

BACK TO SCHOOL



Christ the Teacher Catholic School
5508 W. Chestnut AVE
Yakima, Washington

REOPENING PLAN
2020-2021 School Year



SYMPTOM MONITORING

Wellness Policy for CTCS:

CTCS has developed a wellness policy for both students and staff that requires sick students and staff to stay home.

- CTCS communicates to parents and staff the importance of staying home when they are sick, the steps being taken to ensure the health and safety of the students and staff of CTCS, and other important information around COVID -19.
- CTCS is working with volunteer parents in the medical field to develop communication on the importance of wearing masks, daily health screening, physical distancing, and implementations and importance of hygiene practices.

Students or staff who show any symptoms WILL NOT be admitted to the campus, including but not limited to:

- Shortness of breath
- Sore throat
- Cough
- Fever over 100.4 degrees F
- Chills
- New loss of taste or smell
- Congestion (Not related to allergies)
- Runny nose (Not related to allergies)

Students and staff who show any COVID-19 symptoms return procedure:

- At least three days (72 hours) have passed since recovery—defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.

AND

- At least 10 days have passed since signs first showed up.

OR

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- It has been at least three days (72 hours) since AND health care provider has certified that the student or staff do not have suspected or confirmed COVID-19.
 - If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the sick individual.

Measures used when student or staff become sick:

CTCS has established a place in the office that will allow for the student to be monitored but isolated when they become sick.

- A sick bed is located in the office and is able to be monitored when students are present.
- The multi-purpose room will be utilized in the case of multiple students or staff displaying symptoms. This room will also be monitored by staff until students are taken home.

CTCS will disinfect and clean the area once the student/staff member leaves campus.

CTCS will ensure that parents/guardians understand they are obligated to pick up a child immediately if called because they are sick or are showing symptoms of being sick.

If a student, staff member, or visitor to the school is or is presumed to be positive for COVID-19, the Diocese of Yakima and the local Health department will be contacted by the school principal.

CTCS Staff Training:

- During back to school orientation, CTCS staff will receive training about coronavirus and how to prevent transmission.
- CTCS staff will be provided PPE gloves, face shields, and face coverings or masks.
- CTCS staff will understand that face coverings must be worn at all times except when working alone in an office.

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- CTCS staff will ensure that frequent and adequate hand washing occurs for themselves and students.
 - CTCS staff will be screened daily upon entry to work.
 - CTCS staff will have a site-specific supervisor (school principal and one other individual) that will be responsible to monitor the health of employees and enforce the COVID-19 safety plan.

Environmental Cleaning and Personal Hygiene

Healthy Personal Hygiene

- Staff and students (Pre-K-8th grade, over the age of 5) will wear face coverings, as able, when in the classrooms.
 - These can be:
 - A sewn mask secured with ties or straps around the head or behind the ears.
 - Multiple layers of fabric tied around the head.
 - Made from a variety of materials, such as fleece, cotton, or linen.
 - Factory-made or made from household items.
 - Face shields may be worn by students.
 - Staff may wear face shields when the wearing of a mask reduces the effectiveness of instruction.
- Students and staff will have regular scheduled hand washing times with soap and water or hand sanitizer. This will be scheduled within their day.
- Students will wash hands when returning from outside, before and after lunch, and throughout the day.
- COVID-19 staff safety signs will be present in the workroom at CTCS.

Cleaning and Disinfecting Procedures:

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- CTCS will ensure that frequently touched surfaces will be cleansed and disinfected regularly, and when students do need to move from one classroom to another the areas are cleaned before new students arrive.

Ventilation:

- CTCS will ensure the ventilation systems are working properly and will utilize the use of open windows when weather permits to increase air circulation within the classrooms.

Routine Cleaning Schedule:

- CTCS will set up a routine cleaning schedule with the school maintenance staff and custodian to ensure areas are maintained and cleaned following the CDC recommendations.
 - Disinfectants will be used in a ventilated space.
 - Proper concentration of disinfectant will be used.
 - Gloves will be provided for custodian and maintenance.
 - Chemicals are kept out of reach of students.
 - Safety Data Sheet is kept for each chemical used.
- CTCS will ensure that minimized, if any, sharing of materials occurs between students.
- Playground equipment will be routinely cleaned.
- Carpeted areas will be vacuumed daily when students are not present.

CTCS Lunch:

CTCS students will be bringing their own lunches for the 2020-2021 school year. Sack lunches that do not require any microwave warming will be asked of each family.

- Parents may not drop off lunches or have food delivered to the school.

Lunches will be eaten within the classroom or outside. Proper cleaning will take place after lunch.

- **Preschool Meals and Snack Times:** Cold lunch will need to be brought by every child; no microwaves will be available this school year. No lunch drop offs, or food delivered to the school. Snacks will be provided to the students.

Drop Off and Pick Up

Implementing Social Distancing Measures

Staff Arrival Routine

- CTCS staff arrive at 7:20 AM and go directly to the school office to be health screened and temperature checked. Teachers will be in their classrooms by 7:30 AM.
- Staff will fill out a health screening form before arriving at school each morning. The following will be found on the health screen form:
 - Do you have a fever?
 - Do you have a cough?
 - Do you have shortness of breath?
 - Have you knowingly come in contact with anyone who has symptoms or tested positive for COVID-19?

*****STUDENTS MAY NOT BE DROPPED OFF BEFORE 7:40 AM*****

Drop-Off Procedures

- Students will be dropped off by families between 7:40 AM-8:00 AM.
- Parents will complete a digital health screen questionnaire every morning by 7:00 AM. This will be reported to the office which will run a report to be given to the check-in team in the parking lot.
 - Student Health Screening Questions:
 - Has your students had any of the following symptoms in the past 72 hours:
 - Cough

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- Shortness of breath
 - Fever of 100.4
 - Sore throat
 - Chills
 - Headache/muscle / and or body aches
 - Loss of taste or smell
 - Nausea/vomiting/diarrhea
 - Congestion/Runny nose (Not related to allergies)
 - Does your student have a fever over 100.4?
 - Has your student come in contact with anyone who has symptoms or have tested positive for COVID-19?
 - Three CTCS staff members will: check-in and visually screen students, take each student's temperature, and ask health screening questions if the daily questionnaire has not already been sent into the school.
 - If the questionnaire has been sent in and the answer to all the above questions is "no" and the student's temperature is below 100.4° F, they will be allowed entrance into the building.
 - If there is a "yes" answer to any of the questions above or the student's temperature is at or above 100.4° F, the student will be denied entry and sent back home before the individual dropping them off leaves.
 - Students will go directly to their classroom where the teachers will be present for preparation for the day.
 - Preschool and Kindergarten students will enter the north gate closest to the gym and 1st through 8th grade students will enter the gate directly in front of the school office.
 - Any students who arrive late to school will check-in at the office and be screened and temperature checked.
 - K-8 parents must remain in their vehicles during drop-off.
 - Preschool families will need to walk their students in and sign them in. We highly recommend that the same parent who drops off the student picks them up to ensure less exposure to families. If a different parent picks up, they must be screened before coming into the classroom.

Pick-Up Procedures

- Students will line up in the gym, maintaining appropriate social distancing.
- Three staff members will be outside to help students get safely from the gym to their family's vehicles in the pick-up lane.
- K-8 parents must remain in their vehicles during pick-up.
- After school care will NOT be provided at this time.
- Preschool families will be allowed to pick up no later than 5:30 PM and must enter through the north gate nearest the gym.

Classroom Expectations

Implementing Social Distancing Measures

During the first few weeks of school, CTCS students will be educated on the new guidelines and expectations for the school year. Teachers will do walkthroughs and find creative ways to help all students understand the importance of the new procedures.

Classroom Procedures

- 20 students per classroom
- All students will be 6 feet apart, facing the same direction
- Limited number of extra furniture will be in classrooms to allow for physical distancing and to minimize items needing to be cleaned.
- Teachers' desks will be present, if feasible, within the classroom, otherwise another place within the school will be provided.
- Outside learning when weather permits will be encouraged on the school's green space and courtyard.
- Mask or face shields will be worn by staff and students when in the classrooms.
- Windows will be opened when weather permits to allow for air flow.
- Each classroom will have its own bathroom set up (Except for two grades that will share one common bathroom).

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- Student spaces will be cleaned prior to students leaving the area and before a new group of students uses the same space. The group of students leaving will spray the desks/area used with approved sanitizer solution and incoming student will wipe down the desks and areas.
 - Frequent handwashing will take place and be scheduled throughout the day, including, but not limited to, before and after eating, after recess, and upon entering the classroom.
 - Lockers will not be utilized by middle schoolers until further notice, to decrease contact areas.
 - Middle school students will transition three times per day with a clear one-way path plan to reduce interaction. Students will need to wear masks during transitions for their health and safety.
 - There will be no assemblies and in-person Mass. We will continue to live stream Mass and monthly Rosary.
 - No field trips will be taken.
 - Students need to bring their own water bottles with their own name on them.
 - Students will not change for P.E. at this time.

Classroom Set-up

- Classrooms will meet social distancing requirements of the local health authority.
- All students will be 6 feet apart, facing the same direction
- Limited number of extra furniture will be in classrooms to allow for physical distancing and to minimize items needing to be cleaned.
- Teachers' desks will be present if feasible within the classroom, otherwise another place within the school will be provided.
- Outside learning when weather permits will be encouraged on the school's green space and courtyard.
- There will be a limited number of shared manipulatives which will be sanitized between use by different students.
- Students will bring their own supplies and not share with their peers.
- Students will have assigned seats and a line order to ensure health and safety.
- All students in K-8 will be issued a school iPad.

Green Space

Recess

- Students will need to maintain social distancing at recess.
- There can be no shared toys or balls. At this time, the play structure must be closed.
- Preschool: outdoor play will be geared to maintaining physical distance between students. Children and staff will wash hands after outdoor play times.

Other uses

- Classroom lunch time
- Classroom learning time
- Physical Education activities
- Break times from wearing masks

TEACHING AND LEARNING CTCS REOPENING PRACTICES

CTCS has developed three plans to ensure that high-quality education and instruction continues. Each plan includes daily schedule, daily attendance expectations for staff and students, and guidelines of learning expectations. CTCS is developing a streaming plan for those students who are home sick or do not feel comfortable attending the traditional school environment at any given time.

Traditional (Brick and Mortar)	Hybrid Model	Distant Learning Model
Instruction in the brick and mortar school with safety measures in place.	Instruction via a combination of face-to-face and distant learning.	Instruction via 100% distant learning with a set schedule of expectations of learning.

(See addendum for schedules)

Core Academics:

CTCS will utilize two different learning platforms: Kindergarten-2nd grade will use Seesaw and 4th-8th grade will use Microsoft Teams.

- CTCS staff, students and parents will be trained on each platform before the school year begins.

Individualized Learning Plans: CTCS will be developing individualized learning plans for each student to ensure their academic success.

Standard Based Grading: CTCS will go to a Standard Based Grading model for the 2020-2021 school year.

CTCS online learning option:

- If a family would prefer that their students did not attend CTCS brick and mortar, an online version will be available, and accommodations will be made.
- If a student needs to stay home for symptoms or illness, they will go to the online learning option until well enough to return to school.

DIOCESE OF YAKIMA-NOTIFICATION

It is likely the School will become aware of a positive test or case in our school communities before the health authority is notified. When the school's designated individual becomes aware of a positive case or test, or, close contact by a student or staff to an individual who has tested positive for COVID-19, the Diocesan Director of Schools and the local health authority are to be notified as soon as possible.

The School will take instruction from the health authority as to whether a portion of or the entire school will need to shift to an Alternative Learning Environment (ALE). Only the Governor, local Health Officer, State Superintendent or District Superintendent have the authority to order this. Should the Health Officer decide not to take action

where the Principal believes it necessary, the decision to move to an ALE will be made by the School's Pastor after consultation with the Bishop and Director of Schools.

In order to make Contract Tracing by the health authority more efficient, the school will record the names of students sitting at each seat in each classroom they occupy (in the case of a grade that rotates students to different rooms throughout the day). These records will be held a minimum of 14 calendar days.

2020-2021 CTCS REOPENING CHECKLIST

CTCS FACILITY AND OPERATIONS PROTOCOLS

Preopening Tasks:

- Identify and train School COVID-19 Health and Safety Team
- Work with Yakima Health Department to ensure safe opening
- Obtain PPE and cleaning and disinfecting supplies
- Clean and sanitize school facility
- Prepare Health Area for sick students
- Display COVID-19 information signs
- Ensure ventilation systems are working properly
- Implement and train staff on social distancing procedures

CTCS STAFF NEEDS

Preopening Tasks:

- Develop COVID-19 training for staff
- Assess staff for vulnerability and needs
- Develop screening protocol and train staff on implementing said protocol

CTCS SCHOOL COMMUNITY NEEDS

Preopening Tasks:

- Communicate consistently with school community: Pick-up/Drop-off plans, Wellness policy, school options depending on needs of school or phases.
- Develop social distancing policies
- Communicate Instructional Plan and Schedules
- Develop best practice for communication to parents/community about reopening plan.

CTCS ACADEMIC PLANNING

Preopening Tasks:

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- Develop Traditional School schedule
 - Develop Hybrid School schedule
 - Develop Distant Learning School schedule

ADDENDUM: Schedules

Elementary Brick and Mortar Schedule

	Kindergarten					1st					2nd					3rd					4th					5th				
	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
7:30	arrives	arrives	arrives	arrives	Virtual	7:30	arrives	arrives	arrives	arrives	7:30	arrives	arrives	arrives	arrives	7:30	arrives	arrives	arrives	arrives	7:30	arrives	arrives	arrives	arrives	7:30	arrives	arrives	arrives	arrives
8:00					Virtual	8:00				Virtual	8:00				Virtual	8:00				Virtual	8:00				Virtual	8:00				Virtual
8:15					Mass	8:15				Mass	8:15				Mass	8:15				Mass	8:15				Mass	8:15				Mass
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Middle School Brick and Mortar Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:55	Block 1	Block 4	Block 1	Block 4	Virtual Mass
10:00-11:55	Block 2	Block 5	Block 2	Block 5	Independent
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Virtual Learning
12:30-12:55	Break	Break	Break	Break	Day
1:00-2:55	Block 3	Block 6	Block 3	Block 6	
			6th	7th	8th
		Block 1	History	Math	Spanish/Religion
		Block 2	Spanish/Religion	History	Math
		Block 3	Math	Spanish/Religion	History
		Block 4	ELA	Science	Spanish/Religion
		Block 5	Spanish/Religion	ELA	Science
		Block 6	Science	Spanish/Religion	ELA
			Spanish and Religion each receive half a block of time, i.e. 55 minutes		

Elementary Virtual Schedule

K-5 Virtual						
	M	T	W	TH	F	
7:30	arrive	arrive	arrive	arrive	arrive	mackey
8:00						Jill
8:15						
8:30	religion 3	religion 4	religion 3	religion 4		spanish
8:45						
9:00	spanish 5		spanish 5			religion
9:15						
9:30	2nd	2nd	2nd	2nd	2nd	mass
9:45						
10:00	Religion K	Religion 5	Religion K	Religion 5		kinder
10:15						
10:30	religion 1	religion 2	religion 1	religion 2		1st
10:45						
11:00	Kinder	Kinder	Kinder	Kinder	Kinder	2nd
11:15						
11:30	1st	1st	1st	1st	1st	Jill
11:45						
12:00	spanish 4	spanish 3	spanish 4	spanish 3		mackey
12:15						
12:30	5th	5th	5th	5th	5th	5th
12:45						
13:00	Mackey	Mackey	Mackey	Mackey	Mackey	
13:15	3/ James 4	3/ James 4	3/ James 4	3/ James 4	3/ James 4	
13:30	Maxkey	Maxkey	Maxkey	Maxkey	Maxkey	
13:45	4/ James 3	4/ James 3	4/ James 3	4/ James 3	4/ James 3	
14:00						
14:15	spanish 1	spanish 1	spanish 1	spanish 1		
14:30	spanish 2	spanish K	spanish 2	spanish K		
14:45						
15:00						

Middle School Virtual Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:55	Block 1	Block 4	Block 1	Block 4	Virtual Mass
10:00-11:55	Block 2	Block 5	Block 2	Block 5	Independent
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Virtual Learning
12:30-12:55	Break	Break	Break	Break	Day
1:00-2:55	Block 3	Block 6	Block 3	Block 6	
			6th	7th	8th
		Block 1	History	Math	Spanish/Religion
		Block 2	Spanish/Religion	History	Math
		Block 3	Math	Spanish/Religion	History
		Block 4	ELA	Science	Spanish/Religion
		Block 5	Spanish/Religion	ELA	Science
		Block 6	Science	Spanish/Religion	ELA
		Spanish and Religion each receive half a block of time, i.e. 55 minutes			

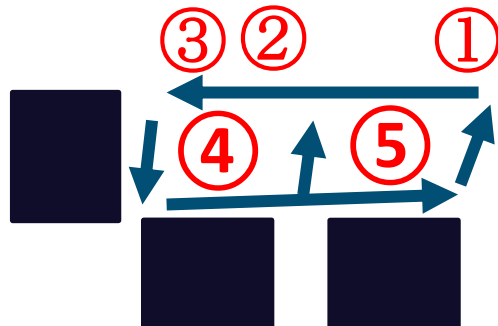
Hybrid Schedule

The hybrid schedule for both elementary and middle school combines the traditional and virtual schedules, where some students are in-person and the rest are virtual, alternating days.



Christ the Teacher
CATHOLIC SCHOOL

Middle School Transition Schedule and Path





- ① Math
- ② Science
- ③ History/English

Monday/Wednesday

Block One:

- 6th in ③/④ (History)
- 7th in ①/⑤ (Math)
- 8th in ② (Spanish/Religion)

Transition One:

- 6th moves from ③ to ② moving in a counterclockwise direction, following the arrow that crosses the courtyard in the middle
- 7th moves from ① to ③
- 8th moves from ② to ① in a counterclockwise direction, following the outermost arrows

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Block Two:

-6th in ② (Spanish/Religion)

-7th in ③/④ (History)

-8th in ①/⑤ (Math)

Lunch

-Each grade stays in the classroom from block two to eat lunch

Recess

-Students go back to their Block Two classroom to collect their belongings and prepare to transition to Block Three

Transition Two:

-6th moves from ② to ① in a counterclockwise direction, following the outermost arrows

-7th moves from ③ to ② moving in a counterclockwise direction, following the arrow that crosses the courtyard in the middle

-8th moves from ① to ③

Block Three:

-6th in ①/⑤ (Math)

-7th in ② (Spanish/Religion)

-8th in ③/④ (History)

Dismissal:

-Each grade maintains distance as they move to their spots in the gym

Tuesday/Thursday

Block One:

-6th in ③/④ (English)

-7th in ②/⑤ (Science)

-8th in ① (Spanish/Religion)

Transition One:

-6th moves from ③ to ① moving in a counterclockwise direction, following the outermost arrows

-7th moves from ② to ③

-8th moves from ① to ②

Block Two:

-6th in ① (Spanish/Religion)

-7th in ③/④ (English)

-8th in ②/⑤ (Science)

Lunch

-Each grade stays in the classroom from block two to eat lunch

Recess

-Students go back to their Block Two classroom to collect their belongings and prepare to transition to Block Three

Transition Two:

-6th moves from ① to ②

-7th moves from ③ to ① moving in a counterclockwise direction, following the outermost arrows

-8th moves from ② to ③

Block Three:

-6th in ②/⑤ (Science)

-7th in ① (Spanish/Religion)

-8th in ③/④ (English)

Dismissal:

-Each grade maintains distance as they move to their spots in the gym

