Our team has worked together to develop a plan to provide a safe and healthy school environment for our students, faculty, and staff. All procedures and plans follow the most current guidelines given by the CDC, Louisiana Department of Education, Louisiana Department of Health, and the Diocese of Lafayette.  Due to the unknown aspects surrounding the virus, the plan will be fluid.  The final plan will be dependent on what phase our state is in and the most current guidelines at the start of the school year.

**This plan is developed based on current guidelines and recommendations and is subject to change based on additional information from these organizations.**

|  |  |
| --- | --- |
| Education Plan | Students will choose 1 of 2 options:   * Full Face-to-Face * Full Virtual   + Students choosing virtual will be in class at the same time as the normal school day.   + Zoom videos will be in effect and students must be present.   + *A student may transfer back to face-to-face class at any time by giving the school a* ***48-hour notice*** *of return. Once the student returns to face-to-face class, the student may not re-enroll in the Holy Family Catholic School Virtual Program.* |
| Orientation | * All parents and students will attend a mandatory orientation on their assigned day and time. * A student may not begin school without a parent and student attending the mandatory orientation. * All forms and release statements will be signed at orientation. * All curriculum and virtual information will be addressed during orientation. * Students are to bring all supplies to their orientation. |
| Attendance | Attendance will be taken daily (both Face-to-Face and Virtual). |
| Static Groups | * Phase 2   + Static groups will be defined as a single class only.   + Each static group will have no more than 25 people (including students and teachers). * Phase 3   + Static groups *may* allow for combined classes.   + Each static group will have no more than 50 people (including students and teachers).   . |
| Wellness | Students, faculty, and staff will receive a daily health check upon arrival as follows:   * Touchless temperature check in carpool line (touchless thermometers will be rotated as to not get overheated)   + If the temperature is 100.4° F or above, the parent will be asked to pull into a designated spot for five minutes.   + The temperature will be rechecked before student will be allowed to be admitted to campus. * Daily wellness questionnaire in carpool line * Mask check in carpool line   + Masks are required for faculty and staff   + Masks are required for students in grades 3-8   + Masks are highly recommended for PK-2nd during movement in the hallway * Students receive sticker for clearance to hand to homeroom teacher * Hand sanitizer before entering building   Students, faculty, and staff that exhibit symptoms of respiratory illness, will not be admitted to campus:   * Fever of 100.4° F or above * Cough * Sore throat * Runny nose * Vomiting * Rash * Loss of taste and/or smell * Headaches   Students who start to experience symptoms of respiratory illness, while at school, will be isolated from other children in the designated isolation room until they are picked up. A person registered as a parent/emergency contact must pick up the student within 1 hour of receiving the call. An ill student cannot sit in the office for the remainder of the day. Siblings of the student experiencing symptoms will also be sent home as a precautionary measure.  Faculty and staff who start to experience symptoms of respiratory illness while at school, will be sent home.  An individual with fever above 100.4°F may return to school or work once they have been fever free without fever reducing medication for 24 hours.  An individual diagnosed with COVID-19, may return to school or work once they have quarantined for 14 days and received medical clearance. The individual may only return with a medical note. The students and/or staff member(s) of the classroom of the person diagnosed will be required to stay home for 24 hours while the classroom is sanitized. |
| Arrival | **CARPOOL DROP OFF ONLY**   * Daily Health Check in carpool line * 7:15 am – 7:40 am: Students in grades 1-8 enter cafeteria for breakfast at designated grade level table or go directly to homeroom. * 7:15 am – 7:45 am: Students in grades PK-K go directly to homeroom. They will receive breakfast after arriving to homeroom. |
| Dismissal | **CARPOOL PICKUP ONLY**   * All parents will receive a placard with the student(s) name for pickup. * This placard must be displayed daily. * All students will wash/sanitize hands before leaving building.   **PK**   * Carpool pickup only at 2:45 pm * Students remaining at 2:59 pm will be escorted to after care. The regular rate for after care will apply. * Parents may not go to PK building * Masks required by all faculty/staff * Masks are strongly recommended for PK students   **Kindergarten**   * Carpool pickup only at 2:45 pm * Students remaining at 2:59 pm will be escorted to after care. The regular rate for after care will apply. * Parents may not go into building * Masks required by all faculty/staff * Masks are strongly recommended for Kindergarten students   **1st – 2nd grade**   * Carpool pickup only at 3:00 pm * Students remaining at 3:14 pm will be escorted to after care. The regular rate for after care will apply. * Students will be separated by homeroom in separate sections. * Masks required by all faculty/staff * Masks are strongly recommended for 1st – 2nd grade students   **3rd – 4th grade**   * Carpool pickup only at 3:00 pm * Students remaining at 3:14 pm will be escorted to after care. The regular rate for after care will apply. * Students will be separated by homeroom in separate sections. * Masks required by students/faculty/staff   **5th – 8th grade**   * Carpool pickup only at 3:15 pm * Students remaining at 3:30 pm will be escorted to after care. The regular rate for after care will apply. * Students will be separated by homeroom in separate sections. * Masks required by students/faculty/staff |
| Classroom / Hallways | * To the greatest extent possible desks will be 6 feet apart and students will remain in static groups. * Sanitizer will be available in all classrooms. Students will use hand sanitizer upon entering and exiting the classroom. * Handwashing till take place before exiting the restroom. * Touchless hand sanitizer units have been installed at all main entrances, recess area, library, and restrooms. * Middle school classrooms will be disinfected in between classes. * Directional signs will be placed in hallways and entrance/exit doorways. * Communal prayer will take place in classrooms after lunch. |
| Lunch / Recess | * Handwashing will take place before entering the cafeteria. * Students will eat lunch in the cafeteria in static groups using disposable plates and utensils while maintaining 6 feet from any other class. * Students will remain in static groups for recess in their designated areas. Each static group will have their own recess bag. * Virtual students will be able to pick up grab-and-go lunches at the designated time (TBA). |
| Aftercare / Tutoring | Aftercare / Tutoring will take place.   * Parents should inform the aftercare / tutoring teacher at the earliest date possible of the child’s intent to attend. * Parents should call the aftercare room / tutoring teacher when arriving for pickup. * Parents cannot enter the building. * Students will wash/sanitize hands before leaving building. |
| Visitors | * No visitors, including parents, are allowed to enter the building with the exception of special education services. * To check in your child:   + Call the front office to let them know you have arrived to campus.   + Wear a face covering and wait for the staff member outside of the front office.   + Your child will have their temperature checked before entering the building.   + Students receive sticker for clearance to hand to homeroom teacher   + The child will receive hand sanitizer.   + The staff member will have the parent sign the student in. * To check out your child:   + Call the front office to let them know you have arrived to campus.   + Wear a face covering and wait for the staff member outside of the front office.   + Your child will be brought to the parent outside of the main building.   + The staff member will have the parent sign the student out. |
| Water  Fountains | * Water fountains have been turned off. * Students will be required to bring a full water bottle daily for the time being. A schedule will be set up by the homeroom teacher for students to bring a case of water to share for the class for the week. * All water bottles must be labeled. * Water bottles cannot have exposed straws. * Students may not share water bottles. |
| Mass | * Face-to-Face students will remain in classrooms while Mass is streamed. * Virtual students will also participate in Mass once the zoom camera is set up in the chapel. |
| Assemblies /  Field Trips | All assemblies and field trips are on hold. |
| Athletics | Athletics will follow phased guidelines. |