

# ARCHDIOCESE OF INDIANAPOLIS

St. Vincent de Paul Catholic School  
Bedford, IN



To know and live our faith  
To lead and serve by example  
To achieve success as life-long learners

COVID-19 HEALTH AND SAFETY  
RE-ENTRY PLAN  
2020-2021 SCHOOL YEAR

*“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....”*

-Pope Francis  
*Strong in the Face of Tribulations:  
A Sure Support in Time of Trial*



**Catholic Schools in the Archdiocese of Indianapolis believe:**

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

*St. Vincent de Paul School* will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

# SVS Re-Entry Plan

## 2020-2021

(July 13, 2020)

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. *Name of School* will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as priority. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and Center for Disease Control was used to create a plan that speaks to the local subsidiarity of St. Vincent de Paul. At all times St. Vincent de Paul leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the St. Vincent de Paul community.

<b>Consideration</b>	<b>Protocol</b>
<b>School Program</b>	<ul style="list-style-type: none"> <li>• School resumes on Wednesday, August 12<sup>th</sup>, 2020</li> <li>• Students in grades PK-8 attend in traditional format: M-F, 8 am to 3 pm</li> <li>• Remote learning is available in the event of illness or other COVID-19 related circumstance.</li> </ul>
<b>Ingress/Egress</b>	<ul style="list-style-type: none"> <li>• Arrival pattern remains the same using the exit lane next to the building and gym lane.</li> <li>• Entrances are supervised to limit close contact and ensure safety protocols are observed.</li> <li>• All students enter/exit at an assigned location: PK-2(Entry 1) 3-5(Entry 2) 6-8(Entry 3)</li> <li>• Sanitizing dispensers are located at each Entry (1,2,3,9)</li> <li>• Students enter the building and proceed directly to classroom.</li> <li>• Students in PK-5 arriving after 8 am are admitted at Entry 1.</li> <li>• Students in 6-8 arriving after 8 am are admitted at Entry 9.</li> <li>• Dismissal pattern remains the same using assigned exits and supervised movement.</li> <li>• School visitors are extremely limited using only Entry 9 (office).</li> <li>• All visitors are admitted at Entry 9 and remain in waiting area for check-in by school personnel.</li> </ul>
<b>Health Survey</b>	<ul style="list-style-type: none"> <li>• Staff, students, and parents are trained to recognize COVID-19 related symptoms.</li> <li>• Faculty members complete daily health survey and communicate directly with the administration.</li> <li>• Parents agree to monitor their children’s health regularly and notify school regarding any health questions.</li> <li>• Parents are required to sign school Health and Safety Document.</li> <li>• School office must be notified by parent in the event of student absence. If absence is related to illness, parents must state symptoms and onset.</li> <li>• After consultation with a medical provider, school principal must be notified if a student or staff member is experiencing symptom related to COVID-19 and should not report to school or work.</li> </ul>
<b>Exposure</b>	<p>Students/Staff may be excluded for up to 14 days under the following circumstances:</p> <ul style="list-style-type: none"> <li>• recent contact with a person with a suspected or confirmed case of COVID-19</li> <li>• a person in the home is awaiting test results</li> <li>• recent travel to an area with increasing cases or positivity rate</li> </ul> <p>Return to school after a positive test:</p> <ul style="list-style-type: none"> <li>• Fever free for 72 hours</li> <li>• No signs or symptoms for 72 hours without the use of medication</li> <li>• At least 10 days since the onset of symptoms</li> <li>• Cleared by healthcare provider</li> </ul>

<b>Illness during School day</b>	<ul style="list-style-type: none"> <li>• Prescribed medication, inhalers, etc. will be administered in the office.</li> <li>• Isolated restroom is available for students who become ill during the school day (office).</li> <li>• Isolated space is provided with appropriate PPE for supervisor until student is picked up from school.</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• Direct instruction about physical distancing, hand-washing, and all safety protocol, including information about its necessity and importance is provided to students.</li> <li>• Student groups and staff supervision remain static throughout the day to the extent possible.</li> <li>• Classroom set-up and seating eliminate close contact to the extent possible.</li> <li>• Students do not share classroom materials, resources, or devices.</li> <li>• Partner and/or group work is limited to reduce physical interaction.</li> <li>• Restrooms are managed and marked with signage for social distancing (accommodations, stalls, sinks, handwashing)</li> <li>• Recess activities are limited with fewer classes participating during each scheduled period.</li> </ul>
<b>Schedules</b>	<ul style="list-style-type: none"> <li>• Recess schedules for students reflect reduced capacity and hourly cleaning by custodial staff.</li> <li>• Restroom schedules reflect reduced capacity and increased opportunity for cleaning.</li> <li>• Middle school schedule reflects static classes and limited movement among classrooms.</li> <li>• Locker visits are limited by class and in frequency.</li> <li>• School Mass schedule will be developed. Alternate model includes a rotating schedule to limit attendance with live-stream option available to the remainder of the student body.</li> </ul>
<b>Food Services</b>	<ul style="list-style-type: none"> <li>• Lunch periods are added to reduce number of students.</li> <li>• Handwashing is required before and after meal service.</li> <li>• All students face the same direction with assigned seating.</li> <li>• Students in lunch line are limited and adequately spaced to reduce close contact.</li> <li>• All food service personnel are required to wear face masks and gloves</li> <li>• All tables/seating are sanitized between each lunch period.</li> <li>• Alternative model includes individual pre-packaged meals served to students.</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>• Signage is posted and visible outlining safety and social distancing protocol.</li> <li>• Masks or face shields are worn in common areas and when in transition.</li> <li>• Drinking fountains are disabled. Students have individual water bottle from home.</li> </ul>

<b>Disinfection and Sanitation</b>	<ul style="list-style-type: none"> <li>• Custodial staff and services are increased.</li> <li>• Custodial staff is trained in using cleaning and disinfecting products and equipment using protocols recommended by the CDC.</li> <li>• Daily routine cleaning for high touch surface areas is increased.</li> <li>• Supplies are procured for heightened and increased hygiene, ie: hand sanitizer, wipes with bleach, sanitizing stations at entries, classroom dispensers, hand-held sprayer, etc.</li> </ul>
<b>Emergency Contact</b>	<ul style="list-style-type: none"> <li>• All contact information for each student is current and accurate.</li> <li>• Emergency contact information must be provided for each student and include multiple contacts.</li> <li>• Jupiter settings for each student must allow for parents to receive text messaging and emergency notifications.</li> <li>• Jupiter contact information for all staff must be current and accurate.</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>• Periodic surveys will be developed and administered to students, parents, and staff regarding health and safety protocols.</li> <li>• Questions and concerns will be reviewed and addressed by administration, school leadership team, and school commission.</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>• All staff and students wear face masks when social distancing is not optimal and close contact cannot be avoided: <ul style="list-style-type: none"> <li>Arrival, Dismissal</li> <li>Common areas</li> <li>Movement in classrooms</li> <li>Travel through hallways</li> </ul> </li> <li>• Face masks are provided for any student or staff member that does not have one.</li> <li>• Any appropriate face mask or face shield is permitted.</li> <li>• Alternative PPE is permitted for students with special needs as outlined in and ISP or personal health plan.</li> <li>• Face masks are included on all classroom supply lists for students. Students should have a minimum of two face masks at school each day.</li> <li>• Visitors to the building are not permitted to enter without a face mask.</li> </ul>