

Dear Parents and Students,

July 24, 2020

We have been working very hard throughout the summer to develop a plan for the safe reopening of school. Plans for the 2020-21 school year have been developed in cooperation with the *Diocese of Covington's COVID-19 Return to School Requirements*. The enclosed plans are specific to Holy Cross High School and its implementation of these requirements.

First and foremost, a change has been made to our school calendar. **School will open Monday August 10.** August 10th and 11th will be a 'soft opening' for sophomores, juniors, and seniors. We will use these days to educate students on the new policies and procedures related to COVID-19. These same guidelines will be given to our incoming freshmen on August 6th during freshmen orientation.

Thursday August 6th 8:30am-1:30pm: Incoming Freshmen Orientation (as previously scheduled). Freshmen students will **NOT** be required to attend on August 10-11.

Monday August 10th 9:00am-12:00pm: Students (10th-12th grade) whose last name begins with letters A-L will attend. "Tag Day" uniform rules apply.

Tuesday August 11th, 9:00am-12:00pm: Students (10th-12th grade) whose last names begin with the letters M-Z will attend. "Tag Day" uniform rules apply.

On August 10 and 11, the building will open at 8:45am for screening, with the scheduled events beginning at 9:00am. Our first full day of traditional instruction will be **August 12**. This plan will have the "traditional" school model, with some adjustments, to meet the requirements set forth by the Diocese, and to help provide a safe on-campus learning environment. Holy Cross High School will operate at 100% capacity. See details for *In-Person Instruction* below.

Parents **may** choose to have their student(s) attend virtually if there are health and/or safety concerns, or if a student is required to stay home for an extended period of time due to COVID-19 (see *Infection Procedures*). Please see the specifications for *Virtual Attendance* below.

Please note that the Virtual Attendance model does not apply to "regular sick days". If a student is absent due to "regular illness" parents should call the office or email office@hchscov.com to report the absence per the instructions in the student handbook.

In the event of mandated changes from governing bodies, modifications will be made to this plan.

In-Person Instruction

1. All parents must sign and return the *Acknowledgement of Responsibility to Perform Daily Personal Health Assessment* form on or before August 10th. A link to this form is available on the high school website hchscov.com
2. Each student, with the assistance of a parent or guardian, should complete a daily personal health assessment before the student leaves home for school – this is in addition to, and does not replace, the temperature check at the school.
3. To begin the year, masks are to be worn by faculty, staff, and students when on campus. Masks are required for all unless medically waived. Documentation from a physician will be required.
 - Masks **may not** be distracting, inappropriate, or political in nature. The mask may not contain references to drugs and/or alcohol and must be in keeping with the Catholic Identity of Holy Cross High School.
 - Masks should hook behind the ears or head; Bandanas and Gaiter-type masks are **NOT Permitted**.
 - Face coverings must be in good condition, be able to remain in place for extended periods of time, and cover the nose and mouth.
4. There will be daily temperature checks for all students and staff at school. See *Arrival at School*.
5. Limited use of lockers
 - Students may not share lockers.
 - Students may not congregate at lockers.
6. Hallway traffic
 - When moving through the hallways, as well as between buildings, students must wear masks.
 - Directional hallways as well as designated entrances and exits will be labeled.
7. Use of individual supplies when possible (art supplies, pens, etc.). Supply lists will be published by July 29.
8. Increased sanitation measures will be in place, including increased cleaning and sanitation of high-contact surfaces; increased availability of hand sanitizer, etc....

Arrival at school

Upon arrival at school students should report immediately to their designated screening areas. Screening locations will be assigned based upon the location of 1st period classes. The screening process will begin with freshmen orientation on August 6, and soft-opening days on August 10 and 11, allowing students and staff to become familiar with new procedures. Students may not congregate in parking lots. When on school grounds, students should be wearing masks and should maintain six feet distance when possible.

Changing Classes:

Students should follow the guidelines above for movement between classes. (See #6 under *In-Person Instruction* above).

Water Fountains:

Students are advised to carry their own refillable water bottle. Water fountains are only to be used to refill water bottles.

Lunch:

Students will still be able to report to the cafeteria to purchase lunch, but seating in the cafeteria will be limited. As a result, some students will eat their lunch in their 5th period classrooms, and some will eat in the cafeteria. Students in the cafeteria will be assigned seats to support contact tracing. Lunch location assignments (cafeteria/classroom) will be on a two-week rotation.

Restroom policy:

Students will be required to wear masks while in the restrooms. During class time students will be required to sign out before leaving the classroom. These sign out sheets may be useful if contact tracing becomes necessary. Students may not congregate in or around the restrooms.

Dismissal

Dismissal procedures will be modified to reduce close contact in large numbers. The dismissal of the students will be staggered based upon grade level, from youngest to oldest. If a younger student is riding with an older student that student should go to the parking lot and wait at the car for the driver. Students should wear masks until they get into a car.

School Visitors

Visitors will be limited. All visitors must wear a mask upon arrival and report immediately to the main office for a temperature screening.

Mass

Holy Cross High School will continue their regularly scheduled masses. The student body will be divided in order to follow the guidelines set forth by the Diocese of Covington for Sunday masses.

Cleaning

Additional cleaning/disinfection procedures will be in place. Students and teachers will have basic, limited cleaning procedures to follow within the classroom. Common and high contact areas will be cleaned on a scheduled basis. Additional supplies and equipment have been purchased to assist in this process.

At Home Learner/Virtual Attendance:

1. At the beginning of the school year, if a parent chooses to keep their student(s) at home due to health and safety concerns, and opt-out of in-person instruction, parents must notify the high school by completing the *Home Instruction Registration Form*. A link to this form can be found on the Holy Cross High School website: hchscov.com. This form needs to be completed by **Friday July 31**.
2. If a student(s) is required to remain at home due to COVID-19 policies, they may attend school virtually until they are able to return (see *Infection Procedures* below).
3. Daily Requirements for At Home /Virtual Attendance:
 - Holy Cross High School will be using the *Google Meet* platform.
 - Student(s) must log in using their provided Holy Cross email. Holy Cross High School's attendance and tardy policy will apply.
 - Student(s) will log in to each of their class periods during the school day.
 - Student(s) must activate both audio and video and remain on screen for the duration of class.
 - Student(s) must participate in class.
 - To promote high quality learning, student(s) must follow class rules.
 - Student(s) must wear school uniform.
 - Student(s) must log in from an appropriate location/workspace. Appropriate workspace must include a tabletop and chair.
 - Students who do not follow these guidelines may be marked absent.
4. Students will be held to the same grading and performance standards as traditional learners.
5. Please note that students who participate in *At Home Instruction/Virtual Attendance* at the beginning of the school year will do so for the entire 1st quarter.
6. If a student would like to return to in-person instruction, parents must notify the school one week prior to the end of the quarter.
7. According to Diocesan requirements, students attending virtually **may not** participate in sports, extracurricular activities, or school sponsored events.

Infection Procedures:

(From the Diocese of Covington Department of Catholic Schools COVID-19 Return to School Requirements)

What are the symptoms of COVID-19? The Centers for Disease Control (CDC) has identified several [symptoms](#) of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

What should a parent do if a child has symptoms of COVID-19? If your child shows [symptoms](#) of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You must alert your school's main office and do not send your child to school. If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to make arrangements to get your child home from school.

My child had COVID-19-like symptoms, but tested negative for COVID-19. When can he/she return to school? If your child does not have COVID-19, but has another illness, you must keep your child home until the illness' symptoms disappear. Your school will require you to provide a negative COVID-19 test and/or a doctor's note before your child can return to school.

What should I do if my child tests positive for COVID-19? You should immediately contact your doctor for additional instructions. You must contact your school's main office. You must not send your child to school.

When can a student return to school after receiving a positive COVID-19 test? If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met [CDC's criteria to discontinue home isolation](#). This includes:

1. Three (72 hours) or more days without a high fever.
2. A reduction of other COVID symptoms by at least 75 percent; and
3. At least 14 days have passed since symptoms first appeared.
4. Any decision to return to school must be cleared by a physician who has evaluated the student and will not rely solely on a negative test.

What should I do if a member of my household (who is not my child) tests positive for COVID-19? You must immediately contact your school's main office. Your school will ask that you keep your child home for at least 14 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child shows no COVID-19 symptoms for the 14-day period, your school may allow your child to return.

What happens if my child's teacher tests positive for COVID-19? Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.

What happens if another student in my child's class tests positive for COVID-19? Your school will make all parents aware that a student has tested positive for COVID-19. All students in the class(es) will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire class(es) will be isolated (sent home) for at least 14 days. Students will be allowed to complete work at home while the cohort is away from school.

Could my child's school building be closed down due to COVID-19 this year? We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to Non-Traditional Instruction for a time (in consultation with NKY Health Dept.). Parents will be updated regularly should that need arise.