

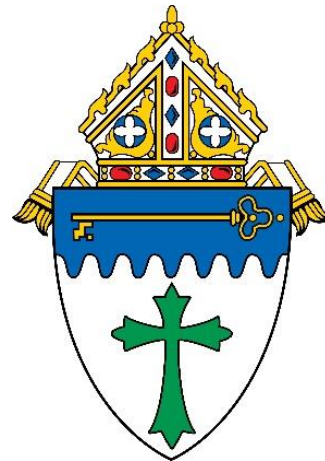
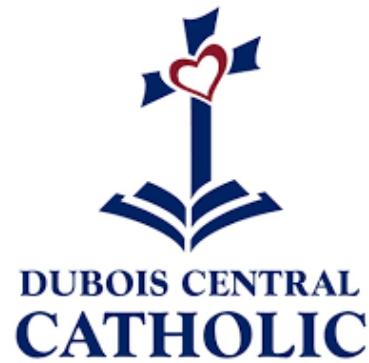
Return to School 2020

Action Plan

Revised December 1, 2020

School Name: DuBois Central Catholic

City: DuBois



Diocese of Erie

***** Items in red have been updated from previous version *****

***** Items highlighted in yellow indicate a task that has been completed *****

We know that all things work for good for those who love God,
who are called according to his purpose.

Romans 8:28

DuBois Central Catholic Mission Statement

DuBois Central Catholic is an educational complex for student's pre-K through grade 12. As a school of the Diocese of Erie, we exist to fulfill the mission of the Catholic Church to teach as Jesus did. We strive to accomplish this mission by evangelizing, educating and socializing our students, while worshiping God as a community of believers. We are dedicated to the growth of the whole person, and we help students recognize and develop individual talents so that they can know God and serve Him in building a just society.

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Return to School Planning Committee

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord;
there are different workings but the same God who produces all of them in everyone.
To each individual, the manifestation of the Spirit is given for some benefit.

1 Corinthians 12: 4-7

The Return to School Planning Committee should be comprised of individuals with the authority to develop workable solutions outlined in the return to school planning guide.

Identify participants on the Return to School Planning Committee and if they are on a school-level subcommittee.
Indicate the specific school-level point of contact by placing an asterisk (*) next to his/her name.
Subcommittee Examples: Wellness, Instruction, Facilities, School Operations, and Technology

Name of Team Member	Subcommittee Assignment	Role (Teacher, Maintenance Staff, Donor, Health Professional)
Gretchen Caruso (*)	(*) Governance, Facilities, (*) Operations, Finance, (*) Catholic Identity, Advancement, Fundraising, & Enrollment	President
Karrie Miller (*)	Wellness, Instruction, Facilities, Operations, Technology	Middle/High Principal
Carol Bernat (*)	Wellness, Instruction, Facilities, Operations, Technology	Elementary Principal
Michele Burley	Operations, Catholic Identity	Elementary Secretary
Kristy Oakes	Operations	Middle/High Secretary
Tia Snyder (*)	(*) Wellness, Operations,	Guidance Department
Barb Fortunato	Wellness	Elementary Guidance
Kelle Pompeii	Instruction, Operations, Technology	Kindergarten Teacher
Amber Wachob	Instruction, Operations, Technology	Third Grade Teacher

Name of Team Member	Subcommittee Assignment	Role (Teacher, Maintenance Staff, Donor, Health Professional)
Susie Maurer	Instruction, Operations, Technology	Fourth Grade Teacher
Tara Kramer (*)	(*) Instruction, Operations, (*) Technology	Middle School Teacher & Tech Coordinator
Renee Gressler (*)	(*) Instruction, Operations, Technology	Middle School Teacher
Jenny Osterman	Instruction, Operations, (*) Technology	Middle School Teacher & Marketing
Kate Kunkle	Instruction, Operations, Technology	High School English & Curriculum Director
Ken Coder	Facilities, Operations	Maintenance Director
TJ Sliwinski (*)	(*) Facilities, Operations	Facilities Committee Chairman for Board of Directors
Jeff Gankosky (*)	Facilities, Operations, (*) Finance	CFO
Sam Perrin	Finance	Board Chair for Finance Committee
Jim Curtis	Finance	Finance Committee Member
Debora Kruse (*)	(*) Advancement, Fundraising, & Enrollment	Director of Admissions
Gwen Auman (*)	(*) Advancement, Fundraising, & Enrollment	Director of Advancement
Phil Esposito	Wellness, Facilities, Operations,	Athletic Director
Vicki Pettenati	Operations	School Nurse
Cheryl McIntosh	Operations	School Nurse
Father David Whiteford	Wellness, Catholic Identity	DCC Chaplin
Bill Champlin	Operations	Director of Technology

Entrust your works to the LORD, and your plans will succeed.
Proverbs 16:3

Integrity, determination, and diligence, along with our shared Catholic values, will be the guiding virtues that will direct the planning, the assessment of the situation and the determination of best practices.

A risk-mitigation approach will be used to maximize educational opportunities and to create an environment that promotes the health, safety, and wellness of students, teachers, staff, families, and the wider community.

Communication with parents and students will be a foundational aspect of all phases of planning, implementation and evaluation.

The DCC Return to School Committee will assist the administration and staff in making decisions related to the reopening of a safe and healthful school environment while still providing excellence in Catholic education.

The DCC family atmosphere will provide students with adult mentors who have a positive, reassuring, and faith-filled outlook.

Action Plan

Your minds, then, must be sober and ready for action; put all your hope in the grace brought to you by the revelation of Jesus Christ.

1Peter 1:13

Each Action Plan is written in subsections:

Acronym Key

Section A: Governance
 Section B: Wellness
 Section C: Instruction
 Section D: Facilities
 Section E: School Operations
 Section F: Technology
 Section G: Catholic Identity
 Section H: Finance
 Section I: Advancement, Enrollment and Fundraising

Acronym	Meaning
DOH	PA Department of Health
CDC	Centers for Disease Control and Prevention
PDE	PA Department of Education
CFO	DuBois Central Catholic Chief Financial Officer
DCC	DuBois Central Catholic
CSO	Diocese of Erie Catholic Schools Office
PIAA	PA Interscholastic Athletic Association

Action Plan Column Headings:

- *Action Steps under Low Level: Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined with Clearfield County is in the Low Level of Community Transmission according to Pennsylvania Department of Education.*
- *Action Steps under Moderate Level: Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined with Clearfield County is in the Moderate Level of Community Transmission according to Pennsylvania Department of Education.*
- *Action Steps under Substantial Level: Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined with Clearfield County is in the Substantial Level of Community Transmission according to Pennsylvania Department of Education.*
- **Lead Individual:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Timeline:** State the date or month this task needs to be completed.

- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** Indicate (Y/N) if professional development for staff, students, families, or other stakeholders is necessary in order to implement this requirement effectively.

Section A: Governance

Lead: Gretchen Caruso

Summary of Governance Action Plan

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Amend the school/system's Emergency Operational Plan (EOP)	Add a section to Emergency Plan for the protocols for COVID- 19			Gretchen Caruso	August 2020 <i>Completed</i>	DOH and CDC guidelines, Guidance from the Diocese of Erie, Guidance from Barb Ertl	Yes
2. Communicate changes to EOP to all stakeholders	Faculty and Staff will be updated on the Emergency Plan for COVID-19 during in-service days. Parents will be informed of the COVID-19 protocols prior to the start of school via emails, website, and during information nights.			Gretchen Caruso and Principals	August 2020 <i>Completed</i>	Copies of the updated Emergency Plan	Yes
3. Establish a consistent and ongoing meeting schedule	Weekly Meetings will occur with the Back to School Planning Committee.	Bimonthly meeting will occur with the Back to School Planning Committee.		Gretchen Caruso	August 2020 <i>Ongoing</i>	Current guidelines and any new correspondence from CFO, PDE, CDC. Etc.	No
4. Submit plan for pastor or Board approval	President will submit the complete School Reopening Health and Safety plan to Board of Directors at the July Board Meeting. One the plan has been reviewed and approved it will be posted on the school website for all our stakeholders to review.			Gretchen Caruso	July 2020	Complete Safety Plan	No
5. Submit plan sections Facilities & Operations for CSO review	Upon completion of the Facilities and Operations section of the plan, it will be submitted first to the Executive Board for review and approval and then submitted to the CSO.			Gretchen Caruso	Completed	Completed copies of the Facilities and Operation Plan for Return to School	No

Section B: Wellness

Committee Members: Karrie Miller, Carol Bernat, Phil Esposito, Barb Fortunato, Father David Whiteford

Lead: Tia Snyder

Key Questions:

A. Mental Health Prevention and Mitigation:

1. How will you include ongoing opportunities to address mental health concerns related to COVID-19 for students and staff?

- Share weekly updates in our emails.
- In person session with Counselor during the day, provide “office hours” for staff and teachers.
- On-line appointments that students and staff may speak with the counselors.
- Counselors office will have a sensory/calming station available during the day.
- Classrooms will have sensory/calming items for the students and staff.
- Father David will be available for the students and staff multiple times during the day.

2. What systems do you have in place for referring students or staff who are having mental health concerns?

- SAP Referral Program
- Safe to Say
- Crisis Hotline
- <https://www.samhsa.gov/find-help/national-helpline>
- Penn Highlands DuBois Behavioral Health Adolescent Unit
- Clarion Psychiatric Center
- Dickinson
- Penn Highlands DuBois Behavioral Health Adult Unit

3. How will you train your staff about common signals of distress associated with exposure to a traumatic event such as COVID-19?

- Training will be conducted during In-Service Week
- Weekly Communication and Updates from Guidance Counselor and President
- Posters and signs will be made with general signals of distress for traumatic events and placed in the hallways, classrooms, and offices.

B. Physical Health and Safety:

4. What is the quarantine plan for possible COVID-19 exposure in building?

- Students will arrive to school with masks on, and report directly to their home room. They will have their temperature taken, and health screening completed.
- If a fever (100.4 temperature), they will be sent to the nurse who will be in the auxiliary gym (our designated safe area) for further screenings and parents/guardians called. If a student has a fever (100.4 temperature) and symptoms, they will need to be cleared from their doctor to return to school. If just a fever (100.4 temperature), the students must be fever (100.4 temperature) free without any medicine for 24 hours to return to school.

5. What is the reporting plan of action for possible COVID-19 exposure in school setting, and through third party exposure?

There will be weekly updates sent out to parents on our Thursday emails. If there is a positive test, or a student with symptoms, this will be communicated with parents upon notification as needed as a precaution.

6. What is the plan for ensuring immediate transportation to appropriate facilities for staff and students with symptoms?

Students/staff will have their mask on and will report to the auxiliary gym (safe area) with the school nurse. The nurse will then assess the situation and follow proper protocol. Parents will be called for the student; student will be picked up out back of the elementary school by the auxiliary gym doors. Staff will be sent home. The classroom/area on where the student/staff were prior to reporting to the auxiliary gym will be disinfected. The auxiliary gym will be disinfected multiple times during the day.

Summary of Responses to Wellness Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Gather COVID-19 mental health resources and share with staff and families	Information and updates will be provided to families as needed and per their request.			Guidance Counselor	August 17, 2020 <i>On-going</i>	Information from the DOH and CDC	Yes
2. Update the mental health referral process and procedures for students to ensure effectiveness in all three potential modes	Guidance counselor will share the information given by our Mental Health organizations in weekly communication emails or as needed.			Guidance Counselor	August 17, 2020	Information from Mental Health Agencies in our area for the students/staff	Yes
3. Collaborate with local mental health providers to establish appropriate referral options	Guidance Counselor will be in weekly contact with our agencies and share information and weekly staff meetings and emails to families.			Guidance Counselor	August 17, 2020	SAP Resources	Yes
4. Determine staff training needs related to social emotional learning and mental health concerns, and work with CSO to plan and provide professional development for students and staff	Initial survey to employees prior to school. Emails with answers and information will be sent out. This will be an ongoing topic at weekly staff meetings.	Initial survey to employees prior to school. Training during in-service week. This will be an ongoing topic at weekly staff meetings.		Guidance Counselor and Principals	August 10, 2020 <i>Completed</i>	Survey to staff Share information from Mental Health Agencies	Yes
5. Develop daily health and safety screening protocols and procedures, including documentation requirements, as they relate to COVID-19	Screenings information and protocol will be updated from the school nurse. This will be emailed as needed.	Screenings information and protocol will be updated from the school nurse. This will be emailed and addressed in weekly staff meetings.		School Nurse	August 10, 2020	Proper guidelines from DOH and CDC	Yes

Section C: Instruction

Committee Members: Karrie Miller, Carol Bernat, Susie Maurer, Kelle Pompeii, Kate Kunkle, Amber Wachob, and Jenny Osterman
Lead: Tara Kramer and Renee Gressler

Key Questions:

- 1. How will data be analyzed from student work that was submitted during remote learning in the 2019-2020 academic year to support teachers in adjusting curriculum and instruction to differentiate learning for students upon return in August of 2020?**

Teachers will start with a review of the subject matter that was presented during quarantine.

- 2. How will feedback from parents be collected and used to help determine students in need of academic support?**

Parents were sent a survey and the data was reviewed. All instruction will be face to face if we are in yellow or red phase, either in the classroom or online, and teachers will offer “Office Hours” to connect with students one on one in the red phase.

- 3. How will teachers from various grade levels and content areas be provided opportunities to discuss the learning that occurred from March - June 2020? What decisions will be impacted by these discussions?**

Individual grade levels have discussed what instruction and methods worked and didn't work and have decided what needs to be done to improve instruction moving forward.

- 4. Identify special instructional considerations for students needing extra academic support and determine criteria that will be used to identify students needing support at the start of the new school year.**

Summer instruction has been offered to struggling students.

5. What assessment methods will be available for use for benchmarking at the start of the school year? (Examples: Acadience Reading and Math, Aspire Periodic.)

In addition to collaborative discussion among teachers and departments, a combination of assessment methods will be available for benchmarking use, including but not limited to:

- Title I Services/Act 89
- Aspire: Grades 3-9 (three periodic, one summative)
- Acadience: Grades K-2
- P-SAT: Grades 9-11
- P-ACT: Grades 9, 10
- Kindergarten Screening (conducted first week of school)

6. How will the school utilize resources for students needing additional academic support in all three instructional modes? (Examples include Act 89, Title I programs, etc.)

We will make use of all available additional academic support services

7. What remote learning tools will be needed for seamless transitions among instructional modes?

A new online learning platform is being rolled out for the school year to better meet teacher, student, and parent needs.

8. Are team teaching and co-teaching feasible options that could allow for seamless transitions among the three instructional modes?

Co-Teaching by subject, grade and department are feasible and would be available for both in-person and remote learning.

9. How will students be assessed remotely?

Students will be assessed through PBL and/or monitored online assessment.

10. What will be the parent communication strategy to inform parents about their child's assessment data and progress? Will this communication include grade-level and standards-specific activities parents can use to support their child's learning at home?

All grades and assignments will be entered into the online learning platform for parents and students to have up-to-date data on grades and assessments.

11. What process will allow parents to contact you confidentially if students are experiencing academic difficulty or social emotional distress due to COVID-19?

Parents can communicate via the online learning platform and email to discuss academic challenges and emotional distress due to COVID-19. Guidance will also be available via email.

12. What professional development do you anticipate needing to support changes in curriculum, instruction, and assessment in all three instructional modes? (Face to face with changes made due to COVID-19, remote learning, and hybrid learning.) What professional development needs do you anticipate related to Acadience Reading and Math and ACT Aspire products?

Teachers, parents, and students will be offered training for our new online learning platform, which will impact face-to-face, hybrid, and remote learning.

Summary of Responses to Instruction Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Develop a communication plan that will inform teachers, students, families, about how instruction and assessment will be implemented in all three instructional modes	Canvas will be the online learning platform used to instruct, assess and communicate with teachers, families and students			Admin & Bill Champlin	July 2020 and August 2020	Teacher training on Canvas. Student and Family training through webinars.	Yes
2. Determine approach for planning curriculum and instruction in the three instructional modes	Students will be in their classrooms learning from their teachers in- person. Concurrent classrooms will be available to students at home (either sick or choosing to stay home due to COVID-19 concerns) through Canvas.			Admin & Bill Champlin	August 2020	There is a need for iPads in elementary Video Conferencing accounts Cameras in the classroom	Yes

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
3. Collaborate with local mental health providers to establish appropriate referral options	We have access to mental health providers through our SAP Team and Malissa Martino			Tia Snyder, Barb Fortunato, and Penn Highlands	Ongoing	Wellness Committee	Yes
4. Determine approach for planning for assessment in the three instructional modes	Assessment will be partially in-person and partially remote			Individual Teachers	Ongoing	Canvas Platform	Yes
5. Provide ongoing communication with parents/guardians regarding plans for curriculum, instruction, and assessment	Canvas will allow communication with families on our plans Canvas will be our “base”, and everything will be located there			Admin Individual Teachers and Bill Champlin	Ongoing	Canvas training for teachers, parents, and students	Yes
6. Share information and guidance on grading, report cards, and promotion procedures with teachers and parents	Canvas will allow us to share information on grading and report cards with the parents			Admin Individual Teachers and Bill Champlin	Ongoing	Canvas Platform and Portals	Yes

Section D: Facilities

Committee Members: Gretchen Caruso, Ken Coder, Jeff Gankosky, Phil Esposito, Karrie Miller and Carol Bernat

Lead: TJ Sliwinski

Key Questions:

1. How will you ensure the building is cleaned and disinfected to safely welcome staff and students?

DuBois Central Catholic School has adopted the recommendations from the Enhanced Hygiene, Cleaning and Disinfection Plan from Hillyard (Contracted Chemical Manufacturer). DuBois Central Catholic School will also review the recommendations from CDC, PA Department of Health, PA Department of Education and Diocese of Erie to ensure that the students and family feel safe being educated at DuBois Central Catholic.

2. How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

DuBois Central Catholic School received a grant to procure the *Victory Electrostatic System*, and has implement recommendations from the Enhanced Hygiene, Cleaning and Disinfection Plan recommendation from Hillyard. All these chemicals will be on the EPA List N: Disinfectants for Use Against SARS-CoV-2 and will be checked on a monthly basis. The DuBois Central Catholic School's Chemical List will be readily available for all staff and families to review.

3. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

DuBois Central Catholic will clean and disinfect high touch nonporous surfaces between classes. DuBois Central Catholic School's housekeeping staff will be instructed to clean the building between the school days. If there are any cases of confirmed COVID-19 cases, DuBois Central Catholic Schools will adhere to the CDC recommendations and guidance. Outside areas will be cleaned with soap and water on a weekly basis according to manufacturer and CDC recommendations. DuBois Central Catholic will ensure that fair flow and air quality is acceptable in the building by increasing air flow in the classrooms and running the air constantly throughout the building. *DuBois Central Catholic has completed a complete HVAC system cleaning and disinfection to increase airflow throughout the building.* The filters will be checked on a monthly basis to ensure that the filters are in good working order and replaced if necessary. The HVAC system will be on a preventive maintenance program according to the manufacturer recommendations.

4. What protocols will you put in place to clean and disinfect throughout an individual school day?

DuBois Central Catholic staff will be required to clean high touch nonporous surfaces with microfiber towels and cleaning and sanitizing chemicals. Students and staff will be educated to practice frequent hand washing and hand sanitizing throughout the day. DuBois Central Catholic staff will also clean and disinfect non-classroom areas during the day.

5. Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols?

DuBois Central Catholic maintenance staff, teachers, office staff, administration *have been* trained on the equipment procured and proper procedures.

6. When and how will the training be provided?

DuBois Central Catholic maintenance staff, teachers, office staff and administration *have* received training during a staff in-service *on November 18, 2020*. The DuBois Central Catholic Trainers *have been* trained by the manufacturers of the chemicals and equipment to ensure proper utilization.

7. How will preparedness to implement cleaning measures at the conclusion of the training be measured?

DuBois Central Catholic Schools maintenance staff, teachers, office staff and administration will be asked to demonstrate the proper cleaning and sanitizing procedures. DuBois Central Catholic administration will also do an audit of the cleaning procedures and re-educate as required. DuBois Central Catholic School will also continue to review updated guidance from different agencies to ensure that our policies and procedures are current and compliant.

Summary of Responses to Facilities Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>1. Review guidance provided by various agencies including CDC, PDE, Dept. of Health, Diocese</p>	<p><i>Committee Members will communicate via email and Microsoft Teams on any updates that they receive from guidance received from the various agencies. Any updates will be housed on the DCC Teams Site for review for all stakeholders.</i></p> <p><i>On a weekly basis the committee will meet (either via Zoom/Teams or in person) to discuss any updates and re-evaluate the current processes and procedures accordingly. These meetings could take place more frequently if the committee feels that it is necessary.</i></p>	<p>Committee Members will communicate via email and Microsoft Teams on any updates that they receive from guidance received from the various agencies. Any updates will be housed on the DCC Teams Site for review for all stakeholders.</p> <p>On a bi-weekly basis the committee will meet (either via Zoom/Teams or in person) to discuss any updates and re-evaluate the current processes and procedures accordingly. These meetings could take place more frequently if the committee feels that it is necessary.</p>	<p>Committee Members will communicate via email and Microsoft Teams on any updates that they receive from guidance received from the various agencies. Any updates will be housed on the DCC Teams Site for review for all stakeholders.</p> <p>On a monthly basis the committee will meet (either via Zoom/Teams or in person) to discuss any updates and re-evaluate the current processes and procedures accordingly. These meetings could take place more frequently if the committee feels that it is necessary.</p>	<p>Gretchen Caruso</p>	<p>Ongoing</p>	<p>None</p>	<p>No</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>2. Document ongoing changes in guidance and communicate the impact of these changes to committees and stakeholders</p>	<p>DuBois Central Catholic will be maximizing the functionality of Microsoft Teams. Within Microsoft Teams DuBois Central Catholic has created a Back to School Teams Site and created channels for each committee. Documents will be housed within the channels to have the current documents available to all stakeholders.</p> <p>All documents will be housed on the DCC Teams Site which can be accessed by all DCC Staff.</p> <p>DuBois Central Catholic’s Annual Report will also include information about our process to communicate with community stakeholders.</p> <p>DuBois Central Catholic’s President will use the Student Portal and technology to update families and students on any changes. DuBois Central Catholic’s President will also use the SMS notification system as well.</p> <p>School’s website will be updated to have a COVID-19 dedicated link. This link will include current policies and procedures, links to agencies for information and Back to School Plan.</p>			<p>TJ Sliwinski / Gretchen Caruso / Bill Champlin</p> <p>All Committee Members</p> <p>Gretchen Caruso</p> <p>Gretchen Caruso</p> <p>Gretchen Caruso</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p>	<p>None</p> <p>None</p> <p>Annual Report is being completed and will be out in Fall 2020</p> <p>None</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>3. Develop a process to evaluate the effectiveness, efficiency, and scheduling of the daily and weekly cleaning, disinfecting, and sanitizing procedures and processes. Analyze the results of the data collection and make appropriate adjustments</p>	<p>DuBois Central Catholic had Hillyard conduct a full survey of the building and grounds. Hillyard will be completing an Enhanced Cleaning, Sanitizing, Disinfecting Plan. This plan identified areas within the building as a Category 1 or Category 2 High Touch Hot Spots. Each Category will have its own cleaning schedule.</p> <p>Category 1 Classroom High Touch Hot Spots will be cleaned on an as needed basis. These areas include door handles, push plates, light switches, faucets, classroom desks, classroom tables, and classroom chairs. These areas will be cleaned by the educators with a microfiber cloth. The Hillyard chemical being used is on the EPA N List.</p> <p>Category 2 Public Space High Touch Hot Spots will be cleaned daily. These areas include general use door handles, push plates, light switches, general tables, countertops, public area chairs and benches. These areas will be cleaned by contracted cleaning company with a microfiber system. The Hillyard chemical being used is on the EPA N List.</p> <p>Restrooms will be cleaned daily. This will include cleaning, disinfection, and stocking. These areas will be cleaned by the DCC cleaning staff with a microfiber system. The Hillyard chemical being used is on the EPA N List.</p> <p>Drinking Fountains / Water Bottle Fillers will be cleaned on twice daily. This will include cleaning and disinfection. These areas will be during the day by the daytime custodians and at night by the DCC cleaning staff with a microfiber system. The Hillyard chemical being used is on the EPA N List.</p> <p>Hallways and Public Areas will be cleaned every other day. This will include cleaning and disinfection. These areas will be cleaned by the DCC cleaning staff with a microfiber system. The Hillyard chemical being used is on the EPA N List.</p>			<p>TJ Sliwinski / Ken Coder</p>	<p>Completed</p>	<p>None</p>	<p>Yes</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>Develop a process to evaluate the effectiveness, efficiency, and scheduling of the daily and weekly cleaning, disinfecting, and sanitizing procedures and processes. Analyze the results of the data collection and make appropriate adjustments (Continued)</p>	<p>Spot Cleaning, Window Ledges, Glass cleaning will take place daily. This will include cleaning and disinfection of any areas that are visibly dirty. These areas will be cleaned by the DCC cleaning staff with a microfiber system. The Hillyard chemical being used is on the EPA N List.</p> <p>Every classroom’s cleaning station will be restocked daily by the DCC cleaning staff. The microfiber towels will be replaced and the other laundered according to the manufacturer recommendations.</p> <p>DuBois Central Catholic will be using the Hillyard’s CCAP program. CCAP is a cloud-based custodial management program that will analyze, manage, and train staff on the effective cleaning process.</p> <p>Any ongoing changes due to the COVID-19 pandemic will be discussed and reviewed with the Facilities Committee and Hillyard to ensure all proper cleaning, sanitizing, and disinfecting procedures are compliant and efficient.</p>						

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>4. Designate an area of the building to be used for quarantine, and develop cleaning, sanitizing, and disinfecting procedures for this area</p>	<p>The quarantine area for DuBois Central Catholic has been designated as the Elementary Gym. This location is familiar for the elementary students and is set up for efficient cleaning and sanitizing.</p> <p>DuBois Central Catholic’s nurse will be on-site to care for any students in the quarantine area according to the Operations Plan.</p> <p>As the students are removed from the quarantine area all surfaces that were touched will be washed and cleaned before another student uses that area.</p> <p>Once the area is vacated from any students that were quarantined, the maintenance staff will use the <i>Victory Electrostatic System</i> to clean and sanitize the area. <i>The Victory Electrostatic System</i> chemicals are on the EPA Approved N List.</p>			<p>Gretchen Caruso</p> <p>School Nurse</p> <p>School Nurse</p> <p>Ken Coder</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>The physical barriers and set up of the quarantine area need to be procured according to the DuBois Central Catholic nurse and operations plan.</p> <p>The Elementary Gym floor will need to be finished. This needs to be scheduled.</p>	<p>No</p> <p>Yes</p>
<p>5. Develop a plan to communicate all new procedural and process changes to relevant stakeholders</p>	<p>DuBois Central Catholic’s Annual Report will also include current processes and procedures to communicate with community stakeholders.</p> <p>DuBois Central Catholic’s President will use the Student Portal and technology to update families and students on any changes. DuBois Central Catholic’s President will also use the SMS notification system as well.</p> <p>DuBois Central Catholic’s website will be updated to have a COVID-19 dedicated link. This link will include current policies and procedures, links to agencies for information and DuBois Central Catholic Schools Back to School Plan.</p>			<p>Gretchen Caruso</p> <p>Gretchen Caruso</p> <p>Gretchen Caruso</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p>	<p>None</p>	<p>No</p> <p>No</p> <p>No</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>6. Determine budgetary needs to meet the additional cleaning, sanitation, and disinfecting costs for the upcoming school year</p>	<p>Upon completion of the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan the Facilities Committee will review the products and frequency to determine a budget needed for the 2020-2021 school year.</p>			<p>Belinda Vasbinder</p>	<p>Completed</p>	<p>Depending on the final costs, DuBois Central Catholic may request funds or grants to help offset the additional costs.</p>	<p>No</p>
<p>7. Determine training needs for all staff related to cleaning, sanitizing, and disinfecting all facilities, equipment, teaching tools and devices</p>	<p>DuBois Central Catholic Staff have <i>been trained during their an in-service on November 18, 2020</i>. The training will be provided by the Facilities Committee. The staff will be asked to demonstrate the proper cleaning techniques that they were trained on.</p> <p>The Hillyard CCAP program and Enhanced Cleaning, Sanitizing, Disinfecting Plan will provide additional trainings.</p> <p>DuBois Central Catholic’s housekeeping staff will also be trained on policies and procedures for proper cleaning and sanitizing of areas.</p>			<p>Ken Coder</p> <p>Ken Coder</p> <p>Ken Coder</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p>	<p>None</p>	<p>Yes</p> <p>Yes</p> <p>No</p>
<p>8. Procure necessary cleaning/disinfecting supplies for the 2020-2021 school year Procure necessary personal protective equipment for the custodial and maintenance workers</p>	<p>DuBois Central Catholic will be using a local company that is an approved distributor of the Hillyard chemicals.</p> <p>DuBois Central Catholic has also conducted an analysis of the previous two years of supplies and has elected to use Staples as the primary source of products and local company as a secondary supplier.</p> <p>PPE supplies will be procured by DuBois Central Catholic from a supplier that which has supplies available and in stock.</p>			<p>Ken Coder / <i>Jeff Gankosky</i></p>	<p>Ongoing</p>	<p>None</p>	<p>Yes</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
9. Review custodial work schedules as related to needed coverage as well as sanitizing and disinfecting	<p>Upon completion of the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan the Facilities Committee will review the custodial requirements and <i>DuBois Central Catholic will hire staff as appropriate.</i></p> <p>The Hillyard CCAP program and Enhanced Cleaning, Sanitizing, Disinfecting Plan will provide the amount of labor required and we will be adjusting, as necessary.</p>			Ken Coder / <i>Jeff Gankosky</i>	<i>Ongoing</i>		No
10. Develop procedures to document daily/weekly cleaning/sanitizing of the rooms/areas throughout the facility	<p>Upon completion of the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan the Facilities Committee will review the recommendations and create a document that will track the cleaning of the building. Hillyard has indicated that they have a system in place that can complete this task.</p>			Ken Coder / <i>Jeff Gankosky</i>	<i>Ongoing</i>		No
11. Develop procedures for facility use by outside organizations. Detail cleaning and sanitation requirements	<p><i>The DuBois Central Catholic building will be closed to outside organizations.</i></p> <p>DuBois Central Catholic School will still allow CCD and <i>Girl Scout</i> to use the building as well as DuBois Central Catholic sponsored sporting events.</p>	<p><i>The DuBois Central Catholic building will be closed to outside organizations.</i></p> <p>DuBois Central Catholic School will still allow CCD and <i>Girl Scout</i> to use the building as well as DuBois Central Catholic sponsored sporting events <i>and other DCC sponsored events such as bingo.</i></p>	<p><i>The DuBois Central Catholic building will be opened to outside organizations on a case by case basis.</i></p>	Ken Coder / Gretchen Caruso	<i>Ongoing</i>	None	No
	<p>Event participants will only be allowed to use designated areas will be cleaned according to the cleaning and sanitizing policies and procedures. The outside organizations will be required to stay socially distant and required to wear masks according to the PA Department of Health’s guidelines. Any organizations that do not abide by these rules will not be allowed to use the DuBois Central Catholic facilities. <i>For any DuBois Central Catholic athletic events, the DuBois Central Catholic Return to Play Plan must be adhered to.</i></p>						

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>12. Review locker and cubby usage within the guidelines of social distancing, as well as, cleaning, sanitizing, and disinfecting to determine feasibility of use</p>	<p>DuBois Central Catholic students will be required to wear a mask when in common areas like the hallways where the lockers and cubbies are located. DuBois Central Catholic will review the availability of the locker and cubby usage to ensure that students are adhering to the 6 feet social distancing.</p> <p>Possible solutions if there are not enough lockers and cubbies for the social distance is:</p> <ul style="list-style-type: none"> • Assign lockers by cohort instead of alphabetically. • With the block scheduling, allow the students to bring all necessary books, assignments, and materials with them to eliminate locker and cubby usage. <p>Lockers and cubbies will be cleaned on a weekly basis. Students will be instructed that they will not be able to store personal items overnight in the lockers.</p> <p>The outside of the lockers will be cleaned and sanitized according to the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan.</p>			<p>Principals / Ken Coder</p>	<p>Ongoing</p>	<p>None</p>	<p>No</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>13. Prior to first day of school, conduct a facility walkthrough with your janitorial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students</p>	<p>With the prolonged shut down of school operations, CDC recommends that the school is evaluated for mold and legionella. These two microbial hazards should be reviewed and remediated if necessary.</p> <p>The CDC NIOSH Dampness and Mold Assessment Tool will be completed with enough time to remediate any mold concerns prior to the school year commencing.</p> <p>According to the CDC Legionella Risk Assessment, DuBois Central Catholic does not require a Legionella Water Management Program. With the water supply not used during the prolonged school shut down, the water system will be flushed to all water exit points in the school.</p>			<p>Ken Coder</p> <p>Ken Coder</p>	<p>Ongoing</p> <p>Completed</p>	<p>The DuBois Central Catholic Mold Assessment Tool has been created and on the Teams Site</p>	<p>No</p> <p>No</p> <p>No</p>
<p>14. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways)</p>	<p>DuBois Central Catholic’s hallways will be configured with one-way routes and social distance spots on the floor. Classrooms will be configured to ensure that students are socially distant and compliant with the PA Department of Health guidelines.</p> <p>Boys restroom urinals will only have in use every other one to ensure our students are 6 feet apart</p> <p>Signage will be displayed on the entrance to encourage masks to be worn according to the PA Department of Health guidelines and to remain socially distant.</p>			<p>Ken Coder</p>	<p>Completed</p>		<p>No</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>15. Consider eliminating the use of drinking fountains for the 2020-2021 academic school year</p>	<p>DuBois Central Catholic has made the decision to remove all the drinking fountains and replace them with refrigerated and filtered water bottle filler / water fountain combination units. The drinking fountain heads will be removed from the combination units and any drinking fountain stations within the classrooms.</p> <p>The water bottle / drinking fountain combination units will be cleaned on twice daily. This will include cleaning and disinfection. These areas will be during the day by the daytime custodians and at night by contracted cleaning company with a microfiber system. The Hillyard chemical being used is on the EPA N List. The filters will be changed according to the manufacturer recommendations.</p> <p>Families and students will be asked to take their water bottles home daily to be cleaned.</p>			Ken Coder	Completed	None	No
<p>16. Determine use of playground/recess areas and how to clean equipment to meet CDC recommendations. Decide if these areas will remain open or closed</p>	<p>Playground areas will be open for the DuBois Central Catholic students. Per CDC guidelines, outdoor areas do not require disinfection or sanitizing products. Any high touch playground surfaces that are made of non-porous surfaces will be cleaned routinely according to manufacturer and CDC recommendations. The weekly cleaning of the playground equipment will be done with a cleaning product and a low-pressure water sprayer.</p> <p>The low-pressure water dispensing system needs to be ordered and cleaning chemical will be identified by the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan. The chemicals used is on the EPA N List.</p> <p>Students will wash their hands or sanitize before use of the outdoor equipment and after they are done with the equipment.</p>			Ken Coder	Ongoing	The low-pressure water dispensing system needs to be ordered and cleaning chemical will be identified by the Hillyard Enhanced Cleaning, Sanitizing, Disinfecting Plan	No

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
17. Supply classrooms and common areas with tissues, wastebasket, trash bags, tissues, and CDC approved soap/hand sanitizer to be used upon entry and exit	Each classroom will be inspected to ensure that there are enough hygiene products, equipment, and supplies. Each classroom will be supplied with hand sanitizer dispensers and stocked.			Ken Coder	<i>Ongoing</i>		No
18. Post signage throughout the building: frequent handwashing, cough etiquette, and nose blowing. (Signage can be found at the CDC web site)	Signage will be posted throughout DuBois Central Catholic at all the sinks, classrooms and throughout the hallways for handwashing and coughing / nose blowing etiquette.			Ken Coder	<i>Completed</i>		No

Section E: School Operations

Committee Members: Karrie Miller, Carol Bernat, Michele Burley, Kristy Oakes, Jeff Gankosky, Ken Coder, TJ Sliwinski, Phil Esposito, Tia Snyder, Bill Champlin, Renee Gressler, Tara Kramer, Kate Kunkle, Susie Maurer, Kelle Pompeii, Vicky Pettenati, Cheryl McIntosh, Amber Wachob, and Jenny Osterman

Lead: Gretchen Caruso

Key Questions:

1. How will social distancing be implemented in the building?

During each of the Levels of Community Transmission, the master schedule will be created to allow the minimum amount of movement needed for the students to function within the building. *This number will continue to fluctuate as different courses are offered throughout the school year. Student numbers will also fluctuate as parents select remote instruction.*

Instructors will create learning spaces with respect to social distancing to the greatest extent possible (*in many cases 6 feet will not be possible*). Administration will limit assemblies, Mass, and other activities that would create a large congregation of people in one area. Visitors, volunteers, presenters, parent visitors will be restricted when feasible.

2. How Monitoring Student and Staff Health take place?

While operating under the different Levels of Community Transmission, there will be significant efforts made to monitor the health of all members of the school community. Students will receive a temperature check and be asked a series of questions regarding symptoms, when reporting to the building. Any student who presents a fever (*100.4 temperature*) or *COVID 19 symptoms* will immediately be moved to a quarantine area. While they are in the quarantine area, a second temperature check will be administered to ensure accuracy and a second verification of potential *COVID-19* symptoms. Based on the results, parents or guardians maybe contacted to remove the student from the school. *Students removed from school demonstrating multiple COVID-19 symptoms will be required to consult their medical provider for an assessment. Students who test for the COVID-19 will be required to quarantine along with any siblings until results are received. Positive COVID-19 results will require family quarantine for 10-14 days. Students may return to school upon written release and documentation from their medical provider. Contact tracing will occur on the school level by the principals and nurses in coordination with the Department of Health. Additional quarantining or testing will be required by those who have been identified as exposed.*

3. What staffing changes or modifications need to occur?

We have added additional sections of courses as to keep the class size limited. This will result in several teachers' losing an extra planning period or having to pay part time teachers additional wages to add more classes to their schedule. Currently, all staffing changes have been to increase sections or create smaller class sizes. We have not deemed it necessary to make any cuts.

4. **What special protocols will you implement to protect students and student family members who are at higher risk for severe illness?**

While operating at the different levels of community transmission, students will be provided with a full Hybrid learning environment if they choose. Staff that is high risk for contracting the virus will be addressed privately and individually. *Staff members and students who are at a higher risk should select to wear a mask and face shield throughout the day. Unique safety protocols for students with special medical concerns will be addressed on an as need basis by administration. All staff and students are required to wear a mask in the building unless they are eating, drinking. Mask breaks will be given throughout the day under the supervision of staff.*

5. **Do the school operating hours need to include a staggered schedule, changes to transportation, drop-off and pick up times and use of entrances and exits?**

The drop-off and pick up schedules will remain the same unless changes are required by the School Districts that provides our transportation. We have added additional drop-off points in the morning to help to stagger the students as they enter the building. Dismissal can be adjusted to grade levels, forms of transportation, etc. To eliminate large clusters of students.

6. **How will the master schedule need adjusted to reduce COVID-19 transmission and to accommodate possible transitions among the three possible instructional modalities (face-to-face, hybrid, and remote learning).**

While operating at the different levels of community transmission, the master schedules will be designed to maximize space to the best of our ability. Teachers will design learning spaces with respect to social distancing guidelines to the maximum extent possible (*6 feet social distancing is not always going to be possible*). Building administrators have offered additional sections of classes to keep numbers of students small to the best of our ability (*6 feet social distancing is not always going to be possible*). *Building administrators have offered additional sections of classes to keep numbers of students as small as possible.* Building administrators will limit the number of guests, visitors, volunteers, and assemblies in the building. These decisions will be made based on the educational needs vs. the risk to our students, faculty, and staff. All visitors to the building will be expected to use a mask during their entire visit. When in the yellow phase only half the number of students will be present in the building at any time.

Summary of Responses to School Operations Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a survey to determine staffing needs	Survey was created to determine number of families planning to return to DCC for 20/21 school year.			Tara Kramer	Completed	Survey, School Website, and School Communication System	No
2. Collect feedback from parents to determine concerns and enrollment	Survey was created with collaboration from all Reopening School Committee Members. Survey will be posted on the DCC Website Parents will be notified to complete Return to School Survey via the DCC Messenger System			Tara Kramer	Completed	Survey, School Website, and School Communication System	No
3. Determine hygiene routines to be implemented throughout the school day	Require handwashing and the use of hand sanitizer as students enter and leave the classrooms, prior to eating, and after bathroom breaks through staff reminders and signage hung throughout the school Training of staff and students Announcements made throughout the school day to remind students of proper handwashing practices All staff and students will access hand sanitizer when entering the building			Principals	August 2020	Hand sanitizer in all learning spaces and gathering areas of the facility. Sinks with soap and water. Signage throughout the entire facility, especially bathrooms and learning areas.	Yes

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
4. Develop visitor and volunteer policies to mitigate spread of COVID-19	All non-essential visitors and volunteers will be prohibited	<p>Restrict volunteers, presenters, and parent visitors. They will be permitted when providing an educational need to our students, picking up a sick child which requires them to access the nurse's office, and when meeting with the faculty or administration regarding the needs of their child.</p> <p>If a visitor must enter the building, they will be screened at the security window. This will include taking their temperature and COVID symptom check. Their information will be recorded in the visitor log.</p>		Principals	August 2020	Signage	No
5. Develop policies and procedure for handling individuals with COVID-19 exposure, quarantining, and reporting	<p>Any person who demonstrates symptoms of Covid-19 will remain isolated in a predetermined location (Small Gym, Nurses Office, etc.) until they can safely leave the school grounds.</p> <p>Those students or faculty who have been directly exposed to the virus will be required to consult their primary physician and follow the CDC guidelines of quarantine. They will require a medical release to return to school.</p>			School Nurse, Principals, and Gretchen Caruso	August 2020	Predetermined Spaces	Yes
6. Identify hiring and staffing needs to ensure high quality education in all three instructional modalities (face-to-face, hybrid and remote learning)	All staffing will be decided by the enrollment numbers in August. A few sections have been added to course offerings to properly be able to social distant students.			Gretchen Caruso and Principals	Completed	Master Schedule of classes and enrollment information	No

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
<p>7. Revise master schedule and develop delivery procedures in the three instructional models (face-to-face, hybrid and remote learning)</p>	<p><u>Hybrid Instruction</u> Only half the students will be present at any given time in the classroom. A rotational schedule will be completed that will allow face to face instruction and remote instruction. This will allow all social distancing requirements to be met.</p> <p><u>Full In Person Instruction</u> Students will be in their classrooms learning from their teachers in person. Instructors will use learning spaces with respect to social distancing to the maximum extent possible. Concurrent classrooms will be available to students at home (either sick or choosing to stay home due to COVID-19 concerns) through Canvas.</p>			<p>Gretchen Caruso, Principals and Education Committee</p>	<p>August 2020</p>	<p>Master schedule of classes and enrollment information</p>	<p>No</p>
<p>8. Review and revise attendance procedures for students and staff. Update handbooks</p>	<p><u>Hybrid Instruction</u> Only half of the students would be physically present on any given day. The other half of students would be required to participate and complete online work for the day's attendance to count.</p> <p>Students are permitted 10 absences a year and then are required to have medical excuses for all additional absences.</p> <p><u>Full In Person Instruction</u> Students would be required to be either physically present in school or participating in Hybrid Learning for the day's attendance to count. All other absences would require a medical excuse.</p> <p>Students are permitted 10 absences a year and then are required to have medical excuses for all additional absences.</p>			<p>Principals, Teachers, and Secretaries</p>	<p><i>Completed</i></p>	<p>Attendance policy can be found in handbooks and on the website</p>	<p>Yes</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
9. Develop procedures for daily monitoring of students and staff for symptoms and exposure	<p>Students will receive a temperature and symptom check upon arrival to school in their assigned homeroom.</p> <p>If a student has a fever (100.4 temperature) or any COVID-19 symptoms they will report immediately to the little gym in the B Wing of the building. A school nurse will be present to administer a second temperature check using an ear thermometer for accuracy. The nurse's assessment of the student will determine a return to class or contacting the parents to remove the student from school. The assessment will include a symptom check based upon the PDE symptoms grouping. Group A (1 or more symptoms) – cough, shortness of breath, difficulty breathing, olfactory disorder or taste disorder. Group 2 (2 or more symptoms) – fever, chills, rigors, myalgia, headache, sore throat, nausea or vomiting, diarrhea, fatigue congestion or runny nose. Additional information will be provided to the families as to the next steps needed for the student to return to school.</p> <p>Staff members will receive a temperature check in their main office upon arrival to school. A staff member who presents a fever (100.4 temperature) will be asked to return home and not return until fever (100.4 temperature) free. Temperature recheck can occur within 15 mins. to ensure accuracy.</p>			Principals, School Nurse, Teachers, and Staff	August 2020	Thermometer, masks, gloves, and hand sanitizer	Yes
Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N

<p>10. Develop policy and procedures regarding staff and student responsibility to report illness. Provide training. Develop enforcement procedures</p>	<p>A student or employee who is experiencing COVID-19 symptoms at home must notify their supervisor, teacher, or school nurse and stay home. They are required to contact their primary health provider or Penn Highlands COVID-19 Helpline.</p> <p>If students or employees develops symptoms upon arrival to school or during the school day, they will be immediately isolated from others and sent home. They are required to contact their primary health provider or Penn Highlands COVID-19 Helpline.</p> <p>All siblings of a student or children of an employee will also be screened again for temperature and symptoms. If a fever (100.4 temperature) and symptoms are present, they will be removed from school. They may return pending permission in writing from primary health provider.</p> <p>All students and employees are required follow the CDC recommended guidelines. Employees and students should not return to school until their health care provider releases them in writing.</p> <p>If students or employees develop symptoms upon arrival to school or during the school day, they will be immediately isolated from others and sent home. They will be required to contact their primary doctor immediately.</p> <p>All students and employees are required to follow the CDC recommended guidelines. Employees and students should not return to school until their primary care provider releases them in writing.</p> <p>Students or employees who are well but who become directly exposed to COVID-19 from family or another person affected are required to notify their supervisor, principal, and medical provider. All CDC precautions should be followed. Including quarantine suggested guidelines. Employees and students should not return to school until their primary care provider releases them in writing.</p>			<p>Gretchen Caruso, Principal, Teachers, and School Nurse</p>	<p>August 2020</p>	<p>Medical Log of Students daily information, CDC Guidelines, and COVID- 19 medical plan</p>	<p>Yes</p>
<p>Planning Guide Considerations</p>	<p>Substantial Level Action Steps</p>	<p>Moderate Level Action Steps</p>	<p>Low Level Action Steps</p>	<p>Lead Individual</p>	<p>Target Date</p>	<p>Materials, Resources and/or Support Needed</p>	<p>PD Y/N</p>

<p>11. Establish policies and guidelines for hygiene practices for students and staff</p>	<p>Require handwashing and the use of hand sanitizer multiple times of day through staff and signage hung throughout the school.</p> <p>Training of staff and students Announcements made throughout the school day to remind students of proper handwashing practices</p> <p>All staff and students will access hand sanitizer when entering the building.</p>	<p>Principals and Teachers</p>	<p>August 2020</p>		<p>Yes</p>
<p>12. Develop policy and procedures for use of the cafeteria. Provide guidance and expectations concerning serving of meals in classrooms</p>	<p>Only half of the students would be present at any given time. Groups of students will be taken outside for lunch, weather permitting. Additional lunch periods may be added to cut down on the number of students eating at the same time. Eating spaces will be available in the cafeteria, library, stage, and classrooms. All students will be seated facing the same direction. At no time will students be permitted to sit on the floor or in auditorium seating during eating. Recommended distance will be observed to the best of our ability (6 feet will not always be possible).</p> <p>All surfaces will be cleaned and disinfected between serving sessions</p> <p>All food will be handed to students by cafeteria staff including condiments and utensils.</p> <p>Students will verbalize lunch pin to cashier who will input account number</p>	<p>Food Service Directors, Principals, and Teachers</p>	<p>August 2020</p>	<p>Signage, Disposable trays and utensils, Individual condiments, Staff to serve and monitor lunchroom, Distance marking on the floor, Hand sanitizer</p>	<p>No</p>

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
13. Develop guidelines for physical education, sports, and other extracurricular activities where there is maximum ability for social distancing	<p>All athletic teams will follow the recommendations of PIAA and PDE.</p> <p>Weather permitting all PE classes will be held outside. All sports equipment will be cleaned before and after use. All activities will be required to follow social distancing guidelines recommended by the CDC</p> <p>Recess will always be outdoors weather permitted and one grade level at a time.</p>			Athletic Director, Coaches, Principals, and Teachers	August 2020	<p>School Sports Plan</p> <p>PIAA recommendations</p> <p>Approved disinfectant and cleaning supplies</p> <p>CDC guidelines</p>	Yes
14. Develop policies and procedures for school gatherings, visitors, and field trips	<p>Only half of the students would be present at any given time. Assemblies would be limited.</p> <p>Visitors would be prohibited</p> <p>Field Trips would be prohibited</p>	<p>Limited number of assemblies.</p> <p>Visitors will only be permitted by appointment and by approval of the Principal or President.</p> <p>Field Trips will be prohibited</p>	Principals and Teachers	August 2020	Signage hung at entrances for visitors	Yes	
15. Develop communications plans to disseminate all information related to the school's reopening plan	<p>All school closures, reopening plans, and changes in safety protocols related to COVID-19 will be communicated to families through our DCC Messenger System, School Website, and social media outlets.</p>			Gretchen Caruso	August 2020	<p>School Messenger System, DCC Website, DCC Social Media Outlets</p>	No

Section F: Technology

Committee Members: Karrie Miller, Carol Bernat, Susie Maurer, Kelle Pompeii, Kate Kunkle, Renee Gressler, and Amber Wachob

Lead: Tara Kramer and Jenny Osterman

Key Questions:

- 1. How will the school coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents?**

Elementary students will use iPads 1:1. Grades 6-12 have student owned laptops. Teachers were surveyed and all have access to internet services. Parents have been asked about which households will require school issued devices.

- 2. How will technology be utilized to ease the transition among the three-potential learning environments (face-to-face, hybrid, and remote learning) that may need to be utilized in the 2020-2021 school year?**

Emphasis will be placed on upgrading online integration. The online learning platform (Canvas) will be utilized both inside and outside of the classroom, resulting in increased consistency and streamlined communications across the three potential learning environments.

- 3. What are the professional development needs among the staff related to best practices in online learning?**

Expectations will need to be established regarding staff requirements for each phase. (ex: office hours in the red phase)

- 4. What are the professional development needs among the staff related to training on new technology?**

Staff will need training on Canvas, which is our new learning platform. Staff will also need training on how to record lessons in their classroom for students participating virtually at home.

- 5. Are technology devices and the supporting infrastructure ready for the opening of school in any of the three identified learning environments (face-to-face, hybrid, and remote learning)? (Examples of items to check include Wi-Fi access points, wired network devices, staff and student permissions, etc.)**

IT infrastructure is ready.

- 6. What handbook and procedure adjustments need to be made for technology?**

Elementary and Middle/High School technology policies will need to be reviewed and updated.

- 7. How will the school provide technical support for teachers and students to utilize technology?**

The IT Department will utilize a Help Desk System in order to provide technical support for teachers and students.

Summary of Responses to Technology Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a schoolwide technology audit	Survey on the school website			Tara Kramer	Completed	Audit completed. iPads needed in elementary.	No
2. Conduct a survey to determine student's access to personal technology devices and Internet services	Survey on the school website			Tara Kramer	Completed	Survey Completed on Google Forms	No
3. Create a plan designed to address technology issues related to conducting instruction in the three identified learning environments	Elementary students will have their own devices to use during the day, devices can be sent home for those in need. Middle/High School devices will be provided to those in need			Bill Champlin	Completed	iPad.	Yes
4. Update policies and procedures (See guide for considerations)	Review and update handbook policies			Bill Champlin	Ongoing	Student Handbooks and IT policy	Yes
5. Coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents	Launch new Learning management System to all stakeholders, and concurrent learning.			Bill Champlin	Completed / Ongoing	Canvas, iPads and Laptops. Concurrent Learning tools.	Yes

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
6. Offer training for staff specific to utilizing technology and software applications for successful instruction in the three identified learning environments	Tech committee wing leaders to offer additional help and resources to colleagues. Coordinate a lead group who will organize Canvas training for instruction.			Bill Champlin, Tara Kramer, Renee Gressler	Completed / Ongoing	New Learning Management System	Yes
7. Analyze the school's processes for tracking technology issues and managing support for both staff and students	Utilize help desk system already in place			Bill Champlin	Completed	Helpdesk System	Yes
8. Analyze technology audits for school, staff, and students, and calculate costs associated with meeting technology needs	Review completed audit and surveys			Bill Champlin	Completed	Google Forms	No
9. Highlight technology upgrades and plans on the school website	Complete plan will be put on the school website			Gretchen Caruso	Completed	School Website	Yes
10. Collaborate with those responsible for advancement to share important technology information to key stakeholders	Cross-Committee collaboration in process.			Deb Kruise and the Board	July 2020	Video Conferencing, Emails, Text, and social media.	Yes
11. Write a plan for cleaning and disinfecting of devices. (Refer to Facilities section)	Limited shared devices			Bill Champlin / Ken Coder	Completed	Cleaning Supplies	Yes

Section G: Catholic Identity

Committee Members: Michele Burley, Father David Whiteford

Lead: Gretchen Caruso

Key Questions:

- 1. How the school will keep its Catholic identity and culture alive and thriving despite the adaptations being made to the instructional environment due to the COVID-19 pandemic.**

Summary of Responses to Catholic Identity Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Identify concrete ways to keep Catholic identity alive doing remote learning	<p>Begin each day with a prayer and intention for the virus and healing for those effected. Work with Campus Ministry, Father David, and Parish Priests for suggestions.</p> <p>Celebrate weekly mass and cast it to classrooms to keep students socially distanced. One classroom a week will be invited to the chapel to celebrate with the priest.</p> <p>Provide bible verses and scripture to families to help keep their faith through this difficult time.</p>			Principals. Teachers, Priests, Gretchen Caruso, Campus Ministry	8/24/2020	Online communication system,	No
2. Collaborate with pastors and priests to determine how they might provide support	Will consult with priests from contributing parishes in September during our Committee of Pastors Meeting			Gretchen Caruso	September 2020	None	No
3. Communicate commitment to maintain school's mission	Thursday emails to families, website, Facebook, church bulletins, newspaper, and annual report			Gretchen Caruso, Advancement Director, Admissions Director	July 2020	Email, website, Facebook, church bulletins, newspaper, and annual report	No

Section H: Finance

Committee Members: Sam Perrin, Jim Curtis, and Gretchen Caruso

Lead: Jeff Gankosky

Key Questions:

1. How will you identify and track all COVID-19 related expenses?

A classification has been created to identify all COVID-19 related expenses.

2. How will the school reach out to EITC partners to gauge potential changes to scholarship funds?

An invitation to apply or renew EITC participation has been sent to current and potential partners. Our Advancement Director will follow up on contacting the partners.

Summary of Responses to Finance Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Prepare and adjust the 2020-2021 budget as new information becomes available	The 2020-21 budget has been approved through both the local BOD and the Board of Members. No changes will be made to the approved budget, but significant discrepancies will be noted in financial statements.			Jeff Gankosky	Ongoing	QuickBooks and Excel	No
2. Identify unique funding needs due to COVID-19,	Business Office, Administration, CSO and Advancement are working together to find resources.			Jeff Gankosky/ Gretchen Caruso	Ongoing	None	No

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
3. Update school policies related to tuition payments, student withdrawal, and tuition assistance	Review and update if needed.			Belinda Vasbinder	Completed	None	No
4. Complete the forgiveness application for the Payroll Protection Program loan	This will be completed by the deadline set forth or required by the lending institution.			Jeff Gankosky	TBD	None	No
5. Track all COVID-19 related expenses	All spending related to COVID-19 will be coded with a class ID that can then be tracked and reported.			Jeff Gankosky/ Kevin Anderson	Ongoing	None	No
6. Consult with the Parish Finance Council or Committee of Pastors to keep them informed of the school/system finances	Continued open communication with the Committee of Pastors will occur.			Jeff Gankosky/ Gretchen Caruso	Ongoing	None	No
7. Reach out to EITC partners to gauge potential losses	The Advancement Director will communicate with the EITC partners and update the Business Office of any potential changes.			Gwen Auman / Jeff Gankosky	Ongoing	None	No
8. Communicate finances with stakeholders	Financial statements and commentary will continue to be provided to the BOD and CSO as it has in the past monthly.			Jeff Gankosky	Ongoing	None	No

Section I: Advancement, Fundraising and Enrollment

Committee Members: Gretchen Caruso

Leads: Gwen Auman, Debora Kruse

Key Questions:

1. How will the school communicate with donors and what will the school explicitly share?

We will continue to communicate with our donors, granting agencies, and matching fund organizations through hard mail and email predominantly. We will also speak with them in person or via phone calls when the need arises. The information to be shared will include: Updates on school activities, new projects, and new curriculum being added to the course listing. Additionally, we will inquire as to a donors' interest in becoming a mentor or volunteer.

2. By which methods will you keep stakeholders informed of the plan for returning to school?

Our donors will be apprised of the plan for returning to school through social media, the DCC website, and emails predominantly. As we begin our annual campaign, we will include return to school information in the letter to the donor data base.

3. How might the school fund a COVID-19 Tuition Assistance Program?

Research on grant opportunities is conducted daily. All tuition assistance grants for which the school is eligible will be pursued. Additionally, relationships with donors wishing to create scholarships for tuition assistance have been started. These individuals will be contacted in order to complete their scholarship paperwork. All donors will also receive correspondence on our scholarship opportunities and how they can participate. A general COVID-19 Tuition Assistance Program could be added to our Giving Day campaigns and our general donation envelope.

Summary of Responses to Advancement Key Questions

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Communicate with your donors and share how COVID-19 is affecting your school/system financially	Send information from the President of DCC to the donor data base via hard mail, email, the website, and social media. Information will include the status of the Annual Fund and the percentage of funds raised versus goal.			Gwen Auman	September 15, 2020	Support will be required from the marketing department for the inclusion of information on social media and the website	No
2. Decide to keep, postpone, transition to virtual or cancel upcoming fundraising events	Fundraising events are important to meeting school financial goals. Therefore, fundraising events for the 2020-2021 fiscal year will be a hybrid of in-person and virtual events. Both will be included if possible.			Gwen Auman, Gretchen Caruso, DCC Board	August 24, 2020	Support will be required from the marketing department for the inclusion of information on social media and the website	No
3. If needed, make enrollment activities virtual and provide all pertinent documents and processes online	Enrollment activities will be offered for prospective families to visit the school in person using mandated protocols or by virtual meetings, tours, and testing. Enrollment activities, initial meeting, tour of facility, application, assessments, and receipt of all supporting documentation will only be offered and received via email and virtually and in person admissions process will continue on an appointment basis.			Debora Kruse	On-going	Support will be needed by the school principals and guidance counselor to develop virtual assessments	No
4. Launch heavy saturation of social media regarding enrollment and school marketing	DCC website will provide a video with the school President explaining DCC Educational Plans and Protocols Videos, photos and testimonials will be added to show the success of our 2020-2021 Educational Plan.			Debora Kruse, Gretchen Caruso, Jenny Osterman	On-going	DCC website and DCC Facebook	Yes

Planning Guide Considerations	Substantial Level Action Steps	Moderate Level Action Steps	Low Level Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
5. Connect stakeholders with prospective students and families	Connecting our stakeholders with our families/students is valuable for the donors. We will continue to share testimonials, notes, and letters from the family members. Our tuition assistance students are asked to send thank you notes to the scholarship fund from which they receive the assistance.			Gwen Auman, Debora Kruse	On-going	Support will be required from Belinda Vasbinder, CFO, parents, and students	No
6. Develop a fundraising plan to help meet the increased financial needs due to the impact of COVID-19	A new fundraising plan is in draft form. It addresses the annual fund, events, giving days, and fundraising.			Gwen Auman	October 1, 2020	Support will be required from the Advancement Committee	No
7. Keep all stakeholders informed on how the system/school is responding to the change in services	Place updated information, including videos of our Hybrid On-line Learning Management Program on DCC social media, emails and texts to DCC families, newspapers (print and On-line platforms), and radio. Place updated information, including videos of our Hybrid On-line Learning Management Program on DCC social media, emails and texts to DCC families, newspapers (print and On-line platforms), radio, newsletters and fliers, as well as in person using proper protocols.			Debora Kruse, Gretchen Caruso	On-going	DCC Website, DCC Facebook, local radio, church bulletins, newspapers, and Annual Report	Yes
8. Plan for online and virtual enrollment events	Utilize Canvas, Zoom, and Social Media to bridge current and new families. Encourage DCC Cardinal Resource Families to maintain supportive contact with the new family they have been assigned Alter planned events to meet protocols.			Debora Kruse, Gretchen Caruso	On-going	Canvas, DCC Website, and DCC Facebook	Yes
9. Utilize school website to address new enrollment questions due to COVID-19	Utilize DCC website by listing key people's contact information, without needing to click on a tab			Debora Kruse, Gretchen Caruso	Completed	DCC Website	Yes