



Dear Helias Catholic families:

Our educational team is optimistic about welcoming students back and returning to many important traditions and activities that were put on hold over the last two years.

As the challenges of the pandemic continue, the health and safety of our Crusaders, as well as in-person instruction for our students, remain top priorities. Helias Catholic's COVID-19 protocols will continue to consider advice from the superintendent of our Catholic schools and adhere to Cole County's local guidelines as well as state guidelines from the Missouri Department of Elementary and Secondary Education and Department of Health and Senior Services. We are hopeful that updated quarantine procedures and continued diligence in preventing the spread of COVID-19 will help keep healthy students, faculty and staff in our school throughout the year. As always, we'll rely on the support of our Helias Catholic families in monitoring their students and keeping them home when sick to decrease any possible exposure.

This plan outlines our starting point for resuming school safely. However, our team will evaluate these guidelines every two weeks, adjusting according to a rubric that considers the conditions within our school and the surrounding area.

Helias Catholic does not require students to have a COVID-19 vaccination but encourages vaccination for eligible individuals. The Community Health Center of Central Missouri will host a COVID-19 vaccination clinic at Helias Catholic High School from noon to 3 p.m. Friday, Aug. 13, for any Helias Catholic students as well as their parents, siblings and grandparents. Vaccines (Pfizer, Moderna and Johnson & Johnson, depending on available supply) will be offered on a first come, first served basis.

Helias Catholic is looking forward to a school year that is safe and productive and one in which our students, families, faculty and staff can have renewed focus on building a community of saints and scholars for Christ.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Allen", is positioned above the typed name of the principal.

Spencer Allen  
Principal



These guidelines are effective as of Aug. 11, 2021, and may be updated, especially if conditions related to COVID-19 change within the Helias Catholic school building or the wider community. If warranted for the safety of our community, Helias Catholic may consider additional precautions, such as increased use of face coverings and other increased mitigation strategies.

## **VISITORS**

Any essential visitors entering Helias Catholic High School facilities should wear a mask or face covering and maintain 3 feet of social distance from others. Non-essential visitors should remain in the main entrance area unless specifically authorized to enter the building.

Anyone who needs to conduct business with Helias Catholic staff should not enter the building if experiencing any potential symptoms of COVID-19 and should instead call the business office at 573-635-6139.

## **DAILY PROCEDURES**

**School starts:** 8:00 a.m.

**Doors open:** 7:00 a.m.

Students who arrive between 7:00-7:30 a.m. will go to the commons.

## **MORNING ENTRANCE**

The following locations will be available for student entry: the Crucifix entrance, the main entrance, the commons, the field house and the science breezeway.

Students are expected to go to their lockers then directly to their first-period classes without congregating in hallways or common spaces. Water fountains will not be available for use, but students will have access to water bottle-filling stations. Students must use an approved Helias Catholic water bottle available in the Sader Shop.

Classrooms will open no later than 7:30 a.m. Upon entering classrooms, students will be encouraged to use hand sanitizer.

Students are to transition from one classroom to the next and keep locker visits to a minimum.



## **MASKS**

Helias Catholic requires that all faculty, staff and students wear masks in common areas, such as hallways, the commons and the library, and where social distance of at least 3 feet cannot be maintained.

Any student, faculty or staff member is welcome to wear a mask at any point in the day beyond the school's general guidelines.

Students, staff and drivers on all buses used for school events and activities are required to wear a mask per a federal order issued by the Centers for Disease Control and Prevention that requires masks on public and private school buses.

## **LUNCH**

When released for lunch, students are to go to their lockers prior to lunch, at which time they are urged to get all items needed for the remainder of their day.

Students may wash their hands or use hand sanitizer before and after lunch.

Lunch is served in the commons, with lunch divided into three periods to decrease the number of students present at one time.

Hot lunches and grab-and-go items are available.

Students are expected to sit at their table during lunch and not visit other tables. Students may empty trays, use the restroom and wash their hands toward the end of the lunch period.

Students are not permitted to eat lunch in the library.

## **DISMISSAL**

School dismisses at 3:00 p.m., and all students must be out of the building by 3:30 p.m. unless working with a teacher or staff member.

All students participating in any athletics or clubs should report to the designated area by 3:30 p.m. Students who have practice later in the evening will be required to leave the building or go to a designated, supervised area for the specific sport or activity.

Any students who have not been picked up by 3:30 p.m. must report to the main office lobby area where they will be asked to sign in and wait for their ride. Parents will be called if students stay past 3:30 p.m.



## **WHEN STUDENTS BECOME SICK AT SCHOOL**

Students who are sick at school will report to the school nurse as soon as possible. Masks will be available for student use, and students will be asked to wear a mask if exhibiting any potentially contagious symptoms.

Students who exhibit potential COVID-19 symptoms while at school will stay in an isolation room until their parents pick them up or give permission to the school nurse for them to leave the building. If a student is unable to drive, a parent must pick up the student within 30 minutes of being notified.

If a student has a fever at or exceeding 100.4°F, the student will be sent home and not allowed to return to school the next day AND until they have been fever-free for 24 hours without using any fever-reducing medications.

If a student sees a doctor and is diagnosed with a treatable illness (e.g., strep throat, sinus infection, ear infection), the student may return to school with a doctor's note after being on an antibiotic for 24 hours.

Any student who leaves school during the day for illness will not be allowed to return to school or participate in school activities for the remainder of that day.

Students who arrive late to school must be at school for at least four class periods without a fever in order to participate in evening activities.

*These procedures also apply to faculty and staff who become sick at school, but they will be asked to leave the building immediately while wearing a mask.*

## **EXCLUSION FROM SCHOOL**

Any student who is ill or has a fever of 100.4 is to stay home. Parents are to notify the school office in writing or by email.

Students who have a fever at or exceeding 100.4°F or who are exhibiting any of the symptoms listed are asked to stay home. Students must be fever-free for 24 hours without taking any fever-reducing agents before returning to school. Symptoms of concern include cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache and sore throat.



## **POSITIVE TEST RESULT**

Students, faculty and staff who have tested positive for COVID-19 should notify the school or school nurse as soon as possible.

Students, faculty and staff who have tested positive for COVID-19 should stay home from school and maintain distance from others for 10 days from onset of symptoms. Returning to school may occur once symptoms have improved and the individual has been fever-free for at least 24 hours without using any fever-reducing medications.

Confidentiality will be maintained in every situation in which a COVID-19 case has been confirmed and names of individuals with confirmed diagnosis will not be released.

## **AWAITING TEST RESULT**

Students or staff members being tested for COVID-19 must remain home from school until results are confirmed and may not return to school if the test is positive.

## **CONTACT TRACING/QUARANTINE**

Contact tracing may be conducted in the event of a positive COVID-19 case within the Helias Catholic building population to determine close contacts who may have been exposed. Contact tracing investigations may result in close contacts being asked to isolate or quarantine to prevent further spread of COVID-19.

Helias Catholic will only perform contact tracing for COVID-19 exposures that occur in school or school-related activities. If any exposure or close contact occurs outside of school, families should notify school nurse Staci Kampeter as soon as possible and follow local health department guidelines. Helias Catholic asks that families closely monitor students daily for any signs or symptoms of COVID-19.

Students and staff may be contacted to assist with contact-tracing efforts, review assigned seating charts, and determine which individuals the person who tested positive had contact with while contagious.

Fully vaccinated and symptom-free individuals who come in contact with a positive COVID-19 case will not need to quarantine. If a student is fully vaccinated against COVID-19 and would like to share a record of vaccination with the school nurse, the family can email Staci Kampeter at [skampeter@heliacatholic.com](mailto:skampeter@heliacatholic.com) or send a printed copy to the school office with attention to Staci Kampeter. This will help with contact tracing within the school building and help minimize disruption to in-person learning.



If proof of vaccination or immunity cannot be obtained during a contact-tracing investigation, the close contact will not be exempt from quarantine.

If considered a close contact and required to quarantine, staff and students will be informed about when they may return to work or school facilities and activities.

A person identified as a close contact **may remain in school** upon meeting one of the following criteria:

- Shows proof of being fully vaccinated against COVID-19 and remains symptom-free.
- Shows proof of a positive antibody test at the time of being a close contact.
- Has recovered from COVID-19 with a PCR/antigen positive test in the last 90 days (and shows proof).

A person identified as a close contact should **remain home and quarantine** after date of last close contact for:

- Option 1: 14 days.
- Option 2: 10 days. The close contact may return to school and school activities on day 11, while continuing to wear a mask through day 14.
- Option 3: 7 days. The close contact may return to school and school activities on day 8 with a negative PCR test after day 5 from exposure, while continuing to wear a mask through day 14.

## **ACADEMICS**

All teachers will have a Google Classroom created and shared with students, and students will need proficiency with this platform by the end of the first quarter. Assignments are recommended to be posted through the assignment portion of Google Classroom. Social distancing guidelines are recommended when feasible. Teachers are encouraged to maintain the same student groupings to aid in potential contact investigations. All classes must have a seating chart, which must be posted in FACTS.

Classrooms will be set up to allow for 3 feet of social distancing, with desks facing in one direction as much as is feasible. Non-essential furniture will be minimized to increase the space available to distance students while in the classroom. If social distancing cannot be maintained, students will be required to wear a mask. Students are encouraged to use hand sanitizer in classrooms and wash hands as frequently as possible. Cleaning supplies will be available in each classroom to disinfect desks and supplies as needed.



## **TECHNOLOGY**

Students have been asked to bring their own device to school; a small laptop or tablet is recommended. Additionally, Chromebooks will be available for checkout if a student needs a device. Students should contact the school's technology department or Sister Jean Dietrich to borrow a device from the school for a day or the entire semester.

## **ATHLETICS/ACTIVITIES**

Athletics and activities will continue under the guidelines set forth by the MSHSAA and the Cole County Health Department. Helias Catholic reserves the right to limit the number of spectators as necessary to ensure the safety and health of students, faculty and staff.