



# DIOCESE *OF* VENICE — IN FLORIDA —

Department of Education

## **CARDINAL MOONEY HIGH SCHOOL**

### RETURN TO SCHOOL PLAN



## **MISSION STATEMENT**

CARDINAL MOONEY CATHOLIC HIGH SCHOOL, A CHRIST-CENTERED, COLLEGE PREPARATORY INSTITUTION, PREPARES STUDENTS TO SERVE AND LEAD BY NURTURING SPIRITUAL GROWTH, CULTIVATING THE TALENTS OF ALL STUDENTS, AND CHALLENGING THEM TO PURSUE ACADEMIC EXCELLENCE.

## INTRODUCTION

Dear Cardinal Mooney Families:

As we continue to monitor the COVID-19 pandemic and the impact on our community, we understand that our school families, employees and community have many questions and opinions about the start of the 2020-2021 school year. It is my prayer that this document and future revisions will continue to clarify the steps being taken to have our teachers and students Return to School.

It is our sincere hope and prayer that these measures are temporary in nature and that as restrictions ease across the state, Cardinal Mooney can also ease restrictions and requirements. In order for this plan to work and for a future return to normalcy, it is essential that all of our families comply fully with the requirements for returning to school. We as a school carry a serious burden to do everything we can to bring students back while protecting them and their families to the fullest extent we are able.

In creating this plan, the Diocese of Venice recognizes that our needs are different from those of public schools, and we can more readily require things of students and staff regarding procedures and materials. Additionally, a high school setting has distinct needs from our K-8 counterparts, and this document reflects those needs in Cardinal Mooney High School's specific context.

This plan reflects the unique needs of our school community, including but not limited to, the layout of the campus, size of the student population, lunchroom limitations, lockers, hallway size, etc. The ultimate goal of this plan is to promote the safety of all members of the school community and to assist the community with understanding the importance of the plan. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). The Diocese of Venice continues to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA).

Please review our school's plan and the Diocese of Venice plan. If you have questions or concerns, please contact the school. We will establish a Frequently Asked Questions (FAQ) section on our website in order to provide families with updates and answers.

I am grateful for your patience and support during these unprecedented times. We remain committed to providing the best in Catholic education, and we trust that God will continue to pour out his blessings on our entire Mooney community.

Sincerely,

Ben C. Hopper  
Principal

## SUMMARY

Cardinal Mooney, in consultation with the Diocese of Venice Department of Education, and based on new information from federal, state, and political and health leaders, developed a detailed but flexible Return to School Plan that allows the school to adjust its strategy if the situation in the community changes in regard to the COVID-19 pandemic.

The physical, emotional, and spiritual health of every student is at the forefront of the decisions we are making in regards to the re-opening of CMHS.

## PHASES AND TIMELINES

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"><li>• Supplies, equipment</li><li>• prepare detailed work schedule for phases</li><li>• Prepare building and transportation for reopening with thorough cleaning</li><li>• School individual reports</li></ul>
Phase 1	June	<ul style="list-style-type: none"><li>• Implement social distancing protocol and open facilities with limited access/use</li></ul>
Phase 2	July	<ul style="list-style-type: none"><li>• Expand use of school based on recommendations and data from CDC, DOE, DOH, OEL, Florida Governor, and applicable state and local agencies</li><li>• Approval of reopening plan by bishop</li></ul>
Phase 3	August	<ul style="list-style-type: none"><li>• Open schools; implement reopening plan</li><li>• Expand full operation based on recommendations and data from CDC, DOE, DOH, Florida Governor, and applicable local and state agencies</li><li>• Adjust plan as needed</li></ul>

# TABLE OF CONTENTS

<b>I. IN PERSON OR AT-HOME LEARNING</b>	
LEARNING OPTIONS FOR 2020-2021	5
STUDENT LEARNING FORM	5
<b>II. SAFETY OF STUDENTS, STAFF, AND VISITORS</b>	5
CLASS SIZE AND FURNITURE SPACING	5
SOCIAL DISTANCING	6
PERSONAL PROTECTIVE EQUIPMENT (PPE)	6
VISITOR RESTRICTIONS	7
FIELD TRIPS	7
SCREENINGS AND PROTOCOLS	7
ARRIVAL PROCEDURES	7
DISMISSAL PROCEDURES	8
HEALTH PROTOCOL FOR STUDENTS	8
STUDENT TRAVEL	8
SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS	8
<b>III. FACILITY SAFETY</b>	9
FACILITIES CLEANING	9
GENERAL DISINFECTION MEASURES	9
TRAINING	9
RESTROOM USAGE DURING THE DAY	10
ACADEMIC LOCKERS AND LOCKER ROOMS	10
VISITORS ON CAMPUS	10
LUNCH	11
MASS, ASSEMBLIES, LARGE GATHERING ARRANGEMENTS	11
<b>IV. EXTRA-CURRICULAR ACTIVITIES</b>	11
ATHLETICS	11
CLUBS/GATHERINGS	11

# I. IN PERSON AND AT-HOME LEARNING

## LEARNING OPTIONS FOR 2020-2021

There are two options for instruction available to our families:

1. Those students that are comfortable returning to campus can join their teachers and peers in their classrooms.
  2. Others may choose to participate via live-streaming at home.
    - a. Choosing the virtual option means the student will participate with the class via live-stream for the entirety of the academic school day.
    - b. Parents will be allowed to choose whether or not their child will participate virtually or on campus for after school clubs and sports when selecting the at-home learning option.
    - c. Tuition will remain the same for the at-home learning option.
- A student who is on the at-home learning track will follow the same class and bell schedule that in person students are following.
  - Each classroom will be equipped with technology to enable live streaming of the class.
  - Choosing the at-home option initially does not mean that a family is committed to that option for the entire school year. As conditions evolve, families may contact guidance at the end of each nine weeks to express their desire to have their child transition back to in-person learning.
  - An aspect of Faculty professional development will be focused on strengthening skills to conduct live instruction with remote students.

## STUDENT LEARNING FORM

A [Student Learning Form](#) must be completed for each student attending Cardinal Mooney either in person or virtually. This form will let us know if you plan to send your student to Cardinal Mooney for in person learning or if your student will be learning virtually at home. Please complete this form by **Thursday, July 30, 2020**. Please fill out one form per student.

# II. SAFETY OF STUDENTS, STAFF, & VISITORS

## CLASS SIZE AND FURNITURE SPACING

Cardinal Mooney High School will develop and implement a master class schedule with additional sections of courses in order to facilitate smaller class sizes. In some cases, certain classes may meet in alternate locations on campus in order to maximize space between students. Maintenance staff will remove some classroom furniture in order to support greater distances between students.

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the CDC recommended distance from others and eliminating contact with others whenever possible. All persons on school property are to wear a face covering and maintain social distancing protocols. Cardinal Mooney High School will strive to maintain social distancing in classrooms and throughout campus, but staff, students, and visitors must play an active role in achieving the recommended distancing.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Face Covering: Face coverings (mask or gaiter) are required to be worn by all persons (students, employees, visitors, and volunteers, etc.) on school property over the age of 2 years old.** Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. A face covering should safely cover the mouth and nose at all times\* while on school property.

*\* There may be instances where a student is allowed to safely unmask under the direct supervision of school faculty, (for example: outdoor physical education with social distancing of greater than 6 feet. Other considerations include but are not limited to the performing arts).*

Individuals who have a specific medical condition may consult the school principal for further guidance.

Families should purchase at least two masks or gaiters for their students, and masks/gaiters should be washed by parents after every school day. It is recommended that students with fabric face coverings have at least 5 to rotate daily for cleaning of the PPE at home. It is recommended for students to have at least two additional spare face coverings in his/her backpack in case of a face covering becoming contaminated or soiled. It is also suggested that each student label their face coverings to prevent others from mistakenly taking them.

If parents are utilizing **disposable masks** for their students, then the masks should be discarded after every school day. Parents should send students with extra disposable masks in case they are damaged during the day.

All masks must be of school-appropriate design and not distracting, and the school reserves the right to require a different mask should one be deemed inappropriate. Masks with school logos are encouraged.

Masks may be removed in special circumstances. These include:

- When eating or drinking.
- When engaged in outside activities or instruction.
  - When removing masks, students and employees **must** remain socially distant by at least six feet.
  - When removed, masks should be stored in an individual bag that is labeled with the individual's name. Individuals should wash or sanitize hands before putting their masks back on.
  - All students and employees will receive training on proper mask-wearing.

## **VISITOR RESTRICTIONS**

Cardinal Mooney will not allow normal visitation to our campus until further notice. All guests on our campus must schedule appointments, check-in at the front office and will be escorted with a face covering around the campus. If a visitor does not have a face covering, then one will be provided.

## **FIELD TRIPS**

All class or club field trips are cancelled for at least the first quarter of the school year.

## **SCREENING AND PROTOCOLS**

### **COVID-19 SYMPTOMS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, Cardinal Mooney High School will be requiring employees and students to complete a daily screening in order to enter campus which includes temperature reading and a set of questions related to COVID-19 symptoms as determined by the CDC. Generally, these may include the following COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19 All screening information will be kept confidential by the school

Anyone exhibiting symptoms of COVID-19, as listed above, should not report to work/school.

### **ARRIVAL PROCEDURES**

**All students and employees must wear face coverings upon arrival.**

Cardinal Mooney will perform "Wellness Checks" of **all** students and employees at school entrances as they arrive on campus. Wellness Checks consist of four individual "checks":

1. **Temperature Checks:** A temperature check of each student and employee must occur. Any student or employee with a temperature over 100.4 degrees Fahrenheit must be sent home.
2. **Hand Washing or Sanitizer Check:** Students and employees should either wash hands or receive hand sanitizer (from an adult or a stationary dispenser).
3. **Face Covering Check:** A check of each student and employee to ensure that masks are present and properly worn.
4. **Symptom Check:** Students and employees will be asked the following questions every day: "Do you feel sick in any way? Do you have a cough or fever?" Any student who answers 'yes' to either question will be sent home

## **DISMISSAL PROCEDURES**

Cardinal Mooney will review dismissal procedures with employees and students during orientation. Unless a student has a scheduled activity after school, he/she should leave campus immediately following dismissal.

Parents and guardians should **not** enter the buildings or classrooms at arrival or dismissal.

## **HEALTH PROTOCOL FOR STUDENTS**

If a student becomes ill at school or is exhibiting symptoms of COVID-19 at school, he or she will be asked to leave school.

If a student has symptoms of COVID-19, he/she may return to campus if he/she meets one of the following criteria:

1. A negative COVID-19 test result and a doctor's note to return to school
2. At least 14 calendar days have passed since symptoms first occurred, or they were in close contact with a suspected infected person.
3. If a student tested positive, the student cannot return until the student has tested negative for COVID-19 within the 14 days of quarantine.

**Any case of a student testing positive for COVID-19 must be reported to Cardinal Mooney. The school will report the information to the Diocese of Venice Department of Education.**

## **STUDENT TRAVEL**

- Families are discouraged from unnecessary travel out of town.
- Students must remain home for 14 days after traveling to another country, or to states experiencing significant COVID-19 outbreaks (as determined by the CDC).
- Students should inform their school immediately if they display COVID-19 symptoms during the two-week period.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS**

School counselors will develop resources for parents and teachers to access. Students are encouraged to reach out to a trusted adult, school counselor, or teacher should they feel anxious or stressed due to the current circumstances surrounding a return to school with restrictions due to COVID-19. The counselor will work with students individually or in small groups to address any well-being needs.



# III. FACILITY SAFETY

## FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our school will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions.

In addition to the deep cleaning of the school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Frequently throughout day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

## TRAINING

As a comprehensive part of CMHS' Return to School Plan, we recognize the importance of health and safety training for all members of our school community. In particular, it is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Therefore, CMHS will work in partnership with the Diocese of Venice and Life Safety Solutions to provide training to the following groups in order to safely return to campus:

1. Pre-return to school training for administrators
  - a. Presented to ensure understanding and preparedness to align with Diocesan protocols surrounding a return to school.
  - b. Principals will design local protocols and procedures in accordance with this document.
2. First day return to school training for faculty and staff
  - a. Meeting to review local protocols and procedures; meeting area must adhere to social distancing protocols or present via a digital platform such as Zoom.
  - b. Staff will be trained in sanitation and hygiene instruction.
3. First day return to school training for students
  - a. Teachers will provide initial instruction in social distancing and health practices to their students on the first day.
  - b. As necessary, they will review the protocols with their students
4. Parent Orientation
  - a. Schools will provide an online orientation for parents on the Return to School Plan and how it will be implemented.
5. Cleaning Crew Protocols
  - a. Comprehensive cleaning training will be provided for all custodial staff on proper disinfection methods and procedures.

## **RESTROOM USAGE DURING THE SCHOOL DAY**

The school will establish protocols for the restrooms that allows for social distancing and will review them with all students and employees.

## **ACADEMIC LOCKERS AND LOCKER ROOMS**

In order to promote social distancing, the school will not be issuing lockers for academic use at the start of this school year. Upon the reopening of locker rooms, persons will stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick. No showers are permitted.

## **VISITORS ON CAMPUS**

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will be conducting a simple screening questionnaire and temperature check. Participation is important to help us take precautionary measures to protect the visitor and everyone in the building.

## **LUNCH**

CMHS will work to reduce the number of students assigned to each lunch period by considering additional lunch periods throughout the day and changes to the daily schedule in order to limit student exposure while eating lunch.

CMHS will maximize outside space as much as possible for student seating during lunch to increase options for social distancing.

CMHS will continue to provide adult supervision of all spaces used during lunch, and staff members will work to actively encourage and enforce social distancing among students during this time.

### **MASS, ASSEMBLIES, LARGE GATHERING ARRANGEMENTS**

CMHS will follow the school mass protocols and social distancing policies established by the Diocese of Venice. Such areas will be regularly sanitized and disinfected as appropriate.

Additionally, all large parent meetings will be done virtually until further notice. This includes but is not limited to events such as parent Back to School night and parent meetings held by guidance, as well as athletic parent meetings when needed.

Updates to these arrangements will be communicated to the principal by the Diocesan Department of Education. When assemblies and large gatherings become feasible, school staff will ensure that rooms are regularly sanitized and disinfected.

## **IV. EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETICS**

CMHS will follow the guidelines and recommendations of the FHSAA regarding all athletic practices, events, and competitions. The school's policies will be amended to match the most up-to-date policies, and sports programs may be interrupted due to local and state guidelines. The official start of Fall Sports (Cheerleading, Cross Country, Football, Golf, Swimming, and Volleyball) has been delayed until August 24, 2020.

### **CLUBS/GATHERINGS**

CMHS believes that extra-curricular activities are an important aspect of a student's education and high school experience. Clubs/gatherings for the time being should be held virtually on Zoom as the school will need to be thoroughly cleaned at the end of each day.

Extracurricular activities must follow the school health and safety requirements set forth above, which include social distancing, appropriate use of PPE and limiting the number of individuals in one space to 50 or fewer.