



RETURN-TO-SCHOOL PLAN
IN RESPONSE TO COVID-19

August 7, 2020

Dear Donovan Catholic Community,

The Reopening Leadership Team, with the loving support from Fr. Scott and our Principal Dr. Gere, have worked tirelessly and collaboratively with St. Joseph's Elementary School to put forth a plan to our faculty, staff, students and their families to establish a safe return to our school building. As we look to start the School Year 2020-2021, it is important that we maintain our tradition of Excellence in Education for all students. In March, our faculty immediately adjusted to virtual teaching/learning, set new standards, completed their respective curriculum and prudently responded to the needs of their students. We appreciate and highly applaud our faculty!

We ensure you that we will continue to make decisions that will put the health and safety of ALL at the forefront. Our decision will always reflect our school mission and the core value of our school which is our Catholic Identity. We, the faculty and staff, are entering a partnership with you and your child to help maintain our community to be healthy. We want ALL to be able to learn in a healthy and safe school by understanding the importance of following the preventive hygiene procedures to help our students and their families and our faculty/staff and their families remain safe. Our faculty/staff and students will receive training and directives for the new health and safety procedures during the first two weeks of September.

As educators we know that in-classroom full-time instruction is the optimal learning environment however, to ensure limited exposure and social distancing we have decided to implement a Hybrid Learning Model. This model will allow students to attend school on their assigned A or B day, while their classmates attend virtually live streamed into their respective class. The second choice is to select 100% virtual learning and the student will be live streamed into their respective class. We will have a predetermined schedule for Wednesdays that will entail more class instruction or community engagement herein referred to as WEdays. If by the directives of our Governor we must close the school building then we are ready to make a shift and follow the Virtual Academic Learning schedule.

We would like to reiterate to you what we stated in our July 20th communication letter. We thank you for your patience and prayers. A school is not just brick and mortar, it is families like *YOU* that make all the difference to our school. On behalf of the administrators, faculty and staff we thank you for entrusting your child with us and we thank you for all that you do in support of your child's education at Donovan Catholic.

God Bless You.

Donovan Catholic Reopening Leadership Team



INTRODUCTION

Donovan Catholic Reopening Leadership Team has collaboratively created our Return to School Reopening Plan. This plan has been created to aid in navigating the reestablishment of our school where faculty, staff, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our Donovan Catholic community the following guiding principles have been put in place:

1. FACULTY/STAFF & STUDENT HEALTH & SAFETY MEASURES
2. ACADEMICS
3. COMMUNITY ENGAGEMENT
4. ATHLETICS
5. TECHNOLOGY
6. TRANSPORTATION
7. FOOD SERVICE
8. COMMUNICATION FOR OUR COMMUNITY
9. RESOURCES

PHASES AND TIMELINES

Please see below for a summary of the phases and timelines followed by the Reopening Leadership Team.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> ● Reopening Leadership Team established. ● Communication sent via email to faculty/staff and families. ● Supplies & equipment ordered ● Prepared detailed work schedule for phases ● Prepare building for reopening with thorough cleaning ● Academic Scheduling Plan and Survey shared with faculty and students ● Family Academic Town Hall Meeting ● Athletic Department follows the guidelines and directives from the NJSIAA
Phase 1	1st-2nd week of August	<ul style="list-style-type: none"> ● Return to School Plan Shared with faculty/staff and families. ● Implement social distancing protocol and open facilities with limited access/use. ● Transportation Survey sent to our families. ● Donovan’s Den Resumes two days a week with a scheduled appointment - letter sent via email ● Donovan Details shared with faculty/staff and families.
Phase 2	3rd-4th week of August	<ul style="list-style-type: none"> ● Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies ● Griffin Support commences on Monday, August 17 ● Share the revised school year calendar dates and Parent/Student Handbook via school website and Donovan Details.
Phase 3	September	<ul style="list-style-type: none"> ● Return to School ● To expand to full operation of our Hybrid Learning Model based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies

1. FACULTY/STAFF & STUDENT HEALTH & SAFETY MEASURES

Donovan Catholic H.S. has adopted a policy for screening faculty/staff and students upon arrival and entry into the school building for symptoms and history of exposure. At minimum, the screening should be completed by the child's parent/guardian prior to arriving at school each day. We suggest and encourage parents/guardians to use the [CDC: Planning for In-Person Class checklist](#).

Promoting Behaviors that reduce the spread:

- Stay home when appropriate and required to stay home with a fever of over 100.4.
- Practice hand hygiene and respiratory etiquette
- Practice the safe use of face masks

Our school nurses and trained faculty/staff members will visually check, which will include touchless temperature checks, faculty/staff and students upon arrival and entry to the school building.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For an up to date COVID-19 symptoms please check with the [CDC](#) and here is the latest NJ [update to conditions of learning health and safety](#).

Protocol for Symptomatic Faculty/Staff and Students

RETURN TO SCHOOL PLAN- DONOVAN CATHOLIC H.S.

- Faculty/Staff and Students with symptoms related to COVID-19 and/or a temperature of over 100.4 must be safely and respectfully isolated from others.
- Students will remain in a designated Health-Check Room (HCR) with continuous supervision and care until picked up by an authorized adult.
- The school nurse will provide the authorized adult with a questionnaire to be completed to determine history of exposure.
- Faculty/Staff will be asked to go home or see their primary care doctor. If a faculty/staff member can not drive then he or she will remain in a designated adult HCR.
- The faculty/staff member will be asked to complete the questionnaire to determine the history of exposure.
- The school nurses will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, our school Nurses will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- We will have an adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If a student becomes ill on campus, he/she will immediately report to the designated HCR and the visual check by our school nurse will be completed.

Once the student arrives at the designated HCR the school nurses will provide the student with gloves and will explain that this is to help protect other faculty/staff and students and prevent the spread of the potential virus.

- The school nurse will immediately call the parent of the student.
- The school nurse and others attending to the suspected infected student, will also wear a protective mask and gloves.
- The school nurse and school Administration may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual would only be provided to the local health department if requested.*
- The Administration along with the school nurses will advise the faculty/staff and parents of students who may have been in contact with a suspected student and to carry out self-screening every morning, and based on the results, contact the school nurses department.
- The HCR and suspected student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.

When a faculty/staff and/or student ***tests positive for COVID-19***, the school nurses will immediately notify local health officials, faculty/staff and families of a confirmed case while maintaining confidentiality. We will follow the guidelines of the local health department and will determine the need to follow the *Virtual Learning Schedule* and close the school building for a **deep clean**.

The school nurse with the school Administration may need to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and email.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID-19:

We will require written documentation from a medical provider that clearly states the individual is cleared to return to the school building.

SOCIAL DISTANCING

Social distancing is an effective way to prevent the potential infection. We will ensure when students are seated they will be at least 6 feet apart in the classrooms, cafeteria and gymnasium.

When weather allows, faculty and students will have the opportunity to use the campus for *outdoor class*.

Please note that we will promote the practice of social distancing even with the use of **required masks**.

School Entrances, hallways, and common spaces:

- We have installed partitions in offices and other workplace areas.
- We will enforce minimizing interaction of students between drop-off and entrance in the school's main building doors.
- Staggered arrival and drop-off times will be utilized to limit contact between individuals.
- We created "one-way routes" in hallways and stairwells.
- Signage is posted throughout the school building to remind all to maintain social distancing
- We will minimize the number of non-essential interactions between students and staff throughout the school day.
- We will limit the number of students in the hallway at the same time by staggering release from classrooms during passing periods and dismissal.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be required to be worn upon entry and exit of the school campus grounds.

Face Coverings: Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

Faculty, staff and students are required to wear face masks at all times. Face masks must cover the nose and mouth.

GATOR MASKS ARE PROHIBITED.

CHIN BREAKS - Faculty, staff and students will have scheduled times throughout the school day for a chin break to remove their mask. Weather permitting, faculty, staff and students will have the option to eat outdoors and enjoy time outside so that he or she can remove their mask.

In addition to using PPE, faculty/staff & students will be reminded to:

- Washing of one's hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

PERSONAL HYGIENE:

- We will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol)
- All classrooms will have hand sanitizer in accordance with the CDC and disinfecting spray to maintain a clean classroom.
- At entrances and exit of the school building.
- Hand sanitizers dispensers will be located in the hallways, outside the lavatories, in the cafeteria, the gymnasium and all common areas of the school building.
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.
- We will have signage posted around the school building to provide hygiene protocol and reminders.

Other Considerations:

- Students will be told to avoid sharing their electronic devices, books, pens and any personal items.
- We have built into the student's schedule "chin breaks" to allow for time to remove their face mask.
- We created procedures for students to be able to clean their hands throughout the day and during transition times.

FACILITIES CLEANING

The safety of our faculty/staff and students are our first priority. Upon reopening, our school will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the cleaning and disinfecting of the school building before faculty/staff and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect all and reduce the risk of spread of infection. We will require our cleaning company to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing and a medical provider's note is submitted to the school nurses.

Classroom Cleaning & Disinfecting:

All teachers and students are asked not to visit another classroom outside of their assigned rooms if feasible.

- Students will be assigned a desk in a certain row within the classroom so that they will always have their own personal work space.
- Faculty/staff will disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.
- For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space.

Ventilation:

- **¹All classrooms will have a G3 series UV ionic air purifier. This ionic air purifier and surface sanitizer reduces unwanted contaminants using AHPCO® and Bi-Polar® ionization technologies.**
- Air conditioning filters will be cleaned according to the maintenance schedule.
- We will increase circulation of classroom air as much as possible. For example, by opening windows weather permitting and classroom doors.

¹ Revision 8/15

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices, Conference Room, Faculty Room	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines, etc...	At the end of each use/day
Electronic Equipment	Copier machines, desktop keyboards and personal electronic devices, and any shared equipment, for example copy machines, telehope, etc..	At the end of each use/day and/or between use
General Used Objects	Door handles, light switches, sinks, restrooms, handrails,etc...	Several times a day
Common Areas	Cafeteria Donovan Den Learning Commons Conference Rooms Gymnasium Lavatories Lecture Hall ALL Common Areas	At the end of each use/day; between groups

SIGNAGE

Signage will be placed throughout the offices and school.

- Reminders for social distancing
- Proper hand washing
- Proper mask wearing
- Directional signage for movement inside the building

ACADEMIC LOCKERS

Students will be prohibited from using academic lockers to store their items.

WATER FOUNTAINS

ALL water fountains will not be accessible. Faculty/staff and students are permitted to carry and use a water bottle as long as not shared with any other individual.

VISITOR RESTRICTIONS IN THE SCHOOL BUILDING

Once school begins in September, visitors and volunteers will not be permitted to enter the school building during the school operating hours and until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures. All deliveries will go through the security office.

Non-essential/informal meetings and visiting will be canceled during the school day.

TRAVEL

If your child has traveled to one of the states on the New Jersey Travel Advisory list then please notify the school nurse and remain home until the allocated quarantine time is over. Please see the updated [travel advisory list](#).

2.ACADEMICS

Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. Donovan Catholic's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. Please click on the [Academic Presentation Plan](#) for more information.

CURRICULUM:

Our faculty and Guidance Department with the support of our administration will:

- Create year-long plans to facilitate meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.

- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensure meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Continue to establish an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.
- **Virtual**-In the event that the school has to close in 2020-2021, students will follow the directives of their respective class for receiving and returning assignments.

Hybrid Learning & Virtual Learning School Policy

Students are expected to complete assignments to receive credit for the courses for this school year.

The Hybrid Model and ALL Student Virtual Model Attendance Policy is noted in the parent/student handbook.

Code of Conduct Policy for virtual classrooms is noted in the parent/student handbook.

PHYSICAL EDUCATION

- Physical Education will not be a scheduled class during Term 1 to mitigate risk, limit and/or eliminate direct contact with equipment.

3.COMMUNITY ENGAGEMENT

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service-learning opportunities will remain a priority in our schools and more information will be provided at the beginning of the school year.

CO-CURRICULAR ACTIVITIES

- Adhere to all applicable social distancing requirements including wearing masks and hygiene protocol during any co-curricular activities
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact
- Restrict use of school facilities to school-sponsored co-curricular activities and groups.

WEdays

Every Wednesday will be our day to implement various community engagement activities from student spiritual retreats, PSAT, SAT, or implement additional academic instructional time. Wednesdays are a school day.

It is critical that we are mindful of the social and spiritual well-being of our faculty/staff and students. Our Campus Minister and her Campus Ministry Department have created spiritual well being days to bring us together to share our faith in prayer!

Also, this is an opportunity for faculty and the guidance department to hold virtual office hours. A predetermined schedule will be shared with all before the beginning of the school year.

4.ATHLETICS

Our Athletic Department will continue to stay informed and follow the directives and guidance of the New Jersey Schools Interscholastic Athletic Association (NJSIAA).

You can view the [Return to Play Plan here.](#)

ATHLETIC LOCKERS USAGE WILL NOT BE PERMITTED.

5.TECHNOLOGY

Donovan Catholic has been issuing students and faculty Tablet PC's since 2004. The Tablet PC is equipped with an integrated webcam and allows the user to write on the screen with a stylus pen. This can be projected from the screen to other users, using various forms of media.

Donovan has been using Google's G-Suite for Education for years, which will keep the students connected and engaged. We will be utilizing Zoom and Google Meet for live streaming.

Donovan has purchased document cameras for live streaming of the classrooms. The document camera can easily be pointed at the classroom whiteboard to allow the instructor to live stream their lecture and display what they are writing on the board in real time High Definition.

The document camera can be aimed down at a removable whiteboard that is mounted at the base of the camera which is very useful in Art, Mathematics and the Sciences.

The document camera is powered by the Tablet PC's USB port, making the camera portable. This will give the remote learning students the feel of being connected to what is going on in the whole classroom in real time, not just what the instructor is writing on the whiteboard.

6. TRANSPORTATION

BUS DRIVERS/BUS PROTOCOL

Donovan Catholic will follow the protocols outlined by the local district providing busing.

Our buses will be cleaned and disinfected. The bus drivers or custodial staff must disinfect the buses after every use.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or confirmed COVID-19.

Masks are required on the bus.

7. FOOD SERVICE

CAFETERIA AND MEAL PERIODS

Our school will provide food service as a boxed lunch and students will maintain social distancing in the cafeteria. *While seated and eating lunch students will be permitted to remove their mask.*

FOOD DELIVERY

Students: Bringing or sharing refreshments during meetings and at the **beginning of the school day is prohibited** in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space while eating in the cafeteria.

- You may bring your lunch.
- You may purchase a boxed lunch.
- We will clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Students will sit six feet apart.
- Individuals must wash their hands or use hand sanitizer upon entering and exiting the cafeteria.
- We will remind students to not share food or any items.
- We will have disposable food service items (e.g., utensils, dishes).

8. COMMUNICATION WITH OUR COMMUNITY

To stay updated on the most current information:

1. Faculty, staff, students, and parents/guardians need to check their email often.
2. Visit the school website - www.donovancatholic.org
3. RoBo calls will be conducted to reinforce school wide messages
4. Follow our social media platforms:

Facebook - Donovan Catholic High School, Instagram - donovangriffins

9. RESOURCES

[CDC](#)

[NJSIAA](#)

[World Health Organization](#)

[Restart & Recovery Plan: The Road Back - NJ.gov](#)

[Department of Health - NJ.gov](#)



The Donovan Catholic Administration would like to thank the Reopening Leadership Team for their collaboration and support in creating this plan. This plan encompasses our school philosophy to provide a safe educational environment based on Christian principles and Gospel values, to implement a solid curriculum serving a wide variety of learning styles, and to encourage cultural, personal and social growth of its students.

Together we remain Donovan Strong.