

# REOPENING PLAN

## 2020 - 2021



*Mission Statement:*

*Founded on Catholic values, Quincy Notre Dame High School educates lifelong learners for lives of service.*

## **INTRODUCTION**

Our approach to the 2020-2021 school year will be, in many ways, familiar. We will love, educate, nurture, guide and support our students. We recognize that the last several months have been challenging. Despite these challenges, we know that our students, families, and staff have been up to the task.

As we enter the school year, we will do our best to provide a safe, comfortable, and productive learning environment. This has always been and remains a team effort. For us to have a successful year, we will need the continued support and cooperation of our students, families, and staff.

## **PLANNING EFFORTS**

This plan has been developed with input from our administration, school staff, and board. It leans heavily upon the guidance received from various entities including ISBE – Illinois State Board of Education, IDPH – Illinois Department of Public Health, CDC – Center for Disease Control, Adams County Health Department, and Diocese of Springfield.

## **FAITH**

Faith opportunities continue to be a hallmark of the QND experience. Our Director of Christian Formation, Mr. Young, along with his colleagues, Mr. McDonnell, Mr. Robb, and Mrs. Steinkamp, have engaged the Diocese regarding opportunities for the school year. It is our hope and belief that we will be able to continue with Tuesday/Thursday morning Masses and monthly All-School Masses, as well as class retreats. Depending on the parameters and guidance set forth, we may need to make adjustments. We plan to continue HAFOC – Hands and Feet Of Christ – on Wednesdays; again, some changes are likely.

## **ACADEMICS**

Knowing that students lost instructional time in the 4<sup>th</sup> quarter, it is imperative that teachers spend time at the beginning of the year assessing student knowledge and understanding, particularly within core subject areas. Those informal and formal assessment efforts will determine where students begin the 2020-2021 year instructionally speaking. Given the close working relationships our staff enjoys, teachers will communicate with one another within departments to have an informed picture of our students' capacity and achievement. Important concepts that may have been missed during the 4<sup>th</sup> quarter will be woven into our 2020-2021 experience.

## **INSTRUCTION**

AAP, the American Academy of Pediatrics, *“strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.”* There is no doubt that in-person instruction is best for students. We do, however, understand that we have a small percentage of students with specific health situations that may need to learn from home for a period of time. In addition, we recognize that some families may elect to have their students learn from home due to general health concerns. Our teachers are prepared to educate students remotely. Communication with the school's administration is key!

## DAILY SCHEDULE

To start the year, we will be operating in an A – B schedule Monday through Friday. This decision has been made in the best interest of our students, families, and staff in order to minimize virus transmission. Students who are in the first half of their grade level alphabetically will be in group “A”. Students, alphabetically, who fall in the second half of each grade level will be in group “B”. We will alternate in-person instruction accordingly. This means that students who are not physically present at school will participate in class remotely which will allow them to learn alongside their classmates and interact with the teacher. This will ensure that all students receive instruction in each of their subjects on a daily basis. Refer to the sample calendar below:

### FRESHMAN/SOPHOMORE DAILY SCHEDULE

PERIOD #	MONDAY (A) 8/17/2020	TUESDAY (B) 8/18/2020	WEDNESDAY (A) 8/19/2020	THURSDAY (B) 8/20/2020	FRIDAY (A) 8/21/2020
1	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30
2	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20
3	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10
4	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00
<b>LUNCH</b>	<b>11:00 - 11:40</b>	<b>11:00 - 11:40</b>	<b>11:00 - 11:40</b>	<b>11:00 - 11:40</b>	<b>11:00 - 11:40</b>
6	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30
7	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20
8	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15

### JUNIOR / SENIOR DAILY SCHEDULE

PERIOD #	MONDAY (A) 8/17/2020	TUESDAY (B) 8/18/2020	WEDNESDAY (A) 8/19/2020	THURSDAY (B) 8/20/2020	FRIDAY (A) 8/21/2020
1	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30	7:45 - 8:30
2	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20	8:35 - 9:20
3	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10	9:25 - 10:10
4	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00	10:15 - 11:00
5	11:05 - 11:50	11:05 - 11:50	11:05 - 11:50	11:05 - 11:50	11:05 - 11:50
<b>LUNCH</b>	<b>11:50 - 12:30</b>	<b>11:50 - 12:30</b>	<b>11:50 - 12:30</b>	<b>11:50 - 12:30</b>	<b>11:50 - 12:30</b>
7	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20	12:35 - 1:20
8	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15	1:25 - 2:15

**\* The following week will be B – A – B – A – B.**

As shown above, our school day will begin at 7:45 am and end at 2:15 pm. We will no longer dismiss early on Wednesdays. Transition times have been extended from 4 to 5 minutes to give teachers additional time to sanitize surfaces in their rooms.

## CALENDAR ADJUSTMENTS

Given our decision to move to an A – B schedule, we have made some changes to the first several days of school. Freshman Orientation will be split over two days, August 13 and 14. We also made necessary adjustments for August 17 – 20 that will allow teachers to focus on in-person instruction and learning. We believe that our students need two days to learn – at school – about how to learn and participate at home.

- Thursday, August 13 – Group “A” freshmen and new students will attend orientation from 7:45 – 2:15 at QND.
- Friday, August 14 – Group “B” freshmen and new students will attend orientation from 7:45 – 2:15 at QND.

This will allow students to become familiar with school routines and they will be instructed on how to access and participate in remote learning from home.

- Monday, August 17 – Group “A” in-person instruction / No Group “B”
- Tuesday, August 18 – Group “B” in-person instruction / No Group “A”
- Wednesday, August 19 – Group “A” in-person instruction / No Group “B”
- Thursday, August 20 – Group “B” in-person instruction / No Group “A”
- Friday, August 21 – Group “A” in-person instruction / Group “B” remote learning

Friday, August 21, will be our first day during which Groups “A” and “B” will learn simultaneously.

## LAYERS OF PROTECTION

The layers of protection listed below are designed to keep the school community as safe as possible. These layers require collaboration between home and school.

- Layer 1            At home screening – complete symptom checklist before leaving home via school’s Google form
- Layer 2            Arrival at school screening – verify that symptom checklist is complete and have temperature taken
- Layer 3            School-day monitoring and visual screenings
- Layer 4            Face coverings utilized unless a person can socially distance outside

## ARRIVAL

School doors will open at 6:45 am. Students will enter school through the gym's pass gate located off the main sidewalk leading to our main entrance. When students enter they will get in line and remain socially distanced.

Prior to leaving home, students should complete a symptom screening. If students have symptoms, they should not attend school.

Band students, once they have had their temperatures checked, will head immediately to the Band Room. Other students arriving between 6:45 am and 7:15 am will have their temperatures taken. They, however, will remain in the gym until being released into school at 7:15 am. For students who arrive at school after 7:15, they will have their temperatures checked, and then head immediately to their lockers and report to their 1<sup>st</sup> hour classrooms. Students will not be allowed to loiter in the hallways prior to school.

School staff will take student temperatures through a touchless system. Any student who has a temperature of 100.4 degrees or higher **or** has indicated one of the following symptoms on the symptom certification checklist will be sent home. Students waiting for a ride will remain separate from others until they are picked up.

### COVID-19 Symptoms

- persistent cough
- shortness of breath
- chills
- fatigue
- muscle/body aches
- loss of taste or smell
- headache
- sore throat
- runny nose
- nausea
- pink eye
- vomiting
- diarrhea

It is very important that students who come to school are feeling well and symptom free. Bottom line – students and parents know themselves and their health best. We are trusting students and parents to know what is typical and atypical. When in doubt, stay at home.

### ***Note that the symptom list above does NOT include:***

- unprepared to take an assessment
- tired – was still gaming at 1:00 am
- want to learn from home where I don't have to wear a face covering and follow the dress code

## STAFF AND VISITORS

Staff members and visitors will follow the same expectations as students when entering the building. Visitors will have their temperatures taken when they enter through our main doors and will need to verify that they are symptom free. Staff members will complete a symptom screening at home and will also have their temperatures taken when reporting for work.

## WHEN STUDENTS ARE SENT HOME ILL

When a student is sent home ill, please closely monitor his/her symptoms. Students may be sick for a number of reasons, including COVID-19. We, the school, are trusting you to contact your medical provider to seek guidance.

If a student tests positive for COVID-19 or has been in “close contact” with an individual with COVID-19, please notify the school. Information should be shared with our attendance secretary, Mrs. Cindy Frericks. She will notify the school’s administration and we will contact the Adams County Health Department for them to begin their process of contact tracing.

## GENERAL RETURN TO SCHOOL GUIDELINES

- **Fever** Keep your student home until his/her fever has been gone without the aid of fever-reducing medication for 24 hours.
- **Vomiting/Diarrhea** Keep your student home for 24 hours after the last time he/she has vomited or had diarrhea and is eating normally.
- **Antibiotics** Keep your student home for at least 24 hours after the first dose of antibiotics.

## GUIDELINES REGARDING POSITIVE COVID-19 TESTS

### Postive COVID-19 with symptoms

You can return to school after:

- 3 days with no fever **and**
- respiratory symptoms have improved (cough, shortness of breath) **and**
- 10 days since symptoms first appeared **and**
- a note from a physician indicating student is well

### Positive COVID-19 with no symptoms

If you continue to have no symptoms, you can return to school after:

- 10 days have passed since test
- have a note from physician indicating student is well

If you develop symptoms after testing positive, follow the guidance above for Positive COVID-19 with symptoms.

For anyone who has had “close contact” with a COVID-19 positive individual

“Close contact” is defined as having been within 6 ft. of a COVID-19 positive individual for at least 15 minutes regardless of a face covering. Those in “close contact” with a COVID-positive individual should stay home for 14 days after exposure.

## **FACE COVERINGS**

Face coverings are required of all students, staff members, and visitors inside the school building when social distancing is not possible. Students and families are responsible for cleaning/sanitizing face coverings. Students should only wear a clean/sanitized face covering to school.

One of the many advantages to our situation at the high school level is that our students are young adults. We can count on them to properly wear and keep track of their face coverings. Face coverings must be worn over the mouth and nose. In addition, we are equally confident that students will wear a face covering that is appropriate and will not interfere with our learning environment.

*If a face covering is deemed to be inappropriate by the school’s administration, the student will be issued a face covering from the school to ensure that the student is protected and is in compliance with school expectations. If you have questions about the appropriateness of a face covering, please reach out to our Dean of Students, Mr. Bill Connell, for guidance.*

QND will provide students with two face coverings. They will receive them on their first attendance day as they enter the building. In addition to the face coverings school provides, students may wear other face coverings. Like all personal belongings, students should place their names on their face coverings in order to know who they belong to should they be misplaced.

Cloth face coverings are believed to be most effective in preventing germ transmission. The Diocese, however, has stated that plastic face shields are acceptable and may be used by students and teachers instead of cloth face coverings. We trust our families and employees to make this informed choice.

Students and staff are required to wear face coverings when they are in the school building. Students who have a medical exemption from a physician will be handled on a case-by-case basis. Students are required to wear face coverings to lunch but will remove them while eating. If a teacher chooses to take his/her class outside during the school day and can have his/her students socially distanced, students will be able to remove their face coverings.

## **TRANSITIONS / LOCKERS / DRINKING FOUNTAINS**

Given the structure of our high school schedule and the need to move students throughout the school day, students will transition. During transition times, teachers will wipe down commonly used surfaces including desks, doorknobs, etc. It is unreasonable to expect that students can remain socially distanced during transitions. The key is to ensure that students are wearing their face coverings and limit trips to their lockers throughout the school day. It is our expectation that students stop at their lockers at the beginning of their school day, before and after lunch, and at the end of the school day. We discourage students from frequently visiting their lockers.

Students are expected to only use the bottle filling stations at our drinking fountains; not to drink directly from the fountain. This is the best way for our students to stay hydrated while minimizing the risk of spreading the COVID-19 virus.

## **LUNCH**

Students will need to wear their face coverings to and from lunch. They can be removed while eating. Lunch periods will remain 40 minutes in length. Students will eat according to grade level designations. We must assign students to an area in order to help with contact tracing should it be necessary. Grade levels will be assigned to either the cafeteria or the gym and will eat at socially distanced tables. Grade levels will be rotated periodically between the cafeteria and gym.

20 minutes into lunch, assuming we don't have inclement weather, students will be given the option of going out to the home bleachers located on the east side of the football/soccer field. Once socially distanced, students will be able to remove their face coverings. Students will have access to the restrooms in the athletic concourse building.

During lunch, students will no longer be able to gather in front of school. In addition, students will not be allowed to travel from either the cafeteria or gym to the library. Those wanting or needing to do school work will need to do so in their assigned locations. Students who are needing to meet with a specific teacher or our math tutor, Mrs. Strieker, during lunch, will need to make an appointment.

## **CLEANING / SANITATION**

Teachers will be responsible for cleaning/sanitizing commonly used surfaces in their classrooms during transition times throughout the school day. Custodians will be responsible for all other cleaning. Bathrooms, lockers, and drinking fountains will be cleaned multiple times throughout the day.

## **DISMISSAL**

Dismissal procedures will be slightly different. Students attending 8th hour in even numbered rooms will be released at 2:10 pm. Students attending 8<sup>th</sup> hour in odd numbered rooms will be released at 2:15 pm. In staggering dismissal times, we are trying to eliminate congestion in our corridors. Once students are released from school, we expect them to head to their vehicles and leave the parking lot as soon as possible.

## **PHYSICAL EDUCATION**

Students will not be "dressing out" for PE. Mr. Longo will provide opportunities that are safe and can be conducted in such a way as to minimize risk and exposure to our students.

## **CONCLUSION**

It is not possible to predict all the challenges and variables we are likely to encounter this school year. Our students, families, and school will need to support one another now more than ever. We ask for your patience as we prepare to live out our plan. The first three weeks will be especially important. We will need this period of time to assess our plan and update it accordingly.