

**St. Mary's Catholic School**  
**Community Health Safety Plan**  
**for 2020-2021**



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Dear St. Mary's Catholic School Families –

At St. Mary's, the safety and well-being of our community is our top priority. In light of the current COVID-19 pandemic and in accordance with guidance from the Centers for Disease Control and Prevention, Texas Education Agency, Texas Catholic Conference of Bishops Education Department, and the Diocese of Tyler, we are implementing the following Community Health Safety Plan to ensure the safety of the students, faculty, and staff on our campus for the 2020-2021 academic year. It is important to note that we will continue to respond to guidance from the Bishop, the Governor and state and local governments. These plans are based on the most current information that we have today. Changes to our community health situation may necessitate changes to our procedures. We will keep you informed as the situation or any protocols change in response to new information.

Our Community Health Safety Plan is based around four foundations: monitoring and responding to student and faculty health; mitigating unnecessary risk; following specific cleaning and disinfection protocols; and finally, providing virtual learning options available for students/families who need them or for the entire school in the event of a mandated shutdown.

We are depending on every member of our community to maintain open lines of communication and make decisions with the health and well-being of the school community in mind. I take this opportunity to remind every member of our school community that the decisions that we are each making now, regarding our own social interactions, have the potential to impact not only our immediate circles, but also the larger circle of St. Mary's. Our fundamental goal this year is to keep school open and to be able to provide face-to-face learning for those students/families who chose that option. We can only accomplish this goal if we all work together.

Thank you in advance for your active assistance in this endeavor.

God Bless,

Darbie

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The Community Health Safety Plan (CHSP) was developed to address communicable diseases, such as COVID-19, a respiratory illness caused by novel (new) coronavirus. We continue to monitor the spread of COVID-19 by receiving regular updates and guidance from local, state and federal agencies regarding communication, prevention, response and mitigation efforts. Direction and guidance have changed and continues to evolve based on new information across the state and local community. Changes to our community health situation may necessitate changes to our procedures. We will keep you informed as much as possible.

## COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

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° Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills, shaking or exaggerated shivering
- Sore throat
- Congestion or runny nose
- Significant muscle pain or ache
- Diarrhea or Nausea or vomiting

## Protocols for Screening and Isolation

All students and staff will be screened for COVID-19 symptoms regularly and individuals who present with symptoms will be separated for further evaluation.

- **Screening** includes answering questions based on symptoms and risk factors, as well as temperature checks.
- **Isolation** includes transferring students and personnel who display symptoms of COVID-19 to a secure onsite location for an additional evaluation. Those deemed ill will need to be picked-up or leave campus within 30 minutes of notification. A letter of notification will be sent to all students/families who may have been affected by a symptomatic (probable) case or lab-confirmed (active) case of COVID-19 with information on appropriate protocols for the specific situation. Additional disinfecting procedures will take place as needed and as determined by school administration in accordance with the level of risk.
- **Close Contact** refers to anyone who has had “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, **close contact** is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative total duration of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the person is isolated
- c. additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

## **Individuals Confirmed or Suspected with COVID-19**

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - iii. at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) **obtain a medical professional's note clearing the individual for return based on an alternative diagnosis** or (b) **obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19).**

## **Identifying Possible COVID-19 Cases on Campus**

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## Protocols for Face Coverings

Protective measures, including the use of face coverings, will be determined by the level of disease activity of COVID-19. The disease activity level categories below are based on the recommendations of local and state health officials. Each Sunday afternoon, the COVID-19 activity level for the upcoming week will be assessed and posted by school administration and communicated with students, parents, and staff. Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to school administration.

### Disease Activity Levels\*

|                     |   |
|---------------------|---|
| <b>Substantial</b>  | <b>At least two of the following are true</b>   |
|                     | Number of new cases per 100,000 people over the most recent one-week period is greater than 100   |
|                     | Percent of tests that return a positive result over the most recent one-week period is greater than 9.9%  |
|                     | Trend in new cases per 100,000 people over the most recent one-week period is INCREASING (by 15 or more cases) as compared to the prior one-week period                             |
| <b>Moderate</b>     | <b>At least one of the following is true</b>  |
|                     | Number of new cases per 100,000 people over the most recent one-week period is 26-100   |
|                     | Percent of tests that return a positive result over the most recent one-week period is 5.1%-9.9%  |
|                     | Trend in new cases per 100,000 people over the most recent one-week period is INCREASING (by 15 or more cases) as compared to the prior one-week period                             |
| <b>Minimal</b>      | <b>All of the following are true for two consecutive weeks</b>  |
|                     | Number of new cases per 100,000 people over the most recent one-week period is less than 26   |
|                     | Percent of tests that return a positive result over the most recent one-week period is less than 5.1%   |
|                     | Trend in new cases per 100,000 people over the most recent one-week period is STABLE (within 15 cases) or DECREASING (by 15 or more cases) as compared to the prior one-week period |
| <b>CDC Guidance</b> | <a href="#">Schools</a> , <a href="#">Administrators</a> , <a href="#">Infection Control</a>  |

\*School administration may consider additional, non-published data that is site specific when determining disease activity levels.

## Protective Measures\*

|  | Face Coverings  | Transmission Precautions   |
|--|---|--|
| <b>Substantial Or Under the guidance of an executive order</b> | Staff, visitors, and students will wear face coverings as feasible, especially when social distancing is difficult, including in classrooms           | School nurse and/or trained personnel will utilize appropriate Personal Protective Equipment (PPE) when in close contact with an individual with COVID-19 symptoms |
|  | Students will wear face coverings as feasible in hallways, common areas, during arrival and dismissal and while waiting for or riding on a school bus | Staff at high risk of coming into contact with blood, bodily fluids, secretions, and excretions will utilize appropriate PPE to mitigate potential transmission    |
|  |   | Students or staff displaying COVID-19 symptoms shall immediately don a face covering   |
| <b>Moderate Or Under the guidance of an executive order</b>    | Staff, visitors, and students will wear face coverings as feasible, especially when social distancing is difficult, including in classrooms           | School nurse and/or trained personnel will utilize appropriate Personal Protective Equipment (PPE) when in close contact with an individual with COVID-19 symptoms |
|  | Students will wear face coverings as feasible in hallways, common areas, during arrival and dismissal and while waiting for or riding on a school bus | Staff at high risk of coming into contact with blood, bodily fluids, secretions, and excretions will utilize appropriate PPE to mitigate potential transmission    |
|  |   | Students or staff displaying COVID-19 symptoms shall immediately don a face covering   |
| <b>Minimal Or Under the guidance of an executive order</b>     | Staff and visitors will wear face coverings as feasible, especially when social distancing is difficult   | School nurse and/or trained personnel will utilize appropriate Personal Protective Equipment (PPE) when in close contact with an individual with COVID-19 symptoms |
|  | Students will wear face coverings as feasible in hallways, common areas, during arrival and dismissal and while waiting for or riding on a school bus | Staff will practice standard universal precautions when coming into contact with blood, body fluids, secretions, and excretions                                    |
|  |   | Students or staff displaying COVID-19 symptoms shall immediately don a face covering   |

\*School administration may consider additional, non-published data that is site specific when determining protective measures.

## **Protocols for Campus Visitors**

Campus Visitors will be admitted on campus by appointment. They should report to the school office before proceeding to additional onsite locations. Priority will be given to virtual meeting platforms to limit campus visitors when possible. All visitors will be required to wear a face covering throughout their campus visit.

## **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection, hand sanitization and respiratory etiquette will ensure health and wellness. FDA-approved, alcohol-based hand sanitizer that contains at least 60 percent ethanol (also referred to as ethyl alcohol) has been placed throughout the campus to encourage frequent use.

## **Protocols for Campus Cleaning and Disinfecting**

Frequent cleaning and disinfecting will promote a healthy learning and work environment.

- Daily **campus cleaning** includes the use of EPA-approved agents for use against COVID-19 in classrooms, restrooms, all high touch areas, cafeteria, and other common areas.
- Additional **disinfecting** practices, such as electrostatic spraying and the use of air filtration equipment will be used as needed.

## **Work and Learning Environments**

Engineering and administrative controls have been modified to support social distancing in classrooms and other common areas throughout the campus.

### **Classrooms**

- Facial coverings and/or shields will be worn by faculty and staff in the classroom.
- Faculty, staff, and students will wear facial coverings in the classroom, hallways, and other high traffic areas.
- Desks or tables are socially distanced as much as instructionally possible.
- The use of outdoor space for learning will be considered when possible.
- Students' individual needs will be addressed on a case-by-case basis

### **Restrooms**

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Efforts will be made to limit the availability of toilets, urinals and sinks to certain times to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.



- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to wash their hands using soap and water for at least 20 seconds or use hand sanitizer before reentering the classroom.

### **Lunch**

- Cafeteria seating includes socially distancing students by cohort.
- Ordered lunches delivered to students at their assigned seat.

### **Physical Education**

- Outdoor activities or indoor that include socially distancing students by cohort.
- Students will use hand hygiene before entering the gymnasium.
- Equipment will be disinfected after each class/cohort exits the gymnasium and before a new class/cohort enters.

### **Arrival**

- Any students dropped off before the building is open will not be allowed inside the building.
- Separate entrances will be utilized for cohorts based on grade-levels and After School Care.
- Increased staff presence will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Students will go straight to the classroom upon arrival and will not wait in a centralized holding area.
- Parents will not be allowed to walk students to classrooms.

### **Dismissal**

- Vehicles with students from multiple grade levels will need to pick up students at corresponding locations to ensure that grade-level cohorts are maintained.
- Campus will designate staggered dismissal groups to help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Separate exits will be utilized for cohorts based on grade-levels and After School Care.

## Exclusion and Re-Admission Criteria

St. Mary's Catholic School adheres to the Communicable Disease Exclusion Criteria for Schools and Childcare settings as outlined by the Texas Administrative Code. This chart is found in the TCCB ED School Health Manual. We anticipate either a revision to this document to include considerations for COVID-19 or a new standalone guidance document for COVID-19. The below information is consistent with current recommendations from the CDC and Texas DSHS, subject to change.

1. **Immediately isolate and send home any employee or student who has any of the following new or worsening signs or symptoms of possible COVID-19:**  
Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - Loss of taste or smell -Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19.
2. **Do not allow employees or students with new or worsening signs or symptoms listed above to return to work/school until:**

In the case of an employee or student who was diagnosed with COVID-19 the individual may return to work/school when all three of the following criteria are met:

- At least 1 day (or 24 hours) has passed since recovery, including resolution of fever without the use of fever-reducing medication(s);
- The individual has improvement in respiratory symptoms (e.g. cough, shortness of air); and
- At least 10-days have passed since symptoms first appeared.

In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three-step criteria listed above. If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual **must** obtain *a medical professional's note clearing the individual for return based on an alternative diagnosis.*

3. Do not allow an employee or student with known close contact to a person who is lab-confirmed to have COVID-19 to return to work/school until the end of the 14-day self-quarantine period from the last date of exposure.
  - Siblings or family members from the same household must self-quarantine for 14 days.

## Frequently Asked Questions

|   |  |
|---|--|
| Is a mask mandatory?  | Masks will be required whenever social distancing is not possible.   |
| What will my child need for in-person learning?   | We ask that students bring a water bottle and a well-fitted solid blue or black face mask. Please label all personal items, including clothing.  |
| What happens if my child or a staff member has a temperature greater than 99.5 degrees? | <p>An individual can return if:</p> <ul style="list-style-type: none"> <li>-At least 1 day (24 hours) has passed since recovery including resolution of fever without the use of fever-reducing medication(s)</li> <li>-The individual has improvement in respiratory symptoms (e.g., cough, shortness of air)</li> <li>-At least 10 days have passed since symptoms first appeared</li> </ul> <p>If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the self-isolation period, the individual <b>must</b> obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.</p> |
| What will the 2020-2021 school year look like?  | The school year will begin with in-person classes. Temperature checks and social distancing will occur. Virtual learning will be available throughout the year.  |
| How will my child's academics be assessed?  | If students can be assessed in person, teachers will conduct assessments in school. Teachers will use various forms through Microsoft TEAMS if assessments cannot be conducted in person.  |
| How will lunch time look this year?   | <p>There will be six lunch periods to accommodate social distancing guidelines.</p> <p>Hand washing before and after lunch will occur. Staff on duty will wear PPE when assisting students. Please make sure all items such as lunch boxes and containers are labeled with the student's full name. By practicing opening lunch items/containers with your child, it will help prevent the spread of germs. Students will have assigned tables and seats. All tables will be washed and disinfected. To help reduce the spread of the virus, visitors will not be allowed to attend or bring lunches.</p>  |

## **Concluding Remarks**

We are all in this together, and working together, we will provide the best possible learning environment for our students at all grade-levels, both face-to face and online. We will be sharing additional information over the next weeks and months, as guidance changes. Please do not hesitate to contact the school office with questions or concerns. We are here to help.

If you, or your student, need medical care related to COVID-19, please reach out to our Director of Health Services for information on testing and health care.

Dr. Cami Jo Tice-Harouff, DNP, APRN-FNP  
nurse@stmaryslgv.org  
(502) 550-6462

## **SCHOOL PRAYER**

Angel of God,  
My guardian dear  
To whom God's love commits me here  
Ever this day be at my side  
To light and guard  
To rule and guide  
Amen

# Morning Arrival Procedures:

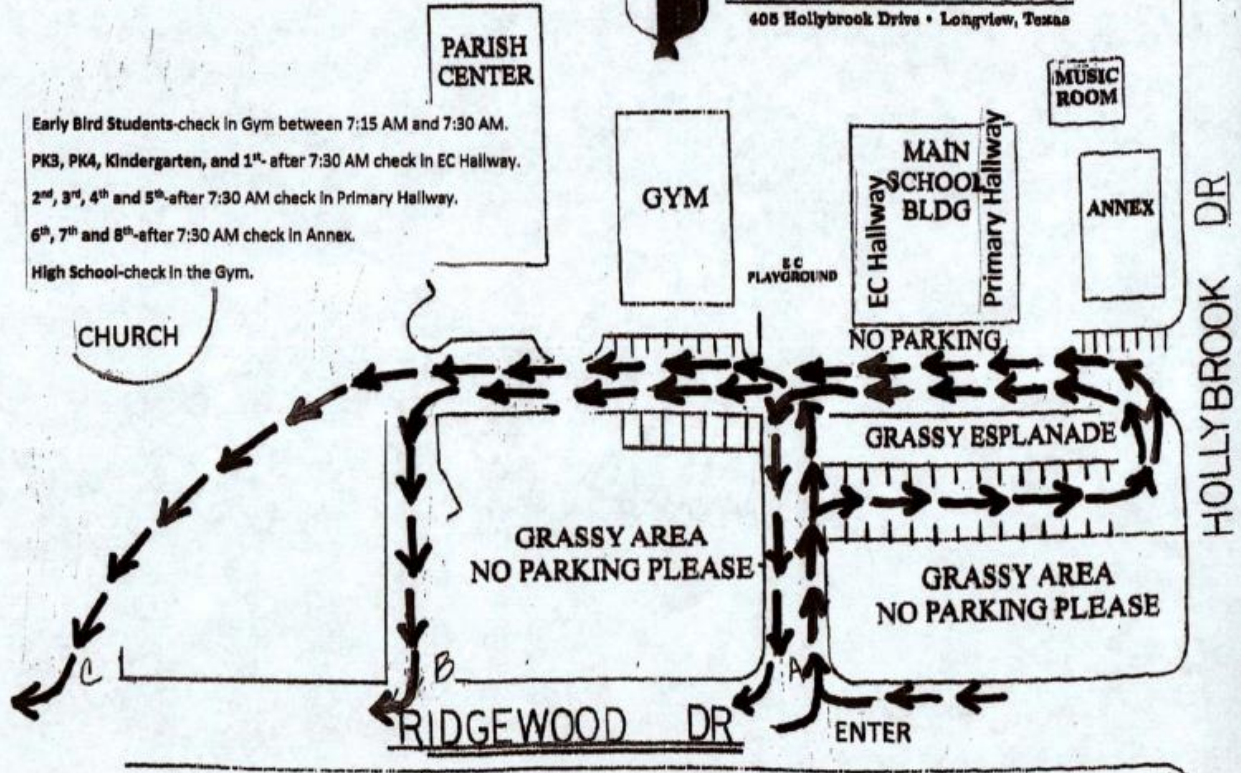


**Saint Mary's  
Catholic School**

405 Hollybrook Drive • Longview, Texas

**PARISH CENTER**

Early Bird Students-check in Gym between 7:15 AM and 7:30 AM.  
 PK3, PK4, Kindergarten, and 1<sup>st</sup>- after 7:30 AM check in EC Hallway.  
 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>-after 7:30 AM check in Primary Hallway.  
 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>-after 7:30 AM check in Annex.  
 High School-check in the Gym.



# Afternoon Pick-Up:

PK3, PK4, Kindergarten, and 1<sup>st</sup>-3:15 PM pull up to the EC Hallway.  
2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>-3:30 PM pull up to the EC Hallway.  
6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>- 3:30 PM pull up to the Gym.  
High School- 3:30 PM pull up to the Parish Center Cafeteria.



## Saint Mary's Catholic School

408 Hollybrook Drive • Longview, Texas

