



**Diocese of Memphis
Return to School Detailed Plan**

July 6, 2020

Outline

I. Introduction

This is a basic Back to School Plan created by the Transition Advisory Committee to outline our safe return to school. Much research has been done and all guidelines within this outline are in alignment with the American Academy of Pediatrics Back to School Plan as well as recommendations from the CDC and Shelby County Health Department.

We would like to thank the following members of our committee for their sacrifice of time and expertise in meeting Thursday evenings over the summer to develop this plan:

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II. Definition of the Zones

Green Zone: Few if any active cases in the community. Flat or descending rate of new cases. Corresponds to Phase 3 or beyond in the Back to Business Framework for Memphis and Shelby County.

Yellow Zone: Mild to Moderate amount of cases in the community. Flat or descending rate of new confirmed cases. Corresponds to Phase 2 to 3 in the Back to Business Framework for Memphis and Shelby County.

Red Zone: Substantial amount of cases in the community. Cases have increased or accelerated rapidly. Corresponds to Phase 1 in the Back to Business Framework for Memphis and Shelby County.

III. **Green Zone: Low to No Transmission**

- A.** What does healthy social distancing look like at this level? Whenever possible, social distancing of at least 4-6 feet apart should be followed. For younger students, consideration should be given to keeping students in the same group throughout the day to limit their exposure to others. Consider using physical guides to ensure that individuals stay 6 feet apart in common areas and outdoors.
1. Staggered arrival and dismissal times. What will that look like at your school?
 2. Use of multiple designated entry and exit points within the school.

- B.** Temperatures taken and screening questions asked until there is a vaccine and then only screening questions asked before entry into the school. What will that look like at your school -- App? Google Form? Daily Email Confirmation?
- C.** Masks worn-all teachers and students will wear masks. Mask breaks will be taken while socially distant and while eating snacks and lunch. Students with doctor's notes will not be required to wear masks.
- D.** What is the required increase in hygiene education and sanitation protocol? (what will it look like at your school?)
- E.** What social and emotional learning opportunities will be required in this zone of transmission?
 - 1.** Age-appropriate classroom guidance/information on the coronavirus - what it is, how it spreads, measures to take to prevent the virus.
 - 2.** Age-appropriate classroom guidance on social distancing to prevent the spread of the coronavirus.
 - 3.** Age-appropriate classroom guidance on the value of mask-wearing to prevent the spread of the coronavirus.
 - 4.** Age-appropriate classroom guidance on reflection of feelings associated with the coronavirus, abrupt ending of school and the lengthy social-distancing period.
 - 5.** Age-appropriate classroom guidance on ways to maintain friendships and connections while in school and/or during social-distancing/quarantine periods.
 - 6.** Age-appropriate classroom guidance on coping strategies and self-care behaviors in response to the coronavirus and social distancing/quarantine periods.
 - 7.** Age-appropriate classroom guidance on the value of optimism, positivity, kindness to self and others, managing stress in response to coping with the virus.

- F. Student movement throughout school and common areas.
- G. Reduced use of common supplies.
- H. Students will bring personal water bottles, there will be no shared use of water fountains.
- I. Assemblies and Masses will only be held if social distancing requirements are met.
- J. Field trips possible with social distancing requirements met.
- K. Visitors and volunteers are restricted as in the Yellow Zone. A gradual easing of this restriction is possible. Temperature taking Protocols-100 degrees F will be considered a fever.

IV. Yellow Zone: Moderate Transmission

- A. What is healthy social distancing-desks should be placed 4 to 6 feet apart when feasible.
- B. Teachers will need to follow temperature taking protocol each day.
- C. Screening protocol (student-teacher) same as green zone.
- D. Wearing Masks-same as green zone.
- E. When possible, teachers will move from class to class, for 8th grade and below. Students will remain with the same teacher and group of students throughout the day, to the extent possible. This group of students will become a family, limiting any spread of disease. Students will only travel when absolutely necessary throughout the school building. Many outside breaks will be necessary.
- F. No use of common supplies.
- G. No common Lunch area.
- H. Increased outside breaks for students throughout the day.
- I. Blended or remote learning may be necessary if effective social distancing of 4 to 6 feet cannot be attained (what will it look like at your school?).
- J. Field trips postponed-virtual only.

V. Red Zone: High Transmission-Distance Learning

- A. What specific DL strategies will your school put into place?
 1. All synchronous learning.
 2. A combination of synchronous versus asynchronous.
- B. Early Childhood grades in person (schools deemed essential businesses).
 1. 6 feet social distancing required.
 2. masks must be worn by students and teachers.

VI. Protocol for Students who have Fever in Carpool Line:

Students with fever should not be allowed to enter school buildings along with all family members until everyone is fever free/symptom free for 72 hours.

VII. Protocol if a Student or Teacher is Diagnosed with COVID-19: See Stay at Home instructions below.

VIII. What does Increased Sanitation look like at your School? What sanitation protocol must be in place as deemed necessary by the diocese. See cleaning and disinfecting efforts below/next page.

Basics Preventives Measures

1. Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash their hands.
2. If tissues are unavailable, encourage individuals to cough or sneeze into the upper sleeve or elbow, not onto their hands. Then they should wash their hands.
3. Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry.

[cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html)

4. Encourage individuals to avoid touching their face with their hands as much as possible.
5. Individuals may be asked to put on a face covering to protect others, depending on the order of the local health officer.
6. Encourage individuals to avoid close contact with people who are sick.
7. Staff, students, volunteers will be instructed not to come to work or school if they are feeling ill.
8. Conduct self-symptom or symptom checks to ensure they do not have signs of COVID-19 according to the below chart:

Staff	Students	Volunteers
Daily self-symptom check prior to coming to work	Daily student symptom checks by staff or parent/guardian	Temperature check upon arrival

Stay Home When Appropriate

- Employees and students who are sick or experiencing symptoms of COVID-19, have tested positive for COVID-19, or recently had close contact with a person with COVID-19 should stay home.
- Schools should post a sign on the school entrance indicating that anyone with fever or flu-like symptoms should not enter the school.
- Consideration should be given to how students that are considered “high risk” and more vulnerable to the virus can continue participating in virtual classes, activities and events.
- Sick absences should not require a doctor’s note to return as medical facilities are under increased strain. Parents should self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days.
- Anyone sick with COVID-19 or exposed to someone who has COVID-19 should follow CDC guidelines on return to school/work.

Cleaning and Disinfecting Efforts

- Classrooms, restrooms and touched surfaces should be cleaned thoroughly each day and frequently throughout the day with EPA approved disinfectants.
- Ensure that custodial/maintenance staff and other people who are carrying out the cleaning or disinfecting of facilities are properly trained and equipped with proper PPE.
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure social distancing.
- Post signs in highly visible locations that promote proper handwashing and other protective measures that describe how to stop the spread of germs.
- Designate a staff person to be responsible for COVID-19 concerns and everyone should know who this person is and how to contact them.

This plan is fluid and subject to change based on directives from governing bodies.