



# 2020-2021 REOPENING PLAN IN RESPONSE TO COVID-19

1620 BANK STREET  
LAKE CHARLES, LA 70601  
337.436.7275  
[WWW.SLCHS.ORG](http://WWW.SLCHS.ORG)

# TABLE OF CONTENTS

<i>Introduction.....</i>	<i>3</i>
<i>St. Louis Catholic High School Operations.....</i>	<i>3</i>
<i>Phase 1-3 Graph.....</i>	<i>3</i>
<i>Student Learning: Instructional Operations.....</i>	<i>3</i>
<i>Remote Learning Option.....</i>	<i>5</i>
<i>Employee &amp; Student Safety.....</i>	<i>6</i>
<i>Employee &amp; Student Exposure.....</i>	<i>7</i>
<i>Personal Protective Equipment (PPE).....</i>	<i>8</i>
<i>Cafeteria Protocols.....</i>	<i>8</i>
<i>Travel Restrictions.....</i>	<i>9</i>
<i>Communication.....</i>	<i>9</i>
<i>Other School Considerations.....</i>	<i>10</i>
<i>Proactive Measures Taken Around Campus.....</i>	<i>12</i>
<i>Remote Learning FAQ.....</i>	<i>13</i>
<i>References.....</i>	<i>14</i>

## INTRODUCTION

With the safety and well-being of our community as our top priority, St. Louis Catholic High School has created the following plan for returning students and staff to our school. The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH) and the Office of Catholic Schools and its COVID Taskforce. Regular updates will be made to this plan based on information provided to us by these agencies, and all stakeholders should remain flexible as guidance is ever changing.

## ST. LOUIS CATHOLIC HIGH SCHOOL OPERATIONS

See below for a summary of the school's educational plans based on the State of Louisiana's Open Safely Phase.

<b>Phase 1</b> Remote Learning Only	<ul style="list-style-type: none"><li>• School buildings will be closed and instruction will be virtual.</li><li>• All school employees are considered essential workers and will be required to be present on campus according to administrator directives.</li></ul>
<b>Phase 2</b> Hybrid Schedule 4 Day Week & Remote Learning Friday	<ul style="list-style-type: none"><li>• School will be open for students.</li><li>• School Operations will follow guidelines/restrictions.</li><li>• A remote option will be offered to students.</li></ul>
<b>Phase 3</b> Traditional School Schedule	<ul style="list-style-type: none"><li>• School will be open for students.</li><li>• School operations will be continuing with guidance from the CDC &amp; Louisiana Dept. of Education.</li><li>• A remote option will be offered to students.</li></ul>

## STUDENT LEARNING: INSTRUCTIONAL OPERATIONS

### PHASE 1 Remote Learning only, closed campus

- For credit purposes (not for truancy), teachers will maintain attendance records.
- Students are required to login to Microsoft Teams to complete daily course assignments.

### PHASE 2 4-day week with remote Friday

- St. Louis Catholic High School will follow a [hybrid schedule](#) for the first grading period and as long as the state of Louisiana is in Phase 2. Any changes to this schedule will be determined by SLCHS in conjunction with the Office of Catholic Schools.
- Students will attend four classes/day Monday through Thursday, allowing for face-to-face instruction twice a week for each class. Fridays will be reserved for remote learning and to complete assignments.
- The Friday remote lessons will be preassigned on Day 1 of the week to give students ample time to complete them.
- Teachers will be available during their posted office hours on Fridays but will not hold a live class.
- Friday's remote attendance will be determined by completion of work, not by logging in to MS Teams.
- Specific start/end times of the school day will be determined but will be similar to the traditional schedule.
- Attendance regulations set forth by [NP 741](#) are enforced, while being aware of COVID-19 illness and possible quarantine periods.
- Campus will be closed on Friday for cleaning and sanitizing.

### PHASE 3 Traditional School Schedule

- [Traditional block schedule](#)
- All students will return to the traditional Monday-Friday schedule.
- The Remote Learning option will continue to be offered.
- Health and safety guidelines will continue to be enforced.

# STUDENT LEARNING: INSTRUCTIONAL OPERATIONS CONTINUED

## REMOTE LEARNING OPTION

Understanding that families may have specific safety concerns, St. Louis Catholic High School is offering a remote learning option. SLCHS has been the leader in 1:1 learning for the past eight years. In this time, our teachers have received untold hours of training and are able to provide academically challenging and engaging virtual lessons to our students using Microsoft Teams and other educational programs.

Please note, remote learners are required to log-in regularly, submit assignments, complete assessments, and meet school expectations outlined in the handbook and the class syllabus. Remote learners will be assigned a Remote Learning Facilitator, who will monitor the student's progress, and should follow their regular class schedule as closely as possible to ensure active participation.

### **To enroll in the remote learning option, please follow the instructions outlined below:**

1. Students preferring to attend via remote learning, please complete this [Remote Learning Survey](#) by August 7th.
  - a. Unless the Remote Learning Survey is completed, all students will be registered as attending face-to-face.
2. Once school begins, all students will be given a grace period to determine if the chosen instructional model is appropriate. This grace period will end on September 8th.
3. After the grace period, students are committed to the chosen instructional option through the first semester.

### **Remote Attendance**

For credit purposes, teachers and the Remote Learning Facilitator will maintain attendance records to determine satisfactory completion of course requirements using MS Teams. Students are required to login to MS Teams to complete daily course assignments.

## EMPLOYEE & STUDENT SAFETY

### Student Screening & Protocols

Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Students should be encouraged to self-monitor for symptoms (fever, cough, or shortness of breath). If a student develops symptoms throughout the day, they must notify an adult.

Parents are encouraged to monitor their children's health prior to coming to school. The student should remain home if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for COVID-19.

All students will have their temperature checked upon arrival at school.

Symptoms that may require a student to stay at home are:

- **Any of the symptoms below:**

- Infrared thermometer reading of 100.4 or above
- Cough
- Shortness of breath
- Active vomiting or diarrhea

Symptomatic students will be isolated and supervised until the student is picked up. Parents are encouraged to notify their health professional of any symptoms. Students may be required to present a doctor's note prior to returning to school.

Parents are asked to notify the school principal if a student or someone they have been in direct contact with tests positive for COVID-19.

School will adapt flexibility in their attendance policy to address COVID-19 illness & possible quarantine periods.

# EMPLOYEE & STUDENT SAFETY

## Employee Screening & Protocols

- Conducting regular screenings for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure.
- Employees should be encouraged to self-monitor for symptoms (fever, cough, or shortness of breath). If an employee develops any symptoms throughout the school day, he/she must notify their principal and are required to return home.
- Employees are encouraged to monitor their health prior to coming to school. The employee should remain home if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for COVID-19.
- All employees will have their temperature checked upon arrival at school. Symptoms that may require an employee to stay home are:
  - Any of the symptoms below:
    - Infrared thermometer reading of 100.4 or above
    - Cough
    - Shortness of breath
    - Active vomiting or diarrhea
- Employee attendance will follow all attendance policies as related to COVID-19. Employees are encouraged to test if they are symptomatic. Decisions should be made in conjunction with their health professional. Employees may be required to present a doctor's note upon return.
- All employees should contact the principal if they are experiencing symptoms of COVID-19 or are directly exposed to someone who tests positive for COVID-19. The Principal will work with the Office of Catholic Schools to determine the next steps.

## Employee or Student Exposure

Schools will be in contact with the regional Louisiana Department of Health. The regional director will give guidance for the student or employee exposure. In the case of direct exposure, schools will follow the guidance set forth by the LDH to reduce additional exposure. The Principal will notify parents if there is a positive case in their child's class and contact any potential direct contacts that may have been exposed.



# PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR EMPLOYEES & STUDENTS

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include: face coverings (which are an important part of our protection against the spread of COVID-19, as well as in personal hygiene), social distancing, and enhanced cleaning efforts. As such, face coverings are required for all employees, students & visitors.

*\*\*Please note that social distancing should be practiced even with the use of PPEs\*\**

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water for at least 20 seconds every two hours.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- Cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing.

## CAFETERIA PROTOCOLS

Students should wash their hands and/or use hand sanitizer every two hours. In Phase 1, 2, or 3, all meals will be served in disposable containers. Self-service options will not be available. All meals will be packed and served by the cafeteria staff. Students/employees won't be allowed to share food, tables, or beverages.

### **Phase 1**

The School Nutrition Program will offer students lunch as “grab-n-go” meals, which are available for drive-by pick-up Monday through Friday at sites to be determined. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver stating the meal is for the student.

### **Phase 2-Hybrid 4 day/week schedule**

Students will be assigned specific areas to eat as determined by administration. In all circumstances, students will maintain the recommended social distancing protocols. For lunch, the principal will establish a schedule for students to enter the cafeteria serving line.



## CAFETERIA PROTOCOLS CONTINUED

- Students will enter the cafeteria in groups no larger than 25 and pick up the “grab and go” meal.
- Students will arrive at a pre-assigned seating area for the duration of lunch, maintaining six feet of social distance.
- Teachers may take student groups to eat in other designated areas of the campus as determined by the principal.
- Students participating in Remote Learning; Lunch will be offered as “grab-n-go” meals, which will be available for drive-by pick-up. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver, stating the meal is for the student.

### **Phase 3**

The School Nutrition Program will provide meals utilizing the same Phase 2 guidelines, increasing the size of student groups from 25 to 50.

#### **Important Information pertaining to all meal phases:**

- All regulations and guidelines (from the CDC, USDA, LDOE, CNP, and LDHH) will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.
- Students will wash their hands upon entering school, before meals, after meals, and before dismissal.

## TRAVEL RESTRICTIONS

- Employees of St. Louis Catholic High School will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the Office of Catholic Schools.
- During Phase 3, student travel for school related activities may be allowed with approval from the Office of Catholic Schools.

## COMMUNICATION

Parents and employees are strongly encouraged to access the most current information about the reopening of school and school operations through our website at: [www.slchs.org](http://www.slchs.org).

# OTHER SCHOOL CONSIDERATIONS AND ENHANCED SAFETY MEASURES

## **Locker Rooms**

P.E. locker rooms will be closed until further notice.

While in locker rooms, students are to stay socially distanced to the maximum extent possible from others as normal practice and wear face coverings. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone coughing, sneezing, or appears to be sick.

## **P.E. Uniforms**

P.E. uniforms will not be required of our students for the 2020-2021 school year.

## **Social Distancing**

Social distancing is an effective way to prevent potential infection. SLCHS will employ social distancing strategies to increase space between individuals, adjusted seating arrangements for classrooms and posted signs to remind staff and students of 6-foot social distancing to the maximum extent possible. Staff will maintain small groups by having students eat meals in classrooms or other approved areas whenever possible and limiting volunteers and visitors in the building. Specific practices will be customized and may include designating building entrances by grade level, mapping traffic patterns through the school, and scheduling student and staff groupings to be as static as possible.

## **Face Coverings**

- Students must provide their own face covering, either purchased or handmade. Masks can be of any color, but must be appropriate for school and Mass, not distracting in any way, and must cover the nose and mouth areas.
- All face coverings are subject to administration approval and can be replaced with a disposable one provided by the office.
- Face coverings must be worn during arrival, dismissal, and any other transition on the school campus. Face coverings must also be worn when proper social distancing of 6 feet or more cannot be attained.

## OTHER SCHOOL CONSIDERATIONS AND ENHANCED SAFETY MEASURES CONTINUED

### **Restroom Facilities**

Restrooms will be available but with limited capacity. Scheduled restroom breaks for classes will be available, and face coverings and social distancing will be required.

### **Cleaning & Disinfection Measures**

Intensified cleaning and disinfection measures will ensure the physical spaces, equipment, and materials staff and students come into contact with remain safe. High Touch surfaces such as door knobs, handles, fixtures, etc. will be cleaned multiple times throughout the day. Restrooms will be monitored and cleaned more frequently throughout the day. Scheduled restroom breaks will be added throughout the school day. During Phase 2, the campus will be closed on Fridays for extra sanitizing and cleaning.

### **Hand Washing**

Hand washing or use of hand sanitizer that contains at least 60% alcohol will occur upon arrival, at least every 2 hours, before and after eating, and upon departure. Good hygiene practices will be encouraged and discussed in the classroom.

### **Barriers & Partitions**

Barriers and partitions are being installed in various locations throughout the campus, such as front office counters, designated teacher workspaces and in classrooms where necessary as an additional safety precaution.

### **Water Bottles**

The water fountains will only be available to fill water bottles. We encourage everyone to bring their own water filled bottles from home.

### **Visitors on Campus**

In an effort to reduce the risk of exposure to our students and staff, non-essential visitors will not be allowed on campus during this time unless they have an appointment.

## PROACTIVE MEASURES TAKEN AROUND CAMPUS

1. **Social Distancing** Students will be socially distanced to the maximum extent possible throughout the school day.
2. **Controlling Traffic Flow** Using every exit and entrance, students will travel with the least amount of traffic possible.
3. **Amended Schedules** Break time will be staggered to limit the number of students gathering. Students will be assigned a designated area for lunch, limiting exposure and controlling group size. Schedules will adjust for bathroom breaks, lunch & transitions between classes.
4. **Face Coverings** In accordance with the Governor, Louisiana Department of Education and the Office of Catholic Schools, everyone will be required to wear a face covering.
5. **Temperatures Checked** Temperatures and symptoms will be monitored upon arrival to campus.
6. **Cleaning & Disinfecting** Increased cleaning of all areas will be implemented. When campus is closed on Friday, heavy sanitation will occur.
7. **Hand Washing & Sanitizer Stations** Handwashing is encouraged at all times and sanitizer will be provided throughout the entire building.
8. **Gym/Athletic Facilities/Cafeteria** Gatherings in the gym and athletic facilities will be limited in size to allow appropriate spacing. Hot lunches will be served in disposable containers.
9. **Visitors on Campus** In an effort to reduce the risk of exposure to our students and staff, non-essential visitors will not be allowed on campus during this time unless they have an appointment.

## REMOTE LEARNING OPTION FAQ:

**How do I know if my child will be successful with the remote learning option?** Using information and feedback gathered from stakeholders during last year's Q4, SLCHS has improved methods and internal processes to provide high-quality learning for all students. Our teacher training, access to technology, and challenging curriculum will extend to our remote learning students, who must be self-motivated and organized. Teachers will be available to answer questions during the scheduled class time and predetermined office hours.

**Will students have the same schedule and teachers as in face-to-face instruction?** Students will follow their schedule as if they were on campus. Students are not required to live-stream the course, although this is encouraged. All classes will be streamed and recorded for viewing. Students will be responsible for logging in daily and participating in all activities assigned to the class.

### **Will students be able to return to face-to-face instruction?**

All students and families will have a two-week grace period after classes begin, until September 8th, to decide which option (on campus or Remote Learning) is best for them. This decision will be binding through the fall semester.

**How will students who choose remote learning be tested, ensuring security?** Remote testing details and policies are still being finalized. We have determined that students will be asked to complete major assessments on campus with a proctor present, but minor assessments and assignments will be completed at home.

**My child receives free or reduced lunches. Are they allowed to eat from the cafeteria?** Lunches will be served and students in the remote learning option will be allowed to pick up a "grab and go" lunch at a predetermined time and location. It is the student's responsibility to alert the school each morning of this decision. More details will be provided.

## REMOTE LEARNING OPTION FAQ CONTINUED

**My child wasn't able to watch the lesson and has a question after hours. Is his/her teacher available?** SLCHS teachers and staff are working to accommodate each student. However, our teachers will not be available for in-person questions after school hours and may not respond to email questions until the following school day. However, if the student needs assistance after the scheduled class, teacher office hours are listed in the course syllabus. Students are also encouraged to reach out to their assigned Remote Learning Facilitator for non content-specific questions. These facilitators will be assigned before September 8th.

## REFERENCES

[https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf?sfvrsn=c10e981f\\_24](https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf?sfvrsn=c10e981f_24)

[https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-faq.pdf?sfvrsn=8007981f\\_4](https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-faq.pdf?sfvrsn=8007981f_4)