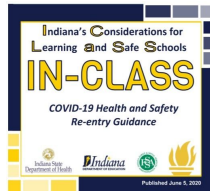


# DIOCESE OF EVANSVILLE



## SAINT WENDEL CATHOLIC SCHOOL WADESVILLE, INDIANA

### COVID-19 HEALTH AND SAFETY RE-ENTRY FRAMEWORK GENERAL QUESTION AND ANSWER 2020-2021 SCHOOL YEAR



**Public Health**  
Prevent. Promote. Protect.



#### Vision Statement of Saint Wendel Catholic School

*“Saint Wendel Catholic School strives, as a school community, to meet the academic needs of its students, to help students develop Christian attitudes and values, and to provide opportunities for students to become productive members of society through service.”*

#### Mission Statement

*We Learn. We Serve. We are Christlike.*

***\*\*This document is subject to change at any time.\*\****

# SAINT WENDEL CATHOLIC SCHOOL

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**Mrs. Hallie Scheu, PRINCIPAL**

July 17, 2020

Dear Saint Wendel Catholic School Families,

We have been working very diligently to prepare for the upcoming school year. We can guarantee that this school year will be like no other school year. We are working very hard to try to make the school year as normal as possible and as memorable as possible. We are committed to providing a safe learning environment for our families and students. We believe as you read this reopening letter and plan that you will find a balance of all sides concerning the Covid-19 issue. Most importantly, we are extremely thrilled to be opening our doors on August 5th for students in grades K – 8, August 6th for PreSchool/PreK 5 day a week option only, and August 7th for Preschool/PreK 3 day a week option only. We have missed our students dearly.

We have been working with the Catholic Schools Office from the Diocese of Evansville and with other Diocesan Catholic schools. We have been in consultation with the Posey County Health Department regarding guidelines of our reopening plan.

Saint Wendel's plan to reopen addresses several areas of concern including cases of Covid-19 within our school. If a student or staff member test positive for Covid-19, the person will be quarantined for 14 days. The Posey County Health Department will determine if any other individuals need to quarantine due to exposure. Face to face contact within 6 feet for 10 minutes or longer with the person who has tested positive will likely result in quarantine. Should 5% of our students and staff test positive for Covid-19, our school could be required to close and offer eLearning for a period of time determined by the Posey County Health Department.

During the final weeks of summer vacation, we ask you to help us by teaching your children the importance of washing their hands and not touching their face. We will have hand sanitizer available at all classroom entrances. We will require students to wear masks upon entering school each morning. Students will not have to wear masks the entire day but will need to wear them when in common areas or when social distancing is not able to be achieved.

We are so excited to have the students back in school in just a few short weeks. We are excited for the students to see all the changes we have made to Saint Wendel Catholic School this summer.

Sincerely,

Mrs. Hallie Scheu  
Principal

Fr. Ed Schnur  
Pastor

### ***SCHOOL ENTRANCE PROTOCOLS***

- **What does before care look like?** Early Morning Drop off runs from 6:45am- 7:00am down in the PreSchool/PreK lobby for any PreSchool through 8th grade student. Families must register for the early morning drop off option and will be charged each month for this extra service. Students will be seated in the lobby with their family until 7am.
- **What are the procedures for morning drop off for students?** All students will be dropped off at their respective door. All K-8 students MUST enter the doors by the main entrance and will be asked to wear a mask until they get to their classroom. All PreSchool/PreK students will need to be dropped off by the PreSchool/PreK entrance.
- **What if a student arrives late?** All students who arrive late to school must enter through the Main Office Door.
- **How will health checks (possible temperature checks, questionnaires) be handled?** We ask that ALL parents conduct a student screening at home for symptoms. If students show or express that they have any symptoms we ask that they remain home. Staff will ask students and parents at drop off if they have at-home screened their students and taken their temperature at home. As a school we will temperature check random students and classes upon entry and throughout the day. All staff will be required to conduct an at home symptom and temperature screening at home as well.
- **Where do students go when entering the building?** All students (PreSchool through 8th grade) will go directly to their classrooms upon entering the building. All PreSchool/PreK students will be signed in at the PreSchool/PreK doors and will be escorted by a staff member to the correct classroom where they will be welcomed by their teacher.
- **Are there specific doors to use?** K-8 Students enter the Main Office doors and PreSchool/PreK enter the PreSchool/PreK doors.
- **Are parents/visitors allowed in the building?** At this time we are not allowing any parents or visitors in our buildings or facilities during the school day.
- **Is handwashing going to be required?** Handwashing is already a normal part of our day but we will increase the times and availability for all students and staff.
- **Will staff need to complete a questionnaire, temperature check, or other health safety check?** Yes, all staff will conduct daily symptom screening and temperature checks and will report all questionable results or symptoms to Mrs. Scheu.
- **Will parents be required to answer any questions about student's health and physical condition?** We ask that ALL parents conduct screening each morning and monitor their students. Parents and families are going to be the key factors in helping us track, contain and monitor throughout the year. Any student or staff showing symptoms or not feeling well should say home.

### ***SCHOOL DISMISSAL***

- **How does dismissal of students look different?** K-8 Dismissal will be the same 2:30pm or 3:00pm at the main office door. PreSchool/PreK dismissal at 11am and 2:30pm will be the same, the teachers will bring the students to the parents outside of school.
  - **Hallway protocols?** K-8 students/staff will be asked to wear masks while they are traveling in the hallways and waiting for their vehicle to pull around.
  - **Bus riders? Car riders/drivers? Walkers?** Same protocol- all K-8 students exit the main office door and wait for permission to walk or enter vehicles. Bus riders will remain in a location to complete homework while they wait for the bus.
  - **After-school care, tutoring, and/or extra-curricular clubs and activities?** All K-8 afterschool programs will continue to encourage social distancing, general hand washing and disinfecting of equipment. Students who cannot be socially distant will need to wear a mask. We would encourage any family who can develop an alternative plan to continue to explore this option. We recommend after school care only for those families who have no alternate plan.

### ***SOCIAL DISTANCING IN THE CLASSROOM***

- **What is social distancing?** Social distancing is keeping a safe distance of 6 feet or more away from other individuals.
- **What will social distancing look like?** Our K-8 classrooms have been set up to increase social distancing measures. Some classrooms (example- 1st and 2nd grade) have been moved to larger square footage classrooms. All extra furniture has been removed from the classroom and desks have been arranged at least 5 feet apart.
- **How will social distancing be taught and supported?** Students will be taught through visual activities and games on how to properly social distance.
- **What visual supports (distance lines, directional arrows on floors, hallway traffic) will be added?** We are working to install floor spots and section off areas in the restroom, cafeteria, etc.
- **If masks are required, what are the protocols? What about preschool/prek?** We will require our K-8 students to wear masks when social distancing cannot be maintained, example- entering and exiting the building. Teachers and staff will work with students who have sensory issues to create a plan for their students. At this time PreSchool/PreK students will not be required to wear masks. Teachers and staff will wear masks or shields when they cannot maintain a social distance
- **Is there a need for the reorganization of furniture?** Yes, classroom furniture has been re-organized to allow the greatest amount of space in the classrooms.
- **Will study carrels or dividers be used?** Dividers will be used on tables that cannot allow for social distancing.
- **Will schedules need to be adjusted to provide social distancing?** Yes, the recess and break schedule will be created to reduce the number of students in a certain area at a time.

### ***SOCIAL DISTANCING IN SHARED SPACES***

- **Will students need to wear masks in shared spaces?** Only when students cannot maintain social distancing.
- **What does traffic flow look like throughout the building?** Traffic flow would be reduced considerably in our K-8 program due to students staying in the classroom and teachers traveling to the different rooms.
  - **Hallways?** Students will be encouraged to travel through the hallway facing the same direction, wearing a mask, and with space between each student.
  - **Lockers/Locker Rooms?** Lockers will only be used in the classroom if each student/family can have their own. Otherwise, student belongings will be kept at their desk.
  - **Library?** At this time the library will be only used by the school personnel to pull books and resources for students and classrooms. We hope the library will be available for student use at some point in the school year.
  - **Gym?** The gym will be used for normal gym classes, break times, and rotation of indoor recess.
  - **Recess and playground area?** Students will have recess and use the playground areas. Grades will be separated to different sections or spaces for recess. Students will be allowed to use equipment. Students will wash hands before and after recess.
  - **Restrooms?** The number of students in a restroom, at one time, will be limited. Masks will be required when more than one student is in the restroom areas at a time.
- **Consider teaching protocols for all staff and all students.** Teachers will use fun songs and dances to teach social distancing and handwashing procedures.

### ***UNIFIED ARTS & EXTRACURRICULAR ACTIVITIES/CLUBS***

- **How will P.E., Band, Choir, Art, etc. be provided and how might these classes look different than in previous years?** Saint Wendel will provide- Music, Art and PE to all Kindergarten through 8th grade students, Spanish will be added to students in grades 3-8, and students will have the opportunity to take band starting in 5th grade. These special classes will be offered the same amount of time. The main difference would be that for music, art and Spanish the teacher will come directly to the classroom to provide instruction. For PE students will report either to the gym or outside for their class.
- **Consider other extracurricular that might be offered and the logistics of each (robotics, debate teams, spell bowl teams, theatre, academic teams, student council, etc.).** At this time plans are still being considered on how

to offer extracurriculars for the 1st semester. If an extracurricular would be offered students would still be encouraged to social distance, increase hand washing, and screen symptoms. All sponsors would need to be trained for Covid screening and procedures.

### ***DISINFECTING & HYGIENE***

- **Will the school provide necessary supplies for proper hygiene? Will students bring their own?** Disinfecting supplies will be provided by the school and students like previous years.
- **How often will students wash hands? What will this look like?** We will encourage our students to continue a good hand washing schedule- before school, during morning and afternoon breaks, before/after lunch and recess.
- **Where will hand sanitizing stations be located throughout the building?** Hand sanitizing stations will be within each classroom and in central locations.

### ***COMMUNICATING WITH PARENTS***

- **What will “Back to School” night look like this year?** Our K-8 “Parent Information Night” will be conducted virtually. All teachers will create an informational video and then hold a zoom meeting during that week where parents can attend to have questions answered and/or meet the teacher. Our PreSchool/PreK “Meet the Teacher Night” will be held virtually through a prerecorded video and a meet and greet through zoom.
- **What protocols will be established for:**
  - **Case conferences?** At this time all case conferences (504 meetings) will be held virtually and paperwork will be sent home the 1st day of school.
  - **Parent/teacher/students conferences look like?** At this time all parent/teacher conferences will be held virtually through zoom or through a phone call in October.
  - **PTO meetings?** Evening PTO meetings are still being discussed on the format and frequency.

### ***OPPORTUNITIES FOR SCHOOL-WIDE MASS***

- **Will all school Masses continue? How might they look different?** Yes, student weekly Masses will continue for our Kindergarten through 8th grade students. Most likely not all students will go to Mass at the same time. We will be separated into two different groups. One group celebrating in person and one group live streaming. All groups will receive communion.
- **How will social distance be practiced?** Yes, social distancing will be practiced during Mass celebrations.
- **Will school Masses/chapels be live-streamed or recorded?** Yes, Masses will be live-streamed or recorded.

