



L A F A Y E T T E
CATHOLIC
SCHOOL SYSTEM

———— Preparing Students For Life ————

COVID-19 HEALTH AND SAFETY PLAN FOR RE-ENTRY
SYSTEMWIDE POLICIES AND PROCEDURES

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WELCOME BACK!

TUESDAY, AUGUST 18, 2020

On-campus in-person instruction resumes

Before and afterschool care are available

Click to view the [2020-21 calendar](#)

Health & Safety Precautions

Enhanced Cleaning Protocols

Masks

Each student, faculty and staff member will need to have a mask with them at times, and will be required to wear it throughout the day when six feet of social distancing cannot be achieved.*



COVID Positive [Symptomatic](#)
 COVID Positive [Asymptomatic](#)
 No COVID Test [Symptomatic](#)

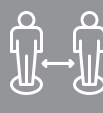
Hand Washing

Students, faculty and staff should wash their hands with soap and warm water regularly throughout the course of the day.



Social Distancing

Individuals must keep a safe space between themselves and others who are not a part of their personal household/cohort.



Cohorting

Students will be part of smaller groups in each building, called cohorts, to reduce the number of people they interact with daily.



Hand Sanitizer

Use sanitizer when you cannot wash your hands and upon entering the building/a new section of the facility

Classrooms

Classrooms will be cleaned frequently with sanitizing agents



Assigned Seating

Classrooms in each building will be redesigned and seating will be assigned.



Water Bottle Filling Stations

Bottle filling stations have been added to each school. Faculty, staff and students should bring clean, labeled bottles each day.



Day Porters

Additional staff will help with keeping buildings clean.

Daily, Deep Cleaning

The buildings will be deep cleaned at the end of each school day.



Visitors / Volunteers

Outside visitors and Volunteers should be limited and closely monitored.

Containment Rooms

Each building will have an area for constituents who may exhibit signs of illness and are waiting for pick-up.



TAKE THE PLEDGE
HELP KEEP LCSS SAFE



Lafayette Central School System
 COVID-19 Health and Safety Plan
 for Re-entry
 Systemwide Policies and Procedures

PREVENTION AND MITIGATION POLICIES

CLEANING

A documented cleaning standard will be implemented across all LCSS facilities, which includes regular cleaning throughout the day.

Classrooms will be supplied with disinfectant, which should be used at the discretion of the teacher. LCSS recommends that cleaning be completed between passing periods at Central Catholic and between classroom use of special-area classrooms at the elementary schools. If possible, classrooms also should be sanitized during lunch breaks. Faculty/Staff should sanitize commonly used equipment such as copiers after each use.

A designated day porter in each school will clean high-use areas regularly throughout the course of the day. These areas include:

- Door hardware
- Front offices
- Staircase railings
- Restrooms
- Lockers

Every 2-3 hours (approximately twice a day), the day porter for each school will be responsible for:

- Cleaning and disinfecting all entry/exit, classroom, office and door hardware
- Disinfecting washroom light switches, door hardware, lavatory fixtures, toilets, sinks and cubicle partitions
- Making sure washrooms are stocked with fresh supplies



- Making sure hand-sanitizer stations are fully stocked
- Cleaning and disinfecting main office communal areas
- Cleaning and disinfecting hall and stairway handrails
- Cleaning and disinfecting water bottle filling stations

Additionally, day porters will be tasked with disinfecting communal areas (e.g. lunch rooms, stairwells, gyms, weight room, locker rooms, teachers lounge, library) and playground equipment between usage.

In addition to daily cleaning, all LCSS facilities will implement a daily deep cleaning and disinfection process following school dismissal. In order to support a disinfection process that will take approximately one hour to complete, the responsibility for nightly disinfection will incorporate students, staff and coaches as well as nightly custodial personnel. A plan detailing each constituency's participation and responsibilities will be developed with input from all affected areas and distributed to the building principal and manager to implement. Nightly/prior to 7 a.m., the following will be undertaken:

- Deep cleaning and disinfection of all classroom desks and student work/play areas
- Disinfection of main office areas
- Disinfection of classroom and offices spaces
- Deep cleaning and disinfection of light switches and water bottle filling stations
- Disinfection of office and classroom telephones
- Disinfection of student locker handles at Central Catholic
- Disinfection of confined communal spaces used across cohorts for sustained periods. (e.g. restrooms, player and coach locker rooms, weight room, library, teachers lounge, etc.)

COHORTS (STUDENT/TEACHER)

Students will be grouped into cohorts at each building. The purpose of cohorts is to limit potential exposure among school populations. Suggested cohorts for each campus follow:

| | Central Catholic | St. Boniface | St. Lawrence | St. Mary | St. Francis |
|-----------------|------------------------|-----------------|-----------------------------------|---|---|
| Cohort 1 | Jr. High (7-8) 157 | 4th Grade 48 | 1st Floor Students (K-3) 84 | 1st Floor (1-2) 75 | Cohorts are based on the location of classrooms that share restrooms. |
| Cohort 2 | Sr. High (9-12) 291 | 5th Grade 33 | 2nd Floor (4-6) 91 | 2nd Floor & Back Hall (K&3) 71 | |
| Cohort 3 | | 6th Grade 41 | | | |



Cohort size may still be reduced. Further plans are being discussed at the individual schools.

As much as possible, students and teachers should remain in their respective cohorts. All faculty staff and students should practice social distancing in combination with other everyday preventative actions to reduce the spread of COVID-19. Other measures include: wearing cloth face coverings, avoidance of face touching with unwashed hands and frequent hand washing with soap and water for at least 20 seconds or utilizing hand sanitizer stations in the facility.

As allowed by building design, each facility will designate a specific entrance/exit for individual cohorts, as well as a holding area for each cohort that is available 45-60 minutes before the start of school. Each designated entrance/exit will be supervised by a faculty/staff member for 15 minutes before the school day begins. If possible, exterior doors should be propped open before and after school, and monitored by faculty/staff to limit constituency contact with door handles.

Each facility will identify how the cohorts are maintained in the After School Care programs. Limitations on participation may need to be considered. For example, utilization of After School Care may be limited only to students of single parents or students of parents who both work.

CONTAINMENT ROOM/AREAS

Each facility will identify a location to which students will report when they become ill or show symptoms of COVID-19. Areas will not be available for use once occupied by someone with these symptoms until the space has been appropriately disinfected. Each facility will ensure that adequate supervision is provided to students in containment areas.

INSTRUCTIONAL DELIVERY METHOD

LCSS is committed to providing in-person instruction, five days a week, at each of our five campuses, following the guidance of the Governor's Office and the local health department. However, we are also sensitive to the needs of our students and families who, for whatever reason, request alternative (distance) instruction. To serve those families, and in anticipation of possible gubernatorial and health department guideline changes, administrators are building on the robust elearning experience commenced this past spring to ensure continued, high-level remote instruction that will keep distance students engaged with their respective school, teacher(s) and classmates.

TEACHER PREPARATION & ADDED SUPPORT

Professional learning opportunities related to new classroom technologies will be available for teachers to start the school year, which would encompass virtual, in-person and flexible-time options.



LCSS plans to arrange for additional aides to coordinate work for students absent from school for more than 72 hours, as well as provide targeted 1:1 or small-group assistance to students who have fallen behind a grade level due to COVID-19.

REMOTE INSTRUCTION

If after reviewing this plan your family requires a remote instruction option, please fill out the survey that will be sent via email on July 17 or visit our website to fill out a form requesting remote instruction and the principal of your child's school will get in touch with you to schedule a conference.

NEW STUDENT ORIENTATION

Each campus should prepare for an in-person orientation for students who are new to a facility, limited to the new student(s) and a parent/guardian. This pertains to:

- Kindergarten at STL and STM
- 4th Grade at STB
- 7th and 9th Grade at CC
- Any student new to LCSS

Faculty, staff and students should observe social distancing, wear masks and utilize hand sanitizer upon entering the building and throughout the orientation as they enter new areas of the facility.

SHARED SPACE AND ACTIVITIES

Each facility will identify and limit use of hallways/sections of buildings to particular cohorts as allowed by building design.

Student Dropoff and Pickup

The times for dropoff and pickup for each school will remain the same as last year. Each school is developing plans for how this process will work at each facility, for each cohort. Plans will include where students should report when they arrive at school and how they will be dismissed at the end of each day. Those details will be shared prior to the start of school.

Classroom

Schools will implement several strategies to maintain healthy classroom environments:

- Clean and disinfect frequently touched surfaces
- Discourage sharing of items that are difficult to clean or disinfect
- Avoid sharing water bottles, electronic devices, toys, books, and other games or learning materials
- Explore modified classroom layouts to maximize space between students
- Assign seating in classrooms
- Review materials and surfaces in the classroom and consider removing items not required



Front/Athletic (Communal) Offices

Schools will implement several strategies to maintain healthy office environments:

- Clean and disinfect frequently touched surfaces
- Discourage sharing of items that are difficult to clean or disinfect
- Explore modified layouts and signage to encourage social distancing of faculty, staff and students
- Limit/minimize the number of people who enter the office
- Visitors should be prohibited or kept to a minimum.

Athletic Competitions

As our community engages in youth sport activities again, LCSS will continue to consult the [Indiana High School Athletic Association's IN-CLASS COVID-19 Health and Safety Re-entry Guidance](#), CDC Considerations for Youth Sports and National Federation of State High School Associations and Sports Medicine Advisory Committee documents, as well as work with state and local health officials to guide the implementation of each respective athletic program.

For more information on mitigation and safety measures pertaining to athletics, please consult the [LCSS Three-Phase Plan](#) for Reopening Extracurricular Activities.

Choir and Band

LCSS will adopt the [Fall 2020 Guidance for Music Education](#) by the National Association for Music Education/National Federation of State High School Associations, at least in part. Music educators should review this document for guidance on what can be done in their classrooms.

An ongoing study of aerosol distribution in the context of singing or playing wind instruments seeks to identify effective mitigation techniques for these activities in the music classroom. Until the study is completed, or a comprehensive mitigation plan is recommended, music educators are encouraged to take students outdoors for singing at this time, weather permitting. The Association makes the following recommendations that we will adopt, at least until the conclusion of the aerosol distribution study:

1. No indoor singing (pg. 2)
2. Recommendations on instrument hygiene (pg. 4)

Library

As public libraries make plans to phase in reopening, we will consider how best to balance the safety of staff and students with providing access to library resources. A key question to use of the library is the risk of infection through surface contact with materials carrying coronavirus. Clearly our understanding of any aspect of how the virus is spread is still at a relatively early stage, so no universal recommendations have been developed at this time. LCSS will continue to evaluate guidance from the International Federation of Library Associations and Institutions, prior to reopening school libraries.



In addition, LCSS will spend more time and effort in promoting and providing access to expanded digital library services, which students may access on their electronic devices.

Lunch

The school lunch period will look and feel different due to the difficulty of enforcing social distancing guidelines in communal areas such as lunch rooms. Lunch will take place within respective cohorts. Each facility will identify a specific lunch area for each cohort on campus. If multiple cohorts will use the same lunch area, social distancing guidelines should be adhered to between cohorts. Additionally, the school will ensure that a schedule is in place that allows for cleaning and sanitization of shared spaces in between use for a sustained period by separate cohorts.

Students will go through serving lines and lunches will be served as usual. Condiments and utensils provided by the LCSS lunch program will be individually wrapped. Lunchroom staff will follow all local health department and USDA guidelines and will be wearing masks and gloves. All serving lines and tables will be thoroughly cleaned between lunch services.

Mass

Respective cohorts should adhere to social distancing guidelines and recommendations when combined in the same communal area. Each campus leader will make decisions on how their school will provide all-school Mass for their students.

Elementary School leaders, in conjunction with the parish priests, will identify Sunday Mass capacity within their parish, given COVID-19 restrictions, and determine how all-school Mass will be conducted. Central Catholic will determine the capacity for McHale Gym and how best to ensure distancing, especially between cohorts. Mass attendance at Central Catholic will be restricted to students, faculty and staff.

Meetings and Gatherings

Meetings, such as regular faculty/staff meetings, should take place in cohorts or via Google Meets until otherwise directed.

If in-person meetings are deemed necessary, social distancing guidelines and recommendations need to be enforced. The room and seating configuration should encourage distance between participants, and the use of face coverings is encouraged and may be required if social distancing cannot be achieved. Organizers should consider limiting the size and time of each meeting.

Physical Education

Physical education classes should take place outside as much as possible, weather permitting. PE classes should be scheduled in such a manner that there is adequate time for sanitation of shared equipment and spaces between classes and certainly between cohorts.

Restrooms

Each facility will identify and limit restrooms to be used by particular cohorts, when possible. When this is not possible, a schedule of use will be provided



so that facility managers can clean restrooms between cohorts. Other precautions may be incorporated when facilities are limited.

Special Areas (Elementary Only)

Special Area class schedules will be designed so that adequate cleaning and sanitation can be accomplished between the usage of shared spaces/materials. When this is not possible, Special Area teachers should rotate between homerooms for instruction.

SOCIAL DISTANCING AND MASKING/FACE COVERING

Faculty, staff and students should be encouraged to practice social distancing, also called “physical distancing,” as a means of keeping a safe space between one person and others who are not from their household. Social distancing should be practiced in combination with other everyday preventative actions to reduce the spread of COVID-19, including wearing face coverings, avoiding touching your face with unsanitized hands and frequently washing hands with soap and water.

Faculty, staff and students will be responsible for providing their own CDC-recommended cloth face mask and having it with them every day. LCSS will provide face mask lanyards for faculty, staff and students as a way to keep face masks from getting lost, misplaced, or dropped on the ground.

- Students at Central Catholic should limit their visits to lockers throughout the course of the day to before school, at lunch, and at the end of the day. CC students will also be required to wear masks during passing periods and at any other times during the day when social distancing is not possible.
- Elementary school children will be required to wear masks when social distancing cannot be achieved.

Faculty, staff and students are required to wear face coverings throughout the school day when six feet of social distancing cannot be achieved.

STAFFING

Each school's administrator will clearly identify a chain of command in order to keep the school operational should s/he become unable to perform her or his duties.

LCSS administration and school principals are collaborating to ensure that an efficient system is put in place for the hiring and notification of substitute teachers. Additional resources, including social media posts and daily announcements requesting substitute teachers, are being devoted to bring awareness to the need for additional substitute teachers thereby ensuring that building principals may continue class schedules uninterrupted. Directions for becoming a substitute teacher for K-12 can be found [here](#).



Exemptions to Wearing Face Coverings:

In the following scenarios faculty, staff and students are exempt from wearing a face coverings but are strongly encouraged to do so if practicable and without undue risk, or alternatively, are strongly encouraged to wear a face shield:

- students who are over the age of two (2) years and under the age of eight (8) years;
- any faculty, staff or student with a medical condition, mental health condition or disability which prevents wearing a face covering;
- while consuming food or drink;
- while exercising or engaging in sports activity and the individual can maintain six feet of social distancing;
- while giving a speech to an audience if the person can maintain six feet of social distancing;
- while receiving communion at Mass.

VULNERABLE INDIVIDUALS

Vulnerable individuals, defined as people of any age with [certain underlying](#) medical conditions and [adults 65 years old and older](#), need to take extra precautions to protect themselves from getting COVID-19. These individuals will be directed to communicate directly with their appropriate school principal or immediate supervisor to discuss individual health concerns and needs. Confidentiality should be maintained. Schools will consider several additional strategies to provide a healthy environment for vulnerable individuals that may include the following:

- Making additional modifications to classrooms to allow for social distancing
- Requiring face coverings to be worn by all faculty, staff and students who share a space with the vulnerable individual for a sustained period of time
- Limiting activities for the individual to help maintain distance from others
- Implementing physical barriers in classroom or office areas regularly used by the individual
- Identifying and planning for more frequent cleaning/disinfecting of surfaces with which the the individual may come into contact
- Removing or restricting use of any items that cannot be easily cleaned in the individual's office or classroom (e.g. pillows, whiteboard erasers, sports gear and equipment, electronics, towels, etc.)
- Encouraging use of an aide to retrieve mail and classroom materials, or perform other required duties to limit their movement within the building
- Encouraging the identification and removal of individuals who have a persistent cough, sneeze, have difficulty breathing or appear obviously unwell

Principals, faculty and staff from each school will be responsible for instituting measures that best ensure the safety of everyone involved. The development of protocols to safeguard vulnerable constituents is expected to be a fluid process, given the needs of each individual and in accordance with his/her school/cohort design.

Students at high risk of illness will be given an alternative to in-person instruction, if desired, which seeks to keep them connected to their school community.



PERSONAL RESPONSIBILITIES

INFORMATION COURSE AND PLEDGE

Faculty, staff and students will participate in a self-paced, age-appropriate course on the symptoms of COVID19 and hygiene mitigation practices before the school year begins. Chief among the required hygiene mitigation practices discussed, are:

- Individuals should use hand sanitizer upon entering the facility and as they enter each new space within the facility.
- Faculty, staff and students should wear clean clothes to school and follow other standards of basic hygiene.
- Individuals should [wash their hands](#) with soap and warm water regularly throughout the course of the day.

Faculty, staff and students will then read, agree to and sign the [LCSS Pledge of Good Stewardship](#) before the school year begins.

DAILY ASSESSMENT

Faculty, staff and students must self-assess each day before coming to school. The self-assessment involves checking for and reporting the following symptoms:

1. A fever of 100° F or greater
2. Other signs of illness such as:
 - Cough



- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Diarrhea

3. Close contact (within 6 feet for more than 15 minutes) with anyone who has been confirmed to have COVID-19 within the last two weeks

If any of the symptoms are present or close contact has occurred, DO NOT come to or send your student to school. Instead, contact your health care provider and quarantine your child/yourself. Strongly consider COVID-19 testing.

Reporting

All faculty, staff and students will report to either the principal of their school (students/parents) or their supervisor (teachers/staff) if there is a confirmed case of COVID-19 in their household. The principal will report positive cases to the LCSS Health & Safety Coordinator who will coordinate details with the local health department and the Indiana Department of Education.

All members of an infected household should self-isolate, to include refraining from entering any LCSS facility, for a period of at least two weeks, or a period otherwise determined by medical professionals and the health department.

When an Individual Can Return to School

Please refer to the [Indiana State Department of Health of Guidelines](#) to determine when you or your child can return to school.

*This document was developed in conjunction with the Administration of Lafayette Catholic School System, the individual school principals, select teachers, staff and volunteers, and in cooperation with the Tippecanoe County Health Department and has been reviewed and approved by the Diocese of Lafayette and the Lafayette Catholic School System Board of Directors.

