



BISHOP LUERS
HIGH SCHOOL

Updated: July 26, 2021

2021-2022 SCHOOL RE-ENTRY AND COVID-19 MITIGATION PLAN



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SCHOOL RE-ENTRY AND COVID-19 MITIGATION PLAN

Mission Statement of Bishop Luers High School

You are the light of the world...your light must shine before others, that they may see your good deeds and glorify your heavenly Father.

Matthew 5:14-16

Bishop Luers High School is a Catholic educational community that instills in each student dignity, integrity, respect and responsibility. Nurtured by Catholic truths, each student is able to face the challenges in his or her own life spiritually, academically and socially while serving God and others in a global and changing society.

"We are the light of the world."

As we continue to work together with local healthcare, public health leaders, and the Diocese of Fort Wayne-South Bend, we know school is a vital part of our Bishop Luers Community. This plan has been developed with two guiding principles.

1. Offer a full day education to our students, five days a week.
2. Develop health and safety protocols to mitigate the risk of COVID-19 so we can continue to offer that education.

This plan has been developed with the guidance of the Diocese of Fort Wayne-South Bend, the Allen County Department of Health, the Indiana Department of Health, the Indiana Department of Education, and the Centers for Disease Control.

The Allen County Department of Health states: "in support of Allen County and its municipalities, the Allen County Department of Health strives to promote the health, safety, and well-being of all residents. With guidance from the Indiana State Department of Health and support from our many partnering agencies, we endeavor to have a model public health infrastructure that provides professional, responsive, and cost-effective services to the community."

WE ARE PLEASED TO PRESENT A SCHOOL RE-ENTRY AND COVID-19 MITIGATION PLAN THAT MEETS OUR GUIDING PRINCIPLES AND THE ALLEN COUNTY DEPARTMENT OF HEALTH GUIDANCE.

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The following members worked together to make this plan possible:

James Huth, Principal
Randy Hawkins, Assistant Principal
Kevin Mann, Dean of Students & Athletic Director
Becky Allegrini, Director of Guidance
Pat Wilkins-Smith, School Nurse
Andre Goodwell, Director of Transportation
Mark Jones, Director of Maintenance
Nicole Rudolph, Pastoral Minister
Mandy Allen, Media Center Specialist
Esther Baird, Special Education Department Chair

Heather Briggs, Science Department Chair
Chris Elliott, Social Studies Department Chair
Ann Isch, Theology Department Chair
Linda Keuneke, Mathematics Department Chair
Karlene Krouse, Fine Arts Department Chair
Ed Mendoza, Foreign Language Department Chair
Kathy Schall, English Department Chair

IMPORTANT: The Bishop Luers High School's School Re-Entry and COVID-19 Mitigation Plan is fluid and subject to change at any time depending on the guidance we receive from the Diocese of Fort Wayne-South Bend, local public health officials, and federal and state guidelines and agencies.

The plan will be reviewed bi-monthly (or when needed) by the administration team with counsel from the Diocese of Fort Wayne-South Bend and local public health officials.

The goal of our School Re-Entry and COVID-19 Mitigation Plan is to keep all students in a traditional classroom setting for the entire school year. Mitigating risks by using cautious strategies allows us to prevent students from needing to stay home because they are identified by a contact tracer.

This plan will include procedures for three options of learning. We will plan for the flexibility to pivot to any one of the three options of learning depending on the severity of the COVID-19 in our region and the prevalence of cases in our school community. We will rely on guidance from the Indiana Governor's Office, the Indiana Department of Education, the Allen County Health Department, and the Diocese of Fort Wayne-South Bend in making decisions to pivot between modes of learning.





**Our current plan is to open the 2021-2022 school year in Option 1:
In-person learning at full capacity.**

Option 1: In-person learning at full capacity. To protect all students and staff, the health and safety protocols found in this plan will be implemented. Social distancing will be enforced to the extent possible. It will be recommended that every member of the school, **who is not vaccinated**, wear a cloth face covering when entering and exiting the school building, during transition times within the building, and in the classroom as directed by the Allen County Health Department or the Indiana Health Department.

In Option 1, we will provide resources, and access for students who are at home to stay engaged in learning remotely. This is due to having COVID-19 symptoms, having a positive COVID-19 test, having close contact with someone with COVID-19 or being tested for it, being immunocompromised or having another health concern, or another approved reason by School Administration. **A doctor's note must be submitted to the school nurse.** Policies and procedures will be in place to support these students.

Option 2: Full virtual learning, if a child has the following: COVID-19 symptoms, a close contact with someone with COVID-19 or being tested for it, being immunocompromised or having another health concern, or another approved reason by School Administration. In this mode, students will be engaged in eLearning from home.

Unless told otherwise, a student's enrollment is considered in-person instruction. If a parent chooses, due to health reasons or other related issues, for their child to receive virtual learning, current school families must notify the front office at (260)456-1261 or email rknapke@bishopluers.org.





STRATEGIES

Starting at the beginning of the school year, we will use the following strategies:

1. **Social Distancing:** Whenever possible, students and staff will be at least three feet apart. The possibilities of social distancing will depend on the architecture of Bishop Luers and space.
2. **Masking:** If faculty, staff, and students are not fully vaccinated, it is highly recommended that masks must be worn. If face masks are worn, they must be worn properly – covering nose and mouth. Face masks do not include bandanas and gaiters. Furthermore, masks are required to be solid color or a Bishop Luers Kneeling Knight, no other writing, or graphics.
3. **Sanitation:** Teachers and students will be required to clean their classroom at the end of the day by spraying desks with provided disinfectant. Custodial Staff: trained to provide the safest environment for our school community throughout the school year. In the case of a deep clean, there will be a professional company on call.
4. **Personal Hygiene:** Each classroom is provided hand sanitizer.
5. **Contact Tracing:** We will consult with the Allen County Department of Health and the Diocese of Fort Wayne-South Bend to trace high risk contact with confirmed cases of COVID-19. Individuals with close contact will most likely be excluded from school depending on status of vaccination. Social distancing and hygiene policies exist to help prevent such exclusion.
6. **Protecting Our Most Vulnerable People:** We will assist students and staff with pre-existing conditions. Our nurse and administration will work with the Diocese of Fort Wayne-South Bend as well as the local health department.

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TRANSPORTATION

We encourage parents to drive students to and from school if possible. We recognize that not all families are able to provide transportation.

Doors will open at 7:00am. If students arrive between 7:00-7:30, they will go to the Cafeteria.

What protocol will be in place for before/after school pick-up and drop-off using the school bus as transportation?

- Staff and students will be expected to self-screen each day prior to coming to work/school.
- **While on the bus, masks by both those being transported and by the driver must be worn.**
- Students will be assigned a seat on the bus and an accurate seating chart will be kept. It is recommended to have one student per seat.
- The bus will be cleaned at the end of each trip by the bus driver, maintenance department, or hired cleaning company using the issued sanitizing products.
- The seating charts will be retained by the School's Transportation Director in the front office to keep as a record of where each student sat.
- No food on the bus.
- Guidelines from the Diocese of Fort Wayne-South Bend, Allen County Health Department, and the state will be followed before transporting students.
- The driver and those being transported are advised to use hand sanitizer upon entering and exiting the bus.
- Diocesan waiver was signed by all students to allow use of Bishop Luers transportation.

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What protocol will be in place for students driving to school?

- Students will be expected to self-screen each day prior to coming to school.
- If a student is not vaccinated, it is highly recommended that the student will wear mask into the school.
- Student will enter through door 10.
- Students will be asked to wash/sanitize their hands.
- Students will report to their 1st period immediately.
- If it is before 7:30, students will report to the cafeteria.

What protocol will be in place for students being dropped off?

- Students will be expected to self-screen each day prior to coming to school.
- Enter the front east entrance off Paulding Road.
- Drop off at door 1.
- Exit from the west entrance onto Paulding Road.
- If a student is not vaccinated, it is recommended that the student will wear mask into the school.
- Students will wash/sanitize their hands.
- Students will report to their 1st period immediately.
- If it is before 7:30, students will report to the cafeteria.





CLASSROOM SETTING

Each classroom is different in terms of architecture and student composition. If possible, social distancing of three feet or more will take place.

General guidelines include:

- If students and/or faculty members are not vaccinated, it is highly recommended that a mask will be worn.
- **If a mask is worn, it must be worn properly – covering nose and mouth.**
- If possible, teachers will create social distancing of three feet or more.
- Students and teachers will use hand sanitizer when entering and exiting the room.
- Students will be assigned seats. A seating chart will be kept by the teacher.
- Classroom desks will be arranged to maximize distance – three or more feet, if possible.
- Teachers are encouraged to think creatively about their spaces to offer opportunities throughout the day.
- Teach and reinforce good hygiene practices like hand washing, covering coughs properly.
- Hand sanitizer available throughout the school building and classrooms.
- Students and staff will assist with the cleaning of their own workspaces at the end of the school day.
- Physical Education classes will not be masked.
- For field trips, all students will wear a mask on the bus.
- The school will limit shared resources (as possible) between students, especially in art classes, labs, etc.

MEDIA CENTER

- It is highly recommended that students, who are not vaccinated, wear a mask in the media center.
- Students will social distance three feet, when practical.

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LOCKERS/BOOK BAGS

- Students will be assigned lockers. Students will only be allowed to visit locker before school, during lunch, and after school.
- Students will have books and materials in their book bags, which will be with them throughout the school day.
- Book bags, same as a locker, may be searched at any time.

SCHOOL-WIDE ADDITIONAL PROTECTIVE MEASURES

- Fillable water fountains are available to students. Students will be provided a reusable clear water bottle. Students will only have a clear water bottle in the classroom.
- Hand sanitizer available throughout the building.
- Signs and communication are posted throughout the school building – signs regarding social distancing, handwashing, and hand sanitizing stations.
- Ensure ventilation systems operate correctly and increase the circulation of outdoor air as much as possible, for example, by opening doors when possible.
- Students are required to have current recommended immunizations to attend school.
- Non-school essential items from home are not recommended, unless deemed necessary.
- Visitors will park in the visitor parking locations, enter door 1, and sign in at the front office.

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SANITATION

Bishop Luers High School maintenance and custodial staff will sanitize to prevent the spread of disease using products recommended by the CDC, local health departments, and/or risk management professionals.

Routine Cleaning

Routine cleaning is performed on a regularly scheduled basis by the custodial staff. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash, and other building-based tasks.

Routine High Touch Cleaning includes the following:

Restroom stalls and dispensers, toilets, sinks, faucets, cafeteria tables, food preparation surfaces, and computer labs.

Supplemental Cleaning

Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease.

Supplemental Cleaning includes the following:

Door handles, knobs, elevator buttons, handrails, recreation equipment, countertops, light switches, copiers, printers, fax machines, and front desk.

Personal Area Cleaning

Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using school supplied cleaning products and equipment.

Personal Area Cleaning includes the following:

Desks, keyboards, mouses, phones, chair arms, remote controls, cabinet and file drawer handles, microwaves, refrigerators, and small appliances.

Emergency Cleaning

The emergency cleaning plan will be in place to an actual infection located at or attributed to Bishop Luers or when directed by local health department. If many students or staff become ill, decisions about closing a classroom, section, or entire school will be considered for deep cleaning.

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CAFETERIA/FOOD SERVICES

Our cafeteria space does not allow for all students during a lunch period to be socially distanced.

Cash Transactions:

- No cash transactions in the lunchroom. It is recommended to complete transactions online through My Payments Plus. Checks may be brought into the front office by student.
- ***EACH STUDENT MUST HAVE THEIR STUDENT ID ON A LANYARD OR CLIP.***

There will be three 25-minute lunch period. Students will be in the cafeteria.

Mitigation Strategies:

- Staff will be expected to self-screen each day prior to coming to work.
- Students will have time before lunch to go to their locker, wash their hands, and go to the restroom.
- If students and staff are not vaccinated, it is recommended that they are masked while in line.
- If students and staff are not vaccinated, it is recommended that they will wear face coverings when social distancing cannot be maintained except when eating.
- PPE will be utilized by all food service staff preparing and serving food.
- Staff will distribute food items, which includes regular lunch and snack line.
- Pre-prepared salad will be an option.
- The following outside food is allowed: home packed lunch.
- Sneeze shields will be put into place.
- Students **MUST** have their student ID
- Cafeteria will be cleaned between each meal service.
- Students and staff will utilize hand washing and/or hand sanitizing to promote safe eating practices.

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SCHOOL HEALTH CLINIC

The school health clinic will play a vital role in our screening and care of COVID-19 related symptoms, in addition to their normal function.

All personnel will have the proper PPE available when attending to students or staff members.

Self-Screening:

The CDC has updated the symptoms you are checking to rule out some of the more common/mild symptoms that are often attributed to many other things outside of COVID-19.

Parent **MUST** screen their children every day before sending students to school for the following:

- The person has a temperature of 100.4 degrees F or higher when taken by mouth.
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever.
- Loss of taste or smell

STUDENTS WHO EXHIBIT ONE OR MORE OF THE SYMPTOMS OF COVID-19 LISTED ABOVE, THAT IS NOT OTHERWISE EXPLAINED, MUST STAY HOME.

Parents are required to inform the school if their student or a member of their household tests positive for COVID-19.

Absent from School:

Parents should do the following when calling the school to report an absence:

1. Call the school to speak to an administrative assistant.
2. The administrative assistant will ask the parent if the student is exhibiting symptoms.
3. Students who are ill or COVID-19 symptoms will be **REQUIRED** to have a medical slip from a medical doctor.





4. Students will be marked as COVID in PowerSchool. Attendance would be the following during the school day: Covid Absent (CA) or Covid Present (CP).
5. Students are allowed a total 10 absences throughout the school year, but medical excuses are not counted against the student (refer to page 17 in the student planner).
6. Proper reports will be filled out for the Diocese of Fort Wayne-South Bend and the Indiana Department of Education.

DEFINITIONS:

ISOLATION

Isolation means keeping sick people away from healthy ones. For COVID-19, this means that the sick person stays in a separate bedroom or separate area of the home and stays away from others. This includes staying home from school and any activities. Currently, guidance from the Centers for Disease Control and Prevention (CDC) states that COVID-19 positive people with symptoms isolate for 10 days from the start of their symptoms, be fever-free for 24 hours without the use of fever-reducing medication and show improvement of symptoms. Individuals who test positive without symptoms should isolate for 10 days from the date their sample was collected.

QUARANTINE

Quarantine means separating people who were exposed to someone who was sick. Since people who were around other sick people are more likely to get sick themselves, quarantine prevents them from unintentionally spreading the virus to other people even before they realize they are sick. Usually people who are in quarantine stay at home and avoid going out or being around other people. This includes staying home from school and other activities. Currently, the CDC advises that close contacts of COVID-19 positive people quarantine for 14 days after the last exposure with the COVID-19 positive person, even if they have a negative test.

CLOSE CONTACT

An individual is considered a close contact if any of following is true:

- You were within 3 feet of someone who has COVID-19 for a total of 15 minutes or more. This could be a single encounter of more than 15 minutes or multiple encounters within a single day that add up to more than 15 minutes.
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you





Keep in mind that anyone who lives with or stayed overnight for at least one night in a household with the infected person while he or she was infectious is at highest risk. These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. The only exception is if a healthcare worker in a school setting is wearing the proper personal protective equipment. When an individual's symptom, contact, or test status changes, their quarantine or isolation requirements should be reassessed.

Basically, a close contact is anyone you think has had enough exposure to transmit infection.

Contact Tracing, Quarantine, and Isolation

- Guidelines, according to the local health department for contract tracing, will be followed.
- All fully vaccinated asymptomatic students and staff do not need to quarantine but should monitor for symptoms throughout the 14 days following their exposure. **You will be asked to wear a mask during this time.**
- Close contacts who are unvaccinated **MUST** quarantine.
- Bishop Luers High School will follow Indiana Department of Health guidelines for isolation, quarantine, testing, and return to school.

Student displays Symptoms of COVID-19:

- The student will be escorted to the Health Clinic by an adult.
- The student will be placed in the isolation room.
- The Student must wear a mask.
- The nurse will be in proper PPE.
- Parents/guardians will be called to pick up the student.





Additional Health Information:

- If an employee displays symptoms of COVID-19 during the school day, they will be asked to go home, self-monitor and seek guidance from their healthcare provider.
- In the event of a documented positive case, the school will follow the direction of the Allen County Department of Health and/or the Indiana Department of Health.
- Bishop Luers High School will contact trace cases of COVID-19 when they occur in our facilities to share information with the Allen County Department of Health and the Indiana Department of Education.
- Parents should ensure that contact information is complete and current throughout the school year to promote timely and clear communication.

REMOTE CLASSROOM SETTING

If a student has been quarantined due to COVID-19 exposure or another approved medical reason by the administration, the student will be expected to connect with the classroom via Microsoft Teams. If a student has COVID-19 and is unable to attend class remotely, the student will be given the same number of missed days to make up missing work.





CATHOLIC IDENTITY

Bishop Luers High School, working in partnership with parents, will form disciples through religious instruction, sacraments, prayer, retreats, service opportunities, community, foster community, and teaching, whether school is in-person and transitioning to remote learning.

Daily Prayer:

- Each class, in-person or remotely, will start with prayer intentions and prayer.
- If needed, the Pastoral Minister will work with faculty and staff to help incorporate prayer into the classroom.

Monthly Masses:

- Monthly masses will be presented in the gymnasium with the student body socially distanced.

Weekday Masses:

- Students who attend weekly Mass will be socially distanced in the school Chapel.

Retreats:

- Bishop Luers may revise its retreats to comply with state and diocesan guidelines.
- The Pastoral Minister and committee along with school chaplains will work with the administration to conduct the best practices possible for a retreat that meets all procedures and guidelines.

Presence of Leaders:

- The school chaplains and priests are invited to do reconciliation daily with students.
- Students can contact the Pastoral Minister to help contact the school chaplain.

Service Requirements and Opportunities:

- Sodality leaders and groups will continue to do in-service hours based on protocols and guidelines of the Allen County Department of Health or the Indiana Department of Health.

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