NOLAN CATHOLIC HIGH SCHOOL

RETURN TO CAMPUS

PROCESSES AND OPERATIONS

Health and Safety

This guidance document is being provided based on the public health situation as we understand it today and is intended to support planning for school year 2020-2021 activities and instruction beginning August 1, 2020. Changes to the public health situation over the course of the summer may necessitate changes to this guidance, including additional restrictions to school operations.

The health, wellness, and safety for all students, staff, parents, and supporters continue to be a priority. As new information arises, Nolan Catholic High School administrators will continue to monitor the suggestions and recommendations posted by the Centers for Disease Control (CDC), Department of Health and Human Services (DHHS), American Association for Pediatrics (AAP), Texas Education Agency (TEA), Texas Catholic Conference of Bishops Education Department (TCCBED), University Interscholastic League (UIL), Texas Association of Private and Parochial Schools (TAPPS), and our diocesan support team. Updates will be adapted and implemented as necessary and shared with the community.

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The Nolan Catholic COVID-19 Response Team includes the following individuals:

- **Tom Roanhaus** – Director for Safety and Campus Operations (Campus designated staff member to ensure the health protocols and implementation)
- **Leah Rios** – School President
- **Grant Thomas** – Executive Director for Facilities
- **Sheila Miller** – School Nurse
- **Jordan Hampton** – Executive Driector for Athletics
- **Troy Willhelm** – Dean of Students
- **Kameshia Melton** – Health Teacher
- **Kimberly Kane** – Campus Facilities Associate
- **Alexandria Mechalske** - Executive Director for Marketing and Communications
- **Hillarie Van Zanten** - Communications Associate

Understanding of Covid-19

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19.

• Cough, chills, shortness of breath, muscle pain, loss of taste or smell, shaking or exaggerated shivering, headache, sore throat, diarrhea, vomiting, fever > 100 or feverish.

Disease Transmission

The virus that causes COVID-19 can infect people of all ages, and Nolan Catholic leaders should do everything feasible to keep students safe. That said, research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms. Nevertheless, a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others. The same is true for adults. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with preexisting health conditions that place them at higher risk. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

Preventative Practices

The prevention and mitigation practices recommended in this document are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. Nolan Catholic will take local public health context into account throughout the year as prevention and mitigation recommendations are determined and implemented.

- Wear a Mask or Face Covering
- Frequent Handwashing
- Avoid touching eyes, nose, and mouth
- Properly cover coughs and sneezes
- Socially distance at least six feet from others
- Cover mouth and nose when around others
- Clean and disinfect frequently touched surfaces
- Stay home if feeling sick

Health and Hygiene Practices

• Hand sanitizer and/or hand washing stations with soap and water will be available at each entrance and in every classroom.

• Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.

• It is highly encouraged to have students engage in handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.

• Students, teachers, staff, and campus visitors will be reminded and encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

• Nolan Catholic has planned for more frequent cleaning practices, including additional cleaning by janitorial staff, as well as providing the opportunity for students and staff to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

• Nolan Catholic has arranged for additional cleaning and disinfecting of surfaces that are touched in common areas throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.

• There will be cleaning of commonly-touched surfaces in classrooms between different class groups.

• Nolan Catholic outdoor spaces are highly encouraged for instruction during the school day.

• Whenever possible, windows will be available for opening or otherwise work to improve air flow by allowing outside air to circulate in the building.

Individuals Confirmed, Suspected, or Exposed to COVID-19

Any individuals–including teachers, staff, students, or other campus visitors–who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until Nolan Catholic screens the individual to determine any of the below conditions for campus re-entry have been met:

• In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

  • at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)

  • the individual has improvement in symptoms (e.g., cough, shortness of breath)

  • at least ten days have passed since symptoms first appeared.

• In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

• If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at https://tdem.texas.gov/covid-19/.

• Individuals including students, teachers, staff, or other campus visitors–who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.

• The school nurse will screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus.

• If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

Identifying Possible COVID-19 Cases on Campus

• The school administration or nurse will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

• Facilities and staff will follow all protocol in cleaning the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

• Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Response to Confirmed Cases in the School

• If an individual who has been in a school is lab-confirmed to have COVID-19, Nolan Catholic will notify the local health department, in accordance with applicable federal, state and local laws and regulations.

• Facilities will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

• Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Nolan Catholic will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

On Campus and Virtual Instruction

Two Models to Plan for Fall 2020

Traditional School Setting (Face to Face)	**Non-Traditional School Setting Remote**
Students will be allowed to attend school daily at Nolan Catholic following a block schedule similar to the Wednesday/Thursday schedule as in previous school years. Block scheduling will allow for fewer transitions throughout the school day. Masses will also continue weekly as students will be social distanced and separated by grade level. The live Mass will be in the arena and streamed live in each area. Each grade level will rotate through the live Mass in the arena.	Some families may need to continue with the distant learning option due to health concerns. Administration will work with families and students individually to develop a specific plan to ensure there is adequate technology support, offer attention to developing and delivering high quality online instruction and religious formation with teachers on the student schedule, set up systems for intentional feedback and grading, support Catholic Identity, mission, and formation through student engagement, assign specific staff for social and emotional support, and establish ways in maintaining community while distant learning.

Attendance and Enrollment

• Per Texas Catholic Conference of Bishops Education Department (TCCBED) and Texas Education Code (TEC), §25.092, students must attend 90% of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.

• Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

Start of School Procedures

Back to School Night and Parent Meetings

Nolan Catholic will inform families of upcoming protocols for the school year by virtual meeting and will be recorded for families unable to attend the live virtual meeting.

Staff Screening

Nolan Catholic will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Teachers and staff will report to the school system if: (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or (b) they themselves have COVID-19 symptoms.

Initial Student Screening

Nolan Catholic will pre-screen all students for COVID-19 symptoms prior to the start of school through a survey sent out to families and students. Before coming onto campus at the beginning of the year and at the start of every week of on-campus instruction, Nolan Catholic will screen all students to determine if: (a) they have the COVID-19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19.

Ongoing Student/Staff Screening
Ongoing screening will be completed by use of a third-party phone application (Healthy Together COVID-19). Accomodations will be made for student's without access to a cellphone or the app. This process will repeat at the beginning of every week to monitor symptoms. Students and employees will be encouraged to self-monitor throughout each week.

Drop-Off
Nolan Catholic will only allow parental drop-off and pick-up through carline or student self-transport. Visitors are allowed onto campus only after being screened and upon receiving a bracelet identifying screened visitors. Staff are permitted to prevent any individual who fails the screening criteria from being admitted to the campus or on a bus until they meet any of the criteria for re-entry to the campus, as described below.

Entering the School
Nolan Catholic is planning an entry and exit procedure to and from the Campus that will reduce the number of students congregating in parking and community areas. Students will enter one at a time and wait six feet apart as directed from the posted signage on floors and walls throughout the school. There will be hand sanitizing stations at every entrance to the school, in each classroom, and at the end of each hallway.

First Day of School Arrival
• Mandatory carpool drop-off via designated points of entry
• Parents and caregivers remain in carline or must be screened per entering the building
• Temperature/health screen by faculty member during first period
• One direction hallways will be implemented
• Virtual morning assemblies viewed or heard in individual classrooms
• On the first day of school, every class will watch an instructional video on appropriate hygiene practices during the school day.

Masks, Shields, and Face Coverings
• For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
• Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
• Nolan Cathlic will require all employees and visitors to wear masks or face shields. This could be especially important where staff congregate in relatively close settings, for example, during staff meetings or in employee break rooms, or where visitors may congregate.
• Some sort of face covering will be required for all staff and students when not able to social distance per the six-foot rule and should wear masks or face shields at times when they will be in close proximity to other students for an extended period (i.e., when they would otherwise meet the definition of a close contact).

Student-Teacher Groupings & Social Distancing
Where feasible without disrupting the educational experience, students will practice social distancing.
• Masks or Face Coverings must be worn throughout the school day.
• Every effort has been made to reduce class sizes. There will still be classrooms that will not be socially distanced at 6 feet apart.
• In classroom spaces that allow it, student desks will be placed six feet apart when possible.
• In classrooms where students are regularly within six feet of one another, we have planned for more frequent hand washing and/or hand sanitizing while also working to increase airflow from the outdoors when possible.
• Virtual distance learning options will be available.

Hallways & Transitions

• Nolan Catholic will stagger class periods by cohorts for movement between classrooms to limit the number of students in the hallway.
• All hallways will be identified as one-way hallways to reduce contact.
• Physical guides will be placed with logoed reminders on floors or sidewalks to create one-way routes.
• Nolan Catholic will reduce the use of lockers in the main building. Lockers may be assigned by cohort to reduce hallway traffic and use across multiple areas of the building.
• Students and teachers will utilize outdoor spaces when possible.
• Teachers should maintain 6 feet from students when possible and if not disruptive to the educational process.

Lunch and Dining

• ECI will provide prepare plated meals with disposable food service items for students who do not bring their own lunch.
• Cohorts will be created for outdoor and classroom dining.
• Outdoor distanced seating will be available for cohorts as designated.
• ECI will provide prepared plated meals with disposable food service items for purchase.
• ECI may deliver to classrooms or rotate cohorts for socially distanced pick-ups in the commons area, depending on outdoor or indoor dining.

Use of Outdoor Areas

• Outdoor areas will have routine maintenance and hand hygiene will be emphasized before and after use of these spaces.
• Outdoor high-touch surfaces, such as railings, handles, etc. will be cleaned and disinfected regularly.
• UV light kills viruses and bacteria and is used in some controlled settings as a germicide. UV light-emitting devices will not be used during the school day setting, because they are not safe for children and adults and can cause skin and eye damage. They may be used after hours for cleaning.

Weekly Mass

Nolan Catholic will follow all protocol regarding safe social distancing for scheduled Masses. Masses will continue weekly as students will be social distanced and separated by grade level.

The live Mass will be in the arena and streamed live in each area. Each grade level will rotate through the live Mass in the arena.

• Students must wear a mask or face covering during Mass.
• Masses for schools will not be open to the public or to visitors.
• Handwashing/sanitizing before and after Mass in necessary.

Dismissal and After School Commons
The students will be dismissed by grade level in cohorts each day to prevent gatherings in hallways, common areas, and parking lots.
• The commons will be open from 6:30AM – 6:00PM and students will be socially distanced in the commons and outdoor areas. Mask or face covering must be worn.
• The library will be available from 7:00AM – 4:00PM. Mask or face covering must be worn.

Transportation Recommendations
Students and staff are required to wear a face covering and must use hand sanitizer upon boarding the bus.
• When possible, windows will be opened to allow outside air to circulate in the bus.
• Tape marks will be placed showing students where to sit.
• Assigned seating will be implemented to help with cohorting and tracking health and wellness.
• Drivers will be a minimum of 6 feet from students. The driver must wear a face covering.
• Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.

Visits by Parents and General Public

Visits to Schools
• Parents and other adults can visit Nolan Catholic.
• During these visits, parents and other visitors must follow virus prevention and mitigation requirements of the school.
• Nolan Catholic will encourage reducing adult visits on campus to only those essential to school operations.

Use of Non-Classroom Spaces
• At this time, Nolan Catholic will not be opening the facilities up to the public.
• If and when Nolan opens the campus to the public, the operation of the facilities will be consistent with governor's executive orders for similar activities.

Staffing
• Employees of Nolan Catholic, like employees of any organization, must continue to meet the work expectations set by their employers, subject to any applicable employment contract terms.
• School teachers will be trained specifically on the protocols outlined in this document and the practices adopted by Nolan Catholic.

Extracurricular Sports and Activities

• Participation in extracurricular activities on campus will continue to align with UIL/TAPPS and non-UIL/TAPPS activities guidance.
• More information to follow as made available by UIL and TAPPS.

Exclusion and Re-Admittance Criteria and Procedures

Exclusion and Re-admission Criteria
Our Catholic schools adhere to the Communicable Disease Exclusion Criteria for Schools and Childcare Settings as outlined by the Texas Administrative Code. This chart is found in the TCCB ED School Health Manual. We anticipate either a revision to this document to include considerations for COVID-19 or a new stand-alone guidance document for COVID-19. The information listed is consistent with current recommendations from the CDC and Texas DSHS, subject to change.

1. Immediately isolate and send home any employee or student who has any of the following new or worsening signs or symptoms of possible COVID-19: Cough - Shortness of breath or difficulty breathing - Chills - Shaking or exaggerated shivering - Muscle pain - Headache - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19
2. Do not allow employees or students with new or worsening signs or symptoms listed above to return to work/school until: In the case of an employee or student who was diagnosed with COVID-19 the individual may return to work/school when all three of the following criteria are met:
• At least 3 days (72 hours) have passed since recovery including resolution of fever without the use of fever-reducing medications
• The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
• At least 10 days have passed since symptoms first appeared
In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three-step criteria listed above
If the employee or student has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
3. Do not allow an employee or student with known close contact to a person who is lab-confirmed to have COVID-19 to return to work/school until the end of the 14 day self-quarantine period from the last date of exposure.

Emergency Response for Covid-19

When a school identifies that a confirmed case of COVID-19 has entered a school building, the following procedures should be observed:

• Notify the Catholic Schools Office.
• Notify and coordinate with the local health department - the local health department will be abreast of the latest required guidance for appropriate response to COVID-19.
• Be prepared for dismissal of students and staff for a 2-5 day minimum. The local health department will likely advise an initial short-term dismissal to allow time for tracing and required cleaning. Partial school closures are possible if affected areas are limited and can be closed off. Longer term dismissals may be advised. Partial or full closure would apply to the Before and After School Program. Extra-curricular activities, events should be cancelled as well in the event of required school dismissals.
• Communicate with staff, parents, and students. Communication should be well designed and respectful of the confidentiality of the student or staff member. Communications should be done in consultation with the Catholic Schools Office and the Office of Communications and should be consistent with your school Crisis Communications Plan. Media inquiries should be routed to the Director of Communications.
• Transition to Remote - Distance Learning.
• Schools should wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible open outside doors and windows for a period of time and if possible wait up to 24 hours before beginning cleaning and disinfecting. Specific CDC instructions can be found here: CDC - Interim Guidance for Administrators.