



## Catholic Schools Office

### **PANDEMIC OPERATIONAL RESPONSE PLAN**

The Catholic Schools Office is closely monitoring the Coronavirus (COVID19) in the United States through the Centers for Disease Control and Prevention (CDC) and local health departments. Updated information will be provided as it becomes available.

#### **Introduction:**

This plan provides guidance to school leaders in the event that school activities are suspended due to a pandemic health-related crisis. A decision to implement this plan will be based on the best available information supplied by the appropriate federal, state, and local governmental agencies, and by the Archdiocese of Washington Catholic Schools Office.

#### **Guidance to Faculty:**

- Teach and remind students of the appropriate strategies for reducing the spread of a virus (covering sneeze or cough, hand washing, staying home when ill, and showing signs of fever, coughing/sneezing, or have trouble breathing)
- Maintaining in the classroom an adequate supply of materials (tissues, antibacterial wipes or hand sanitizer) to prevent the spread of a virus
- Ensure that lavatories are stocked with soap and that high-touch areas (doorknobs, keyboards, water fountains) are disinfected multiple times throughout the day
- In the event the school must be closed for an extended period of time:
  - Create and implement a contingency plan (online resources, learning packets) that can be supplied to parents and students, by the most appropriate form of communication. These materials should include grade-appropriate reading lists, math packets, research and writing exercises, similar to the summer packet
  - Utilize appropriate learning tools (for example, educational websites such as IXL, Khan Academy, and Google Classroom) Subject-specific resources can be found on <https://adwcollaborators.weebly.com/>.
  - Communicate on a regular basis with the students and parents on homework assignments or other learning activities relating to the teachers areas of responsibility.

### **Guidance to Staff:**

- Maintain appropriate health and attendance records and be prepared to provide, on a timely basis, any reports requested by an appropriate governmental agency or the Catholic Schools Office
- Ensure that maintenance staff, food handlers and afterschool staff are adequately trained in infection control and disinfection procedures
- Create a contingency plan for faculty/staff absences. Identify substitute teachers/staff and alternate procedures in support of essential operations and ensure that they are adequately trained in infection control and disinfection procedures
- In the event of a school closure:
  - Immediately consult with the Catholic Schools Office and the Office of Communications to produce emergency communications to share information on the closure
  - Notify the local health department of the closure
  - Update the school website to provide the most recent and relevant information to parents and the community relating to a school closure
  - Ensure that the school is disinfected prior to the resumption of any in-school activities.
  - Establish a symptom-free protocol for the return of students

### **Guidance to Parents:**

- Teach and practice with your children the appropriate strategies to prevent the spread of a virus by promoting good hygiene.
  - Cover mouth and nose with tissue when coughing or sneezing
  - Use nearest waste receptacle to dispose of the tissue after use
  - Perform hand hygiene (e.g., handwashing, alcohol-based hand rub)
- Monitor news/governmental agencies, and the school website for updated information
- Check on a daily basis for communications from teachers on assignments and homework
- Provide a good learning atmosphere during a school closure, taking into account the effects the crisis is having on your family (a quiet learning environment free of distractions, if possible). Provide structured activities for your child
- Strictly follow any guidance provided by the school on when a sick student can return to school, once the school is reopened.

For resources for faculty, staff, and families, please go to <https://adwcatholicschools.org/principals/health/>