



HEALTHY AT HOLY FAMILY SCHOOL 2021-2022

This is a working document. Most recent revision 08/10/2021

The Principal, Pastor, and Office staff will be in charge of overseeing the implementation of the ensuring compliance with the Healthy at Holy Family protocols. They have the authority to initiate the progressive discipline process as it pertains to all staff members in consultation with the Bishop.

Signage reminders using state protocols will be used for 3 feet physical distancing, wearing facial coverings, handwashing, avoiding touching eyes, nose, and mouth throughout the school campus inside and out.

Face to Face Meetings

- *Face-to-face group meetings must be held in the Undercroft of Holy Family Church to ensure proper physical distancing of 3 feet.
- *Proper physical distancing is mandated for every face-to-face meeting.
- *Staff will utilize Google, Zoom, or other platforms as needed.

Access to Common Areas

- *No congregating in the kitchen/cafeteria or any other common areas.
- *Holy Family Church allows for safe Physical distancing and maybe used for Mass, small class instruction, or small group meetings. .
- *No more than 1 class may be in the gymnasium at any given time. Physical distancing must be maintained.

Outdoor classroom space is being provided this year. Physical distancing and COVID protocols will be adhered to at all times.

Employees and Visitors

- *Employees are required to wear facial coverings at all times when in the common areas and face-to-face meetings. Facial coverings may be removed in the classroom or office when the employee is alone.
- *Visitors to Holy Family School are required to wear a facial covering at all times. Visitors must provide their own facial covering. Visitors will be met at the door if they do not have a facial covering; they will not be permitted to enter the building.
- *Anyone exiting the building must make sure door is properly closed to permit anyone entering the building unannounced.
- *Hand Sanitizer or wipes will be available in every classroom and located near doors of the school. Hand sanitizing stations will be set up throughout the building as dictated by COVID and CDC protocols.

Expectations of Employees

The Center for Disease Control has identified the following COVID-19 symptoms: fever, cough, shortness of breath or difficulty breathing, chills, shaking with chills, muscle pain, headache, and sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea. These symptoms may appear 2-14 days after exposure and may range from mild to severe.

*Employees exhibiting these symptoms should stay home out of an abundance of caution.

*If at any time a doctor confirms the cause of their fever or other symptoms is NOT COVID-19 and approves them to return to work, then the employee can return.

*Employees may be required to present a release from the doctor to be allowed back to school.

In addition to adhering to the above guidelines, employees are expected to practice good hygiene. For example:

**Frequent washing and sanitizing of hands

**Avoid face touching, sneeze or cough into a tissue or the inside of the elbow.

**Frequently disinfect used items and surfaces.

**Stay home if feeling sick, symptomatic, or have been exposed to COVID 19.

**Contact and follow the advice of your medical provider if feeling sick.

*Staff is required to supply their own face coverings.

*Facial coverings will be worn while moving about the building.

*Morning attendance and lunch count will be emailed every morning by 9:00 a.m.

*Lunch will be in the cafeteria separated by grade levels and will need to be monitored.

*Fire, tornado, and lock down drill will be practiced.

*Rest room breaks and recess times will have to be scheduled for all grades. They will need to be cleaned during the day.

*Allow students to vent about COVID and refer to Pathways

Students

*Students need to be kept home if they were sick the night before or the morning of school. Students should be temperature free without taking fever reducing medications for 24 hours (a fever is considered a temperature at 100.4 or above). Students who have been exposed to someone with COVID 19 **MUST notify school of exposure immediately.**

*Students in Preschool and Playschool will use the Winchester Avenue entrance. Students in K-4 will use the gym entrance by the church and school, and students in grades 5-10 will use the Carter Avenue entrance. K-4 will go to the gym and remain in their designated seating until first bell. 6- 10 Students will go directly to their classrooms. At the end of the day students will exit the same doors they entered; with the exception of those going to After School Program.

*Preschool and Playschool will follow the same guidelines plus any set by the CDC (Center for Disease Control and Prevention) with regards to Childcare Program.

*Mass will be by grade level in person following mandated protocols.

*Hand Sanitizer dispensers will be located just inside the middle and high school classroom doors for use when entering or exiting the rooms. According to Health Code mandates Hand sanitizer must be kept out of the reach of students from Playschool through 3rd Grade, therefore hand sanitizer will be administered by an adult when needed.

*Students are required to bring their own facial covering daily. (Dependent upon Governor Mandates as to if they need to be worn in the classrooms)

*Students will be required to wear facial coverings when out of their classroom. (All common areas, for example: hallways, restroom, cafeteria, and transitioning) Students will not have to wear facial covering at this time outside.

*Classroom desks and chairs will be sanitized before transitioned students are seated. Student desks will adhere to physical distancing mandates until protocols change.

*Students will eat lunch in the monitored cafeteria.

*Students may bring a back pack and a lunch box to school. The “no sharing” guidance would apply and students would have a place to store them separately from each other. It would be best to buy items that can be washed and cleaned

regularly.

*Students will use lockers for coats, hats, gloves, backpacks, and lunch boxes.

*Books can be stored in the classrooms.

*For Physical Education classes students in grades 4-9 will wear their gym uniform that day to school. Shorts during summer months and sweats during colder months can be worn.

*Music classes will be held in the classroom or outside.