/her request.**

Hand Cleaning

- All staff, students, and visitors must sanitize hands upon entering the school building at any time.
- Students and staff will wash or sanitize hands frequently and during key parts of the day.
- Hand sanitizer availability, locations, and usage is increased throughout the building.
- Students are expected to have a personal bottle of hand sanitizer at their desk (K-6) or book bag (7th/8th)

Daily Cleaning

- There will be an increased cleaning of surfaces throughout the day by teachers and students.
- Cleaning staff will clean high-touch points regularly, including bathrooms, door knobs, etc.

Lunch:

OLMC School will not have a lunch program (Campus Cuisine).

- Students will need to bring their own lunch and beverage to school each day. No beverages will be available for purchase.
- We will only have 4 parent volunteers to help with lunch each day. Their duties will include supervising lunch and cleaning/disinfecting tables before the next class arrives. These parent volunteers will wear a mask and gloves while assisting in the cafeteria.
- Students will physically spread out more while they are eating lunch.
- Students will have assigned seats in the cafeteria or gym.

Water Bottles:

- Every student will have to bring a refillable water bottle to school each day. There will be designated areas where students can refill their water bottles. These bottles need to be taken home each day for cleaning; glass water bottles cannot be brought to school.

School Supplies/ Classroom Environment:

- Students use personal school supplies as much as possible. This may require parents to provide their children with additional school supplies and pencil box/pouch.
- In classrooms that have snacks, all snacks must be individually packaged.
- Chromebooks will be assigned to better control the number of student touches.
- Rearrange desks to maximize space between students.
- Place desks in rows facing forward when possible.
- All students have assigned seats.
- Hallway traffic and restroom breaks are scheduled. Students only use the restrooms on their homeroom floor.
- Hold outdoor classes when feasible.
- The Jr. High schedule is restructured so that students stay with the same “cohort” all day. The homeroom group and the core group are the same.
- All Specials classes except P.E. will take place in homerooms or outside. P.E. will continue to meet in the gym or outside but will be structured to meet social distancing guidelines.
- Students in grades 4-8 will not use the locker room to change into PE clothes **for the rest of the school year.** They will just change their shoes.
- Staff and the school counselor are available for students’ social emotional wellness.

Daily Arrival:

- Students will be dropped off in the back of the school building each day between 7:15am-7:45am. Late arrivals should enter through the front doors.

- KG-4th grade students will enter the parish hall doors
- 5th/6th grade students will enter the back gym doors
- 7th/8th grade students will enter the back Jr. High doors
 - All cars should pull all the way to the front of the carpool line before dropping off your children. Please do not stop at a specific door. The students can walk to the correct entry door.

Daily Dismissal:

- Students will be dismissed from the school building by grade level or homeroom.
- Parents should remain in or near their car while they wait for their child in the carpool.
- Please do not gather/congregate or use the playground equipment during carpool.

Visitors to Front Office:

- There are bookshelves in the main entrance atrium on which parents can drop off or pick up items without entering the school.
- Please maintain social distances while signing in/out your children at the front office.
- A plexiglass barrier has been placed on the secretary's counter.
- Visitors/parents are asked to self-screen before coming to the school.
- Visitors/parents should sanitize hands when entering the school.
- Masks for visitors/parents are required.
- For the time being, parents/visitors do not go past the front office.

Groups and Visitors:

- Visitors and volunteers to the school are restricted.
- Use of classroom volunteers is postponed.
- School assemblies are postponed.
- Combining classes outside of cohort groups for events is postponed. (1st/5th Grade Angels, Households)
- Staff attendance at in-person conferences is postponed.
- Meetings (Case Conferences, parent and teacher, etc) will be held via video-conference.
- Field trips are postponed.
- Raider Roundup and other school events have been restructured.
- Vendor access to the school is restricted.
- Service Hour requirements are suspended until further notice.

Guidance on School Closure:

- The local Health Department will be notified immediately if there is a confirmed case of COVID-19 within our school building.
- We will work with the Hamilton County Health Department to assess factors such as likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine any type of closure.
- We will follow the guidance of the diocese and our local health department to determine if a school should be closed or if a group of students is sent home to isolate and for how long.
- School closure may affect the status of extracurricular activities and afterschool programs.

- Custodial staff **will be** informed immediately of a COVID-positive case and takes appropriate action.
- Families will be notified as soon as the Health Department provides guidance.
- Staff and students should be prepared for e-Learning in case of school closure.
- OLMC e-Learning will be hosted on Google Classroom. Students and teachers will be trained on this platform as soon as school begins. Feedback from both staff and parents during our school closure last year have been processed and improvements will be made.

Absences of Students (not due to school building closure):

- While in-person school is in session, *optional or hybrid* E-Learning is not available at this time.
- Students who are absent for reasons *other than COVID-19 (other illness, vacation, etc)* :
 - Follow the Family Policy Guide and classroom rules regarding make up work.
- Students with extended absence *due to COVID-19* diagnosis or stay-at-home rules:
 - These absences will be “excused.”
 - Students may participate in online learning while they are out of the classroom.
- Parents of medically fragile students who are concerned about school attendance should contact the OLMC administration.

Medical Inquiries:

- If a parent informs the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the school may inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Symptoms of COVID-19:

- 100° or greater
- Cough***new onset, uncontrolled cough**
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain and fatigue
- Sore throat
- New loss of taste or smell
- **Headache**
- Diarrhea
- Nausea

Positive COVID-19 Situations:

Students and employees should be excluded from school if they test positive for COVID-19, and may be excluded if they exhibit symptoms associated with COVID-19 that are not otherwise explained.

- If a student/staff member tests positive for COVID-19, the school will confer with the local health department and follow the directives given.
- If a student/staff member in a class tests positive for COVID-19, the school will contact the parents of that **grade-level** to inform them. The **school** will **initiate** contact tracing and get in touch with the parents of students who were “close contacts” (within 6 feet of a person for more than 15 minutes **in the last 48 hours**).
- Those students/staff members that are considered “close contacts” will be asked to quarantine **for 14 days from the last date of contact with the COVID positive person** and participate in e-learning until they return to school. **A negative result on a COVID-19 test will not shorten quarantine for a close contact.** (If students are too ill to participate in e-learning, they are not expected to participate. **Parents must notify the teacher and school office each day their child is too ill to participate so the student will not receive a zero for failing to complete daily work**).
- If two students within one homeroom test positive for COVID-19, the entire class will be quarantined and move to the online option of school work.
- **If another situation arises with a COVID-related school matter which is not aforementioned in this document, the administration will consult with the local health department for guidance and direction.**
- All areas of the school will be deep-cleaned each day.

**Staff will use this [COVID-19 Screening Decision Tree](#)
when a student or staff member complains of COVID-19 symptoms.**

When can a student return to school?

[COVID-19 School Attendance Quick Reference](#)

[Guidance for Return to School.](#)

[Family Quarantine Guidance](#)

Go to [Novel Coronavirus: Public Resources](#) for the most up-to-date resources.
