



THE DIOCESE  
OF HARRISBURG



## DIOCESE OF HARRISBURG/YORK CATHOLIC SCHOOL REOPENING, HEALTH & SAFETY PLAN FRAMEWORK 2020-21

Updated January 4, 2021

In creating and sharing this plan, we are mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities will be informed by the Department of Education of the Diocese of Harrisburg and the State of Pennsylvania Department of Health and Department of Education.

<b>School Name</b>	York Catholic High School	<b>School Location</b>	York, PA
<b>Principal</b>	Katie Seufert	<b>Reopening Date</b>	8/24/2020
<b>Type of Reopening</b>	Total 5-day reopening for all students and staff (but some students/families opt for distance learning out of safety/health concern).		
<b>Pandemic Coordinator and Team</b>			
<ul style="list-style-type: none"> <li>● Health and Safety Plan Development: Individual will play a role in drafting the Health and Safety Plan</li> <li>● Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students</li> <li>● Both: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.</li> </ul>			
<b>Individual</b>	<b>Stakeholder Group Represented</b>	<b>Pandemic Team Roles and Responsibilities</b>	
Katie Seufert, Principal	Teachers, Staff, Administration	Administration, School Nurse, Director of Communications, Teachers	

<b>Logistics and Planning</b>	
<ul style="list-style-type: none"> <li>• Creating well defined entrance protocols for students, teachers, and visitors</li> <li>• Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.</li> </ul>	
<b>Diocesan School Guidelines</b>	<b>York Catholic Plan</b>
<i>LP 1 - Arrival Procedures</i> - Schools will establish clear protocols for students entering the building and how to proceed to classrooms. One of the goals of our health and safety protocols is to limit exposure between designated groups of students as much as possible. Schools will need multiple entrances.	Junior High Students and Senior High Students will enter through the student parking lot and front entrance doors only and proceed directly to homerooms after their COVID screening is completed. Student entry time will begin at 7:45 am. No students will be permitted into the building prior to that time.
<i>LP 2 - Dismissal Procedures</i> - Schools will need multiple exits and protocols that may include staggered schedules.	All students will exit the building according to a staggered schedule beginning at 2:45 pm and concluding by 3:00 pm. Junior High Students and Senior High Students will exit through the student parking lot doors and front exit doors only. Car pick-up location remains the same.
<i>LP 3 - Extended Day</i> - Schools will take entrance/exit protocols, cohorts, and travel into account, as well, when shaping approaches to before-school and after-school care.	N/A
<p><i>LP 4 - Cohorts</i> - Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.</p> <p>In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.</p> <p>All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.</p>	<p>At York Catholic there will be two cohorts, the senior high cohort and the junior high cohort.</p> <p>York Catholic has and will continue to keep running lists of all students and staff that come in contact with one another.</p>

<p><i>LP 5 - Signage and Travel in the Building</i> - There will be clear signage about who is to proceed in what direction in the school hallways and building. One-way hallways are the ideal, to the extent feasible. Schools will also have signage that encourages proper hygiene and social distancing.</p>	<p>Students will stay to the right at all times in a single file line allowing for physical distancing. Signs are spaced throughout the building and distance markers are located 6 feet apart on the floor.</p>
<p><i>LP 6 - Recess, Athletics</i> - The opportunity for physical activity and fun at recess is an integral part of the elementary school day. Each school will develop a plan and schedule for the use of recess facilities, outdoors whenever possible, that maintains appropriate approaches to cleaning and social distancing and keeps students in cohorts to the extent feasible.</p> <p>The school plan could include: keeping recess limited by cohort; offering a bag or bin of labelled equipment to be used for that cohort; clear direction on the use of the playground; and asking students to choose an activity at recess and stick with it for that period of time.</p> <p>Note: Schools should carefully consider how they allow use of playground-type equipment. When students have face masks or lanyards, there is the possibility of serious student injury if the mask inhibits vision while climbing or when strings get caught in playground equipment. Make sure that students are six feet apart if using playground equipment so that face coverings are not required for that period of time.</p> <p>All research shows that physical activity improves the ability to learn. Schools will set schedules that increase the amount of recess or break time typically given to students, as they are less likely to be moving throughout the school day in 2020-2021.</p> <p>Schools will comply with the guidelines of the PIAA for their athletics teams and programs. High schools, in particular, will be aware that it is incredibly important for us to be clear, consistent, communicative, thorough and innovative in how we address health and safety practices in our sports programs.</p>	<p>For recess and physical education classes, activities will be modified to reduce physical contact and equipment sharing, to the maximum extent feasible. Materials and equipment used in recess and physical education class(s) will be sanitized after each class, to the maximum extent feasible.</p> <p>York Catholic will also comply with the recommendations of the YAIAA for their athletic teams and programs, including limitations of spectators permitted to attend games. Communications to student-athletes and their parents is conducted separately.</p>
<p><i>LP 7 - Lunch, Water Fountains</i> - Schools will create schedules that keep students in cohorts at lunch times and will follow social distancing guidelines, to the extent feasible, during the lunch period as well. Protocols for lunch will include efforts to minimize among students</p>	<p>York Catholic will limit the use of the cafeteria and other congregate settings to the maximum extent feasible; serving meals in settings where social distancing can be maintained to the maximum extent feasible and seating individuals in staggered arrangement to avoid</p>

<p>shared spaces and shared equipment or serving utensils and an emphasis on clearing protocols. In elementary schools, cafeterias should not be used for mealtime unless truly necessary. Elementary schools should explore use of classrooms and outdoor space first.</p> <p>Issues such as the number of students in the school, the school facility itself and staffing levels will come into play for this decision. In high schools, cafeteria settings may be used, but with strict protocols that address social distancing and cleaning. In instances when the cafeteria is used, cafeteria staff will use barrier protection PPE; cleaning will occur between student lunch shifts; and lunch shifts will be staggered with social distancing in practice during the shift.</p> <p>As was true last spring, students may not use water fountains as they spread germs easily. Refillable water bottle stations are an excellent alternative.</p>	<p>“across-the-table” seating to the maximum extent feasible. Students will sit 4 to a table and acrylic barriers will separate them from each other. Eating areas will be cleaned and sanitized before each lunch period. Grab &amp; Go bagged lunches and drinks will be available daily.</p> <p>Cafeteria staff will use barrier protection, Personal Protective Equipment (PPE); cleaning will occur between student lunch shifts; and lunch shifts will be staggered with social distancing in practice during the shift.</p> <p>Students and staff are encouraged to bring individual water bottles that can be refilled using sinks or bottle fillers. Water drinking fountains will be turned off; water bottle refill stations will remain accessible. Students are permitted to carry clear water bottles during school hours. Students may use an original water bottle (Deer Park, Poland Springs, etc.) or a York Catholic reusable bottle available online through the Spirit Store. It’s a clear 22 oz. sports bottle with a straw and spill-proof lid. Students can write their name on the bottle and add a sticker (for identification purposes) as long as it doesn’t cover the YC logo on the bottle. Students are not permitted to bring drinks into the building other than water in the approved water bottles detailed above.</p>
<p><i>LP 8 - Visitors</i> - Part of the success of our social distancing methods depends on having a controlled environment in the school, to the extent feasible. Therefore, how we handle visitors is very important.</p> <p>Visitors include volunteers and school parents.</p> <p>As visitors enter the school through the office area, typically, the school is encouraged to implement physical barriers (such as plexiglass), to the extent feasible, between school staff and others in the office area.</p> <p>School staff will take the temperature of visitors and visitors will self report on potential COVID symptoms (see Appendix A) upon entering the school, and they will wear face coverings for their entire visit. (See LP 12 “designated individual.”) Schools are to be very specific with handling visitors, and they must be strictly limited regarding where they</p>	<p>With our return to school under these circumstances, we will be limiting the number of outside visitors and volunteers to our campus.</p> <p>Safety barriers will be in place in the main office, cafeteria, and other offices, and learning areas.</p> <p>All visitors will be temperature screened and must wear face coverings while on campus. A check in sheet will be kept on file of all visitors including their responses to the COVID screening questions in order to allow for contact tracing if the PA Department of Health requires it.</p>

operate and their contact with others. Schools will keep clear documentation on visitors. An electronic system for logging in and out is strongly encouraged. All “safe environment” child protection rules will apply at all times.

Schools have the right to restrict visitors in whatever way is needed to safeguard the health of all involved.

If the county in which the school is located is in the green phase, visitors are allowed but only for truly necessary purposes.

If the county in which the school is located is in the yellow phase, or if there is a confirmed case or presumed positive case of coronavirus ongoing among students or staff, visitors will not be allowed.

Visitors necessary to maintain the operations of the school (e.g., plumber, electrician, Diocesan staff, accreditation team) or to safeguard the health and safety of the school community (e.g., nurse) will be allowed whenever necessary, but contact with staff and students will be limited as much as possible, and sanitation will occur once the outside agent has finished the visit to the school.

Note on admissions: Certainly there will be requests for tours, shadow days, etc. in our schools when school starts. Schools are advised not to conduct school tours or shadow days once school has started. While new students are vital to our schools, every visitor brings extra risk. Schools are encouraged to conduct virtual meetings with prospective parents, and to include potential teachers and parent ambassadors in the conversations. If it is necessary to conduct a tour, that should take place after school hours.

*LP 9 - Trial Run* - Each school must take the time to do a trial run of their plan and record when/how this is conducted. Also, schools should come up with several “day in the life of” scenarios and schedules for stakeholders to anticipate the school experience: e.g., a “day in the life of” a teacher, an eighth grader, a school parent. This is helpful for internal planning and helpful to the stakeholder as well.

In the green phase, York Catholic will identify and restrict non-essential visitors and volunteers.

In the yellow phase, or if there is a confirmed case or presumed positive case of coronavirus ongoing among students or staff, visitors will not be allowed.

School tours will take place after hours by appointment only. York Catholic will continue to allow students to shadow following full YC protocol including COVID screening upon arrival.

Trial runs are on-going leading up to the opening day of school.

**Logistics and Planning**

- Developing routines for daily health checks

**Diocesan School Guidelines**

**York Catholic Plan**

*LP 10 - Faculty and Staff* - All staff will take their temperatures each school day at home and will monitor themselves for symptoms associated with coronavirus illness (see Appendix A and CDC for latest information on relevant symptoms). Staff will check in through a locally-established system to report that s/he has done so. Any staff member with a temperature of 100.4 degrees F or greater (38 degrees C) or above or a coronavirus symptom (see Appendix A) will not report to school. Staff must complete the check-in process before arriving at school.

All staff will take their temperatures each school day at home and will monitor themselves for symptoms associated with coronavirus illness (see Appendix A and CDC for latest information on relevant symptoms). Any staff member with a temperature of 100.4 degrees F or greater (38 degrees C) or above or a coronavirus symptom (see Appendix A) will not report to school.

The current science indicates that stricken adults may be more likely to pass the coronavirus among themselves. Therefore, the school must take steps to be sure that staff socially distance among themselves, that any common areas or typically-used common items (such as coffee pots) are not used, and that staff-to-staff meetings happen virtually, if feasible.

York Catholic will repeat the temperature checks and conduct verbal symptom screening (see Appendix A) for each staff member every day upon arrival to campus.

All staff meetings will be virtual to the extent feasible.

Any shared items among faculty and staff will be disinfected after each use.

*LP 11 - Parent/Guardian and Student* - Parents or guardians of each student will take the student's temperature each morning before the student departs home for school and will assess for symptoms as well (see above). Parents or guardians will check in through a locally-established system. Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.

Parents or guardians of each student will take the student's temperature each morning before the student departs home for school and will assess for symptoms as well (see above). Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a COVID-19 symptom (see Appendix A) will not report to school.

York Catholic will repeat the temperature checks and conduct verbal symptom screening (see Appendix A) for each student every day upon arrival to campus.

*LP 12 - Designated Individual* - The principal or principal's designee will verify that each staff member has checked in through the school's process before the school day has begun, to the extent feasible. A designated staff member will verify that each student has been checked in, similarly. Any child who was not checked in from home must report to the appropriate person once at school to be checked. The school will provide to the designated individual PPE to be used when checking temperatures. The PPE includes, at a minimum, face shield, face mask and gloves.

A staff designee will verify that each staff member and student has checked in through the school's process before the school day has begun.

<p>Schools will designate appropriate individuals who will be able to evaluate the health of students during the school day. To the extent possible, that individual should be a school nurse.</p> <p>These designated staff members must do four things: a) Go through appropriate professional development on how to do these evaluations. The Diocese will provide options and parameters for this PD (see note below), b) Adhere strictly to CDC protocols for these evaluations, and c) Use appropriate PPE for these evaluations, and d) Closely guard the dignity and privacy of the student being evaluated.</p> <p>Training for the “designated individual”: The designated individual should take these precautions when doing a health evaluation: wear face mask and face shield and gloves (all three required); an N95 mask is preferable. Health evaluations should be done in a ventilated space, ideally with some kind of plastic barrier between the individual and the student. Minimize the time of exposure for the individual doing the evaluation. Touchless thermometers should be used.*This list of precautions comes from Steve High, who conducted our CDC cleaning training.</p> <p>The “designated individual” must watch the following video for training: <a href="https://www.youtube.com/watch?v=7hK3p9ThkBE">https://www.youtube.com/watch?v=7hK3p9ThkBE</a></p> <p>Parents should be informed any time the child’s health has been evaluated for temperature and/or COVID symptoms and should be apprised of the results as well.</p>	<p>The school nurse will be the lead staff member to evaluate the health of students and staff during the day as necessary.</p> <p>The school nurse is located in the brand new nurse’s office completed August 2020.</p> <p>The school will provide PPE to be used when checking temperatures.</p> <p>The nurse has completed the required Diocesan COVID training.</p> <p>Parents will be informed any time their child’s health has been evaluated for temperature and/or COVID-19 symptoms after the initial daily check-in and will be apprised of the results as well.</p>
<p><i>LP 13 - Other Methods of Verification and Symptoms</i> - Schools may choose other methods of verifying health in addition to the approach above. Those approaches include but are not limited to: Doing temperature checks and verbal symptom screening (see Appendix A) for each student every day, or taking a representative sample of student temperatures during the school day. This information should be safeguarded (HIPAA).</p> <p>Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will be quarantined in a dignified manner in a designated room in the school building. Parents</p>	<p>York Catholic will choose this alternative method of verification and symptoms. York Catholic will be doing temperature checks and verbal symptom screening (see Appendix A) for each student and staff member every day.</p> <p>Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will be quarantined in a dignified manner in a designated room in the school building. Parents</p>

<p>will be called to pick the child up immediately. The student will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the student has been cleared by a physician’s note. A parent who keeps a child home because of fever and/or coronavirus symptoms (see Appendix A) will follow the same protocols.</p>	<p>will be called to pick the child up immediately. The student will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the student has been cleared by a physician’s note. A parent who keeps a child home because of fever and/or coronavirus symptoms (see Appendix A) will follow the same protocols.</p> <p>Any staff member with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will leave campus immediately. The staff member will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the staff member has been cleared by a physician’s note.</p>
<p><i>LP 14 - Attendance</i> - Student attendance at school is clearly critical. As we did last spring, we will need to define attendance in a non-traditional way for 2020-21, as it is likely that some students will learn through distance learning and others in person and those ratios will change based on quarantine requirements. Schools will work closely with families on all matters of attendance and will extend grace and partnership whenever possible. Schools will discontinue “perfect attendance” awards, as they may encourage attendance at school when ill. Schools will maintain a clearly-communicated system for reporting absences and will be certain to check any messages, etc., frequently, in case we learn that a student has COVID symptoms or the like.</p>	<p>Faculty will report attendance every period using the Vision Learning Management System (Vision).</p> <p>The Attendance moderator will use the current attendance reporting system to monitor any absences related to COVID symptoms.</p>
<p><b>Logistics and Planning</b></p> <ul style="list-style-type: none"> <li>• Developing protocols for social distancing in the classroom.</li> <li>• Developing scheduling options to facilitate reduced capacity at school.</li> <li>• Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues.</li> </ul>	
<p><b>Diocesan School Guidelines</b></p>	<p><b>York Catholic Plan</b></p>
<p><i>LP 15 - Structure of Classes/Cohorts</i> - Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with. Each school will define the term cohort.</p>	<p>At York Catholic, there will be two cohorts, the Junior High students comprised of students in grades 7 and 8, and the senior high students comprised of students in grades 9 through 12.</p>

In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.

All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.

Schools will make every reasonable effort to limit the number of students and staff with whom each student comes in contact, to the extent feasible, while also offering a full academic program. With younger students (PK-5), classes should remain as self-contained as possible. Instead of students switching classes, teachers should come to them.

Middle school students may need to switch classes in order to use more advanced materials or facilities or to take advantage of higher-level classes, but schools will balance those needs with the needs to minimize the contact group. Switching should be kept to a minimum and teachers, whenever possible, should come to the students. Scheduling options such as block scheduling can help here, so that students have four classes per day instead of eight (as one example).

High schools keep complex academic schedules and, in order to prepare students for college, they will need to continue to offer a full academic schedule while making efforts to minimize the contact that each student has whenever possible.

Schools will make adjustments to bell schedules so as to minimize each student's exposure to others. To the extent feasible, middle and high schools should group students by grade and use the natural physical set up of the campus to create physical separation among groups -- wings of the school, school buildings, floors within the school, etc. In each Health and Safety Plan, each school will give detailed information on how these cohorts are to be established and maintained. Online learning can help to minimize movement in the halls and exposure and will be an asset in the cohort approach -- see the section on Curriculum and Instruction.

York Catholic has always maintained a running list of students and staff with whom each particular member comes in contact with through all aspects of the school day.

The bell schedule will be adjusted and dismissal times between classes and at the end of the day will be staggered to allow for physical spacing in the hallways.

<p>Schools will ensure, to the extent feasible, that social distancing protocols are maintained in hallways, at lockers, and at other “common” times. Schools will implement a bell schedule and student travel schedule to accommodate social distancing efforts.</p> <p>Schools should make sure to use the entire school campus, inside and outside, in order to maximize the usage of space for social distancing and to keep offering the best possible academic program and activities.</p>	
<p><i>LP 16 - Face Masks/Shields</i> - Note: In any situation in which a face mask is indicated, a face shield may be used as an alternative. The PA DOH face covering requirement allows for this. Note that neck gaiters are also acceptable. Face coverings must fit properly and must cover the nose and mouth. Schools are encouraged to have consistent policies on what is allowed on a face covering and are encouraged to prohibit writing of any kind. Political statements, statements contrary to the Catholic faith and any offensive statements are prohibited on face coverings.</p> <p>Note: Some students may not be able to wear face coverings for various reasons. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established at a public school to our school that indicates the same; or has previously-written medical directives on file that indicate the same, then that will suffice for documentation for the waiver. Any other requests for exemption from the face covering requirement must come in writing from a healthcare professional. Schools are asked to encourage a face shield, at a minimum, for every child.</p>	<p>York Catholic will require face coverings at all times while on campus. Face masks or gaiters are required. The PA Department of Health and the PA Department of Education amended the face covering requirement on 8/17/20 so that a face covering is required even if students are six feet apart. Students may only remove face coverings under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.</li> </ul> <p><a href="https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx">https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx</a></p> <p>Some students may not be able to wear face coverings for various reasons. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP established at a public school to our school that indicates the same; or has previously-written medical directives on file that indicate the same, then that will suffice for documentation for the waiver. Any other requests for exemption from the face covering requirement must come in writing from a healthcare professional.</p> <p>Consistent with the recommendation by the Department of Education of the Diocese of Harrisburg, writing of any kind is prohibited on face masks. Political statements, statements contrary to the Catholic faith, and any offensive statements are prohibited by the dress code guidelines of York Catholic High school, which are applicable to face masks.</p>

Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

We intend to welcome all students to return to school in person in August 2020. The school will make every effort, to the extent feasible, to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. Distance between students is to be measured “shoulder to shoulder;” that is, from the shoulder of one student to the shoulder of the next.

Schools will understand that face covering breaks, like recess, are necessary and helpful to the learning environment. These breaks should, ideally, occur in an environment outside the classroom - outside, or in a gym, for example. The following is a recommendation from a clinical psychologist in our area: “The ideal is to have students at six feet apart and to give them five minutes w/o face coverings every thirty minutes.”

Schools are required to create a face covering break plan and to include it in the updated version of the school’s Health and Safety Plan.

Face shields may be more practical and helpful for students and for teachers rather than face masks.

Only the following face covering styles will be permitted:

- solid green masks or gaiters
- solid gold/yellow masks or gaiters
- solid navy blue masks or gaiters
- solid black masks or gaiters
- solid white masks or gaiters
- solid gray masks or gaiters
- disposable masks in a solid color (green, gold/yellow, blue, black, white, gray)
- masks or gaiters available through the school spirit store

Classrooms/learning spaces will be reorganized to support separation among students/staff to the maximum extent possible. This includes minimizing the amount of furniture, other than student desks, in the classroom to maximize space. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. Distance between students is to be measured “shoulder to shoulder;” that is, from the shoulder of one student to the shoulder of the next.

Face coverings are required at all times. Face covering breaks will be offered during lunch in an environment outside of the classroom. Students will be properly social distanced during this time.

Schools should inform parents that parents will be expected to provide face coverings. Schools will provide face coverings at school, as well, in the expectation that students will lose or forget face coverings. Schools are encouraged to provide “mask dispensing stations” in common areas though care must be taken to keep them sanitary. Students will bring face masks home, and parents will be responsible for cleaning the masks, if they are reusable, before students return the following school day. Disposable masks should be disposed of each day, and students should return to school the following day with a new mask. These same guidelines will apply to school staff. Face shields must be cleaned daily.

Schools will provide masks for their staff to wear as needed during the school day.

*LP 17 - Classroom Environment and Spacing* - Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

Schools will make every effort to ventilate their classes as well as they can, as there is evidence that improved ventilation lessens the communication of COVID-19. Ventilation can come from various sources, including: opened windows; classroom doors locked but propped open; ceiling fans. Floor fans and personal fans are not allowed.

Likewise, schools will use outdoor space for learning opportunities as much as possible. These are critical initiatives. Development offices may fill a need here: This is a great chance to enhance the school campus by getting outdoor furniture, tables with umbrellas, etc.

It is possible for students to engage in group work during school but in particular, controlled circumstances. Doing small group work outside is

Students must wear their face coverings when entering campus. Should students forget their face covering or if a face covering strap breaks during the day, a replacement face covering will be provided by the school.

Students will take reusable face masks home, and parents will be responsible for cleaning the masks before students return the following school day. Disposable masks should be disposed of each day off campus. These same guidelines will apply to school staff.

Reusable face shields, worn in addition to masks, must be cleaned daily.

Classrooms/learning spaces will be reorganized to support separation among students/staff to the maximum extent possible. This includes minimizing the amount of furniture, other than student desks, in the classroom to maximize space.

Students are asked to bring their own personal backpack. Use of lockers will be limited in order to minimize student time spent in the hallways. Locker visits will be scheduled.

Students are asked to bring their own personal set of earbuds to school for use in the classrooms.

Ventilation will be increased by keeping classroom doors open to hallways/corridors as practicable. This will also decrease the number of touched surfaces throughout the day.

Congregate areas and large group spaces will be restricted, using alternative settings such as classrooms to the maximum extent

<p>ideal. For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face coverings AND b) they are at least six feet apart. If students are in a science lab or similar situation requiring the use of shared equipment, students will wear face masks AND disposable protective gloves. All shared equipment must be disinfected after each class.</p> <p>The school should explore the idea of a work station (to include sneeze guards) in classrooms.</p>	<p>feasible.</p> <p>If students are in a science lab or similar situation requiring the use of shared equipment, students will wear face masks, safety goggles, AND disposable protective gloves. All shared equipment, including safety goggles, will be disinfected and sanitized after each class.</p>
<p><b>Logistics and Planning</b></p> <ul style="list-style-type: none"> <li>• Creating a plan to handle confidentiality issues</li> <li>• Reviewing and updating the Emergency Contact Plan</li> </ul>	
<p><b>Diocesan School Guidelines</b></p>	<p><b>York Catholic Plan</b></p>
<p><i>LP 18 - Coronavirus Parent Information</i> - Each school will provide parents with a set of notices to sign before the school year starts. These notices are to be separate from handbook signature forms, etc., so that they get the needed attention. The Office of Catholic Schools will provide templates; schools are to use these templates. All parents are required to sign these notices and acknowledgements before the first day of school.</p>	<p>York Catholic will provide Coronavirus Parent Information notices from the Department of Education of the Diocese of Harrisburg to parents to complete and return to YC before the first day of school.  <a href="http://yorkcatholic.org/wp-content/uploads/sites/3/2020/08/DIOCESE-COVID-19-ACKNOWLEDGEMENT-NOTICEfinal_.pdf">http://yorkcatholic.org/wp-content/uploads/sites/3/2020/08/DIOCESE-COVID-19-ACKNOWLEDGEMENT-NOTICEfinal_.pdf</a></p>
<p><i>LP 19 - Coronavirus Confidentiality</i> - Schools will use a communication template to inform all school staff and all school parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive. Schools will then directly contact parents of those students who are potential exposures. Schools will do everything possible to maintain the confidentiality of the sick person. Likewise, schools will inform parents when a staff member or student contracts other communicable diseases, such as chicken pox, influenza, etc. All communication templates need to be HIPAA compliant, and the school's health officer (nurse, principal or principal's designee) will assure compliance and will see that the information is stored according to HIPAA regulations. The Diocese will provide a template for communication with HIPAA compliance. (This template was emailed to principals on August 22, 2020.)</p>	<p>York Catholic will inform all school staff and all school parents promptly whenever a community member (staff member or student) is diagnosed with coronavirus. York Catholic will also directly contact parents of those students identified as close contacts Schools will do everything possible to maintain the confidentiality of the sick person and maintain HIPAA compliance. Likewise, schools will inform parents when a staff member or student contracts other communicable diseases, such as chicken pox, influenza, etc.</p> <p>Families and staff will be notified of any school closure and within-school-year changes in safety protocols through email.</p>

<p><i>LP 20 - Emergency Contact Plan</i> - Schools will make every effort to have a current and effective emergency contact plan so that the parents of all students may be contacted about their children’s health status and so that parents can pick children up quickly if needed. Schools will also maintain current emergency contact information on all staff members.</p> <p>Parents and guardians have the responsibility to update emergency contact information within 24 hours with the school in case of any changes.</p>	<p>York Catholic maintains Student Emergency Contact information through its Vision system. It is important that families check their emails regularly between now and the start of the school year as we will be sending out information regarding how to update contact information in our system. Families are asked to notify the school immediately should any contact information change throughout the school year to include phone numbers, email addresses, and mailing addresses.</p>
<p><i>LP 21 - Communication and Quarantine</i> - Schools will use a communication template that is HIPAA compliant to inform staff and parents promptly whenever a staff member or student is diagnosed with COVID-19.</p> <p>If one student in a cohort is diagnosed with COVID-19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are</p>	<p>Should we have any cases of COVID-19 in a building, the school nurse will notify the PA Department of Health for guidance on communicable disease procedures and will communicate these guidelines to administration.</p> <p>York Catholic will inform all school staff and all school parents promptly whenever a community member (staff member or student) is diagnosed with coronavirus. York Catholic will also directly contact parents of those students identified as close contacts. Schools will do everything possible to maintain the confidentiality of the sick person and maintain HIPAA compliance. Likewise, schools will inform parents when a staff member or student contracts other communicable diseases, such as chicken pox, influenza, etc.</p> <p>Families and staff will be notified of any school closure and within-school-year changes in safety protocols through email.</p> <p>Should any student or staff member exhibit signs of illness or a history of exposure while on campus, they will be placed in an isolated check-up room for further diagnosis. Quarantined or isolated students and staff should communicate their health status with their medical professional. It is required that the quarantined or isolated staff and students return with a note from a medical professional. Should we have any cases of COVID-19 in a building, the school nurse will notify the PA Department of Health for guidance on communicable disease procedures and will communicate these guidelines to administration.</p> <p>If one student in a cohort is diagnosed with COVID-19, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have</p>

symptomatic will quarantine until they have fully recovered based on CDC guidelines and until they have fulfilled the quarantine. The school will consult with the Secretary for Education and the board of health on such matters.

School principals were emailed a Google doc on quarantine and possible school closure, titled "DOH quarantine and school closing info for COVID-19," on September 2, 2020.

The school will maintain a low threshold for risk due to COVID illness in the school community in making determinations on short- and long-term school closures. The use of the cohort system will increase the likelihood that we can keep more students healthy and present in the school building.

The school, in collaboration with the board of health, will make every effort to provide a full list of those people an ill student or staff member has come in contact with, and promptly inform members of the school community, while respecting the privacy and dignity of all ill individuals. The school will stay in close contact with the LEA and any pertinent transportation agencies so that they may have the proper information about student illness.

When informed of a positive COVID-19 test, or presumed positive test, among students or staff, the school will: isolate the affected individual(s) (if at school); inform the parents of the affected student(s) and have the child(ren) picked up immediately (if at school); inform the Office of Catholic Schools and the board of health; inform all school staff and parents that there is a case in the school and that those directly affected will get notification of exposure; create a complete contact list for the affected individual; and prepare to take the necessary steps for cleaning and quarantine.

fully recovered based on CDC guidelines and until they have fulfilled the quarantine, or until they test negative. The school will consult with the Secretary for Education and the Board of Health on such matters.

When informed of a positive COVID-19 test among students or staff, the school will: isolate the affected individual(s) (if at school); inform the parents of the affected student(s) and have the child(ren) picked up immediately (if at school); inform the Office of Catholic Schools, the PA Board of Health, and the York City Health Bureau ([health@yorkcity.org](mailto:health@yorkcity.org)); inform all school staff and parents that there is a case in the school; create a complete contact list for the affected individual; notify those identified as close contacts; and prepare to take the necessary steps for cleaning and quarantine.

When informed an immediate household member has been tested, the student or staff who resides in the same home will quarantine until the result of the test is confirmed negative. If the result of the immediate household member's test is positive, the student or staff member who resides in the same home will quarantine for 10 days.

Students or staff who may have been exposed to anyone with COVID-19 are required to quarantine for 10 days, even if the student or staff

While we typically follow our public school district in deciding to close our Catholic schools in times of inclement weather, in this situation, we will make an independent decision. As an example, if the City of Lancaster closed two of their schools for health concerns, we will make an independent decision on the status of our schools in consultation with the board of health.

All schools, school staff and school community members will abide by the State of Pennsylvania recommendations on quarantine for travelers to other states (see link below for the list of states). While the state considers these recommendations, the schools of the Diocese of Harrisburg are implementing them as requirements to quarantine. Any school staff or students entering PA from the states listed in the order are required to quarantine for 10 days. Please note that the list is updated regularly. Likewise, any school staff or students entering the US from abroad (international travel) are required to quarantine for 10 days. Since international travel includes a wide range of situations, those affected bring their individual circumstances to the principal who will consult with the Secretary for Education to make a final determination.

See:  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

tests negative or feels healthy since symptoms may appear 2 to 10 days after exposure to the virus. Please see the latest criteria from the Centers for Disease Control on “exposure” and “quarantine.”  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Inter-group activities, and extracurricular activities will be limited, to the maximum extent feasible. Live streaming will be provided, where appropriate, for orientations, performances, and activities, to the maximum extent feasible.

York Catholic typically monitors all school districts and information provided by the County’s Department of Emergency Management in order to make an independent school closure decision. In the situation of COVID-19, we will work with the PA Department of Health, CDC, and Diocese of Harrisburg, should a COVID-related school decision need to be made.

Families and staff will be notified of any necessary school closure and within-school-year changes in safety protocols through email.

School staff and school community members will abide by the Diocese of Harrisburg requirement on quarantine for travelers to other states. Any school staff or students traveling outside of PA are required to quarantine for 10 days. Likewise, any school staff or students entering the US from abroad (international travel) are required to quarantine for 10 days. Since international travel includes a wide range of situations, those affected bring their individual circumstances to the principal who will consult with the Secretary for Education to make a final determination.

This applies to those who have traveled outside of Pennsylvania. It does not apply to household members who did not travel out of Pennsylvania. However, if the individual who is under quarantine develops any signs or symptoms or has a positive test result, their close contacts, including household members, should also quarantine.

<p>Schools will not be able to take field trips until further notice and permission from the Secretary for Education.</p>	<p>Students will not be able to take field trips until further notice, which will require permission from the diocesan Secretary for Education.</p>
<p><b>Logistics and Planning</b></p> <ul style="list-style-type: none"> <li>● Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.</li> <li>● Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc.</li> </ul>	
<p><b>Diocesan School Guidelines</b></p>	<p><b>York Catholic Plan</b></p>
<p><i>LP 22 - Responsibilities and Protocols</i> - We are in an exceptional time in our schools. Students have lost learning time and are very much out of the routine of in-person instruction. Catholic schools are known for their orderly environments, and we want to send all stakeholders the message that our health and safety protocols must be taken seriously and we expect full compliance. Intentional violations of these protocols are serious violations.</p> <p>On the other hand, we need to understand that most violations of protocol will be unintentional and there will be a learning curve. We want to educate, take different approaches in educating our students, practice routines and incentivize compliance. Rewarding good behavior and cooperation goes a lot farther than disciplining students in these unusual circumstances. Schools are <u>not</u> to impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed.</p>	<p>York Catholic expects all students to adhere to all health and safety protocols, including those required in this document. We will follow our typical procedural approach regarding student choices and consequences should a student be found to be out of compliance. The goal is to educate students on proper protocol. Warnings will be issued for the purposes of education and accountability. Should a student be found to have intentionally violated the protocol, further disciplinary action may be prescribed.</p>
<p><i>LP 23 - Hygiene Practices</i> - Students will wash hands with soap or utilize hand sanitizer a minimum of four times per day and as needed: when entering school; before snack and lunch; after snack and lunch; before exiting school for the day. Naturally, when students use the restroom or blow their noses, etc., they will wash their hands as well. Before and after using recess or PE equipment, students will wash hands. Before and after using recess or PE equipment, students will wash hands.</p> <p>Schools will provide hand sanitizer stations, particularly for students in middle and high school. These stations should be touchless, ideally, so</p>	<p>York Catholic will ensure hand sanitizer is available in every classroom and public space for student and staff use. Students will be expected to wash their hands frequently, with breaks built in throughout the day to do so. Touchless options will be provided to the extent feasible.</p> <p>In the classroom, sharing items will be minimized as much as possible. Students will utilize individual sets of materials such as pencils, manipulatives, earbuds, Chromebooks, etc., to the maximum extent feasible.</p>

that the act of sanitizing does not become an act of spreading germs. Likewise, soap dispensers should be touchless.

*LP 24 - Cleaning Plan and Schedule* - Each school will produce a detailed cleaning plan and schedule for all common spaces, surface areas, bathrooms, and high use areas. The cleaning plan and schedule will include a system for reporting that the plan has been followed on a daily basis.

All principals and a staff member whom they designate for the cleaning of the facility will attend a mandatory training on the CDC cleaning guidelines, with the facilitation of the Diocese.

Schools will almost certainly share their facility with parish programs and perhaps, in the past, with outside entities. Parish religious education programs will often be held in schools. It will be critical that parish and school staff work closely to be sure that there is a clear understanding on how the facility will be shared and cleaned. The

York Catholic employs a full-time janitorial staff to maintain the cleanliness of the school year-round. We have added additional levels to our cleaning regimen to help assure the safety of our students and staff during the coronavirus pandemic. Cleaning equipment similar to that which is used in the medical setting has been purchased (Clorox Total 360 Cleaning System eligible for use against SARS-CoV-2, the virus that causes COVID-19, based on the Environmental Protection Agency's Emerging Viral Pathogen Policy, antistatic backpack sprayers, and antistatic foggers). All air conditioners contain filters or ionizers.

Currently our building is cleaned on a daily basis with non-toxic cleaning solutions that are approved for COVID-19 mitigation. Once returning to the buildings, all high touch surfaces including restrooms, handrails, doorknobs, and hallways will be cleaned frequently throughout the day. All areas of the building will be cleaned on a daily basis.

Areas and/or shared resources that students use (i.e. student manipulatives, weight room, etc.) will be cleaned after each use.

Each classroom will be provided with sanitizing wipes (to clean high touch points such as desks after each student use). Hand sanitizer will be available in each classroom and common areas.

York Catholic staff will be attending the Diocesan mandatory training the week of August 10, 2020.

Protocols for cleaning and daily hygiene practices will be assessed regularly.

It is rare that shared programs occur at York Catholic. In a situation where one does occur, York Catholic's maintenance staff will ensure its cleaning plan is followed at the conclusion of any activity conducted by a shared organization.

<p>school's cleaning plan will include how the facility will be cleaned when parish programs use the school facility. It is recommended that the school not allow outside entities access to the facility at this time.</p>	
<p><b>Logistics and Planning</b></p> <ul style="list-style-type: none"> <li>Periodically surveying stakeholders to evaluate programming and support and make adjustments.</li> </ul>	
<p><b>Diocesan School Guidelines</b></p>	<p><b>York Catholic Plan</b></p>
<p><i>LP 25 - Survey</i> - Each school will do a survey of staff and parents at approximately the six-week mark of the school year. The results of those surveys will be shared promptly with the Office of Catholic Schools so that we can be aware of needs across the diocese. The Office of Catholic Schools will provide common themes for use in the surveys.</p>	
<p><b>Curriculum and Instruction</b></p> <ul style="list-style-type: none"> <li>Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.</li> <li>Varying the way content is delivered to students and the way students can demonstrate their understanding</li> <li>Engaging students through setting a purpose for the work and providing choice in the process and product of the work.</li> <li>Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate.</li> <li>Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely</li> <li>Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.</li> <li>Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.</li> <li>Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.</li> </ul>	
<p><b>Diocesan School Guidelines</b></p>	<p><b>York Catholic Plan</b></p>
<p><i>CI 1 - Distance Learning and Blended Instruction</i></p> <p>In order to teach through distance learning, it is an expectation that all teachers use a LMS (learning management system) to have a centralized "hub" for their teaching. Google Classroom is a LMS already available in our schools and it is free. Other well-known LMS platforms include Canvas and Schoology.</p>	<p>Teachers will continue to use the Google Suite, including Google Classroom and Google Meets, as our Learning Management System for sharing instructional materials. Zoom will also be utilized for virtual instruction.</p>

Online learning simply means that students and teachers are connected via the internet. As an example: a teacher may be in one room of the school building but connect to students online in another room at school. This may meet the goals of less movement and minimizing student contact with others, and this could be good for all involved. Each school must be ready and willing to use distance learning to embrace those students who will be enrolled but will learn from home in the school year 2020-21. The preferred approach in our schools will be what Timothy Uhl calls “simultaneous teaching,” in which certain students are learning from home, and certain students are learning in the classroom. The idea is to use a web camera or similar technology to “broadcast” the classroom so that those at home are as connected as possible to the teacher and the in-person instruction. The teacher will need a thoughtful approach that allows for the integration of these two groups. Since we value community and relationships as Catholic schools, “simultaneous teaching” is an approach we need to embrace.

As an alternative to in-person instruction, families will be given the option to participate in virtual instruction via “simultaneous teaching” as described in the Diocesan protocol to the left. Webcams and tripods have been placed in every classroom to allow students who choose (for COVID-related reasons), to participate live in the classroom from home as if they were seated in the physical classroom themselves.

A survey will be provided for families to indicate their choice of instruction: in school or at home.

*CI 2 - Specials and Electives* - As we need to be mindful of learning lost during the quarantine, and as we will need to be mindful of daily schedules and their connection to health and safety, it is likely that schools will need to give less time per week to specials and elective courses. Again, it is ideal that specials classes are integrated into core classes; and that integration is a good way to make sure students get the proper time on the specials content.

Classes such as band and choir present unique challenges because they may be connected to a higher possibility of COVID spread. A cautious approach must be taken to them. The Diocese will seek to provide specific guidance in these areas as we get closer to the start of school. In classes such as art, communal items must be cleaned before they are used by another student. It is best for each student to have his/her own supplies.

York Catholic will be able to accommodate all electives and special courses as traditionally scheduled.

Individual departments may have additional health and safety guidelines beyond the school plan, including the Fine Arts Department.

**Maintaining our Catholic Identity in Virtual Spaces**

- Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.
- Invite parents and families to join in virtual prayer and faith life activities.
- Creating explicit service activities that can be completed in a virtual community.
- Continue to integrate Catholic worldview and gospel values with content lessons.
- Created a plan for both Pastor and Principal to be present and visible.

**Diocesan School Guidelines**

*MCI 1 - Spiritual Focus* - As people of hope, as “resurrection people,” we must seize this moment in our Catholic schools and let our identity as Catholic institutions shine through.

Our goal is still to help children get to Heaven. They will grow in a life of virtue and holiness if we do all we can to create an atmosphere in which they can do so. A simple yet beautiful goal for our school staff: Be Christ to others. If they are Christ to others, they will see students striving to emulate them.

Schools are encouraged to use this year to embrace our Mother Mary and to discover their own charisms as Catholic institutions.

*MCI 2 - Mass* - We must make attendance at Mass a priority. If the Eucharist is the “source and summit” of Christian life, we must make every effort to see that Mass is offered at least as often to each student as it was before the pandemic. While this is a challenge, and will require logistics and strong collaboration with pastors, it is a non-negotiable. Everything else must fit into the schedule that allows for Mass. In this time of creative approaches, apply the same creativity to Mass. Perhaps we blend the approach, so that we have an “all school” Mass though Zoom one week, and we have students attend Mass in person in cohorts the following week. Having Mass outdoors would be a wonderful opportunity.

Each school will determine a way to attend Mass that takes into account available space, population, and appropriate social distancing. Schools will follow all current Diocesan guidance regarding norms for attendance at Mass during the COVID-19 pandemic from the Diocesan Office of Divine Worship. Expectations for social distancing at Mass includes six feet of spacing between people. In consultation with the

**York Catholic Plan**

In addition to being like Christ to others, and with the Mystical Rose as our school’s patroness, we will continue our focus on our Mother Mary’s aid and be sure to invoke our school’s motto in all things, “*Maria Impende Juvamen*,” O Mary, bestow your aid.

York Catholic will follow all current Diocesan guidance regarding norms for attendance at Mass during the COVID-19 pandemic from the Diocesan Office of Divine Worship. Masses will be offered at staggered times to ensure 6 feet of spacing between all attendees. Masses will be streamed to homerooms for overflow from the auditorium capacity. At this time, guests will not be permitted to attend Masses.

<p>pastor, schools will make a plan for Mass attendance that includes the goals of keeping students in cohorts and in restricting any student interaction with people beyond the school community.</p>	
<p><i>MCI 3 - Sacraments</i> - Schools should be cognizant that some students who were supposed to receive sacraments in the spring -- reconciliation, first communion and confirmation -- may not have received them. This is part of the loss from the spring. Clearly those students must be welcomed into the preparation for this coming year. This situation, combined with the uncertainty for the 2020-21 school year, requires planning and clear communication on dates and how students should receive these sacraments. While students must, first of all, be well prepared to receive, we must also allow for some scheduling flexibility and clear communication on that scheduling as well.</p>	<p>These Diocesan guidelines will be taken into consideration as they apply to the preparation for Confirmation in 8th grade.</p>
<p><i>MCI 4 - Allowing Students to Serve</i> - In most cases, we would have allowed students to have a role in Masses and prayer services and in serving at them as well. Schools will allow students to participate in Mass and in prayer services to the greatest extent possible. When students are actively involved, they both understand our faith better and are more inspired and engaged at the same time.</p>	<p>The extent of student involvement in the celebration of Mass will be determined by the school chaplain in partnership with the Campus Minister, Religion Department, and Principal.</p>
<p><i>MCI 5 - Virtual Service Activities</i> - Students learn by doing, and many children have learned the Christian faith by having authentic chances to put faith into service. While there will be fewer chances to perform acts of service in person during these times of pandemic, insist on continuing the ethos or service in our Catholic schools. Think differently in how it's done: Children can write notes of appreciation to parents, and parents to children. In the toxic social media world we inhabit, students can take time to write a word of praise, to lift someone up, to encourage someone. Tie these words and actions to virtues studied in school.</p>	<p>York Catholic's Religion Department, Campus Minister, and Administration will work together to determine safe alternatives to the traditional service hour requirements and program.</p>

## Technology

- Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning.
- Coordinating consistent apps and platforms across grade levels.
- Developing learning plans that offer rigorous learning for those without predictable access to online learning.
- Identifying ways for school-owned devices to download new technologies (once they have left school).
- Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc.
- Surveying school population to determine what equity and access to technology exists.
- Providing a pick-up line with social distancing for families to pick up devices.

## Diocesan School Guidelines

*T 1 - Accessibility* - Schools will have wrestled with many issues in educational technology over the course of the spring of 2020.

Schools will ensure that they have proper bandwidth to support the use of devices, the ongoing efforts in blended learning, and the introduction of “simultaneous teaching,” including webcams or the like.

Consideration for elementary schools will also include technical requirements for Renaissance STAR testing.

Schools will make a plan to ensure that their students, to the extent feasible, have access to educational technology and wireless internet at home, with the understanding that blended learning is an expectation and that a return to quarantine is likely at some point during 2020-21.

Schools will ensure that all parents and guardians have access to students’ grades, assignments, and school work.

## York Catholic Plan

York Catholic’s bandwidth was increased during the Summer of 2019 to allow for hundreds of electronic devices to operate simultaneously within the building. Webcams and new computers and Chromebooks have been purchased to ensure all students are equipped with a functioning Chromebook for the 2020-2021 school year and all teachers have reliable technology to use to allow for student virtual participation in their classes.

The Vision Learning Management System will continue to be used as the school’s main source of communication to parents regarding student grades.

Google Classroom will continue to be used as the school’s main source of communication to students regarding upcoming assignments and due dates. Parents will need to rely on their students to access this information.

Virtual Distance Learning families can pick-up their textbooks and Chromebooks Saturday, August 22, between 9 AM and 12 noon. Please pull through the bus loop by the main office entrance (Door #1) for curbside pick-up. Families are asked to arrive at the time designated by the student’s last name:

9 AM-10 AM:	A-F
10 AM-11 AM:	G-M
11 AM-12 noon:	N-Z

	<p>If this time does not work for your schedule, please contact Kathy Hand, Director of Studies, at <a href="mailto:khand@yorkcatholic.org">khand@yorkcatholic.org</a> or 717-846-8871 x313.</p> <p>Please bring the following with you when you pick-up your textbooks and Chromebooks:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chromebook Acceptable Use Policy Agreement</li> <li><input type="checkbox"/> COVID-19 Required Form</li> <li><input type="checkbox"/> Virtual Distance Learning Policies and Procedures Agreement</li> </ul>
<p><i>T 2 - Health, Paper, Technology</i> - Teachers, to the extent feasible, should avoid using traditional paper assignments, tests, etc., that they collect. This approach involves a higher risk for transmission of germs. Paperless assignments and the use of a LMS to organize them are strongly preferred. When papers are collected, schools should allow 24 hours to pass before a staff member handles the papers without gloves. Anyone handling the papers in the school environment before 24 hours elapsed should use proper gloves as PPE. Likewise, library books and similar materials should not be handled for 24 hours without gloves once the materials are used. Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.</p>	<p>All staff will be provided with gloves to ensure staff and student safety when paper and other materials are exchanged.</p>
<p><i>T 3 - Digital Citizenship</i> - Schools will teach students explicitly how to be good, Catholic digital citizens online. They will use appropriate standards and markers from NCEA and ISTE to achieve this goal.</p>	<p>This information is enforced in every classroom and part of the Computer and Technology Curriculum for the school.</p>

**Appendix A: Example School Symptom Screening Tool - PDE Guidance for Reopening Schools**

Employee or Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Assigned Cohort: \_\_\_\_\_

Temperature: \_\_\_\_\_

Has the student/employee taken any medication to treat or reduce a fever? \_\_\_\_No \_\_\_\_Yes, if so, when? \_\_\_\_\_

Is the student/employee experiencing any of the following (circle all that apply)?

<b>Group A</b> <b>1 or more symptoms</b>	<b>Group B</b> <b>2 or more symptoms</b>
<ul style="list-style-type: none"> <li>• Fever (100.4 or higher)</li> <li>• Cough</li> <li>• Shortness of breath</li> <li>• Difficulty breathing</li> <li>• New lack of smell</li> <li>• New lack of taste</li> </ul>	<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Runny nose/congestion</li> <li>• Chills/rigors</li> <li>• Muscle pain/myalgia</li> <li>• Nausea or Vomiting</li> <li>• Headache</li> <li>• Diarrhea</li> <li>• Fatigue</li> </ul>

**Stay home or go home if a student/employee has:**

- one or more symptoms in group A
- two or more symptoms in group B
- has taken fever reducing medication

**This form is subject to change.**

## Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC strongly advocates for schools to reopen, July 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>
- American academy of pediatrics guidance June 2020: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PDE on face covering mandate in schools: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Guidance on k-12 athletics from PDE: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Pages/default.aspx>
- CDC guidance on when to quarantine and exposure to COVID: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)
- State guidance on when to quarantine and when to close school: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open: [https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm\\_term=nprnews&utm\\_source=facebook.com&utm\\_campaign=npr&utm\\_medium=social](https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social)
- Boston Globe: Listen to science and open schools [https://www.bostonglobe.com/2020/07/20/opinion/listen-science-reopen-schools/?p1=HP\\_Feed\\_ContentQuery](https://www.bostonglobe.com/2020/07/20/opinion/listen-science-reopen-schools/?p1=HP_Feed_ContentQuery)
- Forbes article on simultaneous/concurrent teaching: <https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- Relationship building at the start of school: particularly critical now <https://www.cultofpedagogy.com/relationship-building/>
- NWEA research on learning loss: [https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief\\_Covid19-Slide-APR20.pdf](https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf)
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>