



Operational Practices -



Action Plan for Pacelli Catholic Schools

Designated COVID-19 Point of Contact:

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Training of Staff and Stakeholders:

Staff: Distribution Date: 7/23/2020 Staff Meeting Date: 7/26&27/2020

The action plan will be emailed to the staff as soon as the board approves the action plan. After reading the action plan, we will have a staff meeting to review and address any concerns they might have.

Parents: Distribution Date: 7/31/2020 Parent Meeting Dates: 8/4&6/2020

Parents will be sent the action plan after staff input has been received. Pacelli Catholic Schools will then put the plan on our website and social media. Our goal is to have a plan that will have the full support of all stakeholders. The goal would be to have a parent meeting so parents can express their concerns, and we can make any adjustments as needed.

Students:

Students will receive explicit instructions on the action plan on the first day of school. Expectations will be retaught as needed.

Adaptability:

All stakeholders need to feel comfortable and confident in the action plan. One of the goals of Pacelli Catholic Schools is to have a family atmosphere. Being able to express concern and have those concerns addressed is an integral part of being a family. Pacelli Catholic Schools will continue to make adjustments to our action plan as needed to make sure all stakeholders feel comfortable and confident in the plan to keep our students and staff safe and healthy. Pacelli Catholic Schools will gather feedback from stakeholders through staff meetings, parent meetings, small group student meetings, and surveys.

Pacelli Catholic Schools will email any changes to the action plan to parents. Updated documents will be published on the webpage.

Entrance/Dismissal Protocols:

Action	Procedure
Building Entrance Protocols	<ol style="list-style-type: none">1) All people will enter the school through the doors off of 3rd Ave. NW.2) Parents are encouraged to drop off their children after 7:45 for elementary and 8:15 for secondary..3) Adults are required to wear masks in common areas.4) 7-12 graders are encouraged to wear masks in common areas.5) Sanitize hands when entering school.6) Students should go straight to their 1st-hour class. Do not congregate in the hallways.
Dismissal	<ol style="list-style-type: none">1) All students will exit the school through the doors on 3rd Ave. NW.2) Students should immediately<ol style="list-style-type: none">a) Get on a busb) Head to Shamrock Zonec) Get to their rided) Start walking home3) No students will be allowed in the hallways 10 min after dismissal.

Health Checks

Staff and students that are not feeling well should stay at home. Staff and students who have a fever or show symptoms of COVID-19 should refrain from entering the school building.

Symptoms may present as the following, having these symptoms may indicate COVID-19. These symptoms may appear 2-14 days after being exposed to the virus and may range from mild to severe.

- 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

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students and staff members exposed should follow the guidance of 14 days of quarantine, get tested, and notify the school of a positive test. If the staff member or student tests negative, they should not return to school until all symptoms have subsided.

Pacelli Catholic Schools will provide staff members with paid sick leave for staying home with a positive COVID-19 test, have been exposed to COVID-19, or have COVID-19 symptoms. Paid sick leave will also be given to those staff members that are required to self-isolate or quarantine due to COVID-19.

Physical Distancing in School

In the school building, Pacelli Catholic Schools will make every effort to provide spaces for students that will allow for 6-foot separation during classes. The Administration team will review class sizes and may move some of the classes to different rooms based on class size. Options for diverse classrooms would include the use of the Choir room for courses other than Choir as well as using the auditorium for class. Pacelli's secondary students will be encouraged to wear masks during passing time.

In the cafeteria, we will arrange student seating to maintain social distancing.

At the core of Catholic education is the Catholic Faith. It is the commitment of Pacelli Catholic Schools to have our students attend Mass weekly during the school day. The administration team will work with Father so Mass will still be celebrated. Mass buddies will be discontinued until the COVID-19 pandemic is over. We will move Mass outside to maintain social distancing when possible and split our students up so that we have two Masses, one for secondary and one for elementary, creating room for social distancing.

Back to school events will take place outside when possible. If we need to be inside, Pacelli Catholic Schools will have sign-ups or assign rotations to families so that social distancing can be maintained.

Communication and Signage

Communication is a key component of a successful plan, so all stakeholders know and follow the plan. Pacelli Catholic Schools will use our webpage, social media, and email to reach out to stakeholders.

A visual reminder is also important as a quick review of the plan not only for students, especially elementary, but also adults that are in the building as well. Pacelli Catholic Schools will have signage on the front door as well as around the school in hallways, bathrooms, and classrooms.

Attendance

Meeting the needs of our stakeholders, Pacelli Catholic Schools will work with families that are affected by COVID-19. Pacelli Catholic Schools will reach out to and work with families before filing Truancy paperwork with the County. Parents are encouraged to communicate with Pacelli Catholic Schools when COVID-19 has affected their family. Keeping the lines of communication open will benefit all families that are affected by COVID-19.

Transportation

In consultation with Austin Public Schools, it has been determined that if Austin Public schools do not return to in-person classes this fall, Pacelli Catholic School students will still have access to Palmer Bus Company busses. Pacelli Catholic Schools administration team will work with Palmer Bus Company to work on bus stops and options for our students. Austin Public Schools will pay for this service. Students will not be allowed to get on a bus that is not their assigned bus. It is important to communicate with Palmer Bus Company on any changes families may have with bussing.

Palmer Bus Company's phone number is (507) 433-5358.

The consultation took place on 7/13/2020 with John Alberts over the phone.

Preparedness for Temporary Closure

In the event of a positive case reported to Pacelli Catholic Schools, we will contact the County Health Department, notify parents of the positive case in the Pacelli Family, and work with health officials to make a decision on moving to a temporary closure.

The situation that schools find themselves in to open and risk exposure to COVID-19 or to remain closed and risk the educational future of our students is a fine line to walk. Pacelli Catholic Schools realizes this risk and have opted to open and do all that is possible to keep the risk low. Pacelli Catholic Schools understand that at some point during this opening, we may have to pivot to distance learning due to a case of COVID among our students or staff. We understand the difficulties that families face when distance learning. In the event that Pacelli Catholic Schools move to a distance learning model it will look different from last spring. Please read about the two different plans, one for elementary and one for secondary.

Elementary Distance Learning Plan:

Having a strong educational foundation is vital to the long term success of our students. During distance learning, our students will have Religion, Reading, and Math every day. Students will then receive Social Studies, Science, Art, and Music once a week. Teachers will provide enrichment activities for families that wish their children to have more work on a daily basis. Attendance is required and will be taken by teachers during their Synchronous Class time on Class Dojo, Google Meets, or Zoom.

Secondary Distance Learning Plan:

Pacelli Catholic Schools will make the following changes to our secondary school schedule. Pacelli Catholic Schools will go to even-odd days. If the date on the calendar is an odd number, students will attend their odd hour classes. If the day on the calendar is even, the students will attend even hour classes. An example would say October 10 is a distance learning day that means only even hour (2,4,6) classes will be taught. Then, on October 11 only odd hour (1,3,5,7) classes will be taught. Each class hour will meet online for synchronous discussion and attendance.

Reliable internet access is an important tool in education. Any family or staff member that is having internet access issues, please reach out to the school office. We can help with acquiring reliable internet access.

Assessment of Plan Effectiveness

Stakeholders' input and desire to follow the plan is the only way for the Action Plan to work. Being open to feedback on what is not working and what can be improved is vital for all stakeholders to feel ownership. Pacelli Catholic Schools value the input and will listen to staff, students, and parents in the work that needs to be done to keep our family safe.



Health and Well-Being



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Cleanliness and Disinfecting Process

Space	Frequency of Disinfecting	Person Responsible	Product Used
Classrooms			
Desks	Daily	Classroom Teacher	Steriphene
Floors	Swept Daily	Custodial Staff	
Floors	Weekly - Mopped	Custodial Staff	128 Disinfectant
Pencil Sharpeners	Daily	Classroom Teachers	Steriphene
Boards	Weekly	Custodial Staff	Soap and Water
Door Handles	Daily	Classroom Teachers	Steriphene
Bathrooms	Twice Daily	Custodial Staff	Glass Cleaner, TNT, 128 Disinfectant, Clorox Cleanup, Mild Acid Cleaner, Blockaide
Media Center			
Tables	Twice Daily	Media Center Staff	Soap and Water with Bleach
Door Handles	Daily	Media Center Staff	Steriphene
Floor	Weekly - Vacuum	Custodial Staff	Carpet extractor as needed
Printer	Daily	Media Center Staff	Steriphene
Conference Room			
Tables	Before/After each meeting	Staff	Soap and Water with Bleach, Steriphene
Door Handles	Before/After each meeting	Staff	Steriphene

Floor	Weekly - Vacuum	Custodial	
Hallways			
Lockers	Daily	Custodial	Steriphene
Floors	Weekly - Mopped	Custodial	128 Disinfectant
Handrails in Stairwells	Three times a day - after 1st bell, lunch, and school	Custodial	Steriphene and TNT
Drinking Fountains	Three times a day - after 1st bell, lunch, and school	Custodial	Sparcream and TNT
Bottle Filling Station	Daily	Custodial	Sparcream and TNT
Teachers Lounge			
Door Handles	Daily	Custodial	Steriphene
Floor	Weekly - Mopped	Custodial	128 Disinfectant
Copier	Wiped off after use	Staff	Steriphene
Entry Way			
Door Handles	Three times a day - after 1st bell, lunch, and school	Custodial	Steriphene
Floor	Weekly - Mopped	Custodial	128 Disinfectant
Cafeteria			
Tables	After each lunch	Staff	Soap and Water with Bleach
Floor	Mopped - Daily	Custodial	128 Disinfectant
Kitchen			
Sterilized daily			

Hand Hygiene and Respiratory Etiquette

- Signage for appropriate hand washing etiquette posted appropriately:
 - Check posters and alert administration if a replacement is necessary when doing routine cleaning

- Signage for proper respiratory etiquette (covering coughs and sneezes)
 - Signs should be present in and checked by:
 - Classrooms: Teachers
 - Hallways: Staff
 - Cafeteria: Staff
 - Gym: Staff
 - Entry Way: Staff
 - Alert Admin if a replacement is needed.

Cloth Face Coverings

Cloth face coverings will fall under the Dress Code Policy. Please think about how what we wear will reflect who we are as an individual as well as showing those around us that we are a Child of God. Pacelli will follow executive orders that are put out by the Governor's Office of the State of Minnesota and endorsed by the Diocese of Winona-Rochester. When the Governor's Executive Order 20-81 is ended we will continue with the following. Until then the Governor's Executive Order 20-81 will be followed. All people in the building grades K and up including adults are required to wear face masks or a face shield when in the presence of other people.

- Communication to Staff/Families in the proper use of face coverings
 - Adults are required to wear masks in the common areas,
 - Adults are required to wear masks when working one on one or in small groups with students
 - Secondary students are required to wear masks during passing times
 - Masks during class are not required if Social Distancing can be maintained.
 - Staff communication took place: 7/26&27/2020
 - Family communication took place: _____
 - How communication was relayed to families:
 - On Social Media
 - Action Plan Disbursement
 - Website
 - Parent Meetings
 - Procurement of face coverings for those that do not have their own:
 - Ordered: 7/14/2020, 7/22/2020, 7/29/2020
 - Arrived: 7/21/2020, 7/29/2020
 - Procedure to address requests for reasonable accommodations
 - Contact Kane Malo: KMalo@pacellischools.org
 - The administrative team will discuss and make a decision
 - Kane Malo will relay the decision to the person requesting the accommodation

Drinking Fountains

- Communication to Staff/Families to encourage individual water bottle use.
 - Although drinking fountains will be available and cleaned throughout the day, personal water bottles are strongly recommended.
 - Date of staff communication: 7/26&27/2020
 - Date of family communication: _____

Faculty Ventilation

- ❑ Collaboration with building facilities department to assure ventilation systems are working adequately
 - ❑ Pacelli Catholic Schools has HVAC systems in the gym and auditorium only. Custodial staff will report on systems at the weekly department meetings.



Curriculum and Instruction



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Approach to Curriculum Planning

Evaluation of Instructional Planning

Teachers will continue to work with the ACE Curriculum and Assessments. Teachers need to make sure that standards are being met and students are getting the best education possible. Using the ACE curriculum, teachers have a road map that can be adjusted for moving to distance learning and coming back to in-person teaching. In all of this, we will always remember that we are teaching students first and then the curriculum.

Assessment

We know and understand that gaps in education took place in the spring. We will use the NWEA testing to identify those gaps and work with students and families to fill those gaps and help students get back on track.

Feedback and Reporting (Grading)

In the past, the grading policy has been to not accept late work, and if it were accepted it would have a 10 percent grade reduction. In compliance with Diocese Guidelines, we will now accept late work, and this late work will receive full credit based on the student knowledge shown on the work.

Grading during distance learning will follow the same policies as in-person learning. We feel that we can provide supports based on what we learned last spring. That, coupled with the short term distance learning, we are planning on Pacelli Catholic Schools using the same grading scale for both in-person and distance learning.

Supporting Unique Academic, Social, or Emotional Needs

Working with APS services will be provided as needed. If APS is in a distance or hybrid model Pacelli Catholic Schools will provide a place for the student to attend class online. When the student needs to be in class at an APS building, APS will provide for the transportation of that student. Working together Pacelli Catholic Schools and APS will provide for the needs of our students.

During this time, Pacelli Catholic Schools realizes that students have been out of the classroom for six months or more. We need to spend time to reteach expectations that have been forgotten for the school to run smoothly and the success of the students. Working on relationship building and reconnecting with our students and families is the number one priority in the fall.

Addressing Student/Families on Distant Learning

Parents will receive information about distance learning through email, newsletters, social media, the school website, and notes home. PreK-3 will use Class Dojo as their primary tool to connect with students and parents during distance learning, and Grades 4-12 will use Google Classroom.

Pacelli Catholic Schools will use KAAL TV 6, email, and social media to announce to families if/when we have to pivot to distance learning.

Administrative Considerations

During this time the Administrative team understands that we may be needed in the classroom. Some of our substitute teachers are in an age group that is considered to be high risk for COVID and may choose not to come into a school. Admin will have to fill in classrooms when needed to meet the educational needs of our students.

Teacher evaluations will take place in the spring for all veteran teachers. The administration is still planning on doing three evaluations for teachers that have been with Pacelli Catholic Schools for less than three years. This can and will be adjusted if needed.

Staffing Shortage due to COVID-19

We will work with our substitute teachers and administrators to fill any openings during COVID.

Creating and Maintaining Community

Action Plan for Pacelli Catholic Schools

Internal Relationships

The Orientation of Stakeholders During Pandemic	
Students/Families	<ul style="list-style-type: none"> ● An initial letter stating our intention to open <ul style="list-style-type: none"> ○ Emailed to Parents ○ Put on social media ○ Put on the Schools Website ● Parents will have the opportunity to share their thoughts on the action plan during scheduled parent meetings after the staff and board have given their input. ● Signs will be posted to remind parents and stakeholders of expectations. ● We will use the Back to School BBQ as another way to communicate expectations and plans to stakeholders. ● Students will be explicitly taught expectation during the first week of school
Staff Orientation	<ul style="list-style-type: none"> ● Staff will have input on the Action Plan after the initial writing. ● Staff will have explicit training on procedures during back to school week. ● Staff will have opportunities to provide feedback to continue to reflect and improve our practice.

Plans to continue Liturgies

The Celebration of Mass is the core of Pacelli’s Catholic identity. The administration and Father have been working on plans for the Celebration of Mass. If it is nice out we can have Mass in the parking lot or in the green area in front of Rectory. We have also discussed splitting the student body up into two separate groups, elementary and secondary. Both options would continue to allow Pacelli Catholic Schools to Celebrate Mass.

In the event of closure Father will record and share Mass with our families.

Plan for Maintaining Connectedness in the Event of Closure

If school needs to close, our teachers will provide synchronous and asynchronous learning options. Teachers will continue to use Zoom or Google Meets to conduct synchronous lessons. With the ability to meet synchronously our students will hopefully continue the feeling of connectedness. We will also communicate to students, families, stakeholders how long we will be closed giving the families and students the knowledge that the closure is temporary.

External Relationships

Considerations for Maintaining Relationship Outside of the School Building

Point of Contact at Local Public Health Department

Pam Kellogg-Marmsoler, Division Manager - Community Health
507-437-9701

Tricia Nerison - Pacelli School Nurse

TNerison@pacellschools.org

Promoting the Catholic Identity and Mission

All that Pacelli Catholic Schools does is based on the Catholic Faith. Our mission is to educate God's children in the Faith. We will attempt to turn the pandemic of COVID-19, into a blessing. God has given Pacelli an opportunity to reach out and to welcome families that need a place to educate their children in a smaller setting. By showing and living our faith, through what and how we teach and learn, how we show ourselves to the public, live in private, and work with families to find resources, we promote Catholic Identity and our school's mission every day. The three main pillars of Pacelli, Faith, Scholarship, and Service, are central to this document. We will grow our faith through daily participation in Religion class, we will show our faith by working hard in all our classes, and we will live out faith by the services we provide.