



**In This Together with
Faith, Compassion, and Confidence**

Return to In-Person Instruction Plan 2020-2021

Sacred Heart Middle School

Our school re-opening plan must be fluid to respond to new information and evolving events. School administration will actively review protocols and policies and modify the instructional plan as necessary. For the most current information refer to the school website.

July 31, 2020

Fall Reopening Plan

The re-opening committee, a group including school administrators, faculty, staff, parents, and other community and industry leaders, has developed this plan for the return to in-person instruction for the start of the 2020-2021 academic year. The plan is developed in accordance with the requirements and guidelines of the State of Connecticut, Department of Education and the Archdiocese of Hartford. The plan prioritizes the safety and health of all members of the Sacred Heart Middle School community and provides for the needs of our students who opt out of live, in-person instruction.

Because the situation for full return to school remains fluid, the plan presents three scenarios: return to full-time, full-capacity instruction, a hybrid model that includes in-person instruction along with remote learning, and a return to full-time virtual instruction for all students. To protect the well-being of all of our students, administrators, staff, faculty, and families, Sacred Heart Middle School will begin the 2020-2021 academic year with the moderate risk model (the hybrid model).

CONSTRUCT OF MODELS:

Low Risk Model: Return to Whole School In-person Instruction

Under this operating model, students will return to school at 100% capacity with some blended remote learning. In this return to school plan, the protocols for providing a safe school environment are the same as those set forth in the moderate risk model.

Moderate Risk Model: Return with Hybrid In-person Instruction and Remote Learning

This operational model plans for a hybrid schedule to limit classroom occupancy by 50%. In this model 50% of the students will attend in-person classes while the remaining 50% of students attend class through a remote learning platform. The groups of students alternate in-person instruction with remote instruction.

High Risk Model: Return to Whole School Remote Learning

In this return to school plan, the students will be fully engaged in remote learning. Class scheduling will remain in place with a break provided for lunch.

SHMS INSTRUCTIONAL PLAN FOR THE FALL 2020 (moderate risk)

Students will return to 100% in-person instruction in the classroom from Monday through Thursday. The operation of the school day has been modified and sanitization protocols have been established to protect the health of our staff and students. On Friday, all SHMS students will engage in remote learning to allow for full-scale sanitization of the school property. Friday classes will be divided into regular class time and small group meetings with teachers.

ARRIVAL PROCEDURE

- School doors open at 8:30 a.m.
- Students will be dropped off on South Elm Street.
- Students will enter the building one at a time.
- The school door will be opened by the Dean who will wear a mask and gloves.
- All students entering the building or standing on the sidewalk will wear masks.
- Students should wait in their cars until the student in front of them has entered the building or they should stand on one of the marks on the sidewalk to proceed to the entrance.
- To maintain social distancing, students arriving by bus will depart the bus and line up on the sidewalk marks and move forward as students enter the building.
- Students will report to the cafeteria.

CUBBIES

- Students will go to their cubbies as directed by the teacher.
- While at the cubbies, students will wear masks and remain six feet apart.

CLASSROOM LAYOUT

- Desks will be placed at least 6 feet apart, where possible.
- Students will be seated in rows facing forward.
- Students may remove their masks while they are seated at their desks if they are 6 feet apart or for a mask break.
- Students who are moving in the room must wear their masks.
- Teachers will wear a mask and a face shield.
- Teachers will sanitize each desk at the beginning of the school day and after the students leave for lunch/recess.
- Hand sanitizers will be available in every classroom.
- Classroom doors will remain open for ventilation.
- The classroom will be equipped with an H13 Hepa air filtration system.

REMOTE LEARNING STUDENTS

- Students who are participating through remote learning should be connected through Teams by 9 a.m.
- Students must turn on their camera and mute their mics.
- Students are required to be in school uniforms.
- A web camera will allow our remote learners to view the classroom instruction.

CLASS SCHEDULE

- Each instructional day will consist of four 80-minute blocks.
- Students will remain in their classroom.
- Teachers will rotate to other classrooms as necessary.
- Lesson may require student movement in the room at which time students will wear their masks and follow social distancing protocol.

CLASS SCHEDULE:

HR 9:05-9:15	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMOTE LEARNING FOR THE ENTIRE SCHOOL
BLOCK 1 9:15-10:35	8 TH US HISTORY 7 TH RELIGION 6 TH SPANISH	8 TH SCIENCE 7 TH ENGLISH/LA/LIT 6 TH MATH	8 TH US HISTORY 7 TH RELIGION 6 TH SPANISH	8 TH SCIENCE 7 TH ENGLISH/LA/LIT 6 TH MATH	9:15 –9:40 9:40-10:20	8 TH ENGLISH 7 TH CIVICS 6 TH SCIENCE 8 TH ENGLISH 7 TH GEOGRAPHY 6 TH ind reading
BLOCK 2 10:35-11:55	8 TH RELIGION 7 TH SPANISH 6 TH ENGLISH/LIT/LA	8 TH ART 7 TH SCIENCE 6 TH ENGLISH/LA/LIT	8 TH RELIGION 7 TH SPANISH 6 TH ENGLISH/LIT/LA	8 TH PE 7 TH SCIENCE 6 TH ENGLISH LA/LIT	10:20-11:00 11:00-11:40	8 TH SCIENCE 7 TH ENGLISH 6 TH CIVICS 8 TH SCIENCE 7 TH ENGLISH 6 TH MATH
LUNCHH/RECESS LUNCH 1 12:12-20 LUNCH 2 12:20-12:40	LUNCH/RECESS	LUNCH/RECESS	LUNCH/RECESS	LUNCH/RECESS	11:40-12:20	LUNCH
BLOCK 3 12:40-2:00	8 TH SPANISH 7 TH ENG/LIT/LA 6 TH SOCIAL STUDIES	8 TH ENG/LA/LIT 7 TH SOCIAL STUDIES 6 TH ART	8 TH SPANISH 7 TH ENG/LIT/LA 6 TH SOCIAL STUDIES	8 TH ENG/LA/LIT 7 TH SOCIAL STUDIES 6 TH PE	12:20-1:00 1:00-1:40	SMALL GROUP MEETINGS ALL GRADES 8 TH CIVICS 7 TH ind reading 6 TH RELIGION
BLOCK 4 2:00-3:20	8 TH ENG/LIT/LA 7 TH MATH 6 TH RELIGION	8 TH MATH 7 TH ART 6 TH SCIENCE	8 TH ENG/LIT/LA 7 TH MATH 6 TH RELIGION	8 TH MATH 7 TH PE 6 TH SCIENCE	1:40-2:20 2:20-3:00	8 TH MATH 7 TH RELIGION 6 TH ENGLISJ 8 TH ind reading 7 TH MATH 6 TH ENGLISH

OTHER LEARNING SPACES:**MEDIA CENTER**

- The student capacity of the library will be 15.
- Students using computers will be seated at least 3 feet apart and staggered so that no student faces another student.
- Students at tables will be seated at least 3 feet apart; 6 feet apart whenever possible.
- The Media Specialist will use disinfectant spray and wipes to sanitize the table surfaces after each class period.
- The Media Specialist will use disinfectant wipes or spray to sanitize the computer tables, mice, and keyboards, and any shared materials after each use.
- Books will not be available for students unless they are assisted by the Media Specialist.
- Signs and floor markings will direct student seating and movement.
- Hand sanitizer will be available in the Media Center.

PHYSICAL EDUCATION

- The gym will be closed during the school day unless social distancing protocol is in place.
- During the lunch/recess period, one class will take a stretch break in the gym and follow the mask and social distancing protocol. The classes will rotate on a daily basis.
- Gym activities will be modified so students work on individual skills.
- The gym classes will be held outside whenever possible.

CHROMEBOOKS AND SHARED MATERIALS

- Students will share materials only when necessary and the teacher will sanitize these materials after each use.
- Hand sanitizer will be available for students.
- Students will be assigned a Chromebook for classroom use each day.
- The teacher will sanitize the computer tables, keyboards, and mice with sanitizing wipes or spray at the end of each class period.

COMMON AREAS:**CAFETERIA**

- The cafeteria will be closed during the school day except for arrival and lunch mods.
- Lunch mods will be 20 minutes long and the classes will rotate through a 90-minute block.
- Pre-packaged food will be available for students as well as items from the vending machines.
- Plexiglass barriers will be in place along the lunch service area
- Students will be seated six feet apart.
- All serving containers and eating utensils will be disposable.
- The cafeteria surfaces will be sanitized after each lunch mod.
- Vending machine surfaces will be sanitized after each use during the lunch mod.
- Posters and floor markings will be used to direct traffic and to maintain social distancing in the food service line, at vending machines, and at tables.
- Drinking fountains will be shut off. (Students will bring their own water bottles)

BATHROOM

- Occupancy will be limited to 1 student per bathroom
- Occupancy will be monitored by an adult
- The bathrooms will be cleaned a minimum of twice during each school day
- The bathrooms will be supplied with anti-bacterial soap dispensers and trash receptacles, and disposable towels.
- The outer door of each bathroom will remain open for ventilation.

HALLWAYS AND STAIRWAYS

- Students will wear masks at all time in these areas.
- Students will travel in one direction in the hallways and on stairways unless noted otherwise.
- Signs and floor markings will direct traffic in the hallways and stairways.
- Students will always use the front staircase.
- Landing doors will be propped open.

ELEVATOR

- Capacity is limited to one person per ride.

GYMNASIUM

- The gym will be closed during the school day except for physical education classes and recess.

DISMISSAL

- Students will be dismissed by grade level.
- Students who are picked up by their parents will line up in the classroom following mask and social distancing protocol.
- As directed, students will proceed down the stairs and dismissed by the Dean.
- Bus students will be grouped by the teachers and follow mask and social distancing protocol while waiting for dismissal.

MASS

- Masses will be streamed for staff and students during the school day.

VISITORS

- Visitors will need to make an appointment with an office staff person, teacher, or administrator.
- Whenever possible, visitors and parents will communicate with administrators, office personnel, and teachers via a virtual meeting, email, or phone call.
- The number of non-essential adults in the school building will be limited.

COMMUNICATION PLAN**NOTIFICATIONS**

- Notification to the school community will be made weekly or more often as needed.
- Notifications to the school community will be made via a 411 call, email, social media and the school website.
- CDC print resources will be posted in prominent places throughout the building to remind all staff and students of CDC recommendations including wearing face masks, social distancing, and hand washing.

- Signs will be posted at all entry points to provide notice of the protocols in place at the school.
- Notification of COVID incidents within the school will be provided by the school nurse.
- Notification of COVID incidents within the school system will be provided by the Waterbury Health Department.

REPORTING ILLNESS

- Students and staff who exhibit COVID symptoms in the school will be isolated in a room housed in the main office. The individual will use a separate bathroom.
- If a parent calls to report a student absence, any student exhibiting potential COVID-19 symptoms must stay home and participate in remote learning while awaiting test results. If there is a positive test result, the student will remain at home for 14 days.
- All illnesses that manifest in students during athletic or extracurricular events must be reported to the coach or advisor, the Athletic Director, the principal, the president, and the school nurse.
- The school nurse will document absentees for 1) the return of those with Coronavirus illness and 2) any trends suggesting the spread of the illness.

SELF-MONITORING PROTOCOLS

- Prior to the beginning of the school year, a staff member will mail or email a review of Coronavirus symptoms and any travel quarantine restrictions to families to consider when planning travel to areas of potential exposure.
- Parents will be required to report any out of state travel and quarantine when necessary.
- International students will follow CDC 14-day quarantine guidelines.
- If the symptoms of a student or staff person manifest into a positive COVID-19 test, he or she must quarantine for 14 days.

CONTAINMENT PLAN

PERSONAL HYGIENE

- Staff and students will be required to wear masks at all times when moving from places to place and in class or in common areas. (Mask breaks will be allowed when students are socially distanced in a classroom).
- Students will be required to wear their own personal face mask and/or face shield.

- Students should bring their own hand sanitizer.
- Students will be supplied a face mask if they do not have one.
- Students who are unable to wear a face mask for health reasons, may wear a shield.
- Students are required to bring their own materials and supplies.
- Students will be allowed to wash their hands upon request.
- Touchless hand sanitizers will be in three locations on each floor and in all communal spaces: the cafeteria, the main office, the guidance office, the nurse's office, the gym, and the lobby.
- All staff will wear a mask and/or a shield if desired. Gloves are available for all staff.
- Students with high risk for severe illness will be allowed to learn from home as needed.
- Based on a student's health needs, protocols to protect their health will be established with the school nurse.

MONITORING STUDENT AND STAFF HEALTH

- The nurse will send students who exhibit Covid-19 symptoms to the main office to be isolated until a parent or guardian arrives.
- CDC digital and print resources will be used to educate staff, parents, and student to the symptoms of COVID-19 and when the "when to stay home" guidelines.
- Any person exhibiting symptoms (staff or student) will be sent home and requested to follow up with a doctor.
- Any student or staff person testing positive for COVID-19 will remain home for 14 days.

FACILITY AND CUSTODIAL PROTOCOLS

- The Facilities Manager will maintain a cleaning checklist
- The stairway railings and landing door handles will be cleaned twice per day.
- Plexiglass barriers will be installed in high contact areas of the Main Office.
- Plexiglass barriers will be installed in high contact areas of the Guidance Office.
- Plexiglass barriers will be installed between the sinks in the bathrooms.
- Plexiglass barriers will be installed on all teachers' desks and the circulation desk in the library.
- H13 Hepa air purifiers will be in place in all classrooms, the cafeteria, the main office, the guidance office, and all other learning areas.
- UVC wands will be used as part of the sanitizing protocol.

- Sacred Heart Middle School will meet the maintenance and custodial standards required by local, state and federal agencies. Sacred Heart Middle School will comply with:

The [DPH Guidance for Cleaning and Disinfecting of Schools](#) during COVID-19.

The [Guidance for School Systems for the Operation of central and non-central ventilation systems](#) during the COVID-19 pandemic.

The CDC guidelines for [Cleaning and Disinfecting Your Facility](#) during COVID-19

ATHLETICS

- The coach will organize athletes into small groups (cohorts) that remain together as they work through stations.
- Coaches will organize workouts and drills to manage the physical distance between the athletes whenever possible.
- Practices may be shortened to limit the length of time athletes interact.
- When not actively participating in practices or contests, athletes will wear a mask and follow social distancing protocol. Face masks must be worn by athletes sitting on the bench, during chalk talk, during interaction with the physical trainer, etc.
- Sideline markings will include social distancing indicators.
- Entrances and exits will be organized to maintain social distancing.
- All surfaces in the gymnasium will be sanitized after each practice or contest.
- Equipment will be kept in separate bins: 1) sanitized equipment and 2) used equipment
- Coaches will use wireless, battery-operated whistles.
- Athletes will have personal water bottles that may not be shared.
- Students will be transported to and from team practices by their parents, when busing is not offered.

Return to In-Person Instruction Governing Body Affirmation Statement

The School Advisory Board for **(INSERT NAME OF SCHOOL)** reviewed and approved the Phased School Return to In-Person Instruction Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board Chair or Pastor)*

(Signature of President or Principal)*

*Electronic signatures on this document are acceptable.