



PANDEMIC PREPAREDNESS RETURN TO CAMPUS PLAN (PPRP)

This PPRP plan guides Bethlehem Academy through multiple learning scenarios by implementing health and safety protocols. This plan will be reviewed and revised as circumstances, research and requirements are updated by Rice County, the Minnesota Department of Health and the Centers for Disease and Control.

DOMAIN I: PROMOTING BEHAVIORS THAT REDUCE SPREAD		
Benchmark A: <i>Staying home when appropriate</i> <i>Only students, employees, and visitors who show no signs of illness are present in the school building. Students who were sick and are no longer symptomatic are returning to school at the advice of the student's health care provider.</i>		
Protocol 1: Students and employees are required to stay home when they are sick. Schools must promptly send children and employees home when they display symptoms of COVID-19 illness.	(Resources) MDH: If You Are Sick: COVID-19 CDC: Coronavirus Disease 2019: Symptoms	<ul style="list-style-type: none"> • Posters at entrances noting all questions to ask before entering • Signed fall parent/student/staff agreements • Required staff/student temperature checks at home • Students exhibiting any illness or temperature will be sent to the nurses' office to be isolated and families contacted, or sent home directly if they are able to drive. Strict adherence to the policy will need to be followed by families, staff, and students.
Protocol 2: When determining when students or employees may return to school, schools will follow the directives of an individual's health care provider. In the event that no advice has	MDH: If You Are Sick: COVID-19: How long to stay home if sick MDH: Decision Tree	<ul style="list-style-type: none"> • All employees and students will receive the "When to stay home" MDH information along with MDH "When to return" <ul style="list-style-type: none"> ○ If you have someone who is in your home who is diagnosed, you will need to: <ul style="list-style-type: none"> ■ Stay home for 14 days ■ After that period, take a COVID test to confirm you are negative

been sought or given, schools will use guidelines provided by public health officials.	MDH: COVID-19 and When to Return to Work	<ul style="list-style-type: none"> ● If diagnosed, the MDH gives patients guidelines for returning as well <ul style="list-style-type: none"> ○ The student's doctor/family will share information about exposure or diagnosis ○ Diagnosed students will be out 10 days, plus any additional days until they are symptom free ○ Students near that student (we are tracking student seating charts) will be notified and depending on proximity, may also need to quarantine for 14 days ● If you had some exposure to a person diagnosed with COVID, the possible amount or need to quarantine can be determined by length of time with that person, proximity to the person, and whether you were wearing protective items - mask. ● If our school exceeds 50+ students/staff with COVID at the same time, we will need to move to distance learning for 14 days
<i>Protocol 3:</i> Eliminate or prudently modify employment and student attendance policy incentives that could cause a student or employee to come to school when ill (e.g., "perfect attendance awards").		<p>Bethlehem Academy will continue to practice excellence in attendance by encouraging healthy students to be present, or students quarantined or at home learning, to stay engaged in learning. In addition, BA will:</p> <ul style="list-style-type: none"> ● Not reward students for good attendance ● Create videos to share "Best Practice" for how you feel
<i>Protocol 4:</i> Schools will designate an employee to be the primary COVID-19 Designated Point of Contact and a different employee to serve as a back-up COVID-19 Designated Point of Contact if the primary COVID-19 Designated Point of Contact is unavailable. This Point of Contact is responsible for responding to COVID-19 concerns (e.g. school nurse, head of school). All school employees and families should know who these individuals are and how to contact them.	MDH Planning Guide for Schools , p. 4	<p>Families Will Notify: Barb Johnson for diagnosis of COVID or other illness, attendance line.</p> <p>PLEASE CALL THE ATTENDANCE LINE AT: 507.334.3948</p> <ul style="list-style-type: none"> ● Barb Johnson will notify the administrative team, Mindy Reeder, Sister Mary Margaret Murphy and John Wollesheim of diagnosis for COVID. <ul style="list-style-type: none"> ○ Staff will trace COVID related exposure and notify parents and John W/Mindy R ○ John Wollersheim will notify staff
<i>Protocol 5:</i> Schools will inform families and employees of the public-health recommendations	MDH School Planning Guide , pp. 12-13	<p>DIAGNOSED OR EXPOSED: We will follow the MDH/CDC guidelines at the specific time for excluding and return to work protocols, which as of this date, July 30, 2020 was: (Please know this will change</p>

for quarantining after exposure to COVID-19.	MDH: What to do if you have had close contact with a person with COVID-19	<ul style="list-style-type: none"> ➤ IF YOU'VE BEEN EXPOSED: (14 days with exposure) Follow these steps and the directions from your doctor if their family is directly exposed. <ul style="list-style-type: none"> ○ Stay home for 14 days ○ After that period, if you have no symptoms you may return to school/work. ○ When possible, a negative test or doctor's approval may be recommended. ➤ IF YOU'VE BEEN DIAGNOSED: (10 days when diagnosed) If diagnosed, the MDH gives patients guidelines for returning <ul style="list-style-type: none"> ○ The student's doctor/family will share information about exposure or diagnosis ○ Diagnosed students will be out 10 days, plus any additional days until they are symptom free
Benchmark B: Practicing personal hygiene measures <i>Basic infection prevention measures are being implemented at the school. All members of the school community are practicing personal hygiene measures, including proper hand hygiene and respiratory etiquette.</i>		
Protocol 1: Schools will teach and reinforce proper handwashing hygiene.	MDH: Hand Hygiene MDH: Teaching Hand Hygiene MDH: Hand Hygiene for Schools and Child Care	<p>Practicing Proper Handwashing Hygiene at Bethlehem Academy means that students and employees are washing their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the school day, prior to any mealtimes, after meals/snacks and after using the restroom.</p> <p>Our school will teach employees proper handwashing techniques and provide resources for teachers to teach their students proper handwashing techniques. Proper handwashing techniques include washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (only for employees and older students who can safely use hand sanitizer).</p> <ul style="list-style-type: none"> ● Student video and orientation ● Posters around building
Protocol 2: Schools will monitor compliance in a practicable manner to help ensure adherence among students.		<ol style="list-style-type: none"> 1) Washing with hand sanitizer upon entering/leaving classroom 2) Bathrooms breaks/washing 3) Lunch hand washing 4) Masks in hallway, upon entering/leaving

<p><i>Protocol 3:</i> Schools will teach and reinforce respiratory etiquette.</p>	<p>MDH: Cover Your Cough</p> <p>CDC: Cloth Face Covering Guidance</p> <p>MDH School Planning Guide, pp. 7-8</p>	<p>Practicing Proper Respiratory Etiquette at Bethlehem Academy means that members of the school community are 1) covering coughs and sneezes with a tissue 2) throwing used tissues in the trash and 3) washing hands using hand washing protocols after coughing or sneezing. If tissues are not immediately available, students and employees are coughing or sneezing into their elbow.</p> <p>Our school will</p> <ol style="list-style-type: none"> 1) Educate all employees on proper respiratory etiquette. 2) Require teachers to instruct and remind students weekly of proper respiratory etiquette 3) Ask that teachers discreetly encourage individual students to practice proper respiratory etiquette on an as-needed basis.
<p><i>Protocol 5:</i> Schools will encourage students to avoid touching their faces.</p>		<p>Reminder in video and orientation.</p>

Benchmark C: Social distancing

Schools implement appropriate social distancing practices to reduce the spread of disease.

<p><i>Protocol 1:</i> Schools will consider all public health recommendations for social distancing and implement those that are reflective of students' ages and abilities; without negative impact on the learning and social-emotional environment; and responsive to the level of community spread in the wider local community.</p>	<p>MDH: COVID-19 Prevention Guidance</p>	<p>Bethlehem Academy will implement specific protocols, including but not limited to:</p> <ul style="list-style-type: none"> • 3 square feet around desks of open space • Limiting class sizes • MS teachers moving as much as possible in same group of students • Washing routines/cleaning routines • Only small group, spaced, singing or playing of instruments • Hallways and lunch room will have pictures marking and reminding students to keep their 6 foot distance • Entrance and exit strategies with staff at the main entrance, questioning students and limiting those entering at once. Doors will be locked until 7:30 a.m. and students are encouraged to go to their classrooms immediately after stopping at their locker. Lockers will be separated by space. At the end of day, students will depart from the building at staggered times.
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DOMAIN II: MAINTAINING HEALTHY FACILITIES

Benchmark A: Cleaning and disinfecting efforts

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of classroom surfaces, restrooms, lunch rooms, meeting rooms, and drop-off and pickup locations. More frequent cleaning and disinfecting is conducted in high-touch areas, such as door handles, elevator panels, and hand railings.

Protocol 1: Schools will develop a schedule for increased, routine cleaning and disinfecting.

Appendix D: Cleaning Log

Cleaning schedule for daily routine, classroom routine, and individual practices will be implemented at Bethlehem Academy with logs in bathrooms and other areas for tracking, to include but not limited to:

Entryway Doors:

- 1) At the end of the night shift, the custodian will disinfect all entrance doors.
- 2) After all students are in the building staff will go and disinfect all entrance doors, again.

Classrooms - High School

Scenario #1: Students and staff will help disinfect the desks, chairs, and classroom items prior to leaving each class period. Gloves and rags will be provided with disinfecting, approved spray.

Scenario #2: Teachers and maintenance staff will disinfect the classroom the same as above but only at lunch time or if they have an open room during the day.

Nighttime custodian will wash with soap.

BOTH SCENARIO STANDARDS: Log books will track cleaning times and days.

COVID-19 Disinfecting / Cleaning building procedures for Bethlehem Academy:**Entryway doors:**

- At the end of the night shift the custodian will disinfect all entrance doors
- After all students are in the building we will go and disinfect all entrances, again.
- Staff will note in the logbook each time.

Classrooms:

- High school students / teachers help disinfect the desks, chairs, before they leave each class period. Using Gloves, QT plus. spraying on leaving for 2 minutes then wiping with a cleaning towel.
- Middle school classrooms Teachers & Custodians disinfect the classroom the same as above but only at lunch time or when they have an open room in the day.
- Staff will note in logbook each time

		<p>At the end of the day:</p> <ul style="list-style-type: none"> • Teachers will disinfect areas such as door handles on both sides and any other items that were touched by multiple students before they leave for the day. • Nighttime custodian will wash classroom desks /chairs with soap & water on a rotating schedule so that all classrooms will be cleaned once a week to get rid of disinfectant build up • All Common areas offices, lounge, meeting rooms-Disinfectant where multiple people were touching. Not forgetting buttons on appliances such as microwave coffee pot refrigerator door handles to name a few. • Staff will note in logbook each time • Stair Railings-Will be done by the night custodian, once school has started &. early afternoon by the day custodians and note in the logbook. <p>Drinking fountains /vending machines</p> <ul style="list-style-type: none"> • Drinking fountains will be shut off with the exception of the bottle filling stations and will be disinfected several times a day. • Vending machines will be disinfected twice a day, if in use. • Cleaning will be noted in the logbook each time. <p>Restroom cleaning:</p> <ul style="list-style-type: none"> • Restrooms will be cleaned at night, thoroughly • During the day they will get disinfected mid-morning and mid afternoon • High priority areas will be disinfected: flush handles, toilet paper/paper towels & soap dispensers & faucets, door handles • Cleaning will be noted in the logbook each time. <p>Weight room:</p> <ul style="list-style-type: none"> • Student will spray down equipment down • We will also clean three times a week. • Cleaning will be noted in the logbook each time. <p>Locker rooms:</p> <ul style="list-style-type: none"> • Cleaned once a day or more depending on usage, if sports are occurring. <p>Gymnasium:</p>
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		<ul style="list-style-type: none"> • Normal cleaning of the floor area. • High frequency cleaning throughout the day of light switches, shared supplies and touch points <p>Bleachers:</p> <ul style="list-style-type: none"> • Rows of bleachers will be roped off for any larger gathering to keep students separated. • Bleachers will be cleaned after usage prior to the next group entering seats. <p>The Van - Transportation:</p> <ul style="list-style-type: none"> • The van will be disinfected at the end of the afternoon route so it's ready for the morning & then again when returning from the morning route. (This will be logged) • Students will enter with a mask on, wash hands with gel prior to sitting. Family groups will be asked to sit together.
Protocol 2: Schools will identify frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and clean all frequently touched surfaces daily or between use as much as practicable.	MDH Playground Guidance MDH COVID-19 Cleaning and Disinfecting Guidance	<p><u>High priority surfaces to clean</u></p> <ol style="list-style-type: none"> 1. Counter tops 2. Desks /chairs/ Tables 3. Tables 4. Drinking fountains if used 5. Vending machines if used 6. Entry way doors 7. Doorknobs 8. Stair railings 9. Restroom flush valves, door handles on stalls, toilet, paper, hand soap dispensers 10. Sink Faucet handles. 11. Microwave /refrigerator handles <p><u>Lower priority - done in evening at close of school</u></p> <ol style="list-style-type: none"> 1. Light switches 2. Student locks 3.
	MDH School Planning Guide , pp. 9-10	Bethlehem Academy will follow all "Right to Know" for chemicals and will provide the Safety Data Sheet and training for each chemical.

Benchmark B: Adequate supplies

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Protocol 1: Schools will provide adequate supplies for implementing cleaning and disinfecting.	School Cleaning Supplies IEA Creating your Restart Blueprint for COVID-19	Bethlehem Academy will track orders and supply amounts for disinfecting, cleaning, washing of hands, PPE materials, and other pertinent materials. This will be tracked by our maintenance and office staff and budget amounts monitored.
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Benchmark C: Separate physical space for students with symptoms of COVID-19

Schools have a space for students with symptoms of COVID-19. This space is supervised, safe, and regularly cleaned.

Protocol 1: Schools will identify a supervised space or area to temporarily separate anyone who has COVID-19 symptoms until they can leave the building. This space will be regularly cleaned and sanitized.	MDH Cleaning and Disinfecting Guidance , pp. 3-5 Catholic Mutual recommends that schools consider having this room close to an exit door, if possible.	Bethlehem Academy will have students with COVID symptoms report to the office, behind the screened counter, go home directly, or if need to be picked up, isolated in the room off of the President/principal's office. The parents and our nurse will be notified. This space will be cleaned daily and sanitized for 24 hours after a COVID diagnosis. The President/principal's desk will have a plexi shield and PPE materials available.
Protocol 2: Schools will establish procedures to decrease the risk of spread among (or to) employees who are responsible for supervising students who have COVID-19 symptoms.	Catholic Mutual recommends that those responsible for supervising students who have COVID-19 symptoms be provided personal protective equipment.	The nurse, the office staff, the assistant to the President, and the President/Principal will have PPE equipment available to protect them should a student exhibit COVID symptoms.

Benchmark D. Engineering controls

All HVAC and plumbing systems are operating in a way that promotes a healthy environment. As much fresh air as possible is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

Protocol 1: Schools will monitor ventilation systems and increase circulation of outdoor air as much as possible (e.g., by opening windows and doors).	CDC Building Reopening	<ul style="list-style-type: none"> • Univents will be on when students/faculty are in the building. • Windows will be open or cracked to increase air flow. • Classroom doors will remain open. • Bathroom outside doors will remain open.
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<p><i>Protocol 2:</i> Schools will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use.</p>	<p>MDH Planning Guide, p. 13</p> <p>CDC Building Reopening</p>	<ul style="list-style-type: none"> • Drinking faucets will be off except for bottle filling stations. <ul style="list-style-type: none"> ○ These will be disinfected • Vending machines will also be disinfected.
DOMAIN III: MAINTAINING HEALTHY OPERATIONS		
<p><i>Benchmark A: Symptom monitoring and screening</i></p> <p><i>Families, students, and employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 through regular health checks.</i></p>		
<p><i>Protocol 1:</i> Schools will articulate expectations for regular health checks at home and at school (e.g., temperature screening and/or symptom checking) of employees and students.</p>	<p>MDH School Planning Guide, pp. 10-12</p>	<p>Bethlehem Academy will add an addendum to the Parent & Student Handbook relating to COVID guidelines for the school for the 2020-21 academic year. Families and students will sign a waiver and the following will be recommended:</p> <ul style="list-style-type: none"> • Wear face mask to and from school and in our building. • Do health check prior to arrival from school answering questions and taking temperatures. • Wash face masks daily if only wearing BA provided face mask. • Inform the school of any exposure or diagnosis. • Refrain from congregating in the parking lot, classrooms or hallways. • Use verbal greetings eliminating all touching of other staff and students. • Keep at a six foot distance in school lines, hallways and remain at your desk, which is spaced by 3 feet, during class. • Do not share supplies, computer or materials during the school day. • Students exhibiting symptoms will need to be picked up within an hour if they cannot drive home themselves and will be isolated during that time frame. They may not return to school until they receive a negative test and are symptom free. • Recognize that all school guidelines for safety during the COVID pandemic will need to be followed by parents and students or they will be asked to learn from home.
<p><i>Protocol 2:</i> Health checks that occur at school will be</p>	<p>CDC Supplemental Guidance for Childcare</p>	<p>Bethlehem Academy office and nursing staff will follow all safety protocols for a student in the office. Students' names diagnosed or exposed to COVID will not be shared, but families and staff will be informed that they were exposed as protocols determined based on the decision tree.</p>

conducted safely and protect student's privacy.	CDC General Business FAQ Catholic Mutual requires a separate health file and form for each person. Health information must be kept in a confidential and secure location.	All efforts will be made to protect a student's or staff person's privacy and will keep a separate health file for the student in a secure location.
Benchmark B: Caring at school for students who become sick with symptoms of COVID-19 <i>Any student who displays symptoms of COVID-19 is separated from other classmates and is picked up by a parent or guardian as soon as possible. Families are provided information by the COVID-19 points of contact.</i>		
Protocol 1: Schools will separate employees and students who develop COVID-19 symptoms (such as fever, cough, or shortness of breath) while at school.	MDH School Planning Guide , pp. 12-13	Bethlehem Academy will have students or staff with COVID symptoms report to the office, behind the screened counter, go home directly, or if need to be picked up, isolated in the room off of the President/principal's office. The parents and our nurse will be notified. This space will be cleaned daily and sanitized for 24 hours after a COVID diagnosis. The President/principal's desk will have a plexi shield and PPE materials available. We will also have a second location office available should more than one person or for staff in the Assistant's Office to the President and that staff person will go home or work elsewhere until the following day after it is sanitized.
Protocol 2: Students who develop COVID-19 symptoms will be separate, supervised physically.	MDH School Planning Guide , pp. 12-13	(Noted above)
Protocol 3: The school's COVID-19 point of contact person will communicate with the student's family regarding current public health guidance for caring for others who are sick, the school's procedures for the student to return to school and reporting of any diagnosed case of COVID-19.	MDH School Planning Guide , pp. 12-13	Bethlehem Academy will contact the family, typically Barb Johnson or Mary Herzog in the office, regarding public health guidance and ask that the family take their student to their physician for a COVID test, or another location. Based on results, protocols will be followed. <ul style="list-style-type: none"> • Negative test - student can return to school if they do not have symptoms or have official other diagnosis (Example: allergies). • Follow exposure guidelines in other situations, noted previously. • If a student has a fever and stays home or is sent home, they must be 24 hour fever free before returning to school and have a negative COVID test.

		<ul style="list-style-type: none"> Period 1 Teachers should look for students who look unhealthy, and may send these students to the nurse, prior to or at the start of period 1.
Benchmark C: Classroom environment <i>With consideration to the Principles of Reopening, schools will implement appropriate procedures in light of its educational plan and its physical building to reduce the spread of disease.</i>		
<p><i>Protocol 1:</i> In the development of their schedules and classroom procedures, schools have implemented public health recommended strategies at the classroom-level to mitigate the spread of disease.</p>	<p>MDH School Planning Guide</p> <p>Mask Mandate</p>	<p>In person teaching (Scenario One): All students present, daily</p> <ul style="list-style-type: none"> Period 1 Teachers should look for students who look unhealthy, and may send these students to the nurse, prior to or at the start of Period 1. <p>Entering Classroom 1st hour of the day: All students and staff must wear masks that cover mouth and nose, upon entering the building. (School appropriate designs on masks. Anything inappropriate students will be asked to remove.) See the Mask Mandate for how we follow this as required by non publics.</p> <p>Everyone goes to their locker to grab materials needed for the 1st hour and report to their classroom. No loitering in the hallway will be allowed in order to mitigate exposure.</p> <p>Classroom Seating:</p> <ol style="list-style-type: none"> Chair and desk should face one direction. Students should be 3 feet apart. Students will be assigned seating. COVID signs will be handed out and hung in each classroom. <p>Entering classroom:</p> <ol style="list-style-type: none"> Students must wash or sanitize their hands prior to entering the classroom: Must wear masks when in the classroom. Students must sit in their seats and remain there. <p><u>Scenario 1 in class, daily</u></p> <ol style="list-style-type: none"> Teachers will teach using social distancing. Middle School classes will remain grouped for a large part of their day, teachers moving into their classroom. No sharing computers and learning materials.

		<ol style="list-style-type: none"> Teacher presents in front of the room 6 feet away from students (Only a teacher may allow for a student or group of students to remove their mask in only certain circumstances: physical activity; lunch; very small groups spaced more than 6 feet; band; singing; or special presentations when more than 6 feet apart) Student work, if possible, should be sent electronically. <p>Leaving classroom:</p> <ol style="list-style-type: none"> Students should disinfect tables/workspaces to prepare for the next class. Student should place a “Clean un-clean” workspace sign on table to let the next group know what work stations are available. Dismiss by rows to help with staggered release in hallways and getting to the next classroom. <p>Hallways: Social distancing should be monitored by staff, staggered departures used when possible</p> <p>Scenario 2 in class and online: Hybrid (A-Ka report; Ke-Z report ThF) Wednesday students attend Mass, as able, and meet with teachers for support with their online days.</p> <p>The Model</p> <ul style="list-style-type: none"> School divided in half by alpha. Alpha group 1 will come to school on Monday and Tuesdays (Red and White/A and B). Alpha group 2 will remote learn on Monday and Tuesdays. Remote learning, attendance will be taken by the teacher and reported to the office. Remote learning may be live stream or prepared work from the teacher. (If live stream, remote students must show a live face for the core lesson.) Remote learning must be completed during the class time. Alpha group 2 will come to school on Thursdays and Fridays (Red and White/A and B). Alpha group 1 will remote learn on Thursdays and Fridays. Wednesdays and Saturdays are deep cleaning days. Wednesdays there will not be formal classes, but teachers will meet with students to support their learning needs during their normal class time. Weeks with less than 5 days will have this model applied on an individual basis, and communicated with families/ staff, in advance.
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<p><i>Protocol 2:</i> To the degree possible, schools will limit the use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) or clean them between use.</p>	<p>CDC Considerations for Schools (Shared Objects)</p> <p>Catholic Mutual recommends that all rugs and moveable carpets in classroom be replaced with individual mats.</p>	<p>Bethlehem Academy's supplies and equipment will be separated, when possible, and shared supplies sanitized between uses:</p> <ul style="list-style-type: none"> • For art or other classrooms, separate supplies will be offered for students when possible. • Any shared supplies will be sanitized between use. • All efforts will be made to minimize the need for shared supplies. • Parents will also be asked to purchase individual supplies where applicable.
<p><i>Benchmark D: Large-group gatherings (e.g. assemblies and field trips)</i></p> <p><i>With consideration to the Principles of Reopening, schools have implemented appropriate procedures to mitigate the spread of disease during all large-group gatherings (e.g. assemblies and field trips).</i></p>		
<p><i>Protocol 1:</i> Schools will limit large, in-school group events, gatherings, or meetings during the school day.</p>	<p>CDC Considerations for Schools (Modified Layouts; Communal Spaces)</p>	<p>Bethlehem Academy will create joyful events throughout the school year that limit large group gatherings.</p> <ul style="list-style-type: none"> • Pep fests will be "small groups" sharing celebratory events throughout the hallway or broadcast to classrooms. • Sporting or musical events will be live-streamed or recorded for viewing at a scheduled time with a larger audience. • Field trips will be virtual or outside with small groups. • Mini-videos will help to broadcast BA's heart and mission throughout the year as we celebrate together. • Mass will continue weekly, with WIN, Adoration and service for the group who does not attend Mass every other week. (MS one week; HS next week)

<i>Protocol 2:</i> Schools will pursue virtual activities and events where practicable in lieu of large group gatherings.	MDH School Planning Guide	(Noted above)
<i>Protocol 3:</i> Schools will pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.	MDH Sports Guide Minnesota State High School League COVID-19 Updates	Bethlehem Academy will follow the Minnesota State High School League recommendation for sports during the 2020-21 academic year. To continue to engage students, BA will: <ul style="list-style-type: none"> • Have students and coaches sign waivers. • Continue with small group practices, strengthening and events for extra curricular activities, following guidelines. • Limit all audiences at events. • Publish many events, virtually. • Explore Intramural opportunities
Benchmark E: Visitors <i>Schools admit only those people who are essential for continuing school operations or maintaining the academic environment.</i>		
<i>Protocol 1:</i> All visitors to the school will follow all school-defined safety and personal hygiene procedures for entering the school.	MDH: Visitor and Employee Health Screening Checklist	Bethlehem Academy will limit visitors to the school, discouraging outside visitors on a daily basis. Visitors that do come into our building will: <ul style="list-style-type: none"> • Wear a face mask. • Verbally affirm that they have no symptoms of COVID-19 that cannot be attributed to another health condition according to the COVID list. • Visitors will be informed of and required to follow expectations for practicing hand hygiene and respiratory etiquette.
<i>Protocol 2: Parents and Volunteers</i> Schools will have a plan for entrance and movement within the school building for parents and volunteers to minimize exposure.		Bethlehem Academy will limit parents and volunteers to the school, inviting families to support us in new ways this academic year. If parents and volunteers do come in our building, they will: <ul style="list-style-type: none"> • Wear a face mask. • Verbally affirm that they have no symptoms of COVID-19 that cannot be attributed to another health condition according to the COVID list. • Visitors will be informed of and required to follow expectations for practicing hand hygiene and respiratory etiquette. Parents and families are invited to support BA this year with: <i>Donations of: Masks, cleaning supplies, disinfecting wipes, sanitizer, individual art supplies, old hand towels, and other items as needed throughout the year.</i>

<p><i>Protocol 3: Prospective Families</i></p> <p>Schools will have a plan for entrance and movement within the school building for prospective students and families to minimize exposure.</p>		<p>Bethlehem Academy will have virtual tours for families available at any time by producing a video and arranging Zoom meetings. In addition, tours will be arranged on specific days, after typical school hours to mitigate exposure by new families and students. Presentations will be held after hours with limited attendees as well as virtually. All visitors with a tour or presentation will follow the protocols for visitors by answering the health questions and wearing masks.</p>
<p><i>Protocol 4: Vendors</i></p> <p>Schools will have a plan for entrance and movement within the school building for vendors to minimize exposure.</p>		<p>Vendors will need to schedule their visits to the building. Preference will be made for visits after school hours to minimize any exposure. All vendors will follow the protocols for visitors by answering the health questions and wearing masks.</p>
<p><i>Protocol 5: Guests</i></p> <p>As much as possible, schools will limit guests, activities, and facilities use involving external groups or organizations – especially with individuals who are not from the local geographic area.</p>		<p>Bethlehem Academy will limit visitors to the school, discouraging outside visitors on a daily basis. Visitors that do come into our building will:</p> <ul style="list-style-type: none"> • Wear a face mask. • Verbally affirm that they have no symptoms of COVID-19 that cannot be attributed to another health condition according to the COVID list. • Visitors will be informed of and required to follow expectations for practicing hand hygiene and respiratory etiquette.
<p><i>Benchmark F: Student and employee movement: entrance, movement within the building, and dismissal</i></p> <p><i>With consideration to the Principles of Reopening, schools have implemented appropriate procedures to mitigate the spread of disease while students and employees are moving into, out of, and throughout the school building.</i></p>		
<p><i>Protocol 1:</i> Schools will review their student arrival and dismissal procedures with consideration of public health recommendations strategies to reduce the spread of disease.</p>	<p>MDH School Planning Guide, pp. 12-13</p>	<p>Bethlehem Academy revised arrival and dismissal procedures to mitigate exposure:</p> <p>Beginning of the School Day:</p> <ul style="list-style-type: none"> • Students will enter through the main front entrance, Door C or Door F with masks on, following guidance to keep 6 feet apart. • Students will have already completed their at home health questionnaire and temperature check. • Staff will monitor students and review the health questions as they arrive in first hour.

		<ul style="list-style-type: none"> Students may not arrive prior to 7:30 a.m. and will not loiter in the hallways but will go to their locker and then directly to their classroom. All students and staff must wear masks that cover mouth and nose, upon entering the building. (School appropriate designs on masks. Anything inappropriate students will be asked to remove.) See the Mask Mandate for how we follow this as required by non publics. <p>End of School Day:</p> <ul style="list-style-type: none"> Teachers will dismiss in staggered releases to mitigate congregating: <ul style="list-style-type: none"> 2:45 - Grade 6 2:47 - Grade 7 2:49 - Grade 8 2:51 - Grade 9* 2:52 - Grade 10* 2:54 - Grade 11* 2:55 - Grade 12*Some classes will be mixed grades <p>Students may go directly to their locker and then to their car or mode of transportation. They are not to congregate.</p>
Protocol 2: Schools will develop procedures for student movement throughout the building during the school day.	MDH School Planning Guide , pp. 12-13 CDC Considerations for Schools	Bethlehem Academy will minimize student movement in Middle School for core classes and teachers will go to the students. They will move to their specialist classes and masks will be required. Our High School students have less movement with 75 minute classes and smaller grouping for classes. They will still transition in the hallway but will follow social distancing and adhere to wearing masks for any movement between classes. Students will be monitored by staff to ensure they are not congregating in the hallways and will be asked to sanitize and sit at their desks as soon as they enter a classroom.
Protocol 3: Schools will develop procedures for employee use of all shared common work spaces (e.g. lounges, restrooms, common offices, meeting spaces, work rooms).	CDC Considerations for Schools	<p>Bethlehem Academy staff are encouraged to practice safety in the following ways:</p> <ul style="list-style-type: none"> Masks on in the hallway and shared spaces. Washing of hands often. Sanitizing items after use when in shared spaces. Cleaning personal space at end of day. Eating in the staff lounge as a group is not allowed for the first Semester. Staff can store their items in the lounge and only four staff may eat in the lounge, spread out, at a time. Otherwise, staff will be encouraged to get their lunch and eat in their classroom.

		<p>If they do eat in a shared space, they will be asked to clean and sanitize when they leave.</p> <ul style="list-style-type: none"> • Shared staff restrooms will be limited to one staff person at a time. Hands and sink need to be sanitized prior to leaving. • The copier must be sanitized upon completion of copying prior to leaving. • BA will ask staff to make all efforts necessary to keep each other safe and COVID free.
<i>Protocol 4:</i> Schools will review their procedures for bathroom use.	CDC Considerations for Schools	Bethlehem Academy will post signs by student bathrooms to limit them to two students at a time. Students will be asked to wear their masks (Sign, if someone else is in the bathroom, wait in the hallway and maintain social distancing.) Thorough cleaning of hands must also be followed before exiting and reminder signs will be posted.
<i>Protocol 5:</i> Schools will review their procedures for the use of communal spaces (e.g. gym, playground, library, narthex).	CDC Considerations for Schools	<p>Bethlehem Academy will utilize communal space at a minimum, reconsider large group gatherings, and other efforts made to ensure health and safety protocols are followed:</p> <ul style="list-style-type: none"> • Minimizing size or offering alternating seating arrangements. • Larger classes, over 25, will be moved to a larger environment like the gymnasium, cafeteria or library. • Pep Fests and all school events will be reconsidered and offered in groups, through our hallways, or virtually. <p>Every effort will be made to continue to offer our rich traditions safely, bringing joy to our school year despite safety protocols.</p>
Benchmark G: Food service plans <i>Schools have implemented appropriate procedures to mitigate the spread of disease during meal time at school.</i>		
<i>Protocol 1:</i> Schools will review their procedures and schedules for food service (e.g. breakfast, snack, lunch).	MDH School Planning Guide , p. 5 MDH: Hand Hygiene for Food Handlers MDH COVID-19 Prevention Guidance , p. 4 CDC Considerations for Schools (Food Service)	<p>Bethlehem Academy will implement a structured lunch plan in the following way to adhere to health and safety COVID standards:</p> <ul style="list-style-type: none"> • Arrive to lunch, sit at assigned seats and when directed get in line with their mask on. Masks should be put in a bag or safe place when the student is eating. • Lunch tables and lines separated by 6 feet, marked (Scenario 1 & 2 difference is to limit lunch counts). • Staff initiate prayer/bell. • Staff pick tray/silverware - only napkins by students. • Individual packages of ketchup and condiments. • Staff of four - masked serving with gloves. • Washing tables using safety protocols.

		<ul style="list-style-type: none"> ● Seating charts to track and trace-place cards/could mix it up each month. ● 3 lunch periods of approximately 70 per lunch; Max capacity is 250 (10:26-12:52). ● No salad bars, trays preserved. ● Sit at tables, pray, line up in a limited line, 6 feet apart.
Benchmark H: School and health office operations <i>Schools have implemented appropriate procedures to mitigate the spread of disease in school and health office operations.</i>		
<i>Protocol 1:</i> Schools will analyze and adjust their physical space and front office procedures with consideration of public health recommended strategies to reduce the spread of disease.	MDH School Planning Guide , p. 4-6 CDC Considerations for Schools	Bethlehem Academy redesigned the front office for health and safety COVID standards: <ul style="list-style-type: none"> ● Tall counter and plexi shield. ● List of health questions. ● Hand sanitizer. ● Basket with additional masks, if needed. ● Thermometer available, if needed. ● Sign in sheet for tracing. ● Market standing area to keep social distancing.
<i>Protocol 2:</i> Schools will review all procedures related to access and use of the health office.	MDH School Planning Guide	Bethlehem Academy will implement a safety protocol for the nurses' office to screen for potential COVID patients prior to entering the office: <ul style="list-style-type: none"> ● Students arrives to tall office counter with plexi shield and shares concern - If exhibiting COVID symptoms: <ul style="list-style-type: none"> ○ Staff person will put on PPE. ○ Confirm if student can drive self home/doctor. ○ If they cannot drive, escort to isolation room. ○ Contact family, nurse and administration. ○ Confirm that they must be tested in order to return.
Benchmark I: Transportation <i>Schools have implemented procedures to mitigate the spread of disease while transporting students.</i>		
<i>Protocol 1:</i> Schools that manage their own transportation will analyze and adjust their transportation procedures and ensure availability of back-up drivers.	MDH School Planning Guide , p. 14 CDC Considerations for Schools (Transportation)	Bethlehem Academy will have multiple schedules for students requesting transportation to mitigate exposure. The driver and students will wear masks upon entering the van and wash hands. Between transportation, the van will be cleaned.

<p><i>Protocol 2:</i> Schools who rely on their district for transportation will review district protocols and develop a contingency plan if the district is unable to provide transportation.</p>		<p>Bethlehem Academy is partnering with the Faribault District for some of our transportation. The transportation company will determine safety protocols that our students will follow.</p>
<p><i>Benchmark J: Communal prayer, the Mass, and other Sacraments</i></p> <p><i>Schools have procedures for communal prayer and the celebration of the sacraments consistent with parish protocols.</i></p>		
<p><i>Protocol 1:</i> Schools will analyze and adjust their Mass schedule, liturgical practices and traditions to ensure that all public celebrations of the Mass and other sacraments comply with Archdiocesan and parish requirements.</p>	<p>The pastor or canonical administrator will provide direction on parish protocols.</p> <p>Mask Mandate</p>	<p>Bethlehem Academy will continue to offer weekly student Mass and follow these safe Mass protocols.</p> <p>Scenario 1</p> <ul style="list-style-type: none"> • Students will enter by class, keeping their social distance • All students and staff will wear masks, see mask mandate. • Groups of students will remain together by grade to mitigate exposure • Students will be seated every other pew and one class will be seated in the balcony • One grade will join DMCS at Mass (This grade will either be the same grade each week, or a rotating grade as determined by staff) <p>Scenario 2</p> <ul style="list-style-type: none"> • Students will be invited to attend Mass with or without their family on Wednesday each week, with staff as this is the day we will have online schooling (This will not be mandatory, but highly encouraged) • Students will have to provide their own transportation to and from Mass • All students and staff will wear masks • Groups of students will remain together by grade to mitigate exposure • Students will be seated every other pew and one class will be seated in the balcony, if needed
<p><i>Benchmark K: Thresholds for building closures</i></p> <p><i>Heads of School are actively monitoring and addressing community spread of COVID-19 as it relates to decisions about short-term or long-term closure of the school building.</i></p>		
<p><i>Protocol 1:</i> School Level: Schools will develop transparent criteria for implementing a short-term</p>		<p>Awaiting Final Guidance - will work with Rice County to determine our numbers and safety precautions should we have to close.</p>

closure of their school building. The Head of School and Pastor will consult with the Archdiocesan Director for Catholic Education before announcing short-term closures.		
<i>Protocol 2:</i> Systems Level: If the governor of Minnesota declares that all public school systems across the state will close, Catholic schools will follow the Archbishop's determination on how Catholic schools will respond.		
<i>Protocol 3:</i> If the local public school district declares that its local public school or district will close, the Head of School and Pastor will be responsible for making a decision for its own school and will consult the Archdiocese as needed.		
DOMAIN IV: COMMUNICATING, TRAINING & EDUCATING		
<i>Benchmark A: Communications and training</i> <i>Schools have effectively communicated their health and safety plan to all stakeholders. Parents, staff, teachers, and all others in the school community have been educated on the health and safety procedures for shared involvement and responsibility.</i>		
<i>Protocol 1:</i> Schools will post signs in highly visible locations (e.g., school entrances, restrooms) that promote every day protective measures and describe how to stop the spread of germs (such as by properly washing hands).		<p>Bethlehem Academy will effectively communicate our health and safety plan to all stakeholders. Parents, staff, teachers, and all others in the school community will be educated on the health and safety procedures for shared involvement and responsibility.</p> <p>CDC posters modified for BA Cardinal, colors in bathroom sinks, stalls, water fountains, entrances, classrooms, weight room, locker rooms, gym, cafeteria, BA van</p> <p>Direction signs/arrows/distance markers as needed</p>

<p><i>Protocol 2:</i> Schools will make regular, routine communications on reducing the spread of COVID-19.</p>		<p>Communication Methods</p> <p>Bethlehem Academy will issue regular updates in the following ways to stakeholders:</p> <ul style="list-style-type: none"> ● President's Weekly Update: email from Mindy Reeder to all staff ● Bi-weekly or as-needed video updates from Mindy Reeder and/or John Wollersheim ● Weekly Friday Focus parent email sent to all current parents via PowerSchool ● Staff meetings (frequency) or as needed ● Stakeholder/supporter/alumni communication via Mailchimp as needed ● Social media outlets, including Facebook, Instagram, Twitter ● BA website: News section and COVID-19 resource tab (to create) ● Morning/afternoon announcements, weekly parent emails, regular social media posts
<p><i>Protocol 3:</i> Schools will educate employees, students and families about when they/their child(ren) should stay home and when they may return to school if they have been sick, even prior to school opening.</p>		<p>Bethlehem Academy employees, parents and students will receive information on when to stay home and when they can return to school through:</p> <ul style="list-style-type: none"> ● Updated student and staff handbook - COVID addendum ● Fliers and posters for key points for students, parents, staff ● Action plan for front office staff, faculty, nurse ● Internal/external reporting protocols
<p><i>Protocol 4:</i> Schools will train all employees, students, families, and community members (including volunteers) in school-level procedures found in the Pandemic Preparedness and Response Plan (PPRP).</p>		<p>Bethlehem Academy will do the following to train students and staff on new safety and health protocols:</p> <ul style="list-style-type: none"> ● Create student-led videos ● Design posters ● Update the handbooks with COVID addendums ● Sign student and staff waivers <p>Staff and parents will receive this information through: parent meetings (gym w/limited attendees); Zoom meetings, student assemblies, orientation, workshop week, morning announcements, and on website.</p>
<p><i>Protocol 5:</i> The school will develop a plan for communicating a verified report of a student or employee who has tested positive for COVID-19.</p>	<p>MDH Planning Guide, p. 12-13</p>	<p>Bethlehem Academy will send internal/external communication of possible exposure to staff, students and families when a student or employee is diagnosed or exposed. This will be done through: PowerSchool email + BOD; press release as needed/required; social media as appropriate</p>
<p><i>Protocol 6:</i> Schools will communicate to families and staff their process for school-building closure.</p>		<p>Bethlehem Academy will follow State or Local District requirements regarding possible short-term closure depending on specific protocols as outlined. This information will be</p>

		discussed with our Leadership, the Sinsinawan Council, and our Board prior to a decision being made.
Benchmark B: Supporting faith and resilience <i>Schools will encourage prayer for prudent courage in the face of the virus and draw upon the riches of the Catholic tradition to help students and employees to trust in God's providential care in the midst of turmoil and disruption.</i>		
Protocol 1: Schools will be mindful of the appropriate amount of COVID-19 information that is shared based on the development level of children.		Bethlehem Academy will build in more prayer opportunities through daily prayer, Adoration and weekly Mass, reminding students, staff and families to pray for one another, our district, our state, our nation and our world. Our focus will remain positive and hopeful and invite all to be a part of supporting and lifting one another up in prayer.
Protocol 2: Schools will be attentive and responsive to the social, spiritual, physical, and emotional needs of students and families.		Bethlehem Academy will offer multiple ways to support the emotional well being of each student and staff as well as our greater community through: <ul style="list-style-type: none"> • Daily prayer • Special prayer events and worship • Availability to meet with a counselor • Links to support programs for families • Additional time in Adoration and prayers and letters written by students to others in need • Presentations to families for support during this time and mental health
Benchmark C: Instructional continuity and contingency planning <i>Consistent with their academic programs, schools will have plans to provide an approach to hybrid learning and to efficiently transition to distance learning if needed.</i>		
Protocol 1: According to their ability, schools will have a plan to provide educational continuity for children who may not be able to be present in the school building for in-person learning (e.g. due to underlying health conditions, mental health concerns or a need to quarantine due to exposure to COVID-19).	See Appendix B & C	Bethlehem Academy has been dedicated to the concept that all students can learn, since 1865. With this in mind, we pledge to all students and families, that students who attend school on a regular basis, and complete required work, will pass all classes and graduate on time. We further pledge our priority of putting the well being of students first. This pledge is in place regardless of if we are in school face to face or remotely and for any student who needs to work from home due to their health or the health of their family. Beginning with the 2020-2021 school year, we make this guarantee. Veritas!

<p><i>Protocol 2: According to their ability, schools will be prepared to implement short-term and long-term distance learning plans if in-person learning should be suspended for all students in the school.</i></p>	<p>See Appendix B & C</p>	<p>Bethlehem Academy will move to online learning if required or mandated by the State, the Diocese, or due to our personal school COVID cases. In addition, students may elect to learn from home due to health reasons. In this case, the following will be implemented:</p> <ol style="list-style-type: none"> 1. We will use the regular red-white/A-B schedule for this scenario. However, on Wednesdays, there will be NO classes. Students may request individual meeting times with teachers, via Zoom. 2. Regular attendance must be taken for every class within the first 10 minutes of class and reported to the office. 3. Teachers may choose to deliver their class via live streaming, or by asking students to complete a set of pre-prepared materials. Teachers should expect students to watch streamed classes in real time. (students should show their face throughout the period during a Zoom meeting). They should expect pre-prepared materials to be worked on by the students during class time. 4. It is acceptable for students to be assigned homework in addition to class work. Our staff will keep in mind that students have multiple classes and online learning must be done differently to be engaging and understanding of the difference in learning. 5. Assignments will be reviewed with students through Zoom and PowerSchool consistently; other forms may be optional (email and other forms) 6. Teachers will post learning content, flipped lessons/recordings, worksheets, hand-outs, and project guidelines that online students will need to complete for their learning outcomes for the day. Teachers will share with administration any concerns if students are falling behind and a staff or admin person may be assigned to support the student. 7. BA will adopt a universal late work policy that is a consistent message sent to parents and students. 8. Weekly communication will be sent out to middle and high school students and a COVID online learning page will be accessible to ensure there is one central place to connect and review updates as well as in PowerSchool.
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APPENDIX

A NOTE ON THE PROTOCOLS:

When taken as a whole, these Protocols outlined below create a framework that provides multiple safeguards that reduce the spread of COVID-19. As the CDC has recently noted, these steps are similar to the layers of protections that exist when driving our cars. They include strategies that each individual can take, such as using your seat belt, as well as environmental strategies, such as speed limits, and policies like requiring a test to get a driver's license. Stacking these best practices with several layers of safeguards help reduce the spread of COVID-19 and lower the risks when we re-open our Catholic school buildings in the fall.

In order to welcome students back into the school building, Catholic schools will use these Protocols to responsibly plan, transparently communicate, and implement a number of action steps to lower the risk of COVID-19 transmission. **As school leaders prepare the PPRP for their schools, it is important to remember that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. The Protocols are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure.**

Some school-level processes and procedures that are developed in the month of July may need to be considered “interim.” As more information is made available throughout the summer and into the start of the 2020-21 school year, it is expected that interim school-level processes and procedures will be reviewed and revised as needed. The Archdiocese will continue to provide guidance as more information becomes available.

KEY HEALTH AND SAFETY COVID-19 RESOURCES FOR SCHOOLS FOR SCHOOL PROCEDURES DEVELOPMENT

[MDH SCHOOL PLANNING GUIDE](#) (MDH)

[CONSIDERATIONS FOR K-12 SCHOOLS: READINESS AND PLANNING TOOL](#) (CDC)

[COVID-19 Planning Considerations: Guidance for School Re-entry](#) (AAP)

APPENDIX A: Additional Resources

Resources listed here do not indicate Archdiocesan approval or endorsement

ADDITIONAL HEALTH AND SAFETY COVID-19 RESOURCES FOR SCHOOLS

[2020-21 MDE MINNESOTA PUBLIC SCHOOLS PLANNING GUIDE](#) (MDE)

[IEA Resources](#) (provided by Catholic Mutual)

[Initial Fall Reopening Guide](#) (State of Massachusetts)

[Recommendations for Reopening](#) (Sick Kids Children's Hospital, Canada)