



School Reopening Guide, Fall 2020  
*Updated June 30, 2020*

In alignment with the mission of Holy Family Bilingual Catholic School as well as the recommendation of the Washington State Superintendent of Instruction, Holy Family intends to continue our work to bring all children back to the building safely. While student safety is our priority, we feel that we can maximize learning and student social emotional well being through an in-person community. We are also working to include a remote option for families who do not feel it is safe for their children to return. This guidance comes from our [family survey](#), which showed that *most* families prefer, feel comfortable and would like their children to return to the building for more than 2 full days. We also reviewed guidance from the Office of Superintendent of Public Instruction (OSPI), the Washington State Department of Health as well as the Archdiocese of Seattle. Links to these documents are provided below.

Because of the generous space given by Fr. Jose in the parish and the diligent work of our facilities crew, we have created the following framework that will be strictly adhered to in order that we bring students back to the building while prioritizing their safety. This plan will NOT be possible without extensive help from parent volunteers.

Please know that this plan reflects information as we have it *today*. There is a possibility that our reopening will change and we are concurrently working on a plan to improve distance learning for grades K-8 should that be a requirement from our governor. We are using your [survey responses](#) to revise our distance learning plan should we need to pivot, once again, to learning from home. We will continue to email updates regularly over the summer particularly as things change. We thank you for your open mindedness and support.

- 1. School Drop off and Pick up:** School drop off and pick up will be in the parking lot behind the church. We will be closing 20th Ave between 7:30am and 8:20am. Parents will drive through the drop off between 7:45am and 8:15am. Should we need to specify times (due to heavy traffic earlier or later) families will be given specific times of drop off. Parent volunteers and staff will be doing mandatory screenings in cars before students depart from parents. School pick up will also be in the parking lot behind the church. Teachers will accompany students outside and parents will drive through and pick up students between 2:50 and 3:10pm on Monday, Tuesday, Thursday and Friday. At this time we will be moving noon dismissal to every Wednesday to allow additional planning time for teachers to accommodate both in person and distance learning. Parents will be asked to stay in their cars for both drop off and pick up.



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2. **School Entry:** During drop off and pick up, students will be directed toward different points of entry. If a parent needs to drop off late or pick up early, they should only enter (with a mask) through the main entrance. Parents are not to enter our school unless they have signed up and trained to be a regular volunteer.
  
3. **Screening:** As mandated by the state (see below) we will be screening all students, faculty, staff and volunteers before they enter the building. This screening includes questions as well as both verbal and visual screening for the following symptoms:
  - Fever of 100.4 F or higher
  - Cough
  - Chills
  - Sore throat
  - Shortness of breath
  - Lost of taste or smell
  - Congestion not related to allergies
  - Nausea or diarrhea
  - Body aches

Parents are asked to stay with students until they have been screened. After screening, parent volunteers and older students will guide students to their classrooms. **Students staff and volunteers who present any of these symptoms are asked to stay home for 48 hours even with a negative COVID-19 test.** The school will provide families with a list of nearby COVID-19 test sites.

4. **Masks:** All faculty, staff and parent volunteers will be required to wear a cloth mask in the building unless they are working alone. Faculty and staff will be provided with cloth masks and face shields. Teachers are permitted to wear face shields and clear masks when instructing to promote comprehension and language learning. Parents are to provide masks or face shields for students to ensure they are sized appropriately and comfortable for students. We are asking that all parents provide an extra mask in the child's backpack each day should the mask get lost or dirty. Masks can be unique in color or design to aid in identification of each mask. Masks are encouraged, but not required,



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for students in preschool and prekindergarten. We will also make exceptions for students with medical conditions provided they provide documentation. We strongly encourage students to practice mask wearing in preparation for the school year.

5. **Classroom Arrangements:** Desks in *most* classrooms will be facing one direction and measured so that students are 6 feet apart from each other. Plexiglass barriers will be installed on group tables when this is not possible. Each class will remain with the same group in the same room during the school day (teachers will change rooms in the case of middle school and special classes). We will have no more than 12-15 students per classroom with the exception of the library. Larger furniture including teacher desks will be removed to create additional space. Classes with more than 15 students will be located in two classrooms with a teacher and an instructional aid.
6. **Recess:** Student recess will be separated into 2 separate morning recesses with 3 separate groups who play in designated areas. We will have 3 separate afternoon recesses. For example, students in grades 2, 3, 4 will rotate playing on the little playground, big playground or blacktop to minimize interactions and promote variety in play spaces. Areas will be clearly designated. Students will be advised to play games like catch and 4 square, but we will discourage games with close interactions. We will be asking for parent volunteers to help staff with recess duty. They will be able to check in at the playground and remain outside of the school building.
7. **Lunch:** Students will eat lunch in their classrooms with their designated groups. Lunch will be supervised by teachers and instructional aids. Parents will be encouraged to pack foods that do not need to be heated. We are looking into a service to provide individual lunches to students for purchase. Students will not be permitted to share food.
8. **Bathrooms/student movement:** Students will be encouraged to use “airplane arms” when traveling with their classes. We will make sure there are only 3 people at a time in the restroom and that those waiting are lined up on “social distance dots.” Stairways will be one-way with the north side of the building to go up and the south side of the building to go down.



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9. **Mass/Assemblies:** We will continue to have all school Mass each Friday. 3 classes will be able to attend in person while the rest will be able to view the livestream Mass from their classroom. All school assemblies will be live streamed to classrooms. This will continue until King County is in Phase 4 and we are able to convene as a group. Students will be asked not to sing in Mass for the time being.
10. **Hygiene:** Students will be required to wash hands regularly or alternatively use hand sanitizer each time they eat, exit and enter the classroom. The classroom will be wiped down with disinfectant wipes periodically, particularly if a new group is entering. Staff will be disinfecting common areas such as bathrooms, doorknobs, handrails and playground equipment multiple times per day or between groups. The building will be extensively cleaned each day with bleach solution. Light switches are now on an automatic sensor to prevent touching.
11. **Training:** Staff will undergo extensive training on safety and social distance practices. We will also host a parent volunteer training for those who can commit to regularly assist with morning screenings, recess duty and lunch. Students will be invited to a *trial* day on Thursday, September 3 or Friday, September 4 where they will learn the new safety protocols in small groups.
12. **Supplies/Storage:** Teachers will be ordering individual “learning packs” for each student. Students will not use community supplies, but will have their own necessary items in a pouch or case. Student personal items are to be stored in their backpacks or cubbies. Each student is to bring their own water bottle and masks. The school has installed water bottle filling stations and will not be permitting drinking from the fountain.
13. **Ventilation:** We will make adjustments to ensure proper ventilation. When appropriate, we will encourage open doors and windows to help with this. When possible, teachers will conduct classes such as music and PE outside.
14. **Remote Instruction:** Should parents not feel it is safe to send their child (ren) to school or if the child (ren) are presenting symptoms or are quarantined due to a potential



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COVID-19 exposure, teachers will establish a google meet for their live instruction and, when appropriate, post assignments on google classroom so that students can continue to engage in the learning experience remotely. We will have a limited number of Chromebooks to loan to families from the main office.

15. **Confirmed Case of COVID-19:** Please communicate any confirmed cases of COVID-19 with the school office immediately and adhere to quarantine procedures including remote learning as you are able. Should we have a confirmed case, we will work with the Department of Health to determine the necessary procedures which may include closing the school for a day or two for cleaning. If it is apparent that there is an outbreak within our community, we will follow the guidance of the Archdiocese and the Department of Health and potentially close our building for two weeks. Should the building be closed for any reason, we will provide remote instruction via google classroom and google meet.
  
16. **Programs/Activities/Parent Information Meetings:** Until it is safe to gather in large groups, all assemblies, information meetings and parent orientations will be through google meet and/or Facebook live. These meetings will be recorded and sent to parents. Activities such as CYO sports and after school clubs (with the exception of homework club) are postponed until further notice. We will communicate a plan for activities when given more guidance on how to safely facilitate these interactions.

**Helpful websites and resources:**

**Data from Family Surveys:**

[https://drive.google.com/file/d/11LvSNTdEoPtIuYxjIbT\\_LeQXDwdu8gu2/view?usp=sharing](https://drive.google.com/file/d/11LvSNTdEoPtIuYxjIbT_LeQXDwdu8gu2/view?usp=sharing)

**Frequently Asked Questions from the OSPI:**

[https://drive.google.com/file/d/1NhGOrXpZk6WCM2\\_xnHeKbu5t5OtrTSvr/view?usp=sharing](https://drive.google.com/file/d/1NhGOrXpZk6WCM2_xnHeKbu5t5OtrTSvr/view?usp=sharing)

**Archdiocese of Seattle School Planning Document:**

<https://docs.google.com/document/d/1ge6osm8iD7yuIgh54-j8xsT2KX8mNjntPs693h4YQ/e/dit?usp=sharing>

**Center for Disease Control (CDC) Considerations:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>



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**Department of Health Guide for Schools/Childcare:**

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DOH-OSPI-DYCF-SchoolsChildCareGuidance.pdf>

**Bringing back School in Denmark:** [https://www.youtube.com/watch?v=6xpsjrcT\\_30](https://www.youtube.com/watch?v=6xpsjrcT_30)