

CATHEDRAL HIGH SCHOOL RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



Revised July 31, 2020

INTRODUCTION	2
GUIDING PRINCIPLES	2
SECTION 1: PROVIDE NOTICE: PARENTAL AND PUBLIC NOTICE	3
A. ONLINE INSTRUCTION - BEGINNING AUGUST 12	3
B. PLAN FOR ON CAMPUS ACTIVITIES AND INSTRUCTION	3
C. ONLINE INSTRUCTION IN CASE CATHEDRAL CLOSES	4
D. COMMUNICATION METHODS	4
SECTION 2: PREVENT: PRACTICES TO PREVENT THE VIRUS FROM ENTERING THE SCHOOL	5
A. SCREENING PROCEDURE FOR COVID-19 BEFORE CAMPUS ACCESS	5
1. TEACHERS	5
2. STUDENTS	5
3. PARENTS/VISITORS	6
B. INDIVIDUALS CONFIRMED, SUSPECTED, OR EXPOSED TO COVID-19	6
C. IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS	7
D. ADDITIONAL REQUIREMENTS IN PREVENTING SPREAD OF COVID-19	8
SECTION 3: RESPOND: PRACTICES TO RESPOND TO A LAB CONFIRMED CASE IN SCHOOL	10
SECTION 4: MITIGATE: PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID-19 SPREAD	
INSIDE THE SCHOOL	11
A. OPERATIONAL CONSIDERATIONS: HEALTH AND HYGIENE PRACTICES: GENERAL	11
B. HEALTH AND HYGIENE PRACTICES: MASKS	12
C. USE OF NON-CLASSROOM SPACES	12
ACKNOWLEDGMENT AND RECEIPT OF COVID-19 ACTION PLAN 2020 - 2021	13

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to Cathedral. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), state of Texas, and city of El Paso. Regular updates will be made to this plan based on information provided by the CDC, and applicable federal, state and local agencies.

All after-school programs will operate in conjunction with these procedures and must follow this guidance in coordination with Cathedral High School.

Due to the seriousness of the situation, Cathedral could face a temporary school closure due to positive COVID-19 cases in the surrounding area. Students, parents, and faculty should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices.

GUIDING PRINCIPLES

This document contains four sets of principles that minimize the likelihood of viral spread. They are listed below:

1. Provide Notice: Requirements for parental and public notices
2. Prevent: Recommended practices to prevent the virus from entering the school
3. Respond: Required practices to respond to a lab-confirmed case in school
4. Mitigate: Recommend practices to mitigate likelihood of spread inside the school

SECTION 1- PROVIDE NOTICE: PARENTAL AND PUBLIC NOTICE

Cathedral High School (CHS) will post this action plan on our website. This is a summary of the plan we will follow to mitigate COVID-19 spread in our school, based on the requirements and recommendations of our federal, state, and local governments. CHS has designated Gerardo Gamez as the person responsible for responding to COVID-19 concerns. He may be reached at (915) 532-3238, or via email --- ggamez@cathedral-elpaos.org.

A. Online Instruction - Beginning August 12

1. Instruction begins virtually on August 12. CHS will utilize Zoom for live instruction.
2. Student's will follow their class schedule based on CHS's virtual schedule.
3. As per Texas Education Code (TEC), §25.092, students must still attend 90% of their course. Students will be counted absent after 10 minutes.
4. Students will be counted tardy after 5 minutes. Six tardies during one grading period will count as one absence.
5. Parents will be expected to monitor their son's attendance, progress, and appropriate usage of online instruction.
6. Teachers will continue to provide tutoring for students.
7. Although we understand students/parents may not have felt safe in getting a haircut during the pandemic, we still expect students to be presentable during virtual instruction. Students must be well groomed and abide by the student handbook including wearing a CHS polo. No hats, beanies, or ball caps will be allowed.

B. Plan for On-Campus Activities and Instruction

1. When school resumes face to face instruction any parent may request that their son continue receiving virtual instruction from CHS. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

2. We will be following a block schedule. A general overview of the schedule is below:

A through D Block Schedule

A Block – Half of the 9th and 11th graders will attend Morning Sessions on Even Days

B Block - Half of the 9th and 11th graders will attend Afternoon Sessions on Even Days

C Block - Half of the 10th and 12th graders will attend Morning Sessions Odd Days

D Block - Half of the 10th and 12th graders will attend Afternoon Sessions on Odd Days

3. All activities and athletic teams will follow CHS procedures.

C. Online Instruction in Case Cathedral Closes

In the event that the school does have to close at any time in the academic year 2020-2021, we will follow the guidelines in Item A of Section 1 of this action plan.

D. Communication Methods

To stay updated on the most current information:

- A. Make sure information is updated on RenWeb.
- B. Teachers, students, and parents need to check their email daily.
- C. Visit our CHS website for any updates
- D. Follow our social media platforms

SECTION 2 - PREVENT: PRACTICES TO PREVENT THE VIRUS FROM ENTERING THE SCHOOL

A. Screening Procedure for COVID-19 Before Campus Access

Anyone entering Cathedral High School will be screened for the following COVID-19 symptoms:

- ★ Feeling feverish or a measured temperature greater than or equal to 99.6 degrees
- ★ Loss of taste or smell
- ★ Cough
- ★ Nausea or vomiting
- ★ Difficulty breathing
- ★ Shortness of breath
- ★ Headache
- ★ Chills
- ★ Sore throat
- ★ Shaking or exaggerated shivering
- ★ Muscle pain or body aches
- ★ Diarrhea
- ★ Fatigue
- ★ Congestion or runny nose

Cathedral High School is permitted to prevent any individual who fails the screening criteria from being admitted onto campus or campus based transportation.

1. TEACHERS

CHS will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Teachers and staff will have their temperature taken. All screening information will be kept confidential by the CHS administration.

Teachers and staff will report to administration if:

- (a) they have come into close contact with an individual who is lab-confirmed with COVID-19
- (b) they themselves have COVID-19 symptoms.

2. STUDENTS

Before coming onto CHS or school based transportation, students will have their temperatures taken. Parents will be required to screen their students before coming to school. All parents are required to report son if:

- (a) they have the COVID-19 symptoms (listed above)
- (b) they have had close contact with an individual who is lab-confirmed with COVID-19.
- (c) parents are asked to keep students home if anyone in the home is exhibiting symptoms, student will be asked to bring a medical release upon return to CHS

3. PARENTS/VISITORS

The safety of our staff and students remains CHS's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will conduct a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **PARENTS/VISITORS WILL BE REQUIRED TO FILL OUT SELF-SCREENING FORM. Form can be found online or in the nurse's office.**

B. Individuals Confirmed, Suspected, or Exposed to COVID-19

1. Any individual who themselves either are lab-confirmed to have COVID-19 or experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until CHS screens the individual to determine if any of the below conditions for campus re-entry have been met:
 - I. Provides a Medical Release form from a medical professional
 - II. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - III. the individual has improvement in symptoms (e.g., cough, shortness of breath)
 - IV. 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 four-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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/> .

2. All Individuals who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.

CHS will screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

C. Identifying Possible COVID-19 Cases on Campus

CHS will immediately separate any staff member who shows COVID-19 symptoms while at school and will require them to follow protocol prior to returning to work. Employees returning to work from an approved medical leave must contact the CHS administration. Employees will be asked to submit a healthcare provider's note before returning to work.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

CHS will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian. It is imperative that emergency information be updated and accurate on RENWEB, in the event that a parent cannot pick up their son.

CHS will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

D. Additional Requirements in Preventing Spread of COVID-19

ATHLETICS/EXTRACURRICULAR ACTIVITIES

All activities will follow the same procedures in Section 2 of this action plan.

TRAVEL RESTRICTIONS

CHS will discontinue staff and student travel until further notice.

LOCKER ASSIGNMENTS

While in athletic locker rooms, students are to stay 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

Students will not be assigned a locker on the main campus for this school year.

LUNCH

Bringing or sharing refreshments during lunch is prohibited in order to limit the risk of contamination. We ask that there be no food delivered. Personal deliveries such as packages will not be accepted.

FACILITIES CLEANING

The safety of our employees and students are 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 cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated on the next page.

GENERAL DISINFECTION MEASURES PROTOCOL

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

CAFETERIA AND MEAL PERIODS

Breakfast will be held in the auditorium.

Morning Session students will eat lunch in the MPB and the afternoon students will eat lunch in the auditorium. All meal periods will follow social distancing rules.

CLASSROOM ARRANGEMENTS

Classrooms will be reconfigured to allow for students and faculty to satisfy social distancing requirements. Seating arrangements will allow for a minimum of 6 foot separation to reduce the risk. Teachers will be addressing students from the front, abiding by the social distancing rules. Group work will not be used as an instructional strategy in the classroom.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

CHS's counselors will develop resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs.

<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/covid-19-support-general-support#mentalhealth>

SECTION 3 - RESPOND: PRACTICES TO RESPOND TO A LAB-CONFIRMED CASE IN THE SCHOOL

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its 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).
2. Schools must 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.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must 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.

SECTION 4 - MITIGATE: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

A. Operational Considerations: Health and Hygiene Practices: General

1. CHS will have hand sanitizer stations located throughout the campus.
2. Students, teachers, staff, and campus visitors will be encouraged to wash hands frequently.
3. Students and staff will be encouraged to wash hands after using the restroom and before eating.
4. Students, teachers, staff, and campus visitors are encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
5. CHS has instituted more frequent cleaning practices, including additional cleaning by custodial staff, as well as providing the opportunity for students to clean their own spaces before and after they are used. We are requesting that students bring disinfectant wipes and hand sanitizer on a daily basis. Students will be required to clean their desk after every use.

We have also arranged for additional cleaning and disinfecting of surfaces that are touched in common throughout the day. This would include objects such as door handles, tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.

6. On the first day of school, CHS will provide instruction to students on appropriate hygiene practices consistent with the mitigation practices.

B. Health and Hygiene Practices: Masks

Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. All students and faculty must wear a mask on a daily basis. Mask must be in compliance with CHS uniform policy.

C. Use of Non-Classroom Spaces

1. When feasible and appropriate (for example, in physical education classes as weather permits), it is preferable for students to gather outside, rather than inside, because of the reduced risk of virus spread outdoors.

2. CHS has planned for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.

ACKNOWLEDGMENT AND RECEIPT OF COVID-19 ACTION PLAN 2020 - 2021

Statement of Understanding

I have read and agree to abide by the rules, regulations and policies of Cathedral High School as set forth in this handbook.

Class Level (9, 10, 11, 12)

Print Student Name:

Student Signature:

Date:

Print Parent Name:

Date:

Parent Signature:

Date:

Print Parent Name:

Date:

Parent Signature:

Date:

The Administration reserves the right to amend this Handbook at any time when deemed necessary.