



**Saint Andrew**  
Anchored in Faith  Catholic Church and School

# Saint Andrew Catholic School

## COVID-19

### Preparedness Plan

Following the Guidance of  
the Diocese of Saint Cloud

Updated 10-7-2020

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## Introduction

Dear families of Saint Andrew Catholic School:

The final months of the 2019-2020 school year presented new experiences for students, teachers, and families that we were able to learn so much from. We learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Domestic Church is alive and well.

We also learned that a meaningful Catholic education, especially for our youngest learners, is less effective when physically separated from their peers and teachers. At the heart of Catholic Schools is relationship and community - relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members can interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe and nurturing way this Fall. This does not suggest a complete 'return to normalcy'. We acknowledge that local realities and situations may require schools to temporarily close or provide a hybrid structure based on local realities and situations, but it is our hope that Catholic schools in Minnesota may retain the community structure at the heart of Catholic education.

In a true collaborative effort, Catholic school leaders from across Minnesota have developed the "Path for Students' Return" to guide individual schools in their planning for fall. It is an understatement to say that each Catholic school across the state of Minnesota is different; the guidance was developed with the understanding that the application of the guidance will look different in each of our beautifully unique schools.

The development of the "Path for Students' Return" took into consideration the following publications and organizations:

- Leading with Hope, developed by the Andrew M. Greeley Center for Catholic Education
- Guide to Reopening Schools, Catholic Mutual Group
- Considerations for Schools, Centers for Disease Control and Prevention
- Minnesota Catholic Conference
- Minnesota Independent School Forum
- Minnesota Department of Health.

Using the "Path for Students' Return," our school established new protocols to maintain the health, safety, and Catholic identity of our school.

Though much uncertainty lies ahead, there are a few things we know for sure. We are constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes. This plan cannot guarantee the absence of COVID-19 cases in our community or our school; this is a reality we understand. However, following the guidance of our diocese in the creation of this plan allows our school to mitigate and, God willing, lessen the likelihood of exposure to our students, staff, and community.

Together, with Christ at the center, our school will continue to be a place of spiritual, academic, social, and emotional development for our students.

Sincerely,  
Ann M. Dettmann, Principal  
Saint Andrew Catholic School

*“For I know the plans I have for you,” declares the Lord. “Plans to prosper you and not to harm you, plans to give you hope and a future.”*  
*Jeremiah 29:11*

## **Section 1: Operational Practices Action Plan**

### **Designated COVID-19 Point of Contact**

- Our designated COVID-19 Point of Contact is Ann Dettmann, Principal, with Melissa Anderson, Business Administrator, serving if Ann is absent or unavailable.
- Direct any COVID-19 questions or concerns to the Point of Contact.
- Staff members or families/students will contact the Point of Contact if they would like support or accommodations.

### **Communication of this plan to Stakeholders**

Staff	Parents/Guardians	Students
Drafts shared electronically a few times over the summer. Finalized plan shared Friday, August 7, 2020. Plan reviewed together during workshop week, August 30 through September 4, 2020	Portions of the plan communicated via newsletter over the summer. Finalized plan shared Friday, August 7, 2020 via electronic link. Parents/guardians will know what their portion of the plan includes, including screening the student daily before school attendance.	Teachers will share various portions that relate to student behaviors as they arise over the course of the first week of school, provided school is in person This includes things such as hand washing, face coverings, social distancing..

### **Adaptability**

- The principal will informally check in with staff daily to be informed of any concerns or ideas to streamline or improve processes as we utilize this plan. In addition, the principal will discuss this plan monthly at the school advisory board meetings and will continually invite those members to share their thoughts and those they have heard from other parents/guardians. Finally, in the weekly newsletter, the principal will occasionally remind families that they are always welcomed to share their thoughts and ideas with her regarding the COVID-19 plans or other things.
- Any amendments made will be shared electronically with the pastor, with families, and with staff, with teachers informing students if the change affects them.

### **Entrance / Dismissal Protocols**

Building Entrance Protocols for Adults, including staff members and volunteers	<ul style="list-style-type: none"> <li>● Adults should self screen before entering the building; the criteria are posted on the doors.</li> <li>● Employee rights information is posted in the lounge for the reference of staff.</li> <li>● Adults are asked to use the hand sanitizer as they enter the building each day, or to immediately wash their hands upon entering.</li> </ul>
Building Entrance Protocols for students	<ul style="list-style-type: none"> <li>● Staff members which may include Jan Rydberg, Ann Dettmann, Aaron Johnson, and Judy Thomes will be in the hallways and sidewalks as students</li> </ul>

	<p>enter to curtail congregating, ensuring students go straight from a vehicle to their classroom.</p> <ul style="list-style-type: none"> <li>● Parents, guardians, siblings that do not attend our school, and other guests are not allowed during this time except when scheduled to volunteer for a task we deem essential. Families are asked to call or email the school if they need to communicate with the office or with a staff member.</li> <li>● Student family drop off each morning will take place on Irving Avenue. <ul style="list-style-type: none"> <li>○ All vehicles must enter from the 4th Street end of Irving Avenue.</li> <li>○ Vehicles will stop on the school side of the street and will let the student(s) exit the car onto the sidewalk while all others remain inside the car. <ul style="list-style-type: none"> <li>■ K-5 drop off begins at 8:00 a.m. and ends at 8:15; students are expected in class by 8:20.</li> <li>■ After the student exits the vehicle, the vehicle must proceed down Irving Avenue towards 6th Street.</li> </ul> </li> <li>○ Students in Kindergarten, Grade 1, Grade 2, and Grade 4 will enter Door F (main entrance) beginning at 8 a.m. Students will head directly to class.</li> <li>○ Students in Grade 3, and grade 5 will enter Door G (near preschool) beginning at 8 a.m. Students will head directly to class.</li> </ul> </li> <li>● Students arriving by bus will be dropped off near Door C beginning at 8 a.m. They will enter the doors and stay socially distanced as they head down halls to classrooms.</li> <li>● Hand sanitizer will be available at Door F (main entrance), Door G (near preschool), and the near the double doors to the church. Teachers will instruct students to use the sanitizer as they arrive each day and as they leave.</li> </ul>
<p>Dismissal Protocols</p>	<ul style="list-style-type: none"> <li>● Staff members such as Jan Rydberg, Ann Dettmann, and Judy Thomes will be in the hallways and sidewalk area at the end of the school day to monitor dismissal to curtail congregating and ensure students go straight from their classroom to the bus line or to the pick up/drop off location on Irving Avenue.</li> <li>● Parents, guardians, siblings that do not attend our school, and other guests are not allowed inside the school during this time.</li> <li>● Hand sanitizer will be available at Door F, Door G, and the near the double doors to the church. Students, volunteers, and staff will be instructed to sanitize as they leave.</li> <li>● Family pick up each afternoon will take place on Irving Avenue for Preschool, PreK, and for students in K-5. The following plan will be used: <ul style="list-style-type: none"> <li>○ At the dismissal bell, teachers will bring their students to the same door the student entered that morning, keeping social distance as they exit as much as possible.</li> <li>○ Teachers will help students find their student family members to stand with.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Students will gather in family groups near the school’s wall and will be attentive to all incoming cars</li> <li>○ Families will stay in their vehicles and will enter from the 4th Street end of Irving Avenue. Families will stop on the school side of the street. and will wait inside their car for their child(ren) to enter from the sidewalk into the car.</li> <li>○ Staff members will be outside during K-5 pick up at the 2:40 dismissal time and will supervise to ensure students are picked up safely.</li> <li>○ After picking up students, vehicles must drive towards 6th Street.</li> <li>● Students that are bussing home will be sent by their teacher to the common hallway. There they will stand socially distanced until they are taken by Mr. Johnson or another staff member to Door C. Mr. Johnson/staff member will stay with the students as they wait, socially distanced, for their bus. Mr. Johnson/staff member will ensure the students walk safely on their buses.</li> </ul>
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### Health Checks

- A list of COVID-19 symptoms is included in the appendix and will be used as a screener for staff, volunteers, and students. Anyone with these symptoms should not attend school until the decision tree requirements are met.
  - This list has been printed and included in the fall folders that families will receive before school begins.
  - This list is printed and is on each entrance door to the school.
- Adults will complete a health screening at the school doorway each day as they arrive for work by reviewing the posted COVID symptom list (see appendix). If they answer yes to any question, they will not enter the school building until they meet the requirements for return as outlined on the Decision Tree (see appendix).
- In addition, any adult who had close contact with someone who tested positive for COVID-19 will contact the principal and will stay home until they meet the requirements for return on the Decision Tree. (see appendix.)

### Screening Protocol for staff, students, and visitors entering the building

- Students will complete a health screening daily at home. Families will take their child’s temperature before coming to school daily to ensure it is below 100 degrees and check for any signs of COVID-19 on the list provided by the school. If the student has any of these signs, the family will report the child as absent from school. Students are not to return until they meet the criteria. (See the Decision Tree in the appendix of this document.)
- Families must continue to follow the usual health reasons for keeping students home as well.

### Managing People in the building with Possible COVID-19 Symptoms

- To minimize transmission of COVID-19, students displaying possible COVID-19 symptoms will be isolated in the room designated for this purpose and will be monitored there. Staff members may take the student’s temperature and gather any additional information needed to determine if the student needs to leave the school. If the student needs to leave, the student will stay in the designated room until they can be picked up by a family member.
- In addition to face coverings, additional safety precautions are required for the school health assistant and/or any staff supporting students in isolation spaces when distance is not possible. These precautions

may include a face shield, glasses, goggles, gloves and disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

- All staff members will be alert for signs of COVID-19, especially cough or shortness of breath in students. If any of these are observed or suspected, teachers will send the child to the office with a Red Cross Pass. This pass will alert staff in the office to the fact that this person may have COVID-19 symptoms and should be screened in the room provided for those who are isolated from the general population.
- Teachers will offer distance learning activities for students who cannot be at school due to illness or exposure to COVID-19.
  - This includes all teachers, including PE, Music, and Media.
  - Families may choose not to have the child complete activities or to do selected activities during the distance learning time due to the severity of illness or other factors. Teachers will work with families to prioritize which activities to complete during the child's absence, and some skipped activities may need to be completed when the child returns to school.
  - Teachers may record or live stream lessons from the classrooms to students who are not able to attend live. Families should not share these videos with any other people.
- Any volunteer or staff member exhibiting signs of COVID-19 will be brought to the designated room to be isolated from the general population while they await someone to pick them up. If the ill person is able to drive, she/he must leave immediately.
- Any ill people in the designated room must stay 6 feet apart while waiting in this dedicated space.
  - Jan Rydberg or other selected staff member will observe the ill person/people while they are in the designated space. Jan (or other person) will maintain 6 feet of distance and will wear a face mask/shield during this time. It is suggested that the door be closed and those in the room be observed through the large window on the door.
  - The school secretary will alert the custodial staff to disinfect areas the child/adult has known to have touched as soon as possible.
  - When the ill person/people have left the isolation room, that room will be disinfected by custodial staff wearing a face shield and gloves. They may also wear an apron and/or may change clothes after disinfecting the room.
- Students who are being sent home should be sent with a copy of the Minnesota Department of Health's Decision Tree for People with COVID-19 Symptoms" to ascertain when to safely return.

### **Social Distancing**

School is a place where natural and meaningful interaction occurs. Our goal is to find opportunities to maintain that culture while reducing close physical interaction between students to reduce exposure possibilities. Social distancing in our school is defined as creating as much space as possible between individuals, recognizing that it is not always possible to maintain six feet between individuals.

- Large group gatherings that do not allow for social distancing are not allowed at this time. (e.g. assemblies, field trips). Any need for these will be done virtually at this time unless they can be done with social distancing in place.
- Wall markers will be placed every six feet in the hallways and bathroom areas to foster social distancing in these spaces. They also are placed at the entrance to the cafeteria for the same reason.
- In the office:
  - The school secretary has a plexiglass window. When possible, she will speak to students, staff, volunteers and families through this window.

- If needed, students and families may come into the office space. Sherri will try to maintain social distance with these people and if she cannot she will put on a face covering.
- Cafeteria Protocols:
  - All food and beverages distributed in the cafeteria will be placed on each student's tray by the cafeteria workers or volunteers. This includes milk. Students are not allowed to self serve.
  - Meals, snacks, and beverages served at school will be individually packaged when possible.
  - Seating will include social distancing.
    - One class will eat in the cafeteria, sitting at spots marked with blue tape and maintaining social distance.
    - Two classes will eat in the gymnasium at round tables. Two students will sit at each table, directly across from each other to maintain social distance.
    - Preschool and PreKindergarten full day students will eat in their classrooms. Trays will be brought there by staff.
  - Students will arrive in the cafeteria at staggered times and will leave their lunch tables at staggered times.
    - 11:00 K lunch begins.
      - Students will eat in the cafeteria, with one student per table at marked spots.
      - 11:25 students dismissed for recess.
      - 11:50 Kindergarten students will be brought in to the school by recess staff.
    - 11:08 1st grade lunch begins.
    - 1st grade will eat in the gym near the gym office. There will be two students per six foot round table; they will be seated directly across from each other.
    - 11:33 students dismissed for recess.
    - 11:58 1st grade students will be brought into the school by recess staff.
  - 11:15 2nd grade lunch begins.
    - 2nd grade will eat in the gym on the side farthest from the gym office. There will be two students per six foot round table; they will be seated directly across from each other.
    - 11:40 students will be dismissed for recess.
    - 12:05 students will come back into school.
  - 11:30 3rd grade lunch begins.
    - 3rd grade will eat in the cafeteria, with one student per table at marked spots.
    - 11:50 students dismissed for recess
    - 12:15 students brought back in from recess.
  - 11:35 4th grade lunch begins.
    - 4th grade will eat in the gym on the side nearest to the gym office. There will be two students per six foot round table; they will be seated directly across from each other.
    - 11:55 students dismissed for recess.
    - 12:20 students brought back in from recess
  - 11:40 5th grade lunch begins.
    - 5th grade will eat in the gym on the side farthest from the gym office. There will be two students per six foot round table; they will be seated directly across from each other.
    - 12:00 students dismissed for recess. Mr. Johnson and partners will bring students back to classrooms.



- 12:25 students brought back in from recess.
  - 12:00 Preschool or PreK lunch will be served in their classroom. Staff will wash their hands prior to helping students with their lunch and after helping with lunch.
- Recess:
  - Preschool and PreKindergarten will continue to have recess at times when other students are not outdoors.
  - Playground supervisors will use cones to mark off three distinct play areas: grass, playground equipment, and soccer field/four square area. The playground staff will rotate classes through these areas so that over multiple days students may play in all spaces but on any given day each grade will play in one area and not mingle with other grades.
  - Color coded balls will be provided to each grade so that students from one grade do not touch the equipment of other grades. These will be disinfected after recess.
- Mass:
  - We will follow our previously scheduled mass list, having the class that was assigned to lead the Mass attend live as well as one or two other classes. We will follow the protocols for mass including possibly having student or staff lectors. Those attending will follow the social distance requirements at Mass.
  - All other classes that would be attending will watch the Mass streamed live to their classroom so we can still pray together.
  - The number of classes attending mass will gradually increase
- Classrooms/Learning areas:
  - In Kindergarten, tables will be replaced by desks to allow for social distancing.
  - In grades k-5, teachers will arrange desks and other furniture to create as much space as possible between individuals, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom.
  - Tables in kindergarten have been removed and replaced by single seating options.
  - Teachers will space students out in classrooms and have all desks facing the same direction. When possible, there will be 6 feet between chairs.
  - Whenever possible, students from different classrooms will not mingle.
  - Teachers will give frequent reminders to maintain social distance.
  - Media classes will be held in classrooms to prevent hallway congestion and allow space for social distancing to continue during that class.
  - Music classes will be held in the music room or outdoors.
    - Students in the music classroom will sit on marked spots on the floor. They will disinfect hands when leaving the classroom.
    - Preschool through grade 1 students are able to sing in the music room as well as in their classroom provided they are socially distanced and wearing a mask or shield.
    - Indoor music classes for grades 2 through 5 will focus on non-singing activities. Outdoor classes may include singing.
  - Physical Education classes will be held outdoors when possible.
    - When held indoors, classes may be held in classrooms if the activity would allow for social distancing.
    - When held indoors, the gym may be used. The partition should be put in place so that every second class uses the same side of the gym. Items such as balls may not be used by

multiple classes in succession unless there is a gap that permits these items to be disinfected when students are not present.

- Other special events
  - All events will be planned to allow for social distancing.
  - Our open house night will be virtual.
  - Our uniform exchange will be done by appointment to ensure there is ample distance.
  - Advent prayer services and school wide rosary will be planned to ensure social distance is maintained.
- Staff and Volunteer Social Distancing
  - Staff members are allowed to work from home when possible. This includes leaving shortly after the students do on most school days to complete their work day at home, or working from home during times scheduled for independent tasks at school. Of course, if there are meetings or other activities, staff members may need to stay on site until 3:45.
  - Staff members should maintain social distance from volunteers and other staff members whenever possible.
- During Distance Learning, if enacted
  - Totes of items will be available for families to access to gather school materials. This would enable contactless pick up and maintain social distance for distribution of materials.
  - When possible, items will be submitted electronically. When needed, paper copies will be returned to the grade level totes using contactless drop off.
  - Ann Dettmann would communicate the dates and times for pick up/drop off.

### Communication and Signage

- Signs posted at entrances to our school alert all to the symptoms of COVID-19 and warn them not to enter if experiencing these symptoms.
- Families were given a copy of the list with their fall packets to ensure we have a common understanding of what symptoms should prevent attendance.

### Attendance

- Upon review of attendance / sick leave policies, the following considerations will be made:
  - Staff members have access to their sick leave for COVID-19 or other absences. If a staff member exhausts their leave, we will meet with them and plan how to proceed, ensuring they get the resources needed.
  - Student absence will continue to be reported to our office. Truancy concerns are rare for our school, and so we plan for this year to allow absences without reports of truancy.
    - We will work with absent children and their families to continue to complete work, when possible, during the absence, knowing this may not always be possible.

### Transportation

- We have consulted with ISD 728, our local district that provides bus transportation for our school. The district is obligated to provide transportation for nonpublic students in their district boundary only in a manner that corresponds to their own instructional model. So, if the district elementaries are in session five days a week, bussing will be available those days. If the elementary classes in the district change to another model, our students would only have bussing on the days the public elementary schools are in session.

- A large portion of our families drive their students to and from school, so a loss of bussing isn't going to affect most students; still, many families rely upon the bus.
- We are alerting families to the possibility of bussing changes to allow time for them to identify ways to get their children here if busses are not available.
- We have identified an independent transportation provider that many have used to transport children. TriCap Transportation is a local company that families could pay to transport their children if they wish.

#### Preparedness for Temporary Closure

- In the event that there is a confirmed case of COVID-19 in a student or classroom teacher, that class will have 14 calendar days of distance learning.
  - Following those 14 calendar days, students and staff may return when they meet the expectations in the Decision Tree. (See the appendix.)
- If there is a marked increase in COVID-19 cases in the Elk River area and/or in our school, Mrs. Dettmann will work with health officials and with Superintendent David Fremo to see if there is a need to have the entire school return to distance learning for a time. If so:
  - Mrs. Dettmann will communicate with families the number of day(s) needed for the staff to transition to this mode, and when this will begin.
  - She will continue to communicate throughout the closure to inform families as to progress made and when in-person learning will resume.
  - Mrs. Dettmann will work with the custodial staff to ensure any needed additional cleaning and disinfecting is articulated and completed.

#### Point of Contact at Public Health Department

- If a child, staff member, or volunteer is diagnosed with COVID-19 or if staff members have questions about a child, staff member, or volunteer who is exhibiting symptoms, the principal or a staff member will contact the Minnesota Department of Health at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us). Any advice may be followed or it may be used to make decisions in concert with others such as Father Mark Innocenti, Melissa Anderson, and David Fremo.

*Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort who comforts us in all our affliction, so that we may be able to comfort those who are in any affliction, with the comfort with which we ourselves are comforted by God.*  
*II Corinthians 1:3-4*

## **Section 2 – Health and Well-Being Action Plan**

### **Disinfecting Processes:**

- Staff members will use an EPA-registered disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product. The products we have that are effective on COVID-19 are:
- Lysol Wipes: Need to leave the area wet for 4 minutes
- Bleach: See below. Need to leave the area wet for 1 minute. Solution should be mixed and used daily.
- DDDS: Need to leave the area wet for 10 minutes.
- Follow the directions on the product.
- Often the surface must be kept wet for a period of time. See the product label for this information.
- DDDS needs 10 minutes of contact time. Consider letting it air dry.
- Lysol wipes need 4 minutes of contact time.
- Bleach solution needs 1 minute of contact time.
- Ensure there is good ventilation for your safety.
- Consider wearing gloves when applying the product and when wiping, if needed.
- Diluted household bleach solutions are effective and may be used to disinfect.
- Check to ensure the product is not past its expiration date.
- Mix only bleach and water. Do not add any other substances to the solution.
- Use eye protection or have immediate access to an eyewash station.
- Leave solution on a surface for at least 1 minute.
- Make only enough diluted bleach solution that can be used in 24 hours. After that, the solution may not be effective.
- To make a bleach solution:
- Mix 5 tablespoons (1/3 cup) of bleach and 1 gallon of water OR
- Mix 4 teaspoons of bleach and 1 quart of water
- Spray cleaners will be used when students are not present. Wipe cleaners may be used when students are in the room.
- Teachers will reduce the risk of germ spread by:
- Dedicating supplies to individual students when possible (Electronic devices, books, toys, and other games or learning aids)
- Have students keep personal items in individually labeled areas such as desks, lockers, cubbies, or containers.
- Limiting use of supplies/equipment to one small group from one class, and disinfecting the supplies/equipment before use by another group. (Electronic devices, books, toys, and other games or learning aids)
- Teachers and families will encourage students to leave items home that are difficult to clean or disinfect.

- Teachers should consider storing any items that are for student use in the classroom that are difficult to clean/disinfect.
- When disinfecting surfaces and/or handling trash:
  - Do not touch your face while cleaning.
  - Wear disposable gloves when cleaning, and wash hands thoroughly after removing gloves.
  - Wear designated work clothes.
  - Consider wearing a disposable apron or other protective garment to protect clothing.
  - Consider changing clothes at the end of a shift or after cleaning an area where COVID is suspected. Place dirty clothing in a plastic bag until it can be laundered.
  - Laundering should be done as soon as possible and can be done safely at home.
  - Staff who are responsible for cleaning and disinfecting will be trained by Neale to use disinfectants safely and effectively.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#)

Space	Frequency of Disinfecting	Person(s) Responsible	Product(s) Used
High-touch areas: <ul style="list-style-type: none"> <li>• Door knobs</li> <li>• Main school hallway restroom sinks and bathroom counters</li> <li>• Toilets</li> </ul>	Twice Daily -- mid day -- end of day	Custodial Staff	DDDS
Cafeteria Tables and Chairs, including those used in the gym for lunch	Daily, following lunches	Laure and Sarah	Bleach water or DDDS
Common use areas: <ul style="list-style-type: none"> <li>• Student desks and chairs</li> <li>• Handrails in sloped hallways areas</li> <li>• Sinks in classrooms</li> <li>• Light switches in classrooms and hallways</li> </ul>	Daily	Custodial Staff	DDDS
Learning equipment in classrooms <ul style="list-style-type: none"> <li>• Toys and shared learning equipment</li> </ul>	Daily when used	Custodial Staff or Teacher; to be determined by the teacher	Bleach water or DDDS
Playground balls	Daily, following recess	Custodial Staff	DDDS will wipe down those used

Shared technology devices	After each user, prior to another student using the device	Teachers	Lysol wipe or DDDS for solid surfaces
Shared Phy Ed equipment	After each use, prior to use by another grade/class	Teacher or custodian, determined by the teacher	DDDS
Musical Instruments in the classroom music program	After each use, prior to use by another grade/class unless item will be stored untouched for a minimum of two days	Teacher or custodian, determined by the teacher	Hard surfaces: DDDS Soft surfaces: leave a minimum of 2 days
Non-disposable food service items	After each use	Food service staff	Hand washed with hot water and soap or put in a dishwasher. Bleach solution if needed
Designated COVID-19 Isolation Room	Immediately after being vacated, if it is before 1 p.m., to prepare it for use by others.  If after 1 p.m. disinfection can be done with evening cleaning.  If there is a body fluid spill, clean up will need to take place as soon as possible.	Custodial Staff	DDDS
Library books, including those from classroom libraries or shared book collections	None	Teachers	Books will be isolated for a minimum of 2 days before another student is allowed to use the book.
Hand Sanitizer stations	At least each evening.	Custodial staff	Fill the bottles of sanitizer if needed; clean and disinfect the table with DDDS

### Hand Hygiene and Respiratory Etiquette

- Teachers will train (and retrain as needed) students how to effectively wash their hands and will provide frequent reminders of the steps.
  - Wet your hands.
  - Apply soap. Rub soap over all parts of your hands to your wrist for at least 20 seconds.
  - Rinse your hands and dry them with a paper towel. Use the towel or your elbow to turn off the faucet so your hands stay clean. Use the towel to open the door if needed as well.
- Teachers will train (and retrain as needed) students to wash their hands or use hand sanitizer (minimum 60% alcohol) as they arrive and as they leave our school.

- Teachers will train (and retrain as needed) students how to effectively use hand sanitizer. The sanitizer will not be accessible to preschool or PreK students during the school day unless they are supervised.
  - Apply sanitizer to one palm.
  - Rub the sanitizer over all parts of your hands to your wrists for at least 20 seconds.
  - Let dry.
- Teachers will teach and give frequent reminders to students to wash their hands or use hand sanitizer:
  - after blowing one's nose, coughing, or sneezing -- throw tissues in trash and then wash hands
  - after touching objects with our hands that other people have touched with bare hands including after being on the playground and after using group equipment in subjects such as physical education
  - prior to eating
  - after using shared objects including playground equipment
- Teachers will remind students to cough and sneeze into their elbow or arm, even when wearing a mask or shield.
- A CDC handwashing poster will be displayed near sinks in classrooms that are used for handwashing and in bathrooms.
- Families may provide personal sized hand sanitizer for their child's personal use.
- Hand sanitizer will be provided in the staff lounge since no sink is available in that space. In addition a restroom is nearby to use soap and water, if that is preferred.
- Hand sanitizer and a restroom are located near the copy room for staff members to clean hands after working in this shared space.
- Custodial Staff will ensure soap and paper towels are available in all bathrooms and classroom sinks at all times. They will schedule frequent checks of these and must quickly respond if called to refill these supplies.

#### Face Coverings, in compliance with Emergency Executive Order 20-81

- All staff, all volunteers, and all students in grades k through 5 must wear a face covering
  - This must cover the nose and mouth completely
  - Options include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, or a neck gaiter.
  - Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.
  - Face shields may be used as an alternative to face coverings in the following situations. Those who believe they qualify to wear a face shield must contact the principal to discuss the need.
    - For students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition.
    - For students in kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.
    - For teachers of all grades when a face covering would impede the educational process.
    - For staff providing direct support student services when a face covering would interfere with the services provided.
- Families will provide the face covering/face shield for their student.
  - These may be in any color or print as long as it is appropriate for our Catholic School setting. They do not need to match our uniforms.

- They should be easily identified by the student due to uniqueness, being marked with their name, or in some way to eliminate any ambiguity as to who owns a face covering or shield.
- A limited supply of face masks are available in our office for students who have forgotten their face coverings or have a need to replace their face covering during the school day.
- If a family cannot afford to purchase or make a face covering for their child, they may contact our office, and we will find a way to ensure the child has access to a face covering.
- Face coverings may be temporarily removed for certain activities, including:
  - Playing instruments (when social distancing)
  - Eating or drinking (when social distancing)
  - When a student is receiving special education services or accommodations, (when social distancing or using a face shield)
  - When an employee is alone in a room
  - For teachers, when presenting (when social distancing and using a face shield)
- Students, Staff, and Volunteers must use face coverings or face shields properly. Families are encouraged to teach these steps to their children. Teachers must also train (and retrain as needed) the students in proper use of face coverings.
  - To wear a face covering correctly:
    - Put it on correctly:
      - Wash your hands before putting on your face covering
      - Put it over your nose and mouth and secure it under your chin
      - Try to fit it snugly against the sides of your face
      - Make sure you can breathe easily
    - Wear it well:
      - Keep the covering on your face, covering your mouth and nose, the entire time you're in public
      - If you touch the face covering, clean your hands.
    - Removing your face covering
      - Untie the strings behind your head or stretch the ear loops
      - Handle only by the ear loops or strings
      - Place covering in the washing machine or wash with soap and warm water with a minimum of 20 seconds of scrubbing. Dry.
      - Wash your hands with soap and water.
  - To wear a face shield correctly:
    - Selecting a face shield:
      - The shield should extend below your chin and side to side extend to your ears.
      - There should be no gap between the forehead and the shield's headpiece.
    - Putting it on correctly:
      - Wash your hands.
      - Put it on your head and make sure it fits as it should.
    - Wear it well:
      - Keep the shield on your face the entire time you're in public
      - If you touch the shield, clean your hands.
    - Removing your face shield when you get home:
      - Unfasten the shield or lift it off your head.



- Handle it by the strap without touching the clear shield portion.
- Clean the shield with soap and water, or use common household disinfectants.
- Put the clean face shield in an appropriate place. Consider a gift bag or other container to keep it clean until your next use.

### Drinking Fountains

- Students, staff, and visitors are not allowed to drink directly from water fountains at the school.
- Teachers will allow students to bring individual water bottles to drink from.
- These water bottles should be distinctive and/or marked with the child's name.
- Teachers will establish time(s) and procedures for filling water bottles if needed. It is recommended that these steps be followed:
  - Students remain socially distanced during the process.
  - One student fills his/her water bottle from a drinking fountain while one other student waits 6 feet away. When the first student finishes, the second fills his/her bottle. The first sends another child to wait.
  - The first student cleans his/her hands and then returns to class.
  - Families wishing to send multiple bottles of water to school to avoid the need to fill them will be allowed to do so, providing the bottles are distinctive and/or have the child's name on them.
  - Families will be encouraged to fill the water bottles at home each night to lessen the need to fill them at school.

### Facility Ventilation

Building maintenance includes the upkeep of all ventilation systems. The custodial staff has inspected the systems to ensure all are functioning as expected.

- Staff members will consider opening windows to allow increased circulation of outdoor air when possible.
- Staff will not open windows if doing so poses a safety or health hazard (e.g. triggering asthma) to students or staff.
- Teachers may consider taking students outside for learning if possible, maintaining social distance there while having fresh air.

### Promoting our Catholic Identity through our Health and Well-being Action Plan

- Last spring we encouraged using the Hail Mary as one way to estimate the 20 seconds of handwashing. This will again be encouraged, with prayers lifted for those ill with the virus or for other causes.
  - This prayer card is posted in our bathrooms.
  - There is also one in the Appendix of this document.
- Affirmations will be offered in the announcements about social distancing, especially during lunch, arrival and dismissal. These will be related to the great commandments and our love for our neighbors.

*We remember before our God and Father your work produced by faith, your labor prompted by love, and your endurance inspired by hope in our Lord Jesus Christ.  
1 Thessalonians 1:3*

### **Section 3 -- Curriculum and Instruction Action Plans**

Each year teachers assess the needs of each student and strive to meet those needs to help all students work towards their potential. During the pandemic additional challenges make this even more vital for students and introduce additional avenues for instruction. For example, some students may require distance learning due to illness or underlying health concerns, while other students may require extra time to learn the routines and protocols of this new school year. This portion of the plan spells out what will be done to assist with differentiation for students.

#### **Approach to Curriculum Planning**

- Each subject area has been articulated by our staff due to our accreditation process. Staff members have copies of these documents and will access them as needed to ensure learning and assessments are aligned with the standards.
- Teachers will refer to our curriculum maps to ensure time and effort are focused on instruction related to the standards much of the time.
- If needed, teachers may prioritize subjects and standards, narrowing the focus to those areas most important for success in life and for later learning experiences if time dictates this need for a particular student or a group of students, especially during distance learning if that mode is utilized.

#### **Assessment**

- Teachers will use formative assessments frequently to assess progress and to watch for additional skill needs. They will identify learning gaps and plan strategic interventions to fill these gaps.
- Teachers will use summative assessments to measure mastery of the standards and to identify continued needs of each student.

#### **Grading**

- Grades given will be based on progress towards a standard.
  - While work completion alone will not be graded, it impacts the ability to assess progress towards standards, and so work not completed can negatively impact a student's grade.
  - Grades will reflect the attainment of learning towards standards rather than the responsibility of completing tasks.
  - If distance learning is used for one or more students, we will continue to use our current grading system and report cards.
    - Always, but especially if student(s) are distance learning, any student earning a failing grade due to poor performance or incomplete work will be contacted by the staff member issuing that grade. In addition the teacher will contact that child's parent/guardian to plan support. This contact may need to happen multiple times to ensure the child is on track.
    - If a child or a group of children are distance learning, there may be circumstances in which one or more subject areas are identified as less essential for a time. The teacher, Mrs. Dettmann, and the family will all be aware of this, and that will be noted on the report card in lieu of a grade if needed.
- Teachers will provide frequent feedback on student progress towards the standards.

#### **Supporting Unique Needs**

- The principal and/or teachers will consult with ISD 728 for continuation of special education services.

- Teachers will review student IEP accommodations and modifications to ensure integrity of student supports during the pandemic across various learning environments, if needed.
- Teachers will support the emotional needs of students.
  - Teachers will regularly check in with students to see how they are feeling and will be alert to any students showing signs of stress or anxiety.
  - Teachers will support student emotional needs by providing a structured schedule, even if distance learning is being used. Scheduled times for some activities lend a sense of structure and security. However, there is always room for flexibility, and even during distance learning some learning will likely be asynchronous.
  - Students need to connect with each other even while social distancing. Teachers will actively search for ways for students to collaborate regardless of the location of learning. Tools such as Google Docs or Zoom will be used regularly to allow student to student interaction.
  - Teachers will acknowledge anxiety, sadness, anger and frustration about what has become of their year while staying positive. They might say things like, “I am so sorry that this has happened. You’ll get through this, but that doesn’t make it any less miserable right now.”
  - Teachers may share student emotional needs with families if they feel it is needed, and teachers will encourage students to speak to people they trust about their feelings as they pertain to COVID-19.

### Supporting Students and Families during Distance Learning

- In the event of a temporary closure of the school or a classroom, Mrs. Dettmann will communicate with families via our electronic messaging system to let them know about the closure, to inform them of any planned lapse in instructional time during the conversion to distance learning, and to keep families informed during the closure.
- In the event that a classroom or the entire school converts to Distance Learning, Ann Dettmann will work with Laure Hipsag to explore the viability of opening our school age child care program for essential workers during the Distance Learning.
- During distance learning, the teachers will clearly communicate expectations for work completion including due dates.
  - Students not meeting expectations for work completion will be contacted by the teacher(s), and teacher(s) will also communicate this to families.
    - If needed, allowances will be made for families or students on a case by case basis. This may include making smaller goals for the student, creating a schedule with that student with work times and free times, meeting virtually with the student, providing additional resources needed for success.
    - If allowances are deemed not necessary, the student and the family will be informed that lack of completion of work may negatively impact grades since staff members cannot confirm progress towards standards. In addition, if the student returns to in-person learning, he/she may complete missing assignments at that time, missing recess or other events.
  - The acceptable use policy will be signed this fall by all, as usual, and will be referenced as needed during distance learning.
  - Families are invited to learn about the Children’s Online Privacy Protection Act (COPPA) by going to the Federal Trade Commission website [www.ftc.gov](http://www.ftc.gov) and entering COPPA in the search bar.
  - Ann Dettmann will send out communications regularly to families during any school-wide distance learning times.

- Teachers will send out newsletters and/or other communications to families during distance learning and will continue to invite families to share any concerns with them.

### Administrative Considerations

- Staff responsibilities have shifted due to the pandemic and our plans to prevent the spread of COVID-19. Staff members will be trained on any new tasks, and the administration will be watchful for signs of fatigue or overload of staff.
- The STEM initiative will continue, and our new English Language Arts resource will be implemented as planned, with training on that provided throughout the year. However, the planned adoption of math resources for next year is tabled for now and may be delayed a year.
- Teacher evaluations were interrupted last year. This year those not observed in the 2019-2020 year will be the first observed. As many staff members as possible will have formal observations completed, but only if they can be done during in-person learning times. None will be completed during distance learning.
- If staff are out due to COVID-19, and if the class continues to meet in-person, a substitute teacher will be hired, if possible.
  - The substitute will receive training on our school's COVID plan.
  - If no substitute is available, other staff members may be assigned to act as the substitute for all or part of the day. This includes Mrs. Dettmann who is a licensed teacher in addition to her principal license.
- Our school has consulted with ISD 728 regarding Title I services, Transportation, Health Services, and CARES funding.
  - Title Services: Ann Dettmann confirmed that our Title I and Title II dollars will remain unchanged, and we may continue services.
  - Transportation: We may have reduced bussing due to COVID restrictions, as reported by District 728. Ann Dettmann is working with David Fremo to explore options and verify this is the intended service.
  - Health Services: Ann Dettmann confirmed that our 5 hour weekly services will continue.
  - CARES (ESSER/GEER) Funding: We will be receiving an allocation

*“For where two or three gather in my name, there am I with them.”  
Matthew 18:20*

#### **Section 4: Creating and Maintaining Community Action Plan**

Relationship building is a hallmark of Catholic education. Especially during these uncertain times, strong communication and relationships remain a priority. At the very heart of our school is the celebration of Mass and prayer, and these are priorities in our plan.

##### **Maintaining Relationships within our school community**

- As listed earlier in this document, staff members, families, and other stakeholders will receive copies of this plan to read and to discuss with Ann Dettmann. Bits of the plan have been shared via electronic message throughout the summer, and this will continue even as the school year begins to ensure families can trust that the school is actively and continually working to reduce the risk of exposure to the COVID-19 virus.
  - This topic will remain on our School Advisory Board agenda for monthly discussion throughout the school year. Board members will share their own thoughts and questions as well as those of other families that reach out to them.
  - Staff members will be trained during our Workshop Week, August 30 through September 4. Ann will be visible in the school throughout the day for any questions or concerns.
    - Other meetings will also be held that week.
    - Social distancing will be used during the meetings that are held live.
    - When possible, staff members will complete virtual trainings in their classrooms or other space away from others.
    - Our “Open House” will be virtual this fall.
    - The first virtual meeting will be for the students to meet virtually with the teacher. He/she will show the classroom to the students and share some information about this school year with a focus on building relationships, calming fears, and exciting students for a great year.
    - The second virtual meeting will be for parents/guardians. Teachers will share a bit about themselves and will give some basic information for the attendees. There will also be a question/answer session with the goal of building relationships, calming fears, and exciting the parents/guardians for a great year.

##### **Plans to continue liturgies**

- We plan to begin the year having one class at a time attend Mass each Wednesday, following our planned liturgy schedule. It is hoped we can add an additional class later in the year. Classes at Mass will follow social distancing rules in that space.

##### **Maintaining relationships during Distance Learning**

- In the event that some or all of the school transitions to Distance Learning, the Saint Andrew Catholic School staff will continue to build relationships with students and families using virtual meetings, newsletters, and opportunities to send in photos or video clips.
- Occasionally staff members may have virtual games or opportunities for students and/or families as well.
- We will partner with Father Mark Innocenti and consider things such as a virtual rosary or other faith based virtual meeting as well.

##### **External Relationships**

- Ann Dettmann will continue weekly follow up with those who have reached out to learn more about our school.
- Our school will continue to connect with the parish community on projects such as the CAER food shelf donations and the Angel Tree gift collections.
- Our school staff will work with the public health department, fellow Catholic school staff members in our Diocese, and the staff of ISD 728 to make any needed changes as the year unfolds.

## **Conclusion**

Dear Saint Andrew Families,

Thank you for taking the time to read this lengthy plan. I appreciate it!

As schools continue to navigate the planning and procedures related to the Coronavirus pandemic, we are reminded that repeatedly God instructs us to “be not afraid” in times of crisis. Catholic schools are not only rooted in faith but are led by the Spirit. We have a collective mission to bring our students, families, and staff closer to Christ even during the challenging reality that we are experiencing. We should not be afraid to act cautiously, to pray boldly, and to continue to be unified in bringing that mission of our Catholic schools to life. Our work is more important now than ever.

This guidance was drafted by the dioceses of greater Minnesota including our St. Cloud Diocese for our use. While no guidance or planning can assure absence of illness, COVID-19 or otherwise, we believe this plan will reduce the risk of contracting this virus at school while allowing our students and staff to be fed spiritually, physically, emotionally, socially, and academically. We will continue to collaborate with other schools, organizations, and with all of you and will update this plan as needed to respond to new information or enact smoother ways to do things. With your help, we will have a great year.

Thank you for your continued support of our school and for all you will do throughout this year to help enact our plans. I am always ready to listen to your concerns and ideas. This is our school, and we are always stronger together.

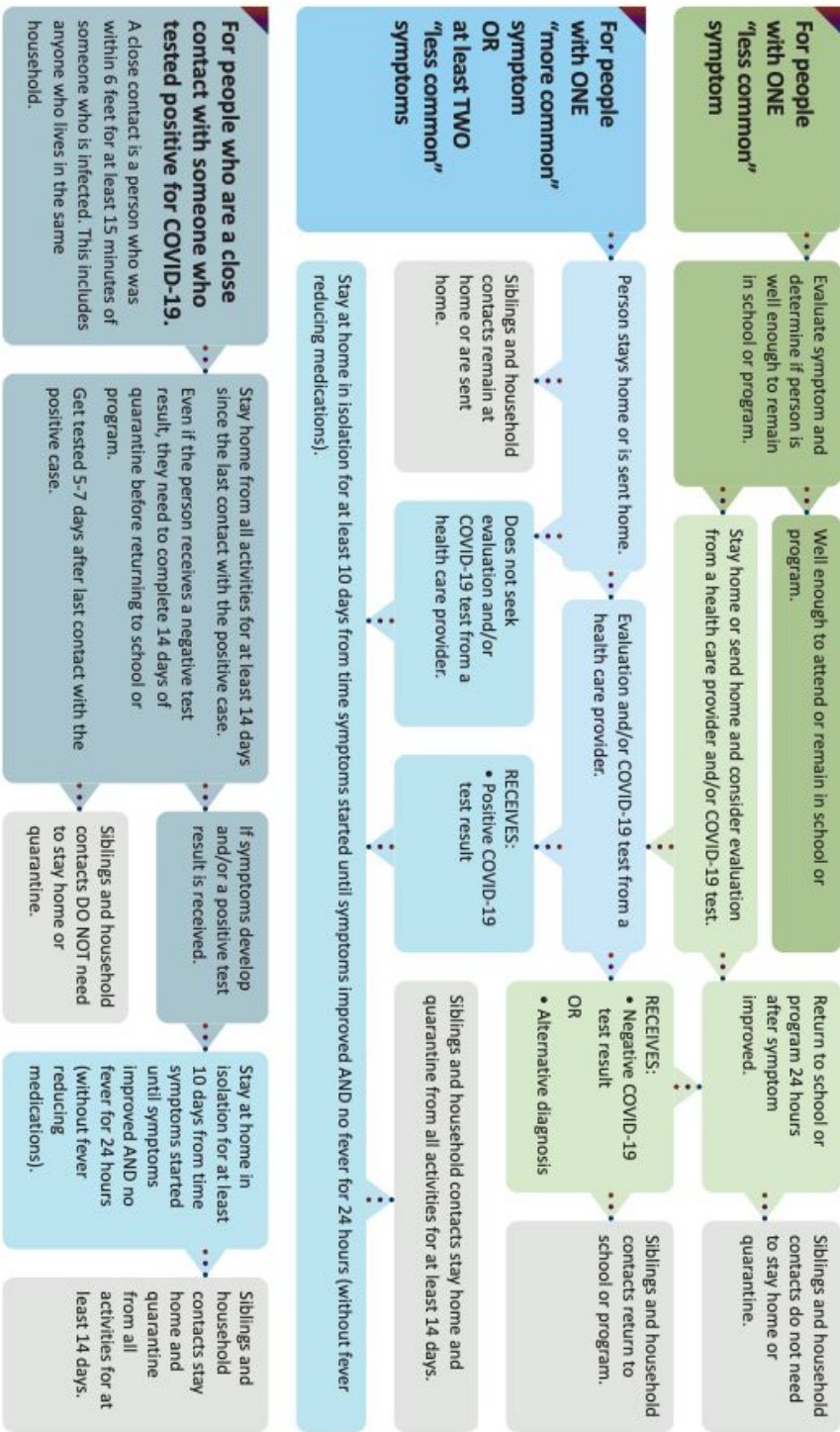
Take care!

Ann Dettmann

## COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

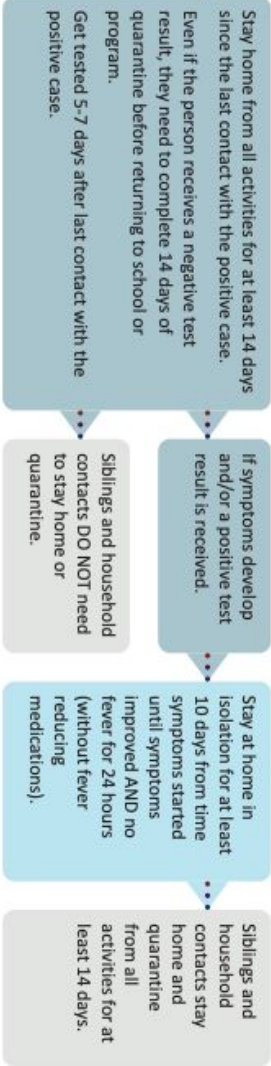
Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



**For people who are a close contact with someone who tested positive for COVID-19.**

A close contact is a person who was within 6 feet for at least 15 minutes of someone who is infected. This includes anyone who lives in the same household.

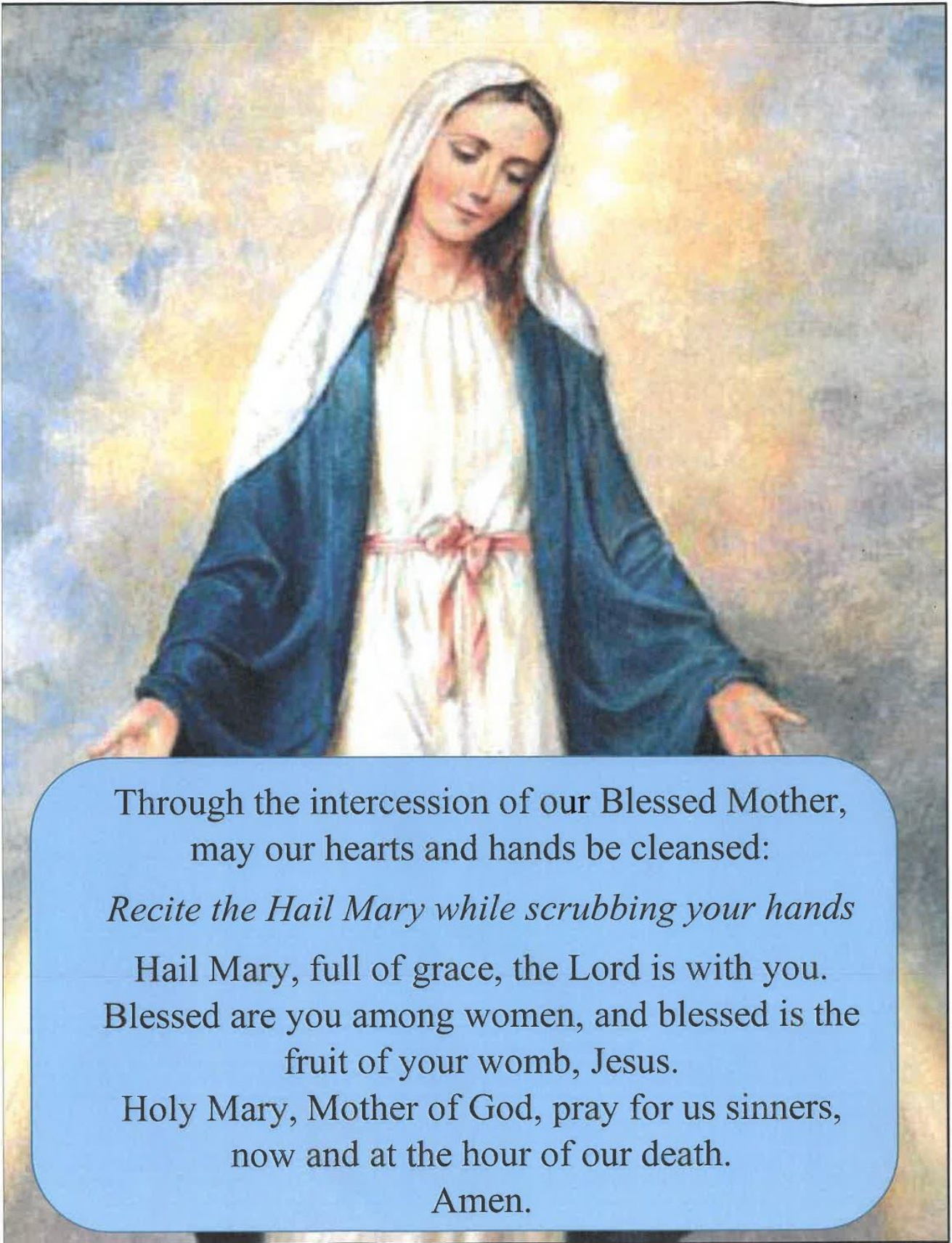


MINNESOTA

STAY SAFE MN

Minnesota Department of Health | health.mn.gov | 651-201-5000  
 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975  
 Contact: health.communications@state.mn.us to request an alternate format. | 8/31/2020

# Appendix



Through the intercession of our Blessed Mother,  
may our hearts and hands be cleansed:


*Recite the Hail Mary while scrubbing your hands*

Hail Mary, full of grace, the Lord is with you.  
Blessed are you among women, and blessed is the  
fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners,  
now and at the hour of our death.

Amen.





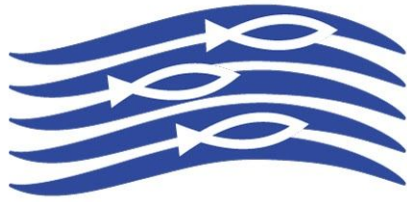
# Attention Students, Employees Volunteers and Visitors:

If you had any of the following since your last day here that you cannot attribute to another health condition **Do Not Enter**. Go home, stay away from other people, and consider contacting your health care provider.


- Fever of 100° F or higher
- A new cough
- Shortness of breath
- A new sore throat
- New muscle aches
- A new headache
- New loss of smell or taste
- Diarrhea, vomiting, or nausea

Thank you for taking the time to ensure the health and safety of all our students and staff. God bless you!





# Saint Andrew

Anchored in Faith  Catholic Church and School

Please sign and return. Thank you!

- I/We know that the COVID Preparedness Plans are on the school website, and that we can direct any questions about COVID procedures to Ann Dettmann.
  
- I/We commit to screening our child/ren daily and to sending our child/ren to school at Saint Andrew when they are free from the following symptoms and have not been in close contact with someone who tested positive for COVID-19:
  - Fever of 100 or higher
  - A new cough
  - Shortness of breath
  - A new sore throat
  - New muscle aches
  - A new headache
  - New loss of smell or taste
  - Diarrhea, vomiting, or nausea

Parent/Guardian 1 Printed Name \_\_\_\_\_

Parent/Guardian 1 Signature and Date \_\_\_\_\_

Parent/Guardian 2 Printed Name \_\_\_\_\_

Parent/Guardian 2 Signature and Date \_\_\_\_\_

Parent/guardian of: (Students) \_\_\_\_\_