



GREAT FALLS  
**CENTRAL**  
**CATHOLIC**  
HIGH SCHOOL  
2020-2021

School Opening Guidelines

SAFE  
OPEN,  
STAY  
OPEN  
Great Falls  
Central  
Catholic  
High  
School's  
plan for the  
2020-2021  
School Year:  
Remote  
Learning,  
Phase 1,  
Phase 2  
Submitted  
by Angel  
Turoski,  
Principal

# GFCCHS Safe Open, Stay Open

## Covid-19 Return to School Planning Document

Great Falls Central Catholic is committed to academic excellence and to loving our neighbors as faithful disciples. This new school year we are faced with extraordinary opportunities for both.

One of the things we will be doing to determine what level of restrictions we have at the school is using this site: <https://globalepidemics.org/key-metrics-for-covid-suppression/> each week to determine the next week's level. The principal will check on Thursday and post on Friday on Renweb and social media for the following Monday's week. Unless we are moving into Red, we will be having classes on campus.

<b>Color</b>	<b>7-day rolling avg</b>	<b>School status</b>
Blue	9 or fewer cases	Face-to-Face with strict protocols
Yellow	10-24 cases	Face-to-face with alternate class options and reduced sports options
Red	25 or more cases	Remote learning and hybrid for the Remote Learning Groups A/B

### **Social Distancing**

We will be utilizing best practices to reduce risk for contracting Covid-19 or for spreading it in our community. Those practices include maintaining 6' social distancing in classes, at lunch, at Mass, and in locker rooms. These are the times when students are in contact more than 15 minutes with others. Classrooms have been measured for maximum capacity and those numbers are posted on each classroom door for reference. Our passing times between classes are 3 minutes and medical personnel indicate that time frame and virus load are the two factors to consider for virus infection. Because we are not going to stagger dismissal for passing between classes, strict enforcement of masks is a priority.

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#### **Air Flow**

Increasing air exchanges in classrooms is also a recommended protocol and to do that we have ordered Q13 HEPA air filters for all classrooms and restrooms. These will support our own air filtration system in the building by clearing the air in the rooms faster.

#### **Masks**

Keeping our teachers safe is a priority for us as they are the key to in-person education. Our teachers are provided KN95 masks and shields to wear in the school. We also are maintaining high requirements for student masks to ensure that students who might be asymptomatic have a reduced risk of spreading the virus to others. Students will be offered free cloth masks at school, or students and family can preorder the masks offered from the school with the logo on them. Gaiters and personalized masks are not permitted at this time, but the school is willing to allow custom sized/shaped masks if made to the material specifications of the school. Students may get a clean new mask at school each day or may ask for masks to be issued and clean their own. Cloth masks are plain and color restricted and have been added to the school dress code. To keep masks cleaner and off the floor, the school is also providing all students with a lanyard to hold the mask.

#### **Sanitization**

Sanitization is a critical part of keeping communicable infections at bay. We will be requiring all students to utilize alcohol based hand-sanitizer or wash their hands with soap and water each period when entering a classroom. We are also sanitizing all desk surfaces each period with food-safe sanitizer at the end of each period. The school has added a second building engineer to assist with sanitization and cleaning during the day and after school. This increased need for sanitization will require the building to be closed in sections after the school day has ended. At this time, we do not believe we can accommodate students in the building before 7:30 or after 3:30. We are encouraging parents to contact the office if there is a need for before/after school supervision, so we can assess how

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we might assist. Sport practices will not begin before 4:00 to allow for students to move out of the academic side and around the building to the athletic entrance.

#### **Symptom Check**

We will temperature check students and staff at the beginning of each day and at the beginning of athletic practices. Symptom screening students and staff for other Covid-19 symptoms will require all of us to work together. We will be asking staff to self check each day. We are also going to request parents check this in online as well. We want everyone to stay home if they have symptoms. Teachers will have remote options available for students if there is a long-term absence. We will work with students to accommodate medical absences this year so they do not impact credit.

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RED-Remote Learning: Academic Programming
Lead: Angel Turoski
Status: Confirmed case of Covid-19 in school or more than 25 cases in community daily.
Assumptions: All teachers teach from home for up to two (2) weeks, subject to CCHD guidance. School is closed for deep cleaning. On the second day, The Remote Learning Group (RLG) of under ten (10) previously identified students returns to school for remote supervised classes in the Commons (Zone 1) with select office staff. Zones 2 and 3 are locked down to any usage until deep clean is complete.
Procedures: <b>General Guidelines</b> <ol style="list-style-type: none"><li>1. All teachers use Day 1 of at-home instruction to convert lessons to on-line formats.</li><li>2. All teachers begin on-line instruction on Day 2.</li><li>3. Attendance is reported through Renweb for all students each period at the end of each period. All lectures/assignments will have an attendance component daily. This can be an embedded question or a program that logs student viewing.</li><li>4. Teachers will not call or text students from personal phones. All student contact will take place through official school Google applications or the official school Band app.</li><li>5. All teachers use same template (format) for parental/student ease of navigation</li><li>6. Teachers are available during regular work-day-must have an "office hour" available daily for students/parents to contact through google meetings.</li><li>7. All teachers are expected to attend a virtual faculty meeting with counselor and principal weekly.</li><li>8. Daily contact with students is critical. First period teachers are the contact for students in their class. Touch base with those students each day just for mental health.</li><li>9. Contact Counselor regarding students who do not log on each day.</li></ol>

10. Counselor contacts RLG parents to set up drop off day/times in coordination with Engineer when Zone 1 is cleared.

***Academic Environment***

1. All lessons will be posted to all classes by 7:30 AM every school day.
2. All lessons will be about to be completed without any parent support.
3. All coursework will be aligned with state standards for the course and weekly lesson plans continue to be submitted.
4. All courses will have one lesson and one assignment every day of the week, except for school holidays.
5. All class assignments will be due and returned through Google Classroom by the end of the normal class time. Homework may be due as usual.
6. All classes in Google Classroom will be set up in separate sections for each period. Do not combine similar subjects.
7. All classes will have a tentative semester schedule posted.

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#### RED-Remote Learning: Physical & Structural Environment

Lead: Mark Campbell

Status: Confirmed case of Covid-19 in school or more than 25 cases in community daily.

#### Assumptions:

All teachers are teaching from home for up to two (2) weeks, subject to CCHD guidance. School is closed for deep cleaning. The Office and Commons (Zone 1) will be cleaned first. Core office personnel are able to return and the identified students in the RLG are set up to have their classes daily in the Commons (Zone 1) ideally within 24 hours.

#### Procedures:

1. Athletic Director (AD) cancels all building usage immediately and contacts the Health Department.
2. All staff pack for remote work and leave the building ASAP.
3. Move all air purifiers from bathrooms to Zone 1 at the end of day.
4. Engineer team begins deep cleaning Zone 1 when the building is empty.
5. Lock down Zone 3 until they can get to it.
6. Engineer team deep cleans the building by zones. See Diagram.
  - a. Zone 1: office, Commons, bathrooms in Commons, kitchen, Mark's office, isolation room
  - b. Zone 2 (first week): PE office, all gymnasium spaces
  - c. Zone 3 (second week): classroom wing, chapel, library, music room

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RED-Remote Learning: Business Environment
Lead: Monica Woelkers
Status: Confirmed case of Covid-19 in school or more than 25 cases in community daily.
Assumptions: All teachers are teaching from home for up to two (2) weeks, subject to CCHD guidance. School is closed for deep cleaning. Core office personnel are able to return to the office area (Zone 1) within 24 hours; social distancing, masking, health screening, and hand cleansing are required.
Procedures: <ol style="list-style-type: none"><li>1. Contact Trisha Gardner or Katie Brewer at CCHD, 454-6950, to coordinate Contact Tracing with CCHD-may use Athletic Director for additional support.</li><li>2. Contact the diocese/superintendent.</li><li>3. Revise school phone messages, if needed, with current information.</li><li>4. Coordinate to update webpage and social media with AD/webmaster/Advancement Director: Band, Facebook, Instagram, Twitter(™).</li><li>5. Change signage that the building is closed to all visitors.</li><li>6. Principal sends email to parents that outlines the places to get up-to-date information, give important numbers, remind of cyberbullying reporting address (location on site), give teacher hours, and provide student expectations.</li></ol>



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RED-Remote Learning: Social, Emotional and Behavioral

Lead: Deacon Bob
Status: Confirmed case of Covid-19 in school or more than 25 cases in community daily.
Assumptions: All teachers are teaching from home for up to two (2) weeks, subject to CCHD guidance. RLG is returned to school in Commons (Zone 1) for classes on campus. Assume all students are traumatized.
Procedures: <ol style="list-style-type: none"><li>1. Counselor sends out Zoom information to all parents for counseling meetings/requests.</li><li>2. AD activates Band groups (by graduating class and all school), assists Counselor with setting up a call list, and communicates directly with students and teachers. <b>(Principal will be cc'd on all items of concern.)</b></li><li>3. Counselor records daily reflection to post on all-school Band.</li><li>4. Principal sets up weekly check-ins with teachers on Google Meet to monitor school and personal issues, then refer if needed. Counselor will wrap up any loose ends with staff during this meeting.</li><li>5. Counselor reports weekly to Principal any concerns for students/staff to support/refer.</li><li>6. Principal and Counselor switch to school mobile devices and set hours for parents/teachers/students. Post updates to COVID page on website.</li><li>7. Teachers with first period contact all students to ensure they have books needed and devices for Remote Learning.</li><li>8. Teachers complete the Mental Health Checklist and return to Counselor.</li><li>9. Social emotional curriculum journal starts within religion class.</li></ol>

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**YELLOW Phase: Academic Programming**

Lead: Angel Turoski

Status: 10-24 average daily cases in the community.

Assumptions:

Core teachers are teaching in their classrooms. Music, physical education (PE), and Mass are on alternate plans. Lunches are eaten in the classrooms. No field trips. Campus is closed for lunch.

Procedures:

**General Guidelines**

1. Music and PE adjust curriculum:
  - Music theory only, no performance choir or band.
  - All PE classes teach health curriculum on infectious diseases unless class can take place outside.
2. Mass will take place at least once a month in the gym with all bleachers pulled out, 6' social distancing observed, and everyone masked. No music will be sung by congregants. No visitors may join.
3. Driver's Education: Driving reduced to two students per trip. All are masked for the entire ride.
4. All teachers either video stream and record class with Google Meet or record classes daily and upload to Google Classroom for students who are absent/remote. (Only record one section of a class and upload to all sections. Classes are scheduled for streaming or recording on the master list to avoid overwhelming bandwidth.)
5. Teachers have all classes in Google Classroom set up in separate sections for each period. Do not combine similar subjects or sections.
6. All teachers use the same template (format) for parental/student ease of navigation.
7. All documents/readings used in class are posted in Google Classroom.
8. All due dates are posted in Google Classroom.
9. Teachers will instruct how to navigate and use Google Classroom.
10. All classes will have assigned seating and strictly enforce seating for contact tracing purposes.

**Academic Environment**

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1. Classroom capacity may not exceed the room cap listed on the door for each room. Most are 12 students, some are fewer and, 2 are designated for up to 24. Teachers or students may not violate the capacity cap.
2. Teachers will maintain 6' social distancing in classroom seating so students may remove masks while seated.
3. Teachers will utilize masks on students and self during class when 6' cannot be maintained during instruction (i.e. labs, one-one assistance, partner work)
4. When working closely with students, teachers will wear a mask and a shield.
5. Teachers will ensure all students are masked upon leaving the classroom.
6. Teachers will supervise sanitization protocols for desks/chairs at the end of every period.
7. Teachers will help ensure social distancing and masking is maintained at all times in the halls during breaks using an education model rather than a punishment model.

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**Yellow Phase: Physical & Structural Environment**

Lead: Mark Campbell

Status: 10-24 average daily cases in the community.

Assumptions:

All teachers are teaching in classrooms and most students are on campus. All sports are meeting regularly for practice. The building is locked to outside visitors, including parents, except by appointment. Everyone wears masks. No building rentals allowed. No sports spectators allowed. No field trips. Campus is closed for lunch.

Procedures:

1. Building is sanitized in this order each day:
  - a. After 4:00 PM: Zone 3 and gate locked
  - b. By 5:00 PM: Zone 1 (except for main office),
  - c. Before 7:30 AM: Zone 2 and main office.
2. Gym is sanitized after every Mass.
3. All bathrooms are spray sanitized every two hours and time/signature is on the back of the door. Bathrooms are locked for ten minutes after sanitized.
4. All bathrooms, classrooms, and the main office are equipped with a medical grade filtration H13 air purifier which exchanges the air completely every 30 minutes.
5. All high-touch areas (including lockers) are sanitized after opening the building, after lunch, and after the end of the day.
6. All classrooms are stocked with sanitizing spray for desks and high-touch areas. Students and teachers will spray at the end of every period.
7. All classrooms are stocked with clean masks each day.
8. All classrooms are stocked with hand sanitizer.
9. Entryway is stocked with clean cloth masks each day and the dirty mask hamper is emptied and washed 2-3 times a week.
10. Two entryway tables for health screening are set up and ready for use each morning. Crates are stocked with temperature gauges and PPE (masks/shields).
11. Isolation room is checked daily and restocked/cleaned if needed.
12. PPE/Cleaning supply needs are checked weekly and reported to Monica for reordering.

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13. Chapel is sanitized after each use. All use must be logged on the chart for Mark.
14. All posters for hand washing, social distancing, and transmission of virus are posted on all entries, in each classroom, and in all bathrooms.
15. Floor designations for social distancing are in place.

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**YELLOW Phase: Athletics and Activities**

Lead: Jamie Stevens

Status: 10-24 average daily cases in the community.

Assumptions:

Follow NFHS and SMAC guidelines, all sports are on modified practices. The building is locked to outside visitors, including parents, except by appointment. Everyone wears masks in the building and is temperature checked. No rental of the building is allowed. No spectators allowed for sporting events. No use of locker rooms during school hours. No field trips. Campus is closed for lunch. No team dinners on campus.

Procedures:

1. All student-athletes and coaches enter and leave the building through the Weight Room Gym entrance.
2. All student-athletes will come dressed for workouts in proper gear. Locker rooms will not be utilized for changing.
3. AD will ensure the crate for health screening is set up and ready to use each day. Crates are stocked with temperature gauges and PPE (masks and shields).
4. All staff and student-athletes entering the building will follow health guidelines daily (mask, temperature, symptom reporting, and social distancing), and sign in on sheets that are maintained in the office files. Coaches will check in student-athletes daily and ensure they sign in.
5. Coaches will not allow student-athletes to enter the building if they do not meet health requirements and will notify parents and AD immediately.
6. Student-athletes will use the bathrooms in the sport locker rooms, no other bathroom in the building will be used by student-athletes. AD will check PPE/Cleaning supply needs weekly and report to Monica for reorder.
7. Student-athletes will not be allowed to enter the main school building at any time.
8. Gatherings will be kept to no more than 10 people at a time inside or outside. Institute Pod workout/practices.
9. Coaches will maintain social distancing of student-athletes.

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10. AD will notify the Principal and Health Department if there is a health problem.
11. Engineer will ensure all locker rooms are stocked with sanitizing spray.
12. Coaches will sanitize all high-touch areas after practices.
13. Student-athletes and coaches will spray all equipment at the end of every use and sign off on clipboard.
14. Only individual drills will be utilized in practices. No sharing of athletic equipment is permitted.
15. In the weight room, free weight exercises requiring a spotter cannot be conducted.
16. AD will create a schedule to ensure gym use is staggered.
17. Bus use must be social distance appropriate (one student per seat), if allowed to use buses. Everyone on the bus will wear a mask at all times.
18. Buses will be cleaned by the Bus Driver and signed off on clipboard.
19. Coach must check temperatures and keep a record of all who board the bus and their assigned seat; anyone with temperature above 100 degrees may not board.
20. Advisors of clubs/activity will schedule meetings through the AD and must take place in a location with appropriate social distancing options; masks are required.
21. AD will ensure all families are enrolled in Band.

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**YELLOW Phase: Business Environment**

Lead: Monica Woelkers

Status: 10-24 average daily cases in the community.

Assumptions:

All teachers are teaching in their classrooms and most students are present. All common areas require everyone to social distance, mask, and frequently hand cleanse. All staff will submit a weekly online health screening by Monday at 8:00 AM. No field trips. Campus is closed for lunch.

Procedures:

1. All staff and students in the building must follow health guidelines daily (mask, temperature, symptom reporting, and social distancing) and sign in on sheets that are maintained in the office files.
2. The building is locked to visitors and parents except by appointment.
3. Anyone walking in the building must wear a mask and take their temperature. If 100 or higher, they may not enter past the airlock.
4. Anyone entering the building must wear a mask and use hand sanitizer.
5. Main Office is closed to students except by appointment.
6. Staff must use keys to access the office.
7. All interaction with Monica is done through the sliding window.
8. Students will not enter the building before 7:30 AM. Students enrolled in 7:00 AM classes may enter at 6:30 AM through the main entrance with screening.
9. Morning student screening is done by two staff members with full PPE, including shields, to include temperature check, sanitation, and masking-records kept electronically (Google Form). Parents are expected to symptom check at home.
10. Students and teachers exit Zone 3 by 3:30 PM to allow for sanitation.
11. Teachers exit building by 4:00 PM to allow for sanitation of Zone 1 or make arrangements for sanitation.
12. Office will dismiss students over the intercom at the end of each day by classroom using staggered dismissal.

**LUNCHES**

1. Students are dismissed over the intercom from their 4th period class to pick up a lunch each day. Students return to their 4th period to eat lunch.



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2. Lunch servers will wear masks and face shields.
3. Teachers will supervise on rotating schedule and will ensure desks are cleaned upon finishing.
4. Students must remain seated until returning trays and cleaning desks.
5. Masks must be worn unless eating.

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**YELLOW Phase: Social, Emotional and Behavioral**

Lead: Deacon Bob

Status: 10-24 average daily cases in the community.

Assumptions:

All teachers are teaching at school and students are mostly present. Many students are happy, but some will be anxious about new procedures. Teachers may need different tools to deal with student behavioral changes. No field trips. Campus is closed for lunch.

Procedures:

Counselor will:

1. Work with faculty on recognizing trauma and PTSD in classrooms.
2. Work with the Religion teacher on PTSD/trauma counseling curriculum integration.
3. Identify and meet with fluid "groups" of 5-6 students for trauma counseling and sort out times/work with schedules.
4. Meet with all classes in the first two weeks to discuss new protocols for meeting one-on-one with counselor.
5. Set up procedures/protocols for setting an appointment with the counselor since the office is locked down.
6. Set up counseling dates and times by grade.
7. Set calendar for dates/times for senior/junior college planning (in-person and virtual alternate plans).
8. Work with the Principal on in-service for teachers on trauma-informed practices.
9. Change location of meetings to office conference room instead of personal office to reduce sanitization needs for Engineer.

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BLUE Phase: Academic Programming
Lead: Angel Turoski
Status: 9 or fewer average daily cases in the community
Assumptions: All teachers are teaching in their classrooms. School is fully staffed and most students are in classes five days a week. Lunches are eaten in the classrooms. Field trips may be scheduled. Senior lunches may be delivered to airlock on Fridays.
Procedures: <b>General Guidelines</b> <ol style="list-style-type: none"><li>1. Music classes are on regular curriculum with appropriate sanitizing time built in to class.</li><li>2. Physical education classes are on regular curriculum with appropriate sanitizing time built in to class. Outside activities are preferred. Students may not use gym lockers for storing clothes overnight. All clothes must be removed every day and washed.</li><li>3. Driver's education may have three drivers in the car with masking required of all riders and hand sanitizing required between drivers.</li><li>4. Mass will take place weekly in the gym, as allowed by the Bishop, with all bleachers pulled out, six foot social distancing observed, and everyone masked. Music may be sung as determined by health department guidelines. No visitors may join.</li><li>5. Classroom capacity may not exceed the room cap listed on the door for each room. Most are 12 students, some are fewer and, 2 are designated for up to 24. Teachers or students may not violate the capacity cap.</li><li>6. Teachers will maintain 6' social distancing in classroom seating so students may take masks off while seated in class.</li><li>7. Teachers will utilize masks on students and self during class when 6' can not be maintained during instruction (ie-labs, one-one assistance, partner work)</li><li>8. When working closely with students, teachers will wear a mask and a shield.</li><li>9. Teachers will ensure all students are masked upon leaving the classroom.</li><li>10. Teachers will supervise sanitization protocols for desks/chairs at the end of every period.</li></ol>

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11. Teachers will help ensure social distancing and masking is maintained at all times in the halls during breaks- using an education model rather than a punishment model
12. All teachers will use the same template (format) for parental/student ease of navigation.
13. Teachers will instruct how to navigate and utilize Google Classroom in the first two weeks of school and revisit on the first day after every break.
14. Office will remind classes over the PA 5 minutes before classes end to sanitize.

#### ***Academic Environment***

1. All classes will have assigned seating and strictly enforce seating charts for contact tracing.
2. Teachers will set up classes in Google Classroom in separate sections for each period. Do not combine similar subjects or sections.
3. All teachers will either video stream and record class with Google Meet or will record class and upload to Google Classroom for students who are absent/remote. Only record one video for each similar class and upload to all similar sections. (Classes are scheduled for streaming or recording on the master list to avoid overwhelming bandwidth.)
4. All documents/readings used in class are also posted in Google Classroom.
5. All due dates for classes are posted in Google Classroom.

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BLUE Phase: Physical & Structural Environment
Lead: Mark Campbell
Status: 9 or fewer average daily cases in the community
Assumptions: All teachers are teaching in classrooms and most students are on campus. All sports are meeting regularly for practice. The building is locked to outside visitors, including parents, except by appointment. Everyone wears masks. Limited rental of building allowed. Limited spectators allowed for sports events.
Procedures: <ol style="list-style-type: none"><li>1. All bathrooms are spray sanitized every two hours and time/signature is on the back of the door. Bathrooms are locked for 10 minutes after sanitizing.</li><li>2. All bathrooms, classrooms, and the main office are equipped with a medical grade filtration H13 air purifier which exchanges the air completely every 30 minutes.</li><li>3. All high-touch areas are sanitized after opening the building, after lunch, and after the end of the day, including lockers.</li><li>4. All classrooms are stocked with sanitizing spray for desks and high-touch areas. Students and teachers will spray at the end of every period.</li><li>5. All classrooms are stocked with clean masks each day.</li><li>6. Entryway is stocked with clean masks each day and a dirty mask hamper is emptied and washed 2-3x a week.</li><li>7. Two entryway tables for health screening are set up and ready for use each morning. (Crates are stocked with temperature gauges and PPE.)</li><li>8. Isolation room is checked daily and restocked/cleaned, if needed.</li><li>9. PPE/Cleaning supply needs are checked weekly and reported to Monica for reorder.</li><li>10. Chapel is sanitized after each use. All use must be logged on chart for Mark.</li><li>11. Building is sanitized in this order each day:<ol style="list-style-type: none"><li>a. After 4:00 PM: Zone 3 and gate locked</li><li>b. By 5:00 PM: Zone 1 (except for main office)</li><li>c. Before 7:30 AM: Zone 2 and main office.</li></ol></li><li>12. Gym is sanitized after every Mass.</li></ol>

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BLUE Phase: Athletics and Activities
Lead: Jamie Stevens
Status: 9 or fewer average daily cases in the community
Assumptions: All sports are meeting regularly for practice following MSHA guidelines. All clubs and activities are meeting regularly. The building is locked to outside visitors, including parents, except by appointment. Everyone wears masks to enter the building and is temperature checked. Limited rental of building allowed with conditions/under contract. Limited spectators will be allowed for sports events with a capacity cap in our gymnasium of 250 persons at any time. There will be no student seating sections. Tickets to events will be pre-sold to ensure capacity cap and contact tracing. No clothes can be left in lockers overnight due to sanitation requirements. No team dinners on campus.
Procedures: <ol style="list-style-type: none"><li>1. All student-athletes and coaches enter and leave the building through the Weight Room Gym entrance.</li><li>2. All locker rooms are sanitized after each use and time/signature is on the back of the door. Locker rooms are locked for 10 minutes after sanitizing.</li><li>3. Coaches sanitize all high-touch areas after practices.</li><li>4. All locker-rooms are stocked with sanitizing spray. Student-athletes and coaches will spray all equipment at the end of every use and sign off on clipboard.</li><li>5. Crate for health screening is set up and ready for use each day. (Crates are stocked with temperature gauges and PPE).</li><li>6. Coaches screen student-athletes before entering building every practice and record.</li><li>7. Coaches will not allow students to enter the building if they do not meet health requirements and will notify parents and AD immediately.</li><li>8. AD will check PPE/Cleaning supply needs weekly and report to Monica for reorder.</li><li>9. Coaches will maintain social distancing of students and practice groups will practice in pods of 12 or fewer, except for football which can practice up to 15.</li><li>10. Student-athletes will not be allowed to enter the main building at any time.</li></ol>

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11. Student-athletes will utilize the sport locker rooms for changing with coach supervision limit numbers of students in the locker room at one time, strict adherence to social distancing, and names and times students are in locker room noted.
12. AD will establish a schedule to stagger gym use and limit capacity to 250.
13. AD will ensure rentals use the outside door and explain expectation that each rental will either pay us to clean or clean with our products and to our specifications.
14. Coaches of rental groups will maintain the same usage rules.
15. AD will notify Principal and Health Department if there is a health problem.
16. AD will schedule club/activity meetings; meetings will take place in a location with appropriate social distancing options and mask usage.
17. AD will ensure all families are enrolled in school Band.
18. Bus use will be social distance appropriate.
19. Everyone on the bus will wear a mask at all times and sit in assigned seats.
20. Buses will be cleaned by the Bus Driver and signed off on clipboard.
21. Coaches must check temperatures of all who board the bus and note their seating assignment, and no one with temperature 100 or above may board.

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BLUE Phase: Business Environment
Lead: Monica Woelkers
Status: 9 or fewer average daily cases in the community
Assumptions: All teachers are teaching in their classrooms and most students are present. All common areas require everyone to social distance, mask, and frequently hand cleanse. All staff will submit a weekly online health screening by Monday at 8:00 AM. Field trips may be scheduled. Senior lunches may be delivered to breezeway on Fridays by lunch time.
Procedures: <ol style="list-style-type: none"><li>1. All staff and students in the building must follow health guidelines daily (mask, temperature, symptom reporting, and social distancing) and sign in on sheets that are maintained in the office files.</li><li>2. The building is locked to visitors and parents except by appointment.</li><li>3. Anyone walking in the building must wear a mask and take their temperature. If 100 or higher, they may not enter past the airlock.</li><li>4. Anyone entering the building must wear a mask and use hand sanitizer.</li><li>5. Main Office is closed to students except by appointment.</li><li>6. Staff must use keys to access the office and wear a mask.</li><li>7. All interaction with Monica is done through the sliding window.</li><li>8. Students will not enter the building before 7:30 AM. Students enrolled in 7:00 AM classes may enter at 6:30 AM through the main entrance with screening.</li><li>9. Morning student screening is done by two staff members with full PPE, including shields, to include temperature check, basic symptom questions, sanitation, and masking-records kept electronically (Google Form)</li><li>10. Students and teachers exit Zone 3 by 3:30 PM to allow for sanitation.</li><li>11. Teachers exit building by 4:00 PM to allow for sanitation of Zone 1 or make arrangements for sanitation.</li><li>12. Office will dismiss students over the intercom at the end of each day by classroom using staggered dismissal.</li></ol>
<b>LUNCHES</b>



## GFCCHS Safe Open, Stay Open

### Covid-19 Return to School Planning Document

1. Students are dismissed over the intercom from their 4th period class to pick up a lunch each day. Students return to their 4th period to eat lunch.
2. Lunch servers will wear masks and face shields.
3. Teachers will supervise on rotating schedule and will ensure desks are cleaned upon finishing.
4. Students must remain seated until returning trays and cleaning desks.
5. Masks must be worn unless eating.

GFCCHS

GFCCHS Safe Open, Stay Open

Covid-19 Return to School Planning Document

BLUE Phase: Social, Emotional and Behavioral
Lead: Deacon Bob
Status: 9 or fewer average daily cases in the community
Assumptions: All teachers are teaching at school and students are mostly present. Many students are happy, but some are anxious about new procedures. Teachers may need different tools to deal with student behavioral changes.
Procedures: Counselor will: <ol style="list-style-type: none"><li>1. Identify and meet with fluid “groups” of 5-6 students for trauma counseling and sort out times/work with schedules.</li><li>2. Meet with all classes in the first two weeks to discuss new protocols for meeting one-on-one with counselor.</li><li>3. Set up procedures/protocols for setting an appointment with the counselor since the office is locked down.</li><li>4. Set up counseling dates and times by grade.</li><li>5. Set calendar for dates/times for senior/junior college planning (in-person and virtual alternate plans).</li><li>6. Work with the Principal on in-service for teachers on trauma-informed practices.</li><li>7. Change location of meetings to office conference room instead of personal office to reduce sanitization needs for Engineer.</li></ol>