



Topeka Catholic Schools Reopening Plan

Our plan consists of four sections: Academics, Technology, Health and Wellness, and Communication. We will be reviewing parts of our plan with our parents, faculty and stakeholders. We will continue to engage our community in the coming weeks as State and County agencies and organizations release pertinent information.

Our priorities are as follows:

- **Mission driven:** The mission of the Topeka Catholic Schools is the driving force behind our goals and priorities for our community. To support our mission we make it a priority to have as many students and staff on campus while ensuring the safety and wellbeing of our community.
- **The safety and health of our community:** We will continue to collaborate with our local health officials, the Archdiocese and our families to best serve their safety and health needs. We have consulted with other Archdiocesan schools, as well as other Catholic schools across the country in developing a comprehensive health plan for our community.
- **Support our parents as the first educators of their children:** We will continue to consult with our parents and community partners to ensure their needs and concerns are heard and addressed.
- **Support and develop the individual student:** We understand the importance of developing each individual student as a child of God. Each student we interact with will understand they are loved and cared for; body, mind, and soul.
- **Keeping our community informed every step of the way:** Using a multimedia approach to keep our stakeholders informed about the Topeka Catholic Schools Reopening Plan and COVID-19 related issues.

Academics

In general:

- Lockers will not be used.
- Elementary school level - students will maintain personal space within each classroom.
- Student traffic and interactions will be limited in hallways and restrooms.
- Desks will be spaced according to social distancing guidelines
- High school level - counselors are adjusting schedules to minimize class sizes.
- Elementary school level - static cohort groups
- High school only - a resource room has been established to provide accommodations and modifications for students in need of academic support.

We anticipate reopening school on-site, but have contingency plans in place for three scheduling models: on-site, hybrid, and online. The delivery mode (on-site, hybrid, or online) will be determined in consultation with Topeka Catholic Schools, the Shawnee County Health Department, and the Kansas Department of Health and Environment

- Our on-site schedule would be traditional.
- Our hybrid schedule involves reducing the number of on-site students while those not on-site would participate remotely.
 - A break would be scheduled between the groups to allow for our cleaning and sanitization protocol.
 - Elementary schools only - each school will determine the criteria for hybrid learning, either age based or family based
- Our distance learning schedules will be published to families
 - Daily contact time with teachers for every class scheduled to meet.

Technology

- Students will continue to use technology devices.
- When in the distance learning or hybrid modes of delivery, teachers will record class sessions to share with students.

Health & Wellness

- Promote Healthy Practices
 - Hourly hand washing or use of hand sanitizer
 - Signage posted on how to stop spread of COVID-19
 - Wearing a cloth facial cover will be required in accordance with Executive Order 20-59
 - Staff and students will have temperatures taken upon arrival and screened using the symptom checklist.

- Cleaning & Disinfecting Standards
 - Intensify cleaning and disinfection
 - Clean & disinfect frequently touched surfaces
 - Ensure safe and correct application and storage of disinfectants
- Limiting access to the school
- Arrival and Dismissal Procedures - each school will adjust procedures to ensure only infrequent or incidental moments of closer proximity
- Lunch
 - Lunch schedules will ensure that social distancing and disinfecting between groups can be maintained in the cafeteria or students will eat in the classroom
 - In house lunches; - lunch will be served by supervisors only; all condiments will be prepackaged; or trays will be pre-plated and covered before students pick up and return to the classroom
- Water fountains - students will be encouraged to bring filled water bottles each day; water fountains will be used only to fill bottles on a limited basis.
- Recess Modifications (Elementary only) - schedules will be adjusted to ensure social distancing can be maintained and there is no mixing of static cohort groups
- PE modifications: lockers will be assigned; dismissals will be staggered from class to limit the number of students in the locker room.

Student and Staff Illness Protocol

- If a staff member exhibits two or more COVID-19 symptoms staff members are sent home and monitored. The individual and school will work with the Shawnee County Health Department to determine appropriate next steps.
- If a student exhibits two or more symptoms, the student will be placed in an isolated room and parents will be contacted to pick up the student. Symptoms will be monitored and the school and family will work with the Shawnee County Health Department to determine appropriate next steps.
- If a staff member or student exhibits symptoms during the school day, close contact areas will be cleaned and sanitized.
- State and local protocols will be followed as to when an individual can be released from isolation or quarantine.
- School will work with the Shawnee County Health Department on contact tracing protocols.

Communication

- Families should contact the school when a student tests positive so we can work directly with the Shawnee County Health Department. We are relying on our school community to help us keep our community safe. Confidentiality will be a top priority.

- Updates posted via the school websites, email and social media
- We are refining the notification process of time-sensitive information related to health and safety issues.