

St. Edward Central Catholic High School
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REOPENING PLAN
- PART 1 -
JULY 24, 2020

Dear St. Edward High School students and families,

We appreciate your commitment to Catholic education and the patience you have afforded us while we work through this difficult time. We are pleased to announce that after many weeks of meticulous planning by our reopening team, we feel we are ready to begin the 2020-21 school year next month. The team based their decisions for this graduated reopening model based on recommendations from the Illinois School Board of Education (ISBE), the Illinois Department of Public Health (IDPH), Centers for Disease Control, and the Diocese of Rockford. A variety of stakeholders contributed to this effort, including many St. Edward staff members. We thank them for their time and commitment to bring our students back to St. Edward in a safe and responsible manner. We also thank parents and teachers for their responses to our recent surveys. The data collected from school families and staff also shaped the reopening plan.

St. Edward High School plans to reopen for in-person instruction in a modified manner beginning August 18. We understand how important it is for our students to return to St. Edward for their high school learning experience. The benefits of being in-person in the St. Edward community are abundant and positively impact students' growth spiritually, cognitively, emotionally and socially. We also understand it is of the utmost importance that we continue to provide a rigorous academic curriculum paired with a strong Catholic identity in any learning situation. We learned many lessons when we were forced to move to remote learning last school year, and we take those lessons into our planning for this school year.

The safety of our students, faculty, staff and school families was at the forefront of the decision-making process. We want to be sure when we return to school next month that we keep our students safe and protect their siblings, parents, grandparents and all your loved ones. We believe this plan allows us to maintain a rigorous academic curriculum and keeps everyone as safe as possible. Please read through this plan in its entirety with your student(s). You can expect more information in the days to come regarding additional modifications, the new bell schedules, lunch expectations, illness protocols and much more. We realize this is a lot of information, but we want all our school families to be well-informed and prepared for the school year.

It is important to note that our plan revolves around synchronous learning experiences for all our students, every school day. This means all students will receive the same instruction as their peers each school day and engage in the learning process as a group.

Thanks to several grants and the success of Tidal Wave 2020, the senior class will replace their iPads with SurfacePro laptops. The St. Edward technology program is a distinct advantage for our students, and we are grateful we can provide all our students and staff with the same device now. Students can expect their schedule to be emailed the week after virtual fee payment days in August. Check the school website and calendar for information on fee payment days. The school calendar has been modified slightly and will be sent to all school families soon.

We cannot wait to see our students back in our school building next month!

PLAN OVERVIEW

This plan outlines the first 10 weeks of the school year, which will be approximately the end of the first quarter. We are confident that as we work out more specific details on daily life in our school that this plan will safely bring all our students back to in-person learning at St. Edward. We believe this plan will do that in many ways, including the following:

- ✓ Students and staff will be gradually acclimated to the changes required of them to attend school in person. These changes include: locker use, wearing masks, new arrival and dismissal procedures including COVID-19 screening, hallway and bathroom use, classroom expectations for social distancing, lunch procedures, use of technology on a single platform while in school and at home, live streaming classes and more
- ✓ Students and staff will be able to practice social distancing, which we hope will help prevent a large and untraceable COVID-19 outbreak and related isolation mandates/school closures
- ✓ Students and staff will learn new protocols related to COVID-19 in smaller groups with more social distancing
- ✓ School families will be well-informed of the expectations and protocols for this challenging time. Protocols will keep not only our students, but their siblings, parents, grandparents and others safe
- ✓ Students will learn how remote learning will occur should we be forced to return to that at some point this school year

RETURNING TO SCHOOL – RE-ORIENTATION WEEK

St. Edward Central Catholic High School is dedicated to reopening our school as safely as possible. Our school year will begin with Re-Orientation Days for each of the classes, to help them become acquainted with our new and enhanced arrival/departure, health and cleaning, and safety protocols. Smaller group sizes allow for us to better prepare our students and staff for the coming weeks.

- ❖ Senior Re-Orientation Day will be Tuesday, August 18, beginning at 8:10am (Zero Hour arrive by 7:45am), dismissal will be 2:45pm. Senior SurfacePro laptops distributed. Seniors must return their iPad and charger. More information to come.
- ❖ Junior Re-Orientation Day will be Wednesday, August 19, beginning at 8:10am (Zero Hour arrive by 7:45am), dismissal will be 1:15pm.
- ❖ Sophomore Re-Orientation Day will be Thursday, August 20, beginning at 8:10am (Zero Hour arrive by 7:45am), dismissal will be 1:15pm.
- ❖ Freshman Orientation Day will be Friday, August 21, beginning at 8:10am (Zero Hour arrive by 7:45am), dismissal will be 2:45pm. Freshman SurfacePro laptops distributed.

The typical school day after Re-Orientation Days will run from 8:10am-2:45pm. If you have a Zero Hour Course, your school day will run from 7:25am-2:45pm.

HYBRID LEARNING – FOUR WEEKS

Beginning August 24th, we will resume learning in a new hybrid model, based on an alphabetical split of the student population (keeping siblings/households together). This graduated approach to in-person instruction is meant to keep our school family safe and provide the high-level academic curriculum you have come to expect. Please note that this is a synchronous learning experience. This means that students who are not in the school building will be expected to live stream all their classes, following the regular school day schedule from their SurfacePro laptop at home using Microsoft Teams. Teachers will be provided a new classroom device to film all classes.

Students will still submit assignments as they normally would, and all teachers/classes will use the Teams platform each class period. Attendance will be taken each class period as it normally would, and students must be available for the duration of the school day. Students learning from home will be able to participate in group discussions, ask questions through video or chat, and engage in the learning process with their peers on their remote learning days. Absences for these days will occur as they normally would if students are not signed in and participate in the entirety of each class on their schedule. We understand that some classes may pass out supplies or modify projects because of COVID-19 protocols for sharing items and the A/B split. We will continue to work out these details with our staff in the coming weeks. Group A (Green) and Group B (Gold) will each get more detailed information in the coming days.

Group A (GREEN)

- Last names A – L
- Attend in person:
8/24, 8/26, 8/28
9/1, 9/3, 9/9, 9/11, 9/14, 9/16

Group B (GOLD)

- Last Names M - Z
- Attend in person:
8/25, 8/27, 8/31
9/2, 9/8, 9/10, 9/15, 9/17, 9/18

- ❖ Administration will be consistently assessing this model through feedback from students and teachers. We will also use this time to allow for more social distancing, enhanced sanitation practices and enhanced training for our staff and students as we look toward the second half of first quarter. We anticipate that hybrid learning will end midterm of first quarter.

*A full calendar will be sent with these dates to dispel confusion.

With the class period schedule this year, we are also introducing longer passing periods to allow for sanitizing the classrooms and slightly longer travel times to classrooms (due to single direction hallway flow throughout the entirety of the building). The bell schedules are forthcoming.

FULL IN PERSON INSTRUCTION – ALL STUDENTS

We anticipate that on September 21, which begins the second half of first quarter, that we will have all students return to the school building at the same time. The hybrid groups will no longer be separated. At this point, we expect that students and staff will be well acclimated to the numerous changes we have had to make to follow safety guidelines. For the remaining weeks of first quarter (9/21/20 – 10/23/20) teachers and staff will participate in one training day each week and a deep clean will take place that evening. Students will not attend school on those training days as designated by ISBE. The full school calendar will detail this adjustment.

*A full calendar will be sent with these dates to dispel confusion.

A note about these plans and remote learning:

Should Illinois return to Phase 3 of Restore Illinois or we are mandated by the State of Illinois governing bodies to return to remote learning, we are prepared. A separate remote learning team is working tirelessly to be sure our students will continue to receive the high-level education they have come to expect and continue to build community with their peers and teachers. Many facets of the remote learning program have been overhauled and if we are forced to return to this type of learning environment, we are confident we have identified new approaches to meet our students needs and keep them engaged in the learning process. Some of the changes to the remote learning program include ample “face to face” time between students, their peers and teachers, a single Microsoft platform for all classes, consistent grading procedures, a standard school day schedule, specific protocols for video conferencing for our clubs and co-curricular activities, and much more. More details on this will be provided in the future.

Updates on co-curriculars and athletics will be available in the coming weeks. The IHSA has not decided how or if they can conduct fall sports.

HEALTH AND SAFETY

St. Edward will continue to monitor any changes in published guidelines and adapt our policies as needed.

- ✓ All employees will be trained in health and safety protocols relating to Covid-19.
- ✓ All state-mandated physicals/immunizations are due by October 15. We highly recommend flu shots as well.

- ✓ Any member of the school community who is sick should NOT come into the building. This includes the following symptoms:

- Fever
 - Cough
 - Shortness of breath
 - Chills
 - Fatigue
 - Difficulty breathing
 - Muscle/body aches
 - Sore throat
 - New loss of taste/smell
 - Congestion/runny nose
 - Nausea/Vomiting
 - Diarrhea
 - Headache
- ✓ Temperature monitoring and symptom checks will be done when students, staff, and visitors enter the building. A temperature greater than 100.4 degrees Fahrenheit or identification of known symptoms of Covid-19 will require that we either deny entrance (visitors) or quarantine the student until a parent can be reached and/or the student can be picked up.
 - ✓ Any members of the school community who are sick should not return to school until they have met criteria to return (see COVID-19 Illness section below).
 - ✓ A specific, supervised area will be designated for those who may show symptoms during the day. Quarantined area will be cleaned and disinfected after each use.
 - ✓ Social distancing (6 feet or more) should be maintained while in building as much as possible.
 - ✓ Disinfecting spray, wipes, and/or hand sanitizer will be available throughout the school.
 - ✓ Water fountains are only to be used for refilling of clear bottles. *Clear, plastic water bottles* can be carried with students during the day. For convenience, a school approved water bottle is available for purchase in the online school spirit store at www.stedhs.org.
 - ✓ All high touch surfaces will be cleaned and disinfected frequently throughout the day, and thorough cleaning and disinfecting throughout the building will be enhanced nightly.
 - ✓ Bathrooms will not be open during passing periods. Each classroom has been assigned a restroom to use. Students are asked to sign in and out of class (one at a time) to minimize hallway and restroom congestion.
 - ✓ If a COVID-19 surge occurs at St. Edward, we will work closely with state and Diocesan officials to determine whether we can continue with our reopening plan. If necessary, we may return to either a full remote learning protocol, or some hybrid of in-person and remote learning.
 - ✓ Specific procedures regarding quarantine and isolation will be provided.
 - ✓ ***Solid colored masks*** are always to be worn by all students and staff when in the building, even when social distancing is possible.
 - ✓ Limit nonessential visitors. Potential visitors, including substitute teachers, or family members will be screened prior to entry for fever or symptoms of COVID-19. Those with symptoms are not permitted to enter the facility.

- ✓ Limited visitors that are permitted inside must wear a cloth face mask while in the building, maintain physical distancing, and restrict their visit to the location designated by the school.
- ✓ Frequently clean and disinfect high-touch surfaces throughout the school.
- ✓ Handshakes, high fives, or other physical contact is prohibited.
- ✓ Plexiglass has been installed in the school office and other areas of the building as a protective barrier between visitors and students/staff.
- ✓ Hallways will be monitored during the passing periods for physical distancing and proper observation of safety protocols.

SPACE/PHYSICAL/SOCIAL DISTANCE

- ✓ Signs will be posted regarding how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face mask.
- ✓ Everyone will be encouraged to maintain physical social distancing in corridors, bathrooms, stairways, and offices, directed and monitored by floor markings, signage, and supervision.
- ✓ Prohibit more than 50 individuals from gathering in one space.
- ✓ Limit/direct traffic flow in hallways.
- ✓ Locker usage will be suspended for the 1st quarter as recommended by ISBE and IDPH, to encourage social distancing. Students will carry backpacks with only the necessary supplies they need for school. More details to come.

CLASSROOM

- ✓ Encourage social distancing in all settings where possible.
- ✓ Classrooms misted with disinfectant after each use, including between class periods. Additional time will be built into each period to wipe down all desks, seats and other objects used in the classroom.
- ✓ Face student desks the same direction, 6 feet apart where possible, with assigned seating in every space to assist in contact tracing efforts.
- ✓ Students are required to wear their masks in the classrooms and throughout the building regardless of their distance from others, except while eating or in some situations outdoors where physical distancing can be practiced.
- ✓ The area in the classroom where the teacher's desk is and where the teacher can teach while being 6 ft away from the first row of students will be clearly marked.
- ✓ Teachers will be marking common areas such as lab tables, to show where to sit to maximize spacing.
- ✓ Ensure classroom access to hand hygiene products. Students will use hand sanitizer provided by the school when entering or exiting a classroom/bathroom/any school area.
- ✓ Ensure adequate supplies to minimize sharing of high touch materials as possible, or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- ✓ Certain courses, such as Art, Music and Science, will modify classroom procedures to avoid sharing supplies among students and accommodate students during hybrid learning.

- ✓ Use outdoor spaces if possible, to encourage adequate social distancing, especially in PE and Music classes. Due to weather, Physical Education classes will be taught 1st and 4th quarters, allowing Health to be taught inside during more inclement months. Gym uniforms do not need to be purchased this year.
- ✓ Classrooms will have interior doors and windows open whenever possible to increase air flow.
- ✓ Classes will be graded as they normally would. Eligibility for co-curriculars will remain the same throughout the school year. Students are expected to put forth their best effort in all classes at all times.

STUDENT IDENTIFICATION CARDS (ID)

Beginning the 2020-21 school year, student identification cards must always be worn on school-issued lanyards. IDs will be part of the school's dress code (therefore subject to dress code violations as will be outlined in the student handbook). This will allow staff members to better identify students throughout the school, especially due to everyone being required to wear a mask. We expect that all students will receive their new school ID and lanyard on their re-orientation day. To proceed through the arrival COVID screening each morning, students must be wearing their school ID around their neck. The ID should be kept on for the duration of the school day.

MASKS

- ✓ Masks are to be worn by all students, staff, and visitors while in the building.
- ✓ A mask covering both the nose and mouth is required. Scarves, bandanas, gators, etc. will not be permitted.
- ✓ Face shields cannot replace a mask per the ISBE and IDPH.
- ✓ Masks will not be required to be worn outside, when eating, or band classes for brass/wind instruments, if proper social distancing can take place.
- ✓ Teachers may, on occasion, provide "mask breaks" outdoors, if everyone still maintains proper social distancing while outside.
- ✓ Any mask that is deemed insufficient, ill-fitting, or inappropriate is at the discretion of the administration and the student will be given a disposable mask to wear for the day.
- ✓ **Only solid color masks will be allowed. No logos, texts or images except the St. Edward logo. School approved masks are also available in the online spirit wear store at stedhs.org.**

*Students who have medical concerns should submit documentation from their licensed physician outlining the specific medical diagnosis that causes the student not to wear a mask. Such exemption must meet the ISBE requirements and include a defined diagnosis. For example: Anxiety, as noted by a primary care physician, would not be sufficient. The treating physician would need to document an anxiety disorder that would prohibit the wearer from using a mask. *Such documentation MUST BE SUBMITTED prior to the re-orientation week to the school office so that it can be reviewed.*

COVID-19 ILLNESS

Students and staff must follow specific procedures relating to symptoms of COVID-19, testing, contact tracing and isolation/quarantine. These guidelines are directed by IDPH and must be followed. More information will be released as we get clarifications on handling these situations.

- ✓ Any person who exhibits symptoms cannot enter the school building.
- ✓ If a student or staff member tests positive, St. Edward will notify our school families and follow guidelines to enable contact tracing.
- ✓ Absences related to symptoms on the COVID-19 list must be reported by a parent to the main office. If a student/staff member, any member of their household or an individual with which you have had close contact (as defined by more than 15 minutes closer than six feet even when masks are in use) tests positive or is suspected of having COVID-19, they are required to quarantine for a period of time. A return to school would be based on this policy from ISBE and IDPH.

Discontinuation of Isolation:

Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

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