



2020-2021 SCHOOL PLAN: COVID-19



Diocese of Colorado Springs
WWW.DIOCS.ORG

TABLE OF CONTENTS

Executive Summary.....	3
Timeline.....	3
Diocesan Academic Calendar.....	4
Overview of Protocols.....	5
General Protocols.....	6
Social distancing.....	6
Student cohorts.....	6
Staff protocols.....	7
Health protocols.....	8
Shared spaces.....	9
Visitor / Volunteer.....	10
Travel.....	10
Cleaning.....	10
School Routines.....	12
Drop off / pick up.....	12
Lunch / recess.....	12
Specials.....	12
Before School/After School Care.....	13
Distance Learning.....	13
Acknowledgement Form.....	14

EXECUTIVE SUMMARY

Corpus Christi Catholic School, in conjunction with the Diocese of Colorado Springs, has written the following Return-to-School Plan. The rationale behind this plan is to provide school families, faculty and staff with the necessary Elements to address health protocols due to the impact of COVID-19 while providing the best possible learning environment for our students.

The CCCS School Plan 2020-2021 is in line with the recommendations from Governor Polis, the El Paso County Health Department, the Center for Disease Control and Prevention and the Colorado Department of Education. As the guidelines from these organizations change and update, so will the Plan. Additionally, the Plan incorporates feedback from our CCCS parents through the Diocesan survey from June 2020.

Since guidelines can change based on health circumstances, the latest updates will be sent out via email to parents and staff, as well as posted on the School’s website at CorpusChristiCOS.org/school and the School Facebook page and Instagram.

Thank you for your ongoing support in keeping our kids and staff safe!!!

Peace,
Anneliese Degenhart, principal

TIMELINE

Phase	Timing	Items
Planning	June	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building for reopen with a thorough cleaning
Phase 1	June/July	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> • Expand use of school, based on recommendations and data from applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from applicable local and state agencies • Determine what restrictions/guidelines stay in place

DIOCESE OF COLORADO SPRINGS ACADEMIC CALENDAR



Unified Catholic Schools of the Diocese of Colorado Springs 2020-21 Academic Calendar*

*Subject to change. Visit www.USCCSCL.org for the latest updates.

Diocesan Educational Dept. 174

Revised February 2020

Month	Day	Event
July	30	Principals' Meeting
August	3	Teachers Report
	4	New Teacher Orientation (9a-3p)/ Church History (9a-3p)
	7	All Schools Teacher In-service
	10	ACI Retreat
	12	First Day of School (Early Release)
September	7	Labor Day Holiday (SCHOOLS CLOSED)
	19	Principals' Meeting
	21	SAC New Member Training (Asc Maria, 8:00 to 10:00 a.m.)
	22	SAC New Member Training (St. Peter, 6:00 to 8:00 p.m.)
October	2	Children's Eucharistic Holy Hour
	8	Principals' Meeting
	9	End of First Quarter
	12	Columbus Day (SCHOOLS IN SESSION)
	14	Parent Teacher Conferences (Early Release)
	15	Parent Teacher Conferences (SCHOOLS CLOSED)
	16	SCHOOLS CLOSED
November	5 & 6	Principals' Retreat/Meeting (El Tesoro Retreat Center)
	11	Veterans' Day (SCHOOLS IN SESSION)
	23 - 27	Thanksgiving Holiday (SCHOOLS CLOSED)
	30	CLASSES RESUME
December	8	Immaculate Conception
	17	Principals' Meeting
	18	End of Second Quarter (Early Release)
Dec. 21 - Jan. 1		Christmas Holiday (SCHOOLS CLOSED)
January	4	Teacher Work Day (SCHOOLS CLOSED)
	5	CLASSES RESUME
	18	Martin Luther King Holiday (SCHOOLS CLOSED)
	21	Principals' Meeting
Jan. 31 - Feb. 6		National Catholic Schools Week
February	5	All Schools Mass (St. Dominic Catholic Church) (Early Release)
	11	Parent Teacher Conferences (Early Release)
	12	Parent Teacher Conferences (SCHOOLS CLOSED)
	17	Presidents' Day Holiday (SCHOOLS CLOSED)
	16 - 26	Iowa Assessments
	17	Ash Wednesday
	18	Principals' Meeting
March	5	End of Third Quarter
	18	Principals' Meeting
	22 - 26	Spring Break (SCHOOLS CLOSED)
	29	CLASSES RESUME
April	1	Holy Thursday (Early Release)
	2	Good Friday (SCHOOLS CLOSED)
	5	Easter Monday (SCHOOLS CLOSED)
	15	Principals' Meeting
Apr. 19 - 23		Religion Testing
May	6	Principals' Meeting
	12	8th Grade Baccalaureate Mass Practice
	13	8th Grade Baccalaureate Mass (8:00 p.m.)
	21	LAST DAY FOR STUDENTS (Early Release)
	24 - 28	Teacher Work Day/Local In-Service/Faculty Check Out

https://corpuschristicos.org/wp-content/uploads/2020/05/2020-21_DIOCS_Academic_Calendar_Admin.pdf

Last Updated: July 6, 2020

OVERVIEW OF PROTOCOLS

2020–2021 School Plan for Covid-19



GENERAL PROTOCOLS



SOCIAL DISTANCING

Practice Social Distancing (6ft apart)
Marked Traffic Flow for Hallways
Encourage Single File Lines
Limit Interactions/Gatherings
Facial Masks "While Moving" Expected



STUDENT COHORTS

Students Assigned to Homeroom Cohort
Students Will Remain with their Cohort throughout the School Day
Cohort will Travel Together to Mass, Lunch, Recess & Specials
Individually Labeled Supplies



STAFF PROTOCOLS

Daily Self-Screening & Temperature Checks
Use of Personal Protective Equipment (PPE) (i.e., face protectors, masks, shields, gloves)
Extra Hygiene Measures
Additional Classroom and Workstation Cleaning

HEALTH PROTOCOLS



HEALTH SCREENINGS

Students will be temperature check each morning when exiting parent's vehicle and before going to lunch.

Teachers will be temperature check each morning before going to their classrooms.

Temperatures must be less than 100.4 degrees Fahrenheit.

HAND WASHING & PERSONAL HYGIENE

Increase hand washing and personal hygiene practices.



CLEANING/SANITIZING

High-traffic/Common Areas will be cleaned multiple times a day (i.e., door handles, sinks, drinking fountains, etc).

All supplies & materials used will be wiped down after use.

Employees will be encouraged to disinfect their workstation throughout the day.

Classrooms regularly disinfected with EnviroShield Disinfectant System. The school will maintain a clean and cluttered free environment.

Limited Number of Volunteers & Visitors allowed in the building.



SELF-SCREENING

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, and fatigue.

If you're sick or suspect yourself to be sick, it's best to stay home, self-quarantine or seek medical attention.

QUARANTINE ISOLATION ROOM

If a student displays symptoms, they will be quarantine in a designated room monitor by a staff member.

School Nurse will be notified and parents will be called to pick up their child immediately.



SCHOOL ROUTINES



DROP-OFF/PICK-UP

Parents will remain inside of their vehicle. Designated entrances for cohorts.

BEFORE/AFTER CARE

Provided by Innovation Learning. Protocols will be provided.



LUNCH & RECESS

One cohort per lunch period in the cafe.
Lunches will be a grab & go.

Students will social distancing in the cafe.

Sharing of food and drinks prohibited.

Student will thoroughly wash hands before and lunch lunch & recess.



DISTANCE LEARNING

Teachers, parents & students will be prepared to learn remotely either by choice or necessity.

If 1 member of a cohort displays Covid-19 symptoms then student & siblings will distance learn from home.

If 2 or more members of a cohort display symptoms then the cohort plus siblings will distance learn from home.

PLAN FOR RETURN TO SCHOOL FOR THE 2020-2021 SCHOOL YEAR

The following are the protocols to provide the safest environment for our students to learn.

GENERAL PROTOCOLS

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the Health and Human Services (HHS) recommended distance from others and eliminating contact with others whenever possible.

- Traffic Flow – Taped markings on the floor and/or wall will mark the walking direction throughout the campus to maintain the social distancing requirements. We will encourage walking along the wall on both sides of the hall in a single file line while distanced from the person in front.
- Interactions/Gatherings should be held only if essential (otherwise meetings will be held remotely). This includes morning and afternoon gatherings.
- Students and staff will practice social distancing going to and from the Church and while at Mass.

STUDENT COHORTS

Corpus Christi Catholic School will form cohorts of students by homeroom, who will learn and move together to the greatest extent possible throughout the school day. We will reduce contact between cohorts to reduce the incidence of exposure and possible transmission.

Rationale: Scheduling students in cohorts will reduce the degree of contact and minimize the need for contact tracing if a student or staff member is infected.

Reduced contact through social distancing has coincided with reduced transmission rates across many populations.

PROTOCOL

- Students will remain with their cohort throughout the day both within and outside of the classroom. Students are not to visit with students from another classroom outside of their cohort.
- Students will move throughout the building and other locations (Mass) following the social distancing policies put into place.
- Specials teachers for Music and Spanish will move to the classroom to prevent the need to clean between each class.
- Middle School and Junior High students will move between classrooms with cleaning in between classes.
- Students will sit at Mass, lunch, and attend recess in their cohort groups.
- Materials for each cohort will remain in the homeroom classroom with minimally shared supplies.
- Each member of the cohort will have individual supplies labeled with his/her name.
- Minimize the mixing between classes/cohorts as much as possible.

(STUDENT COHORTS--continued)

- Limit assemblies, gatherings, events, and activities to those that can maintain adequate social distancing and support proper hand hygiene.
- “Masks While Moving” will be expected; students and staff must have masks on when outside of the classroom. Masks are not required while outside for recess.
- It is strongly encouraged that each student have a clean mask for each day of the week.
- Temperatures will be taken a second time during the day by homeroom teachers prior to going to lunch.
- Students will use restrooms at designated times, and no more students should enter into a restroom at a time than there are sinks in the restrooms.
- Students will store their backpacks and coats on the coat rack (labeled with name) outside of the classrooms (Elementary) and in assigned lockers (middle school/junior high). Students are to access their items only.

Illness Within Student Cohorts

CCCS will have a designated quarantine room for those students who develop symptoms during the school day. This will be overseen by a staff member. Parents will be called and will need to pick their child up immediately. Parents will pick their child up through a designated entrance/exit to minimize possible visitor interaction

In the event that one student or teacher within a cohort is diagnosed with COVID-19, the student must quarantine for 14 days. Siblings of that student must also quarantine for 14 days. In the event that a second student within that cohort is diagnosed with COVID-19, all students within the cohort must quarantine for 14 days, including the teacher. Siblings of the second student must quarantine for 14 days as well. *See also Distance Learning.*

STAFF PROTOCOLS

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms and pass a temperature screening on campus entry (a temperature no greater than 100.4- degrees Fahrenheit will be allowable). Staff will self-report their temperature and symptoms each morning with a form that will be turned into the principal. Staff with notable symptoms while at home will be expected to report them to the principal and remain home.

Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

Masks and Shields: Face masks and/or shields are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. *Remember to wash your hands properly as it is the number-one defense against any virus.*

Last Updated: July 6, 2020

(STAFF PROTOCOLS--Continued)

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose or use the inside of your elbow when you cough or sneeze
- Properly remove gloves to reduce the risk of being exposed to contamination

Staff Illness

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest health center

Employees returning to work from an approved medical leave should contact their principal. You may be asked to submit a healthcare provider’s note before returning to work.

If diagnosed with COVID-19, an employee may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
2. Improved respiratory symptoms
3. Medical professional confirms release to return safely to work

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

HEALTH PROTOCOLS

Corpus Christi Catholic School will implement hygiene precautions throughout the day to mitigate potential transmission of illness (masks, hand washing, cleaning of surface areas, avoiding shared materials, social/safe distance, etc). In addition, Corpus Christi Catholic School will implement health protocols for screening, detecting and responding to exposure and infection.

Rationale: Current best recommendations from CDE and health agencies include, wearing masks, hand washing, avoid sharing classroom supplies, and cleaning of all hard surfaces throughout the building. In addition, screening for symptoms such as elevated temperatures, or contact tracing after exposure to infected individuals provides an additional layer of protection to district students, parents, and staff.

HEALTH SCREENINGS

- Teachers will be temperature checked each morning before going to their classroom
 - Ask the standard list of questions each Monday that is typically asked in the hospitals
- Students will be temperature checked each morning as they exit their car
 - Temperature must be below 100.4-degrees Farenheit with no fever reducing medication given prior. All temperatures 100.4-degrees and above will be recorded.

(HEALTH SCREENINGS--continued)

- Students will also be temperature checked at lunch before being allowed to enter the lunchroom.
- An attendance list will be kept for those students and teachers who display COVID-19 symptoms. This will be kept as a separate list from non-COVID-19 related absences.
- Immediate contact such as hugging, hand shaking, or holding hands will be prohibited
- Clean, sanitize, and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, refillable water stations) multiple times per day.
- Shared objects should be cleaned between use. Students may be responsible for cleaning their own space - supplies provided. However, there will be additional cleaning done by adults.
- Students will not share materials (i.e. crayons, scissors, etc.). Disinfect and sanitize education tools regularly (e.g. books, whiteboards, computers)
- Keep each child's belongings separated in individually labeled storage containers, cubbies, or taken home each day and cleaned
- Signs with information about proper hand washing procedures as well as proper hygiene procedures will be posted
- Staff members will be required to wear some form of face covering whenever possible
- Students will be highly encouraged to wear masks
- Everyone will be required to wear face covering when moving throughout the building and activities in the classroom where social distance is not maintained (group activities)
- Social distance in the classroom wherever and whenever possible.
- Students will bring a baggie each day to store their mask when not wearing.
- Hand Sanitizer will be available as students enter and exit the classrooms
- Additional hand-washing times will be scheduled

Shared Spaces

Since the school contains spaces within the school that will be shared, the following health protocols must be followed in order to minimize the exposure of COVID-19:

Cleaning of Commonly Touched Surfaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. These are to be used by teachers and adults. The site custodial team will clean all workspaces at their designated cleaning time. Additionally, professional cleaners will disinfect on a regular basis. Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces. There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

Limited Spaces

There could be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Office Capacity**-- persons in the front office should wear masks and maintain social distancing.
- Copy Machines --only one person is allowed to be at a copy machine at one time.
- Teacher's Lounge--social distancing and effective cleaning after use must be practiced

As of the writing of this document, masks are required of all staff and students when traveling outside of the classroom (in hallways, to and from specials, recess, bathroom, and lunchroom). While in cohorts, masks are not required. It is suggested that students either lower masks to necks when not in use or fold them and place in a pocket.

Please note that social distancing should still be practiced even with the use of gloves and masks.

VISITORS/VOLUNTEERS

Corpus Christi Catholic School will limit the number of volunteers and visitors: All visitors must receive permission prior to a scheduled visit; and all visitors must check into the main office prior to entering the main classroom areas.

Rationale: There is no way to guarantee that visitors have not been in contact with infected individuals. By limiting the number of visitors and volunteers, we can prevent, as much as possible, the spread of COVID-19.

PROTOCOL

- All visitors must receive prior permission to visit the school
- Parents will no longer be allowed to eat lunch with their children
- All visitors and volunteers will be temperature checked before entering the building
- Visitors will be asked the standard questions before their scheduled visit
- All visitors and volunteers must wear the appropriate documentation indicating they were temperature checked and are approved to be in the building
- All visitors and volunteers must wear masks.
- If a child is late to school, the parent must still sign his/her child in, but must follow required health protocols. The parent may not walk his/her child to class.

TRAVEL

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Diocese of Colorado Springs. Employees should endeavor not to travel anywhere two weeks prior to the start of school. In addition, students will be asked on the weekly questionnaire about potential travel.

CLEANING

FACILITIES CLEANING: The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Office	At the end of each use/day
Electronic Equipment	Copier machines, Shared computer monitors, Chromebooks, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess
Common Areas	Library, Gym	At the end of each use/day; between groups

School Procured Additional Supplies

Item	Quantity	Notes
Hand Pump Sanitizer	1/classroom; 1 front office; 1 gym	To be refilled as needed
Staff Gloves	1 box per classroom	To be used by the teacher when cleaning surfaces or working with students with suspected illness
Cleaning solution	1 sprayer per classroom	Bleach-based
Restroom soap dispenser	1/per restroom	To be refilled as needed
Face Masks	1 per staff member	
Face Shields	1 per staff member	
Face Masks	Bulk	Disposable for students or volunteers who forget their masks.

Supplies Provided by Families/Students

Item	Quantity	Notes
Face Mask (masks must be washed between use or be disposable and a new mask must be used)	1 per day	
Distributed school supply list	Various	Per grade level

SCHOOL ROUTINES

DROP OFF/PICK UP

Drop Off time will be from 7:25-7:40 a.m. and will take place on the west-side of the school (Preschool through Kindergarten) and the east-side of the school (1st through 8th grades). There will be a marked unloading zone. Each grade will be assigned an entrance/exit door. Parents must stay inside their car. Teachers will take each student's temperature upon exiting the car, and below 100.4-degrees Fahrenheit, the teacher will direct the student to enter the building. Students will go straight to their classrooms.

Pick up time will be from 2:45-3:00 p.m. on the same side of the school as Drop Off. Students will be loaded into their cars within a designated loading zone.

More detail along with a map will be provided at a later date.

LUNCH/RECESS

Corpus Christi Catholic School will operate a food service adapted to a grab-and-go model rather than a conventional lunchroom with large-quantity serving lines.

Rationale: Providing a mobile meal service, either through pickup or delivery of packaged meals, will support the cohort model for student learning and mobility. Providing meal service will afford those that don't pack their own lunch an opportunity for a nutritious meal.

PROTOCOL

- CCCS will provide grab-n-go lunches for students to prevent students from standing in lunch lines.
- Grab-n-go lunches will be peanut free.
- Students will be socially distanced in the lunchroom.
- Classroom teachers will check off the student in Teacherease as the student picks up his/her lunch.
- Sharing of food and drinks will be strictly prohibited.
- Cohorts will sit in different areas to keep students socially distanced
 - Outside patio
 - Lunchroom
 - Front of building
- Only one cohort at a time will be allowed in the cafeteria. The cafeteria will be thoroughly cleaned after each cohort.
- One to two cohorts will be allowed on the playground at one time, depending on the sizes of the cohorts. If one cohort is on the playground at one time, they will be acceptably distanced.

SPECIALS CLASSES

Students will participate in Specials Classes. Students will travel to the gym or outside for Physical Education (P.E.) classes. Physical education will be structured to limit activities to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs and equipment after each P.E. class. .

The Specials teachers who teach Music and Spanish/Foreign Language will travel to the students' classrooms. Art will be taught by the homeroom teacher so as to best align curriculum with fine arts. Students will be socially distanced as much as possible. Students will be required to wear masks in classrooms where social distancing is challenged

Middle School & Junior High Travel: Students in middle school and junior high will travel as a distanced cohort to the teacher's classroom of each subject area. Travel will be staggered and students will wear masks while traveling. The classrooms will be sanitized between each cohort.

BEFORE & AFTER SCHOOL CARE

Hours of Operation: Before care: 6:30-7:30 a.m.; After care: 2:50–6:00 p.m.

Before & After School Care will be provided by Innovation Learning. This partner company will follow the regulations of Colorado Office of Early Childhood regulations under which they are licensed for group sizes and combinations of age groups.

DISTANCE LEARNING

Corpus Christi Catholic School will continue to provide remote learning options for those families who request remote learning at this time OR if Corpus Christi Catholic School needs to move to remote learning for a student population during the school year at any given time.

Rationale: Our survey results show that some families would prefer remote learning because of immunocompromised situations, or current comfort level. By continuing remote learning, Corpus Christi will remain ready to provide remote learning if at any time throughout the year it becomes necessary.

PROTOCOL

- Teachers will integrate strategies implemented during distance learning such as Google Classroom, video recording and conferencing, and Google Calendar (in place of printed planner)
- Continued training for teachers so that the student and teachers time is used most efficiently and effectively for each student
- Equipment purchased for each classroom will be utilized by each teacher to provide simultaneous learning in and out of the classroom.
- Instruction will be recorded for those that need review in or out of the classroom.
- If there is a need to transition to whole cohort distance learning, then the transition will be seamless
- Expectations of students and parents will be communicated at the beginning of the school year to provide the best possible outcome for student learning
- Teachers will work with the student and family of the distance learner to coordinate times when the student will need to "join" the class virtually.
- Preschool and PreK students will continue to attend school as normal even if K-8 students move to remote learning unless there are confirmed COVID-19 cases in the preschool cohorts.
- Attendance will be taken daily and documented.
- Students who participate in distance learning will maintain responsibility for their learning as if they were attending in person.

School Plan: COVID-19 Acknowledgement and Disclaimer Form

Due to the nature of the basis of the CCCS Contingency Plan, namely COVID-19, all school policies and procedures as detailed in this document are subject to change based on the guidelines from the governor, health departments and diocese. I understand that the Contingency plan supersedes any listed procedures/plans written in the family handbook for the 2020-2021 school year.

By signing this, I agree to regularly review and check for updates and changes sent via email to parents and staff, as well as posted on the School's website at CorpusChristiCOS.org/school and the School Facebook page and Instagram. I also acknowledge that as the law continues to change, CCCS will adapt its practices to be in compliance.

Parent(s) Signature: _____ Date: _____

Parent(s) Signature: _____ Date: _____