



**FR. TOLTON CATHOLIC HIGH SCHOOL**

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# COVID-19 PREPARATION

## **Return-to-School Plan 2020-2021**

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## Table of Contents

Overview	3
Guiding Principles	3
Section 1: Prevention	4
A. Hygiene Measures	4
a. Face Coverings	4
b. Handwashing/Other Hygiene Measures	4
B. Physical Distancing	5
a. General	5
b. Waiting in Line	5
c. Classroom Settings	5
d. Lunchtime/Commons Seating	5
e. Passing period	6
f. Bathrooms	6
g. Athletics	6
h. Lockers	6
i. End of the Day Dismissal	7
C. Food Services	7
a. Cafeteria Food	7
b. Concession Stands	7
c. Lunch Procedures	7
D. Cleaning and Maintenance	8
a. Classroom Settings	8
b. Lunchtime/Commons Seating	8
c. Daily Cleaning	8
d. Deep cleaning	8
E. Athletics, Extracurricular Activities, and School Events	9
a. Extracurricular Activities	9
b. School Events	9
Section 2: Monitoring	9
A. Health Screening	9

a. Self-screening	9
b. Arrival procedures	10
c. Protocol if Someone Has a Temperature Above 100.4 Degrees	10
d. After Screening	11
e. Before/after School Athletic Practices and Games	11
f. Travel Protocol	11
g. Visitors	11
Section 3: Response to Possible or Confirmed Cases	11
A. Collaboration and Terminology	11
a. Collaboration with the local health department	11
b. Terminology	11
B. Situational Protocols	12
a. COVID-19 Situational Protocols	12
C. Absences	13
a. COVID-19-related Absences	13
b. Individual Continuity of Learning	13
D. Contact Tracing	14
a. Contact Tracing	14
Section 4: School Closures	14
A. Reasons for a COVID-19-related Closure	14

## Overview

Tolton Catholic is excited to return to campus for the start of the 2020-21 school year. This document outlines our plans for ensuring the safety of our students, faculty, and staff while on campus in light of current research and best practices. It is our goal to provide our students with a quality education in a safe environment, and, in order to accomplish this, we ask for the cooperation and assistance of all students, their families, faculty, and staff to maintain the guidelines outlined below.

## Guiding Principles

This document was created with and informed by four main principles. They are:

1. Collaboration: It was essential to the Tolton administration that this document was created with input from various stakeholders. For this reason, feedback was sought by having the following groups review a rough draft of the plan before completion:
  - a. Student executive council
  - b. Faculty and staff
  - c. Ad hoc group of medical doctors
  - d. Local health department
  - e. The school's advisory council
  - f. The school's board of directors
  - g. Superintendent/Catholic Schools Office
2. Evidence and Science-based Practices: This document is based on a review of the scientific data currently available on COVID-19. This includes but is not limited to recommendations of our local health department, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO).
3. Practicality: Recognizing the complex nature of the situation that we find ourselves in, this document was developed to be both practical and adaptable. It was completed in an outline format in order to promote easy and quick accessibility. Likewise, an attempt has been made to communicate explicit details for practical use with as much clarity as possible for all involved.
4. Adaptability: It is expected that the details of this plan may need to be adapted once students return to campus based upon the needs of its application. Given the evolving nature of the COVID-19 pandemic and the increasing scientific awareness of the virus, it is expected that this document may need to be updated in the future in order to maintain a safe environment for students.

## Section 1: Prevention

### A. Hygiene Measures

#### a. Face Coverings

- i. All students, faculty, staff, and visitors will need to wear face coverings while on campus and when in a school-related transportation vehicle.
- ii. Face coverings need to be cloth-based and cover both the nose and mouth at once.
- iii. Face coverings may be removed when:
  1. Eating or drinking.
    - a. Students may remove their face coverings when eating or drinking but should wear them again when finished, even if the lunch period has not yet ended.
  2. Actively engaged in athletic or physical education activity.
  3. In an outdoor setting where adequate physical distancing between individuals can be observed.
- iv. Students, faculty, and staff will be able to wear either their own face coverings or a Tolton branded face covering.
  1. For students, personally owned face coverings must be a solid color.
  2. For students, personally owned face coverings may have a small manufacturing logo on them, but may not have any prints, images, or words on them.
  3. Tolton branded face coverings will be available for purchase.
- v. A neck gaiter face covering will be provided to each athlete for practices and competitions.
  1. The neck gaiter face covering should be worn to each practice or competition, but it will not need to be worn when actively engaged in athletic activity.
  2. The neck gaiter will need to be worn over the student's nose and mouth when standing on the sidelines or otherwise not engaged in active athletic activity.
- vi. Specialized face coverings will be provided to each student that plays a woodwind or brass instrument. These masks allow students to continue wearing a face covering while playing indoors or in close proximity to others.

#### b. Handwashing/Other Hygiene Measures

- i. Students, faculty, and staff will be expected to develop regular and proper hand washing techniques and hand-sanitizing habits while on campus.
  1. Proper handwashing and sanitizing techniques will be communicated to students, faculty, and staff.

2. Hand hygiene instructions and reminders will be posted throughout school.
  3. [Click here](#) for a link to the CDC's recommendations on handwashing.
- ii. An adequate amount of soap, hand sanitizer, and no-touch trash cans will be provided on campus.
  - iii. Students, faculty, and staff will be asked to use hand sanitizer when entering and leaving the classroom and lunch area.
  - iv. When possible, all efforts will be made to minimize the sharing of supplies and equipment among individuals. If items need to be shared, sanitizing will need to take place between use.
  - v. Students will be asked to not share any food, drinks, or personal items with others.

## B. Physical Distancing

### a. General

- i. A general rule of physical distancing will be applied in all cases whenever possible.
- ii. Students, faculty, and staff should attempt to maintain a distance of at least six feet from others whenever practically possible.
- iii. Physical distancing markers and cues will be placed throughout the school to aid in the distancing process.

### b. Waiting in Line

- i. Whenever a situation arises in which students need to stand in line, they will be asked to stand six feet apart.
- ii. Markings on the ground showing a six-foot separation will be provided when possible.

### c. Classroom Settings

- i. Classrooms will be set up to maintain a six-foot separation between each student.
- ii. In smaller rooms, tables will be replaced with individual student desks in order to maintain a safe distance.
- iii. Tables/desks will all face one direction.
- iv. Tables/desks should not be moved from their preset locations.
- v. Seating charts will be used every classroom.
- vi. As teachers will be wearing masks, each classroom will be equipped with a wireless mic to help amplify the teacher's voice.

### d. Lunchtime/Commons Seating

- i. Traditional lunch tables will not be used this year.
- ii. Lunch will be split into two locations, the commons and the gym bleachers.

1. Freshman and sophomores will be in the commons.
    2. Juniors and seniors will be in the gym.
  - iii. In the commons, classroom tables will be repurposed and arranged in rectangular, conference-like patterns.
    1. This setup will allow for physical distancing and still provide an environment for students to safely socialize while eating lunch.
    2. Tables and chairs should not be moved from their preset locations.
  - iv. In the gym, students will sit in the bleachers for lunch.
    1. While sitting in the bleachers, students will need to maintain a physical distancing of six feet.
- e. Passing period
  - i. Students, faculty, and staff will be asked to walk on the right side of the hallway during passing periods.
  - ii. Students will be asked to avoid stopping/gathering in hallways.
- f. Bathrooms
  - i. Each bathroom will have a limited number for occupancy.
  - ii. Every bathroom door will be labeled with the occupancy limits based on its available capacity.
  - iii. Students prevented from entering the bathroom during a passing period due to high occupancy, should report to class for attendance and then get permission to use the bathroom.
- g. Athletics
  - i. Additional locker room/changing spaces will be provided for athletes.
    1. Changing areas will be assigned by the Athletic Director.
  - ii. Morning practices:
    1. Students will be able to change and shower after morning practice.
  - iii. Afternoon practices:
    1. Students will be asked to leave campus immediately after practice.
    2. No changing will be allowed after practice.
    3. On-campus showers will not be available after practice.
- h. Lockers
  - i. Lockers will not be used this year.
  - ii. In place of lockers, students will be able to use a backpack this year.
  - iii. Lunch containers and coats will need to remain with students throughout the day.
  - iv. A designated area will be assigned to each sports team for athletic bag storage during the school day.

- v. Musical instruments may be stored in the music room during the day.
- i. End of the Day Dismissal
  - i. In order to reduce the number of students exiting through the main doors, students that drive should exit from the side door near the student parking lot.
  - ii. Students waiting for a ride will be asked to either sit at the lunch tables in the commons or wait outside.

## C. Food Services

### a. Cafeteria Food

- i. The normal cafeteria-style food service will be altered this year.
  - 1. Lunches will be ordered ahead of time online and meals will be prepared and boxed in advance for distribution.
  - 2. Food options will be limited to one selection per day.
  - 3. Milk will be the only beverage provided with lunch.
  - 4. All containers and silverware will be disposable; no trays will be used this year.
- ii. Water bottle filling stations will be installed at each water fountain.
  - 1. Students will be encouraged to bring their own water bottles for use during the day and in place of using water fountains.
- iii. Food for Special Events
  - 1. Food brought in for special events needs to be prepackaged in individual serving sizes.

### b. Concession Stands

- i. Concession stand food will be limited to prepackaged items.

### c. Lunch Procedures

- i. Lunch Options
  - 1. Student may:
    - a. Bring their own lunch.
    - b. Preorder a school provided lunch online.
  - 2. Microwave availability may be limited due to physical distancing and sanitizing expectations.
- ii. School Ordered Lunch
  - 1. In order to limit the number of students in line to pick up school lunch, the following procedures will be in place.
    - a. Juniors and seniors getting a school lunch should go directly from class to the lunch line.
      - i. Juniors and seniors bringing their own lunch should go directly to the gym.
    - b. All other grades should go directly to their seats in the commons and wait for their grade level to be called.



- iii. Trash removal
  - 1. Additional trash cans will be added to the commons and the gym in order to accommodate the disposable containers being used for school lunches.
  - 2. Though students should always clean up after themselves, in order to minimize transmission of germs, students will be expected to dispose of their own trash after lunch.

## D. Cleaning and Maintenance

### a. Classroom Settings

- i. Each classroom will be stocked with sanitizing wipes to allow for desks to be sanitized at the beginning and end of each class period.
- ii. Students will be asked to wipe down their own desks each class period.

### b. Lunchtime/Commons Seating

- i. Lunch tables will be cleaned with sanitizing spray before and after each lunch period by staff/volunteers.
- ii. Gym bleachers will be sprayed with sanitizing spray before and after each lunch period by staff/volunteers.

### c. Daily Cleaning

- i. Daily cleaning of facilities will include:
  - 1. A daily checklist of items for sanitization will be completed.
  - 2. Sanitization of frequently touched hard surfaces are including but not limited to tables, desks, chairs, door handles, light switches, handrails, and bathroom surfaces.
  - 3. Sweep and mop floors will be completed.

### d. Deep cleaning

- i. In the event of a COVID-19-related school closure, in addition to the daily cleaning routines, the following deep cleaning procedures will be completed:
  - 1. Common area floors
    - a. All floors will be swept and mopped/scrubbed with sanitizer.
  - 2. Offices
    - a. All desk surfaces, doorknobs, and equipment will be sanitized.
    - b. Carpeted areas will be disinfected.
  - 3. Bathrooms
    - a. All floors, surfaces, fixtures, and doors will be sanitized.
  - 4. Locker rooms and weight room
    - a. All floors, surfaces, fixtures, equipment and doors will be sanitized.

5. Gym
  - a. Floor, mats and bleachers will be sanitized.

## E. Athletics, Extracurricular Activities, and School Events

- a. Extracurricular Activities
  - i. Clubs and activity gatherings and events will be expected to observe all physical distancing requirements, including wearing face coverings.
  - ii. Club advisors will be responsible for maintaining safe protocols.
- b. School Events
  - i. Field trips will not take place this year.
  - ii. Assemblies and other gatherings may be permitted to the extent allowed under any applicable requirements according to local health ordinances and administrative approval.

## Section 2: Monitoring

### A. Health Screening

- a. Self-screening
  - i. Families and students are asked to self-screen their health before coming on campus.
  - ii. Students who have a temperature over 100.4 or COVID-19 like symptoms are asked to call in as ill and remain home. Parents and students should refer to Section 3 of this document for further details.
  - iii. Students, parents, faculty, and staff should self-screen for the following symptoms:
    1. Fever or chills
    2. Cough
    3. Headache
    4. Muscle aches
    5. Nausea, vomiting, or diarrhea
    6. New loss of taste or smell
    7. New runny nose or congestion
    8. Shortness of breath or difficulty breathing
    9. Sore throat
    10. Close contact with a person with COVID-19 in the last 14 days
  - iv. If any of these symptoms are present, students, faculty, and staff should stay home.

b. Arrival procedures

- i. Students, faculty, and staff temperatures will be taken upon arrival.
  1. The earliest that a student may enter the building is 7:15 am.
- ii. In addition to temperature scanning, upon entering the school building, students, parents, faculty, staff, and visitors will be presented with signs asking for them to self-assess if they are currently experiencing any COVID-19 like symptoms.
- iii. Students, faculty, and staff will be asked to enter through the set of doors closest to the office (far left when entering the building).
- iv. A thermal sensing security camera will be mounted in the lobby of the school.
  1. Upon entering the building, the camera will read the temperature of each individual.
  2. A faculty/staff member will be placed at the entrance lobby between 7:15 am - 8:00 am.
    - a. The faculty/staff member will have a live stream of the camera feed in order to identify individuals with an elevated temperature.
  3. If someone enters with an elevated temperature, the camera system will notify the faculty/staff member present with an audible sound and notify designated school personnel via email.
  4. The camera will read the temperature by scanning an individual's forehead while walking at a normal pace through the main doors.
    - a. For this reason, all entering the building will need to remove anything covering their forehead.
    - b. Signs will be present to inform individuals about this requirement.
- v. The school will consider a temperature of 100.4 or higher an elevated temperature.

c. Protocol if Someone Has a Temperature Above 100.4 Degrees

- i. If a student has a temperature above 100.4 degrees, the student will be escorted to a designated area away from other students.
  1. After resting for a few minutes, the student's temperature will be retaken in order to verify the accuracy of the original reading.
  2. If verified, the student will remain in the designated area until campus departure occurs.
  3. Once the student departs campus, the designated area will be sanitized immediately.
  4. The care person will wear an eye shield in addition to their face covering.

- d. After Screening
  - i. Once screening is complete, students will be asked to report directly to their classrooms.
    - 1. The commons will be closed in the morning.
- e. Before/after School Athletic Practices and Games
  - i. Both temperature and symptom screening will take place before any athletic practice, event, or game.
- f. Travel Protocol
  - i. The Diocese has put travel restrictions in place for anyone that will be on school property.
  - ii. With these restrictions, any student, parent, faculty, staff, or visitor who has traveled to any area that is considered a hot spot state is asked not to come on campus for a period of 14 days.
  - iii. The Diocese defines a hot spot as any state on the CDC map that falls within the highest (darkest color) category on the map.
  - iv. [Click here](#) to access the CDC map.
- g. Visitors
  - i. Visitors to the main school building will receive a temperature and symptom screening upon entering.
  - ii. Visitors will be asked to wear a face covering while on campus and follow all building/safety protocols that are in place.
  - iii. A record of visitors inside the school will be kept. It will include areas of the school that were visited and the time the visitor entered and exited the building.

## Section 3: Response to Possible or Confirmed Cases

### A. Collaboration and Terminology

- a. Collaboration with the local health department
  - i. Tolton has established a working relationship with the local health department and will make decisions collaboratively with their input as specific situations arise.
- b. Terminology
  - i. For the purpose of COVID-19 exposure and contact tracing, Tolton will use the following terminology based on local health department guidance:
    - 1. Possible case - An individual who is symptomatic and/or awaiting results of a COVID-19 test.

2. Positive case - An individual who has received a positive COVID-19 test.
3. Close contact - An individual who has been within 6 feet of an infected person for more than 15 minutes, regardless of whether or not face coverings were worn.
4. Contact of a contact - An individual who has had extended contact with a close contact. A contact of a contact is not considered to be a risk.

## B. Situational Protocols

### a. COVID-19 Situational Protocols

Situation	Protocol
Student exhibits symptoms at home	Student should be kept home until they have been symptom-free for at least 24 hours without the use of medication.
Student exhibits symptoms at school	The family will be notified, and the student will be directed to a designated COVID-19 quarantine space while awaiting transportation. Students with their own transportation may leave once family is contacted. The designated care person will wear eye protection in addition to a face covering.
Student has a pending COVID-19 test	Student should be kept home until they have received a negative test result.
Student has a positive COVID-19 test	<p>The student is expected to begin an immediate quarantine. According to local health department guidelines, a student may return to school if and only if <b>ALL</b> of the following criteria have been met:</p> <ul style="list-style-type: none"> <li>• They have had no fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers), <b>AND</b></li> <li>• Other symptoms have improved (for example, when a cough or shortness of breath have improved), <b>AND</b></li> <li>• At least 10 days have passed since their symptoms first appeared.</li> </ul> <p>School administrative approval will be required before the student is allowed back on campus.</p>

Immediate family member exhibits symptoms	Student will be allowed to attend school.
Immediate family member has a pending COVID-19 test	Student will be allowed to attend school.
Immediate family member tests positive for COVID-19	Student will be considered a close contact and will need to quarantine for 14 days from the time of exposure. A negative COVID-19 test does not negate the 14-day quarantine requirement.
Student is a close contact	Student will need to quarantine for 14 days from the last time of exposure. A negative COVID-19 test does not supersede the 14-day quarantine requirement.
Immediate family member is a direct contact	Student will be considered a contact of a contact, and they will be allowed to attend school.
Student or immediate family member is a contact of a contact	Student will be allowed to attend school.

## C. Absences

### a. COVID-19-related Absences

- i. All COVID-19-related absences will simply be recorded as an absence due to illness.
- ii. Any additional health-related information received by the school will be kept confidential.
- iii. In accordance with existing school policy, the school will not disclose the identity or health information of any individual.
- iv. Students being kept home for COVID-19-related reasons may not be on campus and may not attend any extracurricular activities whether on campus or off campus.
- v. The school administration will work directly with families concerning any attendance issues as they arise. The administration understands that there will likely be a need for greater leniency due to higher numbers of COVID-19-related absences.

### b. Individual Continuity of Learning

- i. If a student must quarantine or is required to stay home for an alternative reason, the school will work with the family to ensure continuity of learning.

- ii. Each classroom will be equipped with the ability to live stream a class if a student is not able to attend school.
- iii. A separate school-wide continuity of learning plan will be sent out.
  - 1. The school-wide plan will offer details about online learning in the event that the school would need to fully transition to online learning.

#### D. Contact Tracing

##### a. Contact Tracing

- i. In the event that a student, faculty, or staff member has a positive case, the school will work with the local health department to conduct contact tracing.
- ii. In order to provide effective contact tracing within the school, seating charts will need to be created and maintained in each classroom setting.

### Section 4: School Closures

#### A. Reasons for a COVID-19-related Closure

- a. The decision to close school will be made in consultation with the Diocese and the local health department.
- b. Some reasons for considering closure may include:
  - i. Excessive student absences
  - ii. Excessive faculty and/or staff absences
  - iii. Inability to provide substitute teachers
  - iv. A recommendation by the health department based on a positive COVID-19 case exposure
- c. In decisions of school closing, the school will communicate a specific learning plan based upon the expected duration of the closure.