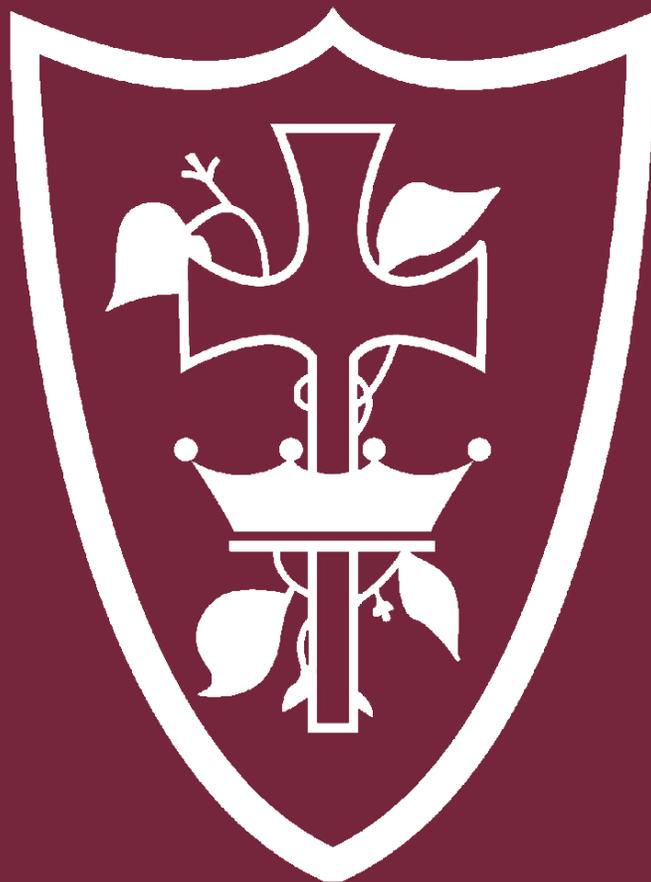


St. Martha
Catholic School



St. Martha Catholic School
Plan for Returning to School
2020-2021 Academic Year
Update as of August 17, 2020

Introduction

Dear Parents,

St. Martha Catholic School is committed to responding to the unprecedented and ever-changing effects of the COVID-19 pandemic with the well-being of our students, staff, school and local communities in mind as we continue to provide an excellent Catholic education by developing mind, heart, and spirit even in the challenging times we are experiencing.

We are dedicated to providing the safest and most effective methods of learning and instruction while balancing the greatest sense of normalcy for students, faculty, staff, and parents. We aim for clear planning and vision as we continue to develop students to their fullest potential in an environment permeated with Gospel values.

This summer has been spent in planning the reopening of school in the fall. We have benefitted from the expertise of local authorities, the Catholic School Office, the Texas Catholic Conference of Bishops– Education Department (our governing agency) and medical experts from our own community.

We will reopen classrooms and continue to provide our students with the highest quality Catholic education available. We will also provide a synchronous learning model that includes both classroom and remote learning simultaneously.

This planning tool is intended to be a fluid, frequently updated document that helps communicate the current plans in our ever-shifting reality. It is designed to reflect our approach, given the latest information from national, state, and local public health experts regarding COVID-19 disease transmission and mitigation strategies. **The information contained within is subject to change at any time as new information emerges** from the [Center for Disease Control \(CDC\)](#) and the [Texas Department of State Health Services \(Texas DSHS\)](#) and in accordance with updated guidance from the [Texas Catholic Conference of Bishops Education Department \(TCCB ED\)](#), the [Archdiocese of Galveston-Houston](#), and our local government and county health officials.

PLEASE NOTE: This is a fluid document that is currently based on the most recent guidelines provided by the CDC and TCCB-ED. This document may change due to the ever-evolving conditions within our community. Updates will be immediately sent to parents via Flocknote if needed.

Yours in Christ,



Jessica Munscher, Principal

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Update

This version reflects updates as of August 17, 2020.

Returning to School: 3 Contingencies

In light of the ever-shifting situation, we have planned for multiple arrangements for teaching and learning, including smooth transitions between options, if needed.

There are 3 possibilities outlined below for the SMCS 2020-2021 school year. The pages that follow contain further details on each contingency as of August 7, 2020.

Traditional School Setting

FACE-to-FACE:

For our students who will return to our campus, there are primary logistics and planning considerations that we have addressed including entrance protocols, social distancing, scheduling, social and emotional support, and more.

- **Screening to enter school**
- **Masks worn on campus**
- **Touchless Water Bottle Filling Stations**
- **Only essential visitors admitted to campus**
- **Limited extracurriculars**
- **Extra campus sanitization**

Combination School Setting

SYNCHRONOUS:

In the event that parents are not comfortable sending their children to school, we will provide a synchronous learning model. Teachers will concurrently teach students in their classroom and provide a livestream to those who may not be able to be in class.

(Note both the list on the left and the list on the right.)

Non-Traditional School Setting

REMOTE:

In the event that school administration, government, or Archdiocesan authorities deem it necessary to close our school, teaching and learning will continue to occur within the guidelines of our Continuity of Learning Plan.

- **No campus access**
- **Chromebooks for 3rd - 8th grades**
- **Live, online instruction for all**

Further Details on Different Contingencies

Traditional School Setting – FACE-to-FACE

For our students who will return to our campus, there are primary logistics and planning considerations that we have addressed including entrance protocols, social distancing, scheduling, social and emotional support, and more.

Attendance

If school is open, attending in-person will not be the only option. Distance learning will be provided. Grades will be given and attendance taken in both scenarios.

Screening Protocols

Twice daily temperature checks and COVID-19 questionnaires for all students and staff will be performed. Frequent handwashing and use of hygiene stations during the day, including both before and after lunch, P.E., and recess are required. It is imperative that parents evaluate their child and submit the online COVID screen form for each student on the Family Portal before bringing them to school. 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 (72 hours fever free before return to school.)
 - 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
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
-

Extracurricular Activities

Athletics have been postponed until January, along with all other extracurricular activities.

Technology Protocols

Technology needs are being updated to accommodate for a one to one Chromebook initiative in grades 3-8. Training will be provided by teachers. The SMCS Technology Department will supply support services/more training when needed throughout the year and provide instructional technology help for teachers and students.

Further Details on Different Contingencies

Traditional School Setting – FACE-to-FACE

Exclusion and
Readmittance
Procedures for
Possible COVID-19
Cases

SMCS is following the guidelines of the Center for Disease Control (CDC), as well as directives from the Texas Catholic Conference of Bishops Education Department (TCCB-ED), which include:

1. Immediate isolation and removal from campus of any employee or student who has new or worsening signs or symptoms of possible COVID-19 and/or known close contact with a person who is lab-confirmed to have COVID-19.
2. In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following guidelines are met: 1) At least 10 days have passed since symptoms first appeared; 2) At least 3 days (72 hours) have passed since recovery including resolution of fever without the use of fever-reducing medications; 3) Improvement in symptoms (e.g., cough, shortness of breath). If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period, the individual must obtain a note from a medical doctor licensed in Texas clearing the individual for return based on alternative diagnosis or receive confirmation that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at tdem.texas.gov/covid-19/.
3. An employee or student with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to school until the end of a 14 day self-quarantine period from the last date of exposure.

Positive Case and
Campus Closure

If an individual who has been in a school is lab-confirmed to have COVID-19, St. Martha will notify our local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). We 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. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, we will 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 in any on campus activities.

Further Details on Different Contingencies

Traditional School Setting – FACE-to-FACE

Emergency
Response for
Confirmed COVID-19
Case in School

When SMCS identifies that someone with a confirmed case of COVID-19 has *entered a school building*, the following procedures will be observed:

- We will notify and coordinate with the local health department as the local health department will be abreast of the latest required guidance for appropriate responses to COVID-19.
- We will notify the Catholic Schools Office.
- We will be prepared for dismissal of students and staff for a 2-5 day minimum. The local health department will likely advise an initial short-term dismissal to allow time for tracing and required cleaning. Partial school closures are possible if affected areas are limited and can be closed off. Longer term dismissals may be advised. Partial or full closure would apply to the Before and After School Program. Extra-curricular activities and/or events will be cancelled as well in the event of required school dismissals.
- We will communicate with staff, parents, and students. Communication will maintain confidentiality of the student or staff member as required by ADA and FERPA. Communications will be done in consultation with the Catholic Schools Office and the Office of Communications and will be consistent with SMCS's Crisis Communications Plan.
- We will conduct a transition to Remote - Distance Learning, if required.
- We will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, we will open outside doors and windows for a period of time and if possible will wait up to 24 hours before beginning cleaning and disinfecting, following instructions from the CDC.
- We will coordinate with the local health department for active disease surveillance and a safe return to school operations.

Personal Protective
Equipment (PPE)

Masks and/or face shields will be required for all staff and students in K-8th grade on campus. SMCS teachers and students will be asked to provide their own face masks on a daily basis but these items will be available on campus for teachers and students who forget to bring their own. The students may wear breakaway lanyards to attach to their mask to secure their mask during lunch.

Tutors and
Accommodations

In-person tutoring will be limited on campus here at SMCS.

Students on an approved Catholic Accommodation Plan will continue to receive these accommodations and will be monitored by our Instructional Coordinator, whether students learn in-person or distanced.

Further Details on Different Contingencies

Traditional School Setting – FACE-to-FACE

Social Distancing	<p>Student desks in the classrooms will be arranged 3-6 feet apart, depending on the size of the classroom and number of students.</p> <p>Standing spaces in hallways will be marked, including a line down the middle of the hallway to denote one-way, directional walking. Teachers will travel from room to room to teach while students remain in the classroom. There will be a leveling of classes only for 6-8th grade math and science. “Brain Breaks,” including the use of movement, will be given to the students so that they will not be sitting the entire day.</p> <p>Both P.E. and recess will be provided during the school day using appropriate social distancing.</p>
School Liturgies	<p>Mass will be held weekly on Wednesdays at 8:15am. No outside visitors will be permitted for school Mass in the Activity Center. We will be following the guidelines set by the Cardinal regarding social distancing and the wearing of masks. Students will take turns attending each week due to accommodate our reduced capacity in the AC. For students who are not scheduled to attend in a given week, Mass will be live streamed in their classrooms. Students will be required to wear Mass uniforms on all school Mass days, regardless of whether they will be participating in Mass in-person.</p>
Student Support	<p>SMCS has a counselor on staff that is available to provide resources for students and families.</p>
Lunch	<p>Students in grades K-8 will eat lunch in the FLC. Seating capacity will be reduced by 50% at each table so that students can eat together, socially distanced. Tables and chairs will be cleaned and sanitized between uses.</p>
Water Bottles and Water Fountains	<p>Students should carry a reusable water bottle to school each day. Our school has installed touchless bottle filler stations at each fountain. The water fountain mouthpieces are not to be used this year; due to a concern over sanitary conditions associated with the use of a communal water source.</p>
Before and After School Program (BASP)	<p>At this time, BASP will only be available to the children of essential employees, and is scheduled to begin on August 17. This will minimize the risk of contagions across grade levels. We ask that if you are not an essential employee, you pick up your children promptly at the end of the school day.</p> <p>Essential workers have been defined by the CDC. Please see the list of identified jobs here: https://www.federalreserve.gov/supervisionreg/srletters/SR2006a1.pdf</p> <p>We are updating BASP registration documents to reflect this, as well as asking parents to list their essential job.</p>

Further Details on Different Contingencies

Traditional School Setting – FACE-to-FACE

Arrival & Dismissal Procedures

Carline drop-off and pickup will be the only option for students in grades K-8. Park and Walk will be the only option for students in Pre-K. Families should submit the electronic COVID screening form on the Family Portal for each student prior to bringing students to campus. Temperature checks will be conducted upon arrival in the classrooms (the accuracy of our touchless thermometers can be affected by direct sunlight and air conditioning in vehicles.)

Dismissal will begin at 3:00 p.m. for preschool students via Park & Walk, and 3:15 p.m. for K-8 students via car line.

Families with both Pre-K and K-8 students will need to utilize both methods of picking up their students. We are dismissing a bit earlier to allow parents to pick up Pre-K children first in the park and walk line, and then circle around to the carline. Since all children are remaining in homerooms, we do not have extra staff to escort students through the building to an alternate dismissal area. Also, we are trying to limit shared spaces among students, including dismissal areas.

Campus Sanitization

Continuous cleaning during the day will be provided by our own custodians and staff. Commonly touched surfaces will be sanitized multiple times per day with Virex II 256, a CDC approved disinfectant. Deep cleaning and sanitizing of all areas used during the day will occur after school hours by the contracted company, PJS. Our facility also uses higher rated pleated merv filters to ensure clean air circulation.

PJS has contracted SRP Environmental Industrial Hygiene to certify both their electrostatic process as well as the chemicals they are utilizing. As more and more companies pivot their services to disinfection, no more than ever is it important to hire a contractor that is certified to perform a high level of disinfection, protecting our students, faculty, and staff.

As confirmed cases of COVID-19 rise, a focus will be put on frequently touched surfaces. PJS will Electrostatically spray all areas utilizing Refresh, a chemical rated by the EPA as effective against COVID-19 in less than 10 minutes. PJS will then apply Razor through a fogging mechanism, an inhibitor that leaves a microscopic antimicrobial coating on applied surfaces for up to 90 days. St. Martha will treat all “suspected” cases as “confirmed” cases.

Safety Data Sheets (SDS) are available upon request.

Further Details on Different Contingencies

Combination School Setting – SYNCHRONOUS

In the event that parents are not comfortable sending their children to school, we will provide a synchronous learning model. Teachers will concurrently teach students in their classroom and provide a livestream to those who may not be able to be in class.

Attendance	The distance learning format will require students to be engaged in learning each school day and will need each student to show progress daily and submit assignments to be marked present. Daily attendance will be taken by homeroom teachers and recorded in FACTS.
Materials	If a student is unable to attend school in-person, SMCS will provide all the same instructional materials provided to those students participating in on-campus learning. We will schedule time for distance learning students to pick up their school supplies and books.
Collection of Assignments	If a student is unable to attend school in person, the teacher will make arrangements with the student's parents on the best way to collect assignments.
Evaluation of Course Material Mastery	Determined through evaluation of in-class work, quizzes, and tests for on-campus students. For off-campus students, evaluation will be via the student's independent work and assessment via Zoom class meetings.
Standardized Testing	The IOWA and CogAT tests will be administered in the Spring of 2021.
Technology Protocols	Technology needs are being updated to accommodate for a one to one Chromebook initiative in grades 3-8. Distance learning instruction will utilize varied platforms based on the grade level but will be similar to the platforms used last year including Seesaw and Google Classroom. The platform will be consistent within each grade level, but may vary from grade level to grade level. Training will be provided by teachers. Zoom is currently the preferred video conferencing platform for PreK-8 th grade.
Screening Protocols	For on-campus students and staff, see previous description. For students who are not able to attend class in-person, it is recommended that parents monitor their temperature on a regular basis.

See pages 3-7 for information on the on-campus components of a synchronous contingency.

Further Details on Different Contingencies

Non-Traditional School Setting – REMOTE

In the event it is necessary to close our school, teaching and learning will continue to occur within the guidelines of our Continuity of Learning Plan.

Attendance	Daily attendance will be taken by homeroom teachers through documented completion of daily assignments.
School Liturgies	School liturgies will be live-streamed to students.
Platform	Distance learning instruction will utilize varied platforms based on the grade level but will be similar to the platforms used last year including Seesaw and Google Classroom. The platform will be consistent within each grade level, but may vary from grade level to grade level.
Materials	During distance learning, teachers will provide all necessary instructional materials for students. If packets of work are necessary, instruction for distribution and return will be communicated to parents.
Collection of Assignments	The process of collecting assignments will be communicated by teachers to both parents and students.
Devices and Bandwidth	Chromebooks will be provided for 3 rd -8 th grade. Parents should make sure there are sufficient devices in the home as well as the bandwidth to support distance learning and work from home. If families are in need of devices, please contact the school for accommodations.
Evaluation of Course Material Mastery	During distance learning, evaluation will be via the student's independent work and assessment during class meetings.
Standardized Testing	During distance learning, the IOWA test will not be administered.
Instruction	Distance learning will provide live video instruction, Q&A opportunities, and independent work that mirrors in-person learning to the greatest degree possible.

Further Details on Different Contingencies

Non-Traditional School Setting – REMOTE

Technology Resources	Students in 3 rd -8 th grade will be assigned their own Chromebook, provided by the school. The platform will be consistent within each grade level, but may vary from grade level to grade level. Training will be provided by teachers. Zoom is currently the preferred video conferencing platform for PreK-8th grade. The SMCS Technology Department will be available via telephone, email, and live video conferencing to answer teacher/parent/student questions and respond to teacher/parent/student tech emergencies.
Accommodations	Accommodations will be offered for distance learning.
Exclusion and Readmittance Procedures	For distance learning, SMCS teachers and staff will work with families to make sure that students who test positive for COVID-19 have the time that they need to rest and recover before resuming distance learning.

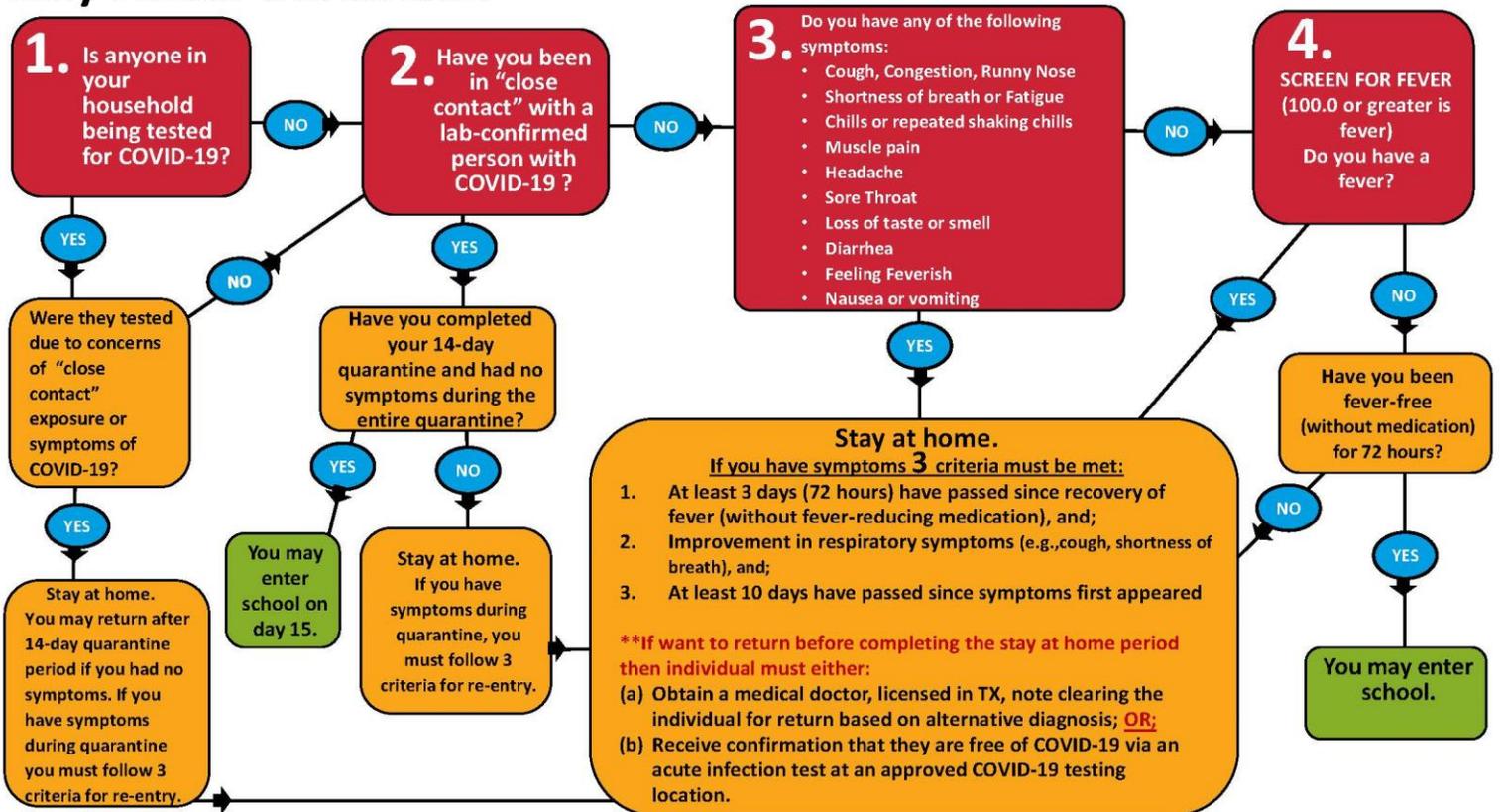
May I Enter the School?

As we return to school, it will be important for each parent, student, and staff member to carefully assess whether they may safely return to campus. This flow chart describes the decision-making process by which individuals should determine whether or not they should stay home or return to campus. You can also access this flow chart at <https://stmarthacs.org/covid-19-response>.

May I enter the school?

Start with the 4 red questions below...

Updated August 7, 2020



This is a fluid document that is currently based on the most recent guidelines provided by the CDC and TCCB-ED. This document may change due to the ever-evolving conditions within our community.

Updates will be immediately sent to parents if needed.

The school's leadership team has been diligently working throughout the summer months in consultation with medical and upper management experts within our community in order to complete the above Returning to Learning plan. We are grateful to our community experts for their time and sharing of their expertise.

We will continue to prayerfully and carefully navigate this situation, while staying true to our mission to provide an excellent Catholic education by developing mind, heart, and spirit as we share in community to form witnesses who transform the world.