



St. Clare School



ST. CLARE CATHOLIC SCHOOL LIMITED IN-PERSON INSTRUCTION PLAN 2020-2021

This plan was written specifically for St. Clare Catholic School in Portland, informed by the Framework for Reopening from the Archdiocese of Portland and the Ready Schools, Safe Learners guide from the Oregon Department of Education. This plan is subject to change.

Key Considerations

- As of **October 30th, 2020** Multnomah County and the State of Oregon do not currently meet the requirements for reopening based on the metrics set forth by the governor and the Oregon Department of Education. An exception to the metrics has been granted by the Oregon Department of Education (ODE) for Limited In-Person Instruction.
- St. Clare began to offer Limited In-Person Instruction for students participating in Comprehensive Catholic Distance Learning on October 14th for Grades K-2 in accordance with guidelines from ODE. 3rd Grade will join the week of November 9th. Other grade levels will be considered to join in the future following guidance from our local health authority.
- There will be no more than 20 students per stable cohort (*Updated guidance Oct. 30th- we will keep as close to 10 as possible), and no more than 2 hours of instruction with the teacher. Teachers/Aides may interact with up to 3 different cohorts.
- Families must sign up to participate in Limited In-Person Instruction for a time period determined by the administration. Families may choose to stop participating in Limited In-Person Instruction at any time, but may not begin Limited In-Person until the next available start date.



St. Clare School

Key Considerations (cont.)

- Reasonable efforts will be made to provide continuity for the home learning experience for any students choosing to stay fully remote. We will provide both an in-person option as well as an option to continue in Comprehensive Catholic Distance Learning, to meet the needs of all our families. This will be feasible in part due to new "Swivl" technology that will allow teachers to livestream and record instruction to be viewed from home.
- Students remaining in full distance learning will join one cohort to Zoom in with for live instruction daily. Students will also have an independent Zoom daily to check in with the teacher.
- Our instructional model for the 2020-2021 school year will be designed to provide support and continuity if we transition to distance learning and back to the classroom, or vice versa. Our program will include academic excellence, a foundation in faith, and social emotional learning support.
- Students will be taught in stable cohorts, which will limit interactions between grades and other cohorts throughout the week. If a cohort is quarantined or the school is closed due to a spike in cases or a case in our school community, students will continue in Comprehensive Catholic Distance Learning until we are able to return.
- Students who opt in to Limited In-Person Instruction must follow the St. Clare uniform policy.
- Masks may follow general free-dress guidelines. Masks must be school appropriate (no scary or highly distracting images) and at the discretion of the teacher/administration. St. Clare designs or solid color fabric masks are encouraged.
- Parents should provide opportunities for their children to practice wearing masks prior to starting Limited In-Person Instruction to help develop routine and comfort for mask wearing. Parents may want to consider adding [metal bridge clips](#) for comfort.
- Students unable to follow safety rules (including tardies/late to be picked up, not wearing masks properly/consistently, etc.) may be asked to move back to full distance learning.

3rd Grade Schedule

Week of November 9th - Students are not required to wear the uniform during these 2 days.

November 10th: Cohort A -

12:50pm-1:00pm: Cohort A arrives

1:00pm-3:00pm: Instructional Time

3:00-3:10: Cohort A is picked up

Cohort B is working asynchronously at home.

November 12th: Cohort B -

12:50pm-1:00pm: Cohort B arrives

1:00pm-3:00pm: Instructional Time

3:00-3:10: Cohort B is picked up

Cohort A is working asynchronously at home.



St. Clare School

Starting the week of November 9th for K-2, Nov. 16th for 3rd Grade: Monday thru Thursday Cohorts A and B. Friday will continue as is (Distance Learning with Synchronous/Asynchronous instruction).

Uniforms are required starting the week of October 19th for students participating in Limited In-Person Instruction.

Cohort A: Monday-Thursday

7:50-8:00am: Cohort A arrives

8:00-10:00am: Cohort A Limited In-Person Instruction

10:00-10:10am: Cohort A is picked up.

Cohort B is working asynchronously at home.

Cohort B: Monday-Thursday

10:20-10:30am: Cohort B arrives

10:30-12:30pm: Cohort B Limited In-Person Instruction

12:30-12:40 pm: Cohort B is picked up

Cohort A is working asynchronously at home.

**See teacher schedules for more specific information by grade level.*

Arrival/Dismissal

- Students will enter/exit on the Freeman St. Entrance (large doors by 3rd grade) for both drop off and pick up.
 - Family will drive up to the entrance (one-way traffic starting on the gym side toward church side), roll down the windows of student passengers, and all occupants put on masks. Please remember to have your family name and grade level displayed on the dashboard for ease of identification for our screeners.
- One staff member will conduct the student screening. The student will have their temperature checked and the student/driver will be asked if the student has exhibited any COVID symptoms or has been in contact with a known individual with COVID. Close contact is considered within 6ft. of an individual with COVID for more than 15 minutes. The screener will also check that the student is properly wearing their face mask. Students that register a temperature of 100.4 or greater, or who are experiencing COVID symptoms or have been in contact with an individual with COVID will not be able to exit the vehicle and must return home.



St. Clare School

Arrival/Dismissal (cont.)

- Another staff member will record the screening on our medical form and assist the student into the building. The students will walk to their classrooms where the teacher will be at the door to greet them.
 - Students will be dismissed as a cohort, lining up outside with a staff member.
 - In the case of a rainy day dismissal, students will remain in their classroom until their name is called using walkie-talkies.
 - Families that are tardy may call the school office to open the gate. Mrs. Mac will screen and greet the student. If your child is absent please contact the office and your child's teacher in advance. Families with several tardies or absences may be asked to return to full distance learning following safety protocols and for consistency.
 - Families must pick up their child on time during dismissal. We do not have the staffing to safely supervise children outside of their cohort time with COVID protocols in place. If a child is not picked up by the assigned time, they will need to wait with a staff member so as not to come in contact with another cohort. Families may be charged a late fee of \$5.00 per minute beyond the 10 minute grace period for dismissal (charged to FACTS).

Cleaning & Health and Safety Protocols

- Students will use hand sanitizer when entering the building.
- For Limited In-Person Instruction, snacks/food will not be allowed during the 2 hour instructional time. A water bottle may be allowed.
- Chairs/student seating will be spaced 6 ft. apart to maximize social distancing (head to head 6 ft.).
- Teachers may take the students outside for a stretch/mask break. Students may remove masks when 6ft. away from others outside with teacher approval. If a student needs a brief mask break in the classroom, students around them must keep their masks on.
- There will be a cleaning of the room and common touch surfaces every morning before school. Touch surfaces/bathrooms/desks will be sprayed & wiped down between cohorts.
- Students are encouraged and asked to use the restroom prior to coming to school. We ask students to limit bathroom use during Limited In-Person Instruction. Students may use the bathroom in an emergency situation. Students in Grades K and 1 will use the restroom attached to their classroom. 2nd/3rd Grade will use the downstairs cafeteria bathroom and must be escorted to and from the restroom by a staff member. Students must wash hands (20 seconds with soap water) after using the bathroom.



St. Clare School

Responding to COVID exposure

- If a student, staff member, or school family member has been diagnosed with COVID-19, our office will contact our local health authority (Multnomah County- 503-988-3406). They will advise the school on which cohorts or individuals, if any, may need to quarantine based on likely exposure in the building. If a student, staff member, or school family member is exhibiting symptoms but not yet tested or awaiting results, the school will use the [Planning Toolkit](#) or seek guidance from our local health authority.
- If a student becomes ill at school, a teacher/staff member will conduct a temperature check. If COVID-19 symptoms are present, the student will be isolated in our health room or other designated space until the parent, or their parents designee, arrives to pick them up.
- If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center. *For the purposes of contact tracing, ODE defines exposure as being within 6 ft. of a COVID-19 case for 15 minutes or longer (consecutive or within a 24 hour period).*
- If a student exhibits symptoms that could be COVID-19 related (typically two or more symptoms identified on the screener), presents a fever over 100.4 or if anyone in their home or community living spaces has COVID-19, they should contact their medical professional and get tested. Administration is to work under the premise that the student has contracted COVID-19 and may not return to school.
- If the test is positive or if the child is not tested, they must stay home for at least 14 days, and until 72 hours after resolution of their symptoms. If the COVID-19 test is negative, or a doctor's note is provided, the child may return 72 hours after resolution of their symptoms (no fever without the use of fever-reducing medications); respiratory symptoms (cough, shortness of breath, etc) have improved; and local county Department of Health releases the students to return to school safely.
- If a teacher conducting Limited In-Person Instruction is out sick for any reason, the school will work to find substitute coverage. Based on current restrictions for substitute teachers, Limited In-Person Instruction may be temporarily unavailable. If there is confirmed or potential COVID exposure, Limited In-Person Instruction may be temporarily unavailable based on guidance from our local health authority. Families must be prepared to return to full distance learning if our school is directed to do so.



St. Clare School

Covid - 19 Health Check Screening

Prior to performing a health screening on any individual staff must be wearing proper PPE. A face covering is required and face shields over your face covering are recommended.

1. Persons in the vehicle will be asked to put on their mask and roll down the window for a health screening prior to exiting the vehicle.
2. Parent/Driver will be asked if their child(ren) has any of the following symptoms. If the answer is yes, the child(ren) will need to go home.

Do you have any of the following 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 over 100.4 degrees Fahrenheit or greater
- Known close contact with a person who was exposed or tested positive for Covid-19

3. Then take each individual student's temperature using the *Non-contact Infrared Thermometers*. If a child has a temperature over 100.4 degrees the child cannot attend school in-person.

Health screeners must inform the office if this occurs.

4. The student may then exit the vehicle with their mask worn properly and proceed directly to their homeroom class.
5. If you or anyone in your household has been exposed to an individual known to have COVID-19 or if you or anyone in your household is exhibiting symptoms or receive a positive diagnosis of COVID-19 and your child has been at school in the previous 14 days, please alert the school office immediately.



St. Clare School

Family Agreement

By participating in Limited In-Person Instruction for the 2020-2021 school year, you agree to the follow the guidelines listed below:

1. Continue to social distance yourself and your family from large group gatherings and events as thoroughly as you can. If in a group wear a mask.
2. Make sure to distance yourself and your family 6 feet from others. Particularly important in stores, pharmacies, etc.
3. Wear masks when going out and around people.
4. Wash hands thoroughly and often. When hand washing is not available use hand sanitizer.
5. Avoid touching your face and eyes.
6. If you are traveling for business or pleasure, make sure to use all safety measures on planes and while at destinations. Track where you were and who you were with.
7. Keep track, on a calendar, of who you and your family are around for social events, funerals, etc. This will be used in the event we need to have tracing done.
8. Remember that you are not only keeping yourself safe from COVID-19, but you are keeping the other families and staff at St. Clare safe too.

Thank you for abiding and following these safety measures!

References:

- Ready Schools, Safe Learners Document from ODE:
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>
- Limited In Person Guidance from ODE:
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Guidance%20for%20Limited%20In-Person%20instruction%20during%20CDL.pdf>
- Planning and Responding Toolkit:
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf>

Contact Information

Principal: Mr. Chris Harris; charris@stclarepdx.org

St. Clare Catholic School, 1807 SW Freeman St. Portland, OR 97219

Office: 503.244.7600



St. Clare School

Revised Print Date: 10/30/2020