



**Fall 2020  
Holy Redeemer  
Back to School Plan**

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# Plans and Procedures for On-Site, Distance Learning, & Hybrid Scenarios

## Overview, Purpose and Scope

Holy Redeemer created a task force in May to help prepare for the reopening of classes in fall 2020 with the safety and well-being of our community our top priority. This task force has helped identify sensible measures to limit the risks of COVID exposure and help create protocols to protect the health and safety of all staff, students and families. All protocols established have been done with the guidance of the Centers for Disease Control and Prevention (CDC), the Oregon Health Authority (OHA), state educational agencies and the Archdiocese of Portland. Our local health authority, the Archdiocese of Portland and the Oregon Department of Education (ODE) received these plans for approval. This document is an overview of the plans and procedures we have prepared for fall 2020 at Holy Redeemer.

## Our Holy Redeemer Community

The fall of 2020 will invariably be different than years past, but we will continue to be guided by our school's mission which states:

*Inspired by our faith, Holy Redeemer Catholic School is a diverse community committed to academic excellence, prayer, and service.*

Our plans for the fall are built on the premise of maintaining academic excellence and fostering our commitment to prayer and service. Our school philosophy is based on the vision that our ministry as educators is a shared responsibility between the school and families. We must go forward together. As a school we ask for parent cooperation ensuring that safety protocols extend beyond the school day to mitigate transmission risk for all our community. It is important to note that these guidelines are mandatory.

## Metrics for Deciding Plan to Follow\*

On July 28<sup>th</sup>, Governor Brown established metrics for returning to schools for in-person instruction which are based on the number of COVID-19 cases and the COVID-19 positivity rate per capita. ([metrics](#)) State and county guidelines must be met before in-person instruction can resume. ([county case rates](#)) These state guidelines are listed here:

### In-Person Instruction or Hybrid Instruction Model: All Grade Levels and School Districts

In order to resume in-person instruction in any form, including hybrid instruction models when students are only sometimes in the classroom, the following conditions must be met:

#### County Metrics (Must be Met Three Weeks in a Row)

- 10 or fewer cases per 100,000 people over 7 days
- Test positivity of 5% or less over 7 days

#### Statewide Metrics (Must be Met Three Weeks in a Row)

- Test positivity of 5% or less over 7 days

## In-Person Instruction or Hybrid Instruction Model: K-3 Students and Remote and Rural School Districts

The following conditions must be met for in-person instruction for K-3 students or for remote and rural students:

- Fewer than 30 cases per 100,000 over 7 days
- Test positivity of 5% or less over 7 days
- COVID-19 is not actively spreading in the school community
- School districts are in compliance with sections 1-3 of Ready Schools, Safe Learners Guidance

### Transition Planning for Comprehensive Distance Learning

For school districts where in-person instruction is occurring during the school year, planning for a switch to comprehensive distance learning should take place, including training for staff and notification of the community, if one or both conditions are met:

- 20 or greater cases per 100,000 over 7 days
- Test positivity of 7.5% or greater over 7 days

### Comprehensive Distance Learning

All school districts must implement comprehensive distance learning if the following conditions are met:

- 30 or more cases per 100,000 over 7 days
- Test positivity of 10% or greater over 7 days

\*It is noted that these guidelines are subject to change and therefore our school plans and procedures will need to adapt to incorporate updated protocols.

# Health & Hygiene Procedures

## General Overview

Staff, students, and family members must be healthy, have no temperature and answer 'no' to all health screening questions before coming on campus. Anyone who is not well must remain at home, and fever free (without fever reducing medication) for a period of 24 hours (standard protocol per parent/student handbook). Students and staff will stay home if exhibiting any of the following symptoms:

<input type="checkbox"/> Cough / Sore throat	<input type="checkbox"/> New loss of taste or smell
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Muscle or body aches
<input type="checkbox"/> Fever of 100.0 or higher	<input type="checkbox"/> Nausea/vomiting/diarrhea
<input type="checkbox"/> Chills	<input type="checkbox"/> Congestion/running nose – not related to seasonal allergies
<input type="checkbox"/> Unusual fatigue	<input type="checkbox"/> Acute rash of unknown cause

## Daily Health Screening Protocol

Staff and students will have temperatures read at one of two temperature kiosks placed at entry ways on the back side of the school and respond to questions listed above before being allowed into the building.

## Restrooms

- Anyone using the staffroom restroom will sanitize all surfaces when exiting the restroom
- Restroom occupancy matches the number of sinks in the restroom
- Occupancy restrictions will be posted outside each restroom
- Students waiting will maintain a safe distance of at least 6 ft in hall

## Daily Restroom Cleaning

- Student restrooms will be disinfected multiple times throughout the day
- Electrostatic disinfection of restrooms - noon and night
- Additional cleaning and sanitizing of the high contact areas

## Daily Cleaning

- All areas of the school campus will be cleaned daily with extra attention to high contact areas
- HVAC filters serving classrooms and offices will be changed quarterly

## Returning from Break and Recess

- Students must use soap and water for handwashing before and after eating and recess times throughout the day
- Hand sanitizer stations are also provided outside upon entering/exiting building
- Students must wash hands or use hand sanitizer upon re-entry into the classroom

## Face Covering Requirements

As per Oregon ordinance, face mask requirements will be in place for individuals 5 years of age and older. ([statewide mask requirements](#))

All staff and students required to wear a cloth face covering will:

- Wear them while arriving and departing from school
- While in the classroom, hallways or bathrooms
- At PE unless instructor approves removal

Times will be arranged for students to remove masks

- Outside in socially distanced way during the day
- While eating and drinking

**Note:** Students are required to have a clean back up face mask. Please have the extra facemask inside their backpack, sealed in a Ziplock bag.

## Visitors

- Only necessary visitors will be allowed on the campus and contact with them will be limited
- All school mandated health and safety measures will take place with every visitor, including health survey and temperature checks

## In the Classroom

- Analysis of every classroom has been done to determine room occupancy within the OHA guidelines of 35 square feet of space per individual and to ensure six feet of social distancing
- As per these regulations, the new room occupancy is posted outside each doorway
- All students will have their own personal desk space
- School materials/supplies will be for individual use only and not shared
- All rooms have a wall mounted hand sanitizer dispenser

# Protocol for Students/Staff who Test Positive for or Have Symptoms Consistent with COVID-19

As they pertain to our school, we will follow all requirements of HIPAA (Health Insurance Portability and Accountability Act of 1996) and FERPA (Family Educational Rights and Privacy Act) in relation to COVID-19 policies and procedures.

## Illness during the school day

- When a student exhibits or reports any COVID like symptoms or illness during the school day, the teacher will notify the office
- Student will be assessed, taken to the newly located health room for assessment and parents notified immediately (This space is in addition to our regular health room)
- Student must be picked up within the hour

## Notification

If a student is sent home with COVID-like symptoms, the student is required to be tested. Any results, positive or negative, must be shared with the office as soon as possible.

- If test results are not received it is assumed the test results are positive and families in the class as well as sibling classes will be notified
- For your child to return to school, you must present proof of a negative COVID-19 test result or a medical clearance

## Next steps for positive COVID-19 result

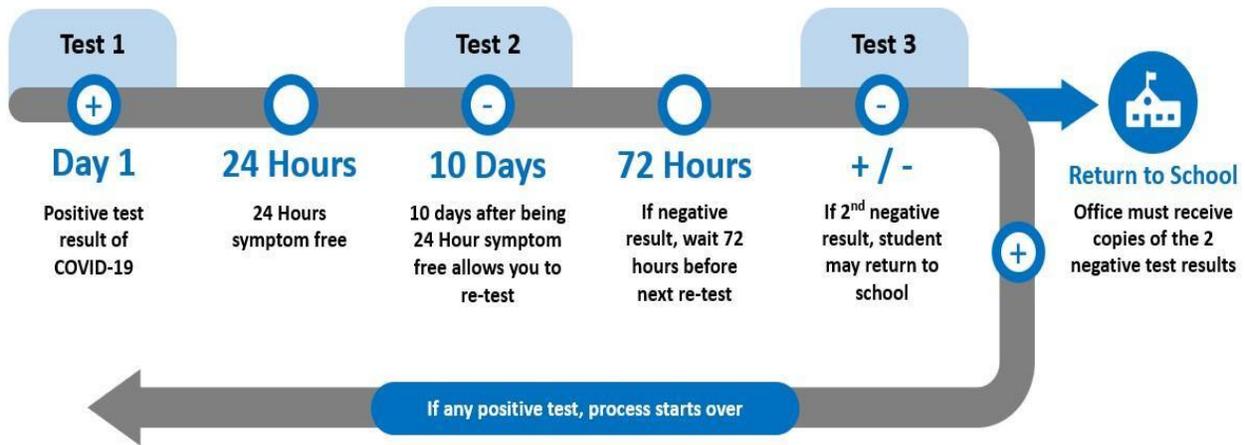
- Affected class or classes quarantine for 14 days, including teachers in contact with class
- Assignments and homework accommodations will be made for students who must isolate at home
- DL for affected class or classes for 14 days
- Affected student/teacher must get re-tested and cleared before returning to school

Plans and procedures subject to change due to ordinances from the Governor's Office, Oregon

Department of Education, Oregon Health Authority, or the Archdiocese of Portland (6)

- 10 days post initial positive test with retest on day 10 if symptom free
  - If not symptom free, must wait until symptom free but retest can happen no sooner than the 10th day after a positive result
  - Must have 2 additional consecutive negative results no less than 72 hours apart to be readmitted to school
  - Office must receive copies of the 2 negative test results

### Diagram of Return to School scenario for student(s) that test positive for COVID-19



## On-Site Facilities

### Classroom Changes

- Coat closets will not be used by students
- Teachers will advise students on how to organize their materials at their desks and provide safe and clean areas for additional storage if needed
- Student-used surfaces and furniture will be wiped down every day
- Classrooms will be **electrostatically disinfected** twice daily
- Plexiglass barriers divide tables to provide addition protection

### Classroom Use

- Classrooms will be used solely by the homeroom class. For “specials,” (Music, Health, Art) the teachers will transition to each classroom
- During the COVID-19 Pandemic, no outside groups will be permitted to use school facilities
- The school will establish practices to wipe down and disinfect desks, chairs and tables during the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property
- School library is accessible online via school website and student can put books “on-hold

## Playground Use

- Playgrounds will be cleaned between each use of small stable cohorts **electrostatically**
- Classes will rotate through recess time slots running throughout the day to limit recess times to small stable cohorts
- Regulations require handwashing before and after every recess

## Play Equipment

- Each classroom will have their own play equipment for recess which will be wiped down after every use
- PE equipment will be wiped down after every use throughout the day

## Water Fountains

- Water fountains are being converted to bottle filling stations only
- Students must bring water bottles to school

## Office

- Social distancing requirement of 6 feet must be adhered to while in the office
- The office will be accessible via the window at the school entrance
- Anyone entering the office must wear a mask and sanitize their hands prior to entry
- Shared items will be disinfected after each use or removed from use until they can be disinfected
- Students should obtain permission from a staff member prior to coming to the office and the office should be informed of this in advance
- Paperwork and payments can be deposited into mail slot at main door of school

# Morning Drop off & Pick Up Procedures

During this time of COVID-19 we will be following the new procedures for drop-off and pick-up. We ask parents to be patient and provide themselves a few extra minutes for morning drop off as there will be additional health checks completed on a daily basis.

## Morning Drop Off – New Procedure K-8

During this time of COVID-19 **all students Kindergarten through 8<sup>th</sup> grade will enter from the back of the building.** Pre-school and Pre-K will enter via Rory’s Garden via the Rosa Parks entrance. Only staff and visitors will be allowed to use the front entrance.

- Staggered drop off and pickup times

Students with the last names

**A – L** will arrive at school within the window of 7:45 – 8:00 am

**M – Z** will arrive at school within the window of 8:00 – 8:15 am

Students with the last names

**A – L** will be dismissed from school within the window of 2:45 – 3:00 pm

**M – Z** will be dismissed from school within the window of 3:00 – 3:15 pm

## Morning Drop Off - Pre-school /Pre-K

Students will use the classroom entrances within Rory’s Garden for drop-off and pick-up.

Students will be required to follow the health screening protocols

- All staff, students and visitors will be required to follow the health and safety checks as described below.

## Health Check Procedures for Drop Off

To be allowed into the building all staff, students and visitors will:

- clean their hands at the hand sanitizer stations provided at one of the two designated entrances at the parking lot side of the school
- have temperature read at the kiosk at entrance
- provide school staff with health questionnaire completed and signed daily by a caregiver  
\*If not “cleared” student will be excluded from onsite learning until a negative COVID-19 test can be presented.

## Health Screening Questions

1. Does your student have any of the following symptoms that are not attributed to another condition?	
▪ Cough / Sore throat	▪ New loss of taste or smell
▪ Shortness of breath or difficulty breathing	▪ Muscle or body aches

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▪ Fever of or higher	▪ Nausea/vomiting/diarrhea
▪ Chills	▪ Congestion/running nose – not related to seasonal allergies
▪ Unusual fatigue	▪ Acute rash of unknown cause
2. Has your student been in close contact with someone who has a confirmed or suspected COVID-19 case in the last 14 days?	
3. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?	
4. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? (Close contact is less than 6 feet for 15 minutes or more)	

### **Tardy Students**

- School gates will remain open until 8:15 AM for students
- Students are considered tardy when they arrive after their designated arrival window time

### **Arrivals After 8:15 AM**

- Late arrivals must call the office at 503-283-5197 and wait by the entrance at the east door facing the church and wait for a staff member to come and administer the pre admittance health screening and temperature check. After the screening, students proceed to their classroom
- We encourage parents to accompany all tardy students.

### **Early Pick Up (Students leaving prior to dismissal)**

- Parent notifies both the office and teacher ahead of time (by 9:00 AM if possible) if a child will be leaving early
- The child will prepare to leave for the day and be sent to the entrance by the office to wait
- Temperature check will be taken at the office kiosk before leaving
- Parents will ring the bell upon arrival and wait outside. Should the parent need to enter the building parent will need to have the pre admittance health screening & temperature check
- Parent will sign out the child
- When students leave for the day they should not return that same day

## Afternoon Pick Up (Students not in BTC)

- Students will be dismissed in staggered time frames
- Parents will display a label in car window stating grade and first name of student
- Staff will use walkie talkie to alert the classroom teacher(s) that a student's caregiver has arrived
- Students attending BTC will remain in the classroom
- Students are dismissed individually and have temperature taken as they exit the building
- If a student is found to be with a temperature at the end of the day, we will then follow the "Notification" protocol above

## BTC – Before The Classroom / Beyond The Classroom

Because of COVID-19, changes must be made to the structure of BTC. To ensure that we can provide “small stable cohorts” families must sign up in advance. There will not be an option of “drop-in care” for the 2020-2021 school year.

- Morning BTC will **not** be available in the fall of 2020
- After-school BTC will be provided in “small stable cohorts” not to exceed 10 students per group
- At the end of school day, students will be dismissed and have temperatures taken as they leave the building
- Students with an elevated temperature will not be allowed to attend BTC and parents will be called for pick up
- Staff will sign children in
- Contactless sign out

BTC is an extension of the school and all policies, procedures and expectations will be adhered to.

# Procedures for Breaks, Recess, Lunch and Outdoor Activities

## Daily Schedule

- The regular day schedule will allow for students to take breaks between classes in addition to regular recess and lunch (primarily to allow students to stretch, remove masks and get fresh air)

## Recess

- Recess schedules will be staggered to accommodate only three classes at a time

## Lunch

- Students will eat lunch in the classrooms and play outside
- Holy Redeemer plans to continue to offer a hot lunch but in a modified fashion. A set menu will be available daily with a meat and vegetarian entrée offered. Fruit and vegetable selections will be predetermined and listed on the menu. The salad bar will not be available during this time

Plans and procedures subject to change due to ordinances from the Governor's Office, Oregon

Department of Education, Oregon Health Authority, or the Archdiocese of Portland (11)

## Outdoor Activities

- Outdoor Activities are encouraged
- Four outdoor learning spaces are available for class use
- Two of the four spaces have electricity and shelter available

# School Activities

## General Overview

School activities and events will be planned in collaboration with the teachers and staff and will be conducted in a way that will be safe for the whole school community (either in classrooms and cohorts, or via Zoom, Streaming, Livestream, or pre-recorded).

# Instructional Practices

## Orientation for HR students

Students, first through eighth grade, will participate in a socially distanced orientation. This orientation is part of every version of our Return to School Plan as a way to cultivate community and introduce how our learning will look and happen this fall. Tuesday, September 8th through Friday September 12<sup>th</sup>, students will participate in an orientation session with their homeroom teacher and classroom aides. This will be in our **outside** classroom socially distanced in groups of 4 -5 students. Orientation will range between 75 minutes to 2 hours depending on the grade of the student. Families will receive details regarding the class orientation from each homeroom teacher. During this orientation students receive a school device (laptop, chrome book or iPad depending the grade). If your student already has a device, please let us know so we can arrange to download the particular educational apps needed for learning and instruction.

## Distance Learning

In anticipation of the need for distance learning this fall, Holy Redeemer invested in creating a one-to-one format providing each student with a school device for learning. When the governor's safety metrics are met, Holy Redeemer will begin to transition to a hybrid schedule. Families will be given the option to move to hybrid or continue with distance learning. Families choosing to remain in distance learning should contact Lonney Hauck directly, [lhauck@holyredeemerpx.org](mailto:lhauck@holyredeemerpx.org). More information will follow.

## HR Devices as a Tool for Learning

- All parents and students must sign a Technology Agreement Form
- Students will be provided with a device that will be pre-cleaned and disinfected
- Any damage to a school device must be reported to the teacher immediately in writing
- Damaged devices may incur additional fees

## **Expectations for Families**

### Creating a Learning Environment at Home

- As a family, please discuss and create the most supportive work environment for your child's learning
- During distance learning if families need school supplies please notify the office.

### **HR (Zoom) Video Conferencing Parent/Student Expectations:**

Video conferencing, through Zoom, will be a way for students to connect with classmates and their teacher(s), and is a primary tool for live instruction. Class time will include direct instruction along with teacher assisted independent or group work done virtually. At teacher discretion, "break-out" rooms will be used to facilitate small group learning. Teachers will be dropping in randomly on all break-out session to facilitate discussions and learning.

Please support learning and classroom community by following these expectations during Zoom:

- All classroom norms apply when in a Zoom session
- To respect student and teacher privacy, no screenshots will be taken for any purpose other than viewing by the students and teacher in the class
- Notify the teacher or school office immediately if any technical difficulties arise
- Students should be dressed and ready to learn prior to the beginning of the Zoom class
- Students should arrive at Zoom class with all necessary materials (textbooks, pencil/pen, paper, etc.)

### Zoom Class Guidelines:

- All screens must be on and remain on unless directed otherwise by the teacher
- Students need to remain on mute while the teacher and classmates are speaking
- The chat room may be used with teacher guidance to facilitate discussions
- Teachers may utilize "breakout rooms" for small group discussions, read aloud, or cooperative learning; this space is meant for all participants to have equal opportunity to share their ideas
- Students may only use electronic backgrounds with permission of the teachers

## **Expectations for Teachers**

- Will provide a faith filled robust education
- Will follow up with students/parents regarding missing assignments - Middle School to continue use of Missing Work sheets
- Will take attendance for each class
- Will offer opportunities for additional support

# Educational Models

School is five days a week. Four days a week, teachers will provide students with live direct instruction (synchronized). In addition, teachers will assign various asynchronous work to be completed and turned in. Friday is the day for asynchronous instruction. Lessons and assignments will be found in the class educational platform. Teachers will always be available to answer questions and provide support throughout the week. They will be able to respond to emails through 4 pm weekdays and are happy to hear from you.

The Oregon Department of Education's August 12<sup>th</sup> publication, [Guidance for Limited In-Person Instruction During Comprehensive Distance Learning](#), will be factored into our distance learning plan. These new class schedules will be shared after review by the ODE, OHA and the Archdiocese of Portland.

## Hybrid Instructional Model

Holy Redeemer will shift to an on-site instructional model by first transitioning to a hybrid learning model. A hybrid learning model combines face-to-face on-site instruction with online learning. A gradual return to the building will help students and teachers acclimate to the on-site COVID safety protocols as well as limit the number of people in the building. Families may opt to continue with distance learning and notify the office.

## On-Site Instructional Model

On-site instruction requires our continued vigilance in implementing COVID safety procedures. Class sizes will need to be restricted to not exceed room occupancy mandates and adequate social distancing must be maintained. In addition, health screening protocols will continue to be in place. All CDC, OHA, ODE and Archdiocesan guidelines will be followed. Specifics of this model will be shared as we get closer.

\*Thank you to St. Joseph Catholic School, Alameda, California for the use of their graphics