



**Providence Catholic School - Operational Plan (COVID-19)
Academic Plan, School Activities, Athletics, Extracurricular and Events (August 2020)**

Adapted from guidelines set forth by Center for Disease Control (CDC), the Texas Department of State Health Services, Texas Catholic Conference of Bishops (TCCB), Archdiocese of San Antonio, Texas Education Agency (TEA), Texas Association of Private and Parochial Schools (TAPPS), Archdiocesan Interscholastic Athletic League (AIAL), and the University Interscholastic League (UIL). Note: This plan may be revised with any updated guidelines.

Public Health Considerations

The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow widely shared practices and those specified in this plan.

This document outlines the guidelines that Providence Catholic School (PCS) will follow for all Operations to include on campus academic instruction, extracurricular activities, athletics and any event on campus or hosted by Providence Catholic School staff.

General Guidelines

The health and safety of the Providence Catholic School (PCS) community, guests and extended family will continue to be our top priority. We will continue to review all resources shared by the Center for Disease Control, the Texas Department of State Health Services, Bexar County Metro Health Department, Texas Catholic Conference of Bishops, Texas Education Agency, University Interscholastic League, and Archdiocese of San Antonio to establish up to date protocols. We will follow all Federal and Local Government mandates by Governor Abbott, the City of San Antonio and Bexar County. We will also comply with all TAPPS and AIAL regulations.

In all activities held on the Providence campus, proper social distancing and face coverings will be expected whenever possible. Hand washing and basic hygiene practices will be reinforced daily through signage, communicated in writing and discussed by staff working with any student, staff or visitor.

PCS is committed to regular documentation of daily health screening and temperature checks of all staff and participants. All persons coming onto campus will be required to sign in at the front office and acknowledge self-screening completed before leaving their household. PCS shall maintain designated entrances and exits at the start and end of the school day to reduce the number of individuals in any given area. A schedule of drop off and pick up times per grade level will be used to support this effort. Students will not be able to congregate after school day or other activities while waiting for a ride from parent or guardian. Parents will be asked to pick up within 30 minutes of the designated time or make arrangements with staff.

All classes on campus will be conducted in a manner that small groups will be maintained. All classrooms will have a maximum occupancy posted to ensure proper social distancing is followed. The majority of classroom spaces are limited to 15 students and 1 teacher. Some classrooms are larger and some classrooms are smaller. See [Occupancy Chart](#) for all spaces on campus.

In the case of athletics, fine arts and other extracurricular activities, group attendance will be documented for reason of contact tracing and not mandatory. Guidelines for group sizes will vary by activity and space available. Details of these guidelines and protocols are specified in this plan.

Priority will be placed on the implementation of these guidelines and consistency upheld throughout the first quarter of school. Contingency plans are in place to carry out the functions of administration and all activities on campus should any staff member become ill. Implementation and practice of these plans began with small groups on campus throughout the summer. We will gradually introduce more students on campus as the school year begins.

Systematic Return to Campus:

1. Small Group activities, to include athletics, and Orientation Sessions by grade level will take place on campus prior to August 17th and will continue through September 4th. All activities must follow this Operational Plan and required training of staff and screening of students and staff maintained.
2. School will begin August 17th with only those students with essential needs to be on campus during the school day. This cautious start to the school year will be through September 4th. All students, both on campus and at home, will be on the synchronous online format for all classes. Teachers will teach online from their classrooms. Students on campus will be limited to designated spaces and supervised. Note: The scheduled bi-weekly communication (A Look Ahead Newsletter) on August 28th will be sent to confirm if we are able to proceed with allowing more students on campus on September 8th or if any adjustments are needed.
3. Beginning September 8th, students who choose to come on campus will come 50/50 by grade level. Classes will be conducted in classrooms with flexible in-person and synchronous online formats. This staggering of 50/50 will continue through September 25th. Note: The scheduled bi-weekly communication (A Look Ahead Newsletter) on September 25th will be sent to confirm if we are able to proceed with allowing more students on campus on September 28th or if any adjustments are needed.
 - a. 6th grade, 8th grade, 9th grade and 10th grade will attend Monday/Tuesday
 - b. 7th grade, 11th grade and 12th grade will attend Wednesday/Thursday
 - c. Those students who were identified with essential needs for the first three weeks of school will remain on campus each day of the week.

4. Beginning September 28th, all students who choose to be in-person 4 or 5 days a week without an essential need will be permitted to attend all classes in person.
5. At any time, PCS may move back into online learning given the severity of the pandemic. These changes will be communicated to families through Plus Portal and will be followed up with virtual parent meetings on Wednesday evenings, should the need arise.

Training & Requirements of Staff

All full-time, part-time and volunteer staff will need to be trained specifically on the protocols outlined in this plan. In addition, each will be required to meet the following expectations.

1. Complete an online course on [*Special Considerations for Infection Control During COVID-19*](#), provided by Texas Agri-Life Extension, prior to beginning any in-person instruction with students or camp attendees. This course is intended for frontline childcare workers, but the principles of the course apply equally to those working in school settings.
2. Daily self-screening of COVID-19 symptoms and acknowledgment prior to arriving on campus.
3. Upon arrival, all staff will wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or setting up for any classes or activities.
4. Daily temperature checks upon entering the building will be conducted by the designated staff.
5. All staff will wear face coverings at all times during when interacting with students, visitors or other staff on campus whether indoors or outdoors where social distancing is not possible.
6. Complete sanitation protocols before and after each class or meeting.
7. Maintain 6 feet of social distancing during all instruction of students.
8. If a staff member is required to render emergency aid to a student or other staff member, they will be required to wear gloves and other personal protective equipment (PPE).

Health Screening Procedures

1. Daily screening must occur of all individuals on campus or those conducting a PCS sanctioned activity.
2. Staff, students, and visitors will be required to complete a self-screening health check online. This form must be checked daily for clearance.
3. All must arrive on campus wearing a mask. All should continue to wear the mask during all activities when in a classroom or space with other people. Exceptions when eating or during physical activity.
4. Staff members will enter campus through the Augusta street entrance or Glahn Hall side entrance and immediately report to the faculty lounge to sign in, complete hand washing and temperature check by designated Safety Team. Temperature must be below 100.4 to participate in any activities.
5. Advisory teachers, coach or sponsor will verify that each student has completed the self-screening prior to starting school day or activity. Names of those who have not completed the self-screening shall be submitted to front office staff to contact parent/guardian.
6. Students and visitors shall enter through designated entrances (See Drop off and Dismissal Procedures) to sign in and complete required temperature check. A 6 feet of social distance should be maintained at all times, especially prior to temperature check.
7. All students must receive a daily temperature check by a designated administrator. Temperature must be below 100.4 to be on campus or participate in any activities. Students participating in Athletics, Band, JROTC or Fine Arts will go through an additional temperature check by the staff person prior to beginning the activity afterschool.

8. Any person who does not pass this screening will be sent home immediately. If they are unable to leave campus immediately, the individual must be isolated until the individual is able to leave.

Attendance Policies:

Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of online instruction. Any student absent, must follow the attendance policies of notifying the Attendance clerk in writing with proper excuse for absence. This is required for in-person and synchronous online absences.

Any parent may request that their daughter switch their preferred selections of instruction between 100% online instruction, 50/50 instruction or in person during the school year. These requests must be sent to the Attendance Clerk/Registrar to update coding for contract tracing efficiency. All parents have the option to choose between in-person or online for their daughter for the 2020-2021 school year.

Any student who meets the academic and attendance requirements documented in the Student Parent Handbook, whether the student is online or in-person, may participate in extracurricular activities or athletics in accordance with TAPPS and AIAL guidelines.

PCS has included an addendum to Vacation/Personal Time policies for all employees to provide some flexibility to employees during the pandemic. Both student and employee policies are in place to encourage all to use caution should they be exposed to any illness and stay home, while continuing to maintain the academic, community and extracurricular programs at PCS.

Positive Cases & Staff or Students Showing COVID Symptoms

If a positive case is identified in a student or staff person, any group (class, team etc.) in which that person may have come in contact will be informed. All staff will maintain the confidentiality of the individual. All individuals who have come in **close contact (within 6ft of a positive case for 15 minutes or more with or without a mask)** will be notified to quarantine for 14 days from the date of possible exposure. A student or staff person receiving notification of possible **close contact** exposure will be required to move to online learning, document symptoms and follow up with designated administrator. Any staff or student possibly exposed, but not close contact, should continue to monitor symptoms daily and increase personal hygiene and notify the designated administrator immediately if there is an onset of any symptoms.

If the confirmed individual is known to have had close contact outside of documented class, groups, etc, the person is expected to disclose this information to the designated administrator in order to complete contact tracing.

Any staff member or student who experiences any of the symptoms of COVID-19 must self-isolate until the below conditions have been met.

- In the case of an individual who was diagnosed with COVID-19, the individual may visit when all three of the following criteria are met: at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough,

shortness of breath); and at least 10 days have passed since symptoms first appeared;
or

- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until the individual has completed the same three-step criteria listed above; or
- If the individual has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

If a staff member or participant experiences any of the symptoms of COVID-19 while on campus or participating in a sanctioned PCS activity, the person must be immediately isolated from the group. Any attending staff member must wear gloves, face covering and other PPE until medical staff are called or a family member removes the person from campus or location. Designated areas on campus for the purpose of isolation to use are as follows: Infirmary located across main office, Counseling Office located in Feltin Hall, Sacristan storage located in Moye Hall, and private counseling room (101D) located in Counseling Center. These spaces are not permanent office spaces, but do serve other purposes for storage or two person meetings. If these spaces are used for isolation, a complete sanitation of the space must be documented before any other individual uses the space after it is used to isolate a suspected case of COVID-19 on campus.

Additional sanitation of all known areas of any individual confirmed or suspected will take place immediately. If necessary, students and staff in the area will be removed until the space is properly sanitized.

Any known case of COVID-19 will be reported to those who may have come in contact. The individual's identity will not be disclosed to the group. Activities will be halted temporarily in order to ensure that all surfaces are sanitized. Depending on the situation, the activity may not resume within 24 hours. The known case shall also be reported to the Bexar County Metro Health Department and the Archdiocese of San Antonio.

Health Screening of Symptoms for COVID-19

- Cough
- Shortness of Breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Congestion or runny nose
- Feeling feverish or a measured temperature greater or equal to 100 degrees F
- Known close contact with a person who is lab confirmed to have Covid-19

Contact Tracing/Communication Procedures

830-719-4711 is the designated line for a PCS student or parent to contact immediately with COVID-19 concerns and **MUST** be used for all REPORTING. The line is available 7am to 9pm Monday through Sunday. The following situations require immediate reporting:

1. Request to be tested or quarantined by a medical professional or local health authority.
2. Positive test result of a person in the household, in which the student or person who recently visited the PCS campus came into **close-contact**.
3. Onset of Covid-19 symptoms of a student or person who recently visited the PCS campus or PCS sanctioned event or activity.

The designated administrator who follows up with each report will ask the individual private information that pertains to contact tracing. This may include questions about a person's symptoms and personal life, like who lives in the household, where has the person gone in the past week, how much time the person has spent in or outside of the home etc. Private information is only used for contact tracing.

After receiving the report and determining the timeline of possible infection, the role of the designated administrator is to determine each individual who has come in **close-contact** with a confirmed positive case to inform each **close-contact** that they have been exposed to a COVID-19 infection and should be quarantined. The identity of the **positive case** will not be disclosed to the contact.

Additionally, the designated administrator will determine others who may have had **possible exposure** with the confirmed case and inform them to monitor symptoms, wear a mask and increase hand washing. The identity of the **positive case** will not be disclosed to those possibly exposed.

The confidentiality of all cases will be maintained by all PCS staff. Confidentiality is the right of an individual to have personal, identifiable medical information kept private and not released with a person's consent. Any private information that does not pertain to contact tracing will not be used or reported to any other authority.

When notified of a confirmed positive case on campus, the following steps of communication will occur.

1. All **close contacts** will be sent an email and text (student, parent and staff). These individuals will be directed to quarantine and monitor symptoms daily. The timeline of the possible exposure will be given, but the identity of the positive case will not be disclosed.
2. All **possible exposures**, not close contacts, will be sent an email and text (student, parent and staff). These individuals will be directed to monitor symptoms daily, wear a mask and increase hand washing.
3. All positive cases will be reported to the local health authority and the Archdiocese of San Antonio.
4. At least two follow up calls will be made by the Health Coordinator, Counselors and/or immediate supervisor to support all close contacts during quarantine. Any changes in symptoms must be reported to the designated administrator.
5. Routine follow up calls of positive cases will be made by the designated administrator during time of infection to support all close contacts. Students will be provided support by our Counseling Staff.

Drop off and Dismissal Procedures for School Day and Afterschool Activities

These procedures outline the designated entrances and those responsible for screening and supervising students during before and after school periods. Additionally, it outlines the procedures and times needed to transition students to extracurricular activities.

Before school Drop off Designated Entrances:

- Middle School (Student ONLY) – Glahn Gym Lobby (Enter the Car Line through the Main Gate entrance near Brooklyn Square)
- High School (Student ONLY) – Ayres Hall side entrance (Enter the Car Line through Sr. Antoinette Drive (N. St. Mary’s near Central Catholic)
 - All Parents/Visitors – Main school lobby (Park in Visitor Parking)
 - Note: Families with HS and MS siblings should drop off the HS student first and proceed to the MS entrance to drop off MS students.

After school Pick up Exits:

- Middle School Students will exit through Glahn Gym Lobby – MS Students will wait for their ride socially distanced in the Gym each day from 3:15 to 4pm.
 - **Dismissal Time – 3:05p for all MS Students**
 - Students in Athletics or Dance Team will remain in the last block classroom until 3:20pm. Coaching staff will go to each classroom to “check in” students for practices (following social distancing, occupancy guidelines and sanitation procedures before the new group enters the gym.) Practices will end between 5-5:30pm. Coaching staff will supervise dismissal from Gym Lobby.
 - Students in an after school club/organization will meet virtually. If in-person the student will remain in the last block classroom until 3:15pm. Sponsors will go to each classroom to “check in ” students for Club meetings and take to designated classrooms (following social distancing, occupancy guidelines and sanitation procedures before the new group enters the space.) Sponsor will supervise dismissal through the Gym lobby at 4pm.
- High School Students will exit through Main Lobby ONLY) – HS Students will remain in last block classroom until ride is available.
 - **Staggered Dismissal Times – 3:05p for Seniors and Juniors, 3:30p for Sophomores and Freshman**
 - Students in Athletics, Band, JROTC, Show Choir, Dance Team, or Club/Organization will remain in the last block classroom until 3:15pm. Beginning at 3:15pm, an announcement for each group will be made over the PA system signaling the student to move to a scheduled practice or meeting space. These calls will be staggered and students are expected to move quickly to the new space without stopping at other classrooms or socializing in the hallway. High School students are expected to follow all social distancing and check in procedures. Coaches and sponsors will check in these students and follow occupancy guidelines and sanitation procedures before the new group enters the gym or space.) For activities, such as Athletics that do not begin until after 4pm or 5pm. These students will be designated to classroom space or cafeteria. Practices will end at various times. Coaching staff or sponsor will supervise dismissal from Gym Lobby or Central Catholic.
 - Students in an after school club/organization will meet virtually. If in-person the Sponsor will “check in ” students for Club meetings using a sign in sheet that includes date and time. Sponsors are expected to follow social distancing, occupancy guidelines and sanitation procedures before the new group enters the space.) Sponsor will supervise dismissal through the Gym lobby at 4pm.
- **Note:** Families with HS and MS siblings should pick up the HS student first and proceed to the MS exit to pick up MS student.

- **All activities, meeting times shall be set for the month in advance. Sponsors and Coaches cannot host meetings or practices in person without prior approval by Assistant Principal/Athletic Director. Students must be on club or team rosters prior to attending any meeting or practice. This is to ensure that contact tracing and follow up communication can be completed efficiently.**

Requirements for Classroom Activities (Academic or Extracurricular)

The Principal, Assistant Principal, Counselors, and Department Chairs are dedicated to ensuring health protocols are being successfully implemented and followed by students and teaching staff/sponsors.

- Encourage students to practice social distancing and minimize the number of students who they encounter regularly. The number of students in a classroom will be limited to [Occupancy Chart](#) guidelines and one staff member. If a class enrollment exceeds the designated occupancy, the location will be moved to the cafeteria and subdivided into two groups, in which one group accesses the class or meeting online from another supervised location or at home.
- All instruction or meetings should be held in spaces that allow desks or seating areas to be placed at least 6 feet apart.
- If more than one group is using a shared space that is large enough to allow for students in all groups and their respective desks or personal space to be 6 feet apart, then multiple groups of individuals can be in the space together. However, each group must be separated from the other by an empty space of at least 30 feet. The groups should otherwise not combine for activities. For example, two groups of students and one teacher can meet at the opposite ends of a cafeteria, if students can all be seated at least 6 feet apart; three groups of students can meet in gymnasium or outside, separated by 30 feet, with one teacher circulating between the groups to support online learning; and other iterations are also possible, so long as they meet the requirements for distancing.
- Whenever possible and developmentally appropriate, there should be no group or paired work that would require students to regularly interact within 6 feet.
- Hand sanitizer or hand-washing stations shall be available in the classroom area and all will be encouraged to use it frequently.
- Activities that bring together multiple groups of students should be limited. This would be for assemblies, field trips, or other group gatherings outside of their class group, except for religious services and associated activities, unless the distancing of 30 feet between groups can be maintained.
- When feasible and appropriate, it is preferable for students to gather outside rather than inside, because of likely reduced risk of virus spread outdoors.
- In-Person Attendance is not mandatory for a student to earn academic credit or participate in a club/organization.
- Drinks or food shall not be shared or consumed in any classroom. Refer to guidelines for Lunch for designated areas.
- Drinking fountains will be blocked off. Water bottle filling stations will be provided. All students and staff must provide their own personal water bottle each day that is clearly marked.

Procedures for Lunch during the School Day

- Students may bring a lunch from home or purchase the hot lunch from the cafeteria staff.
- Cafeteria service will be limited to a hot lunch only and limited packaged a la carte options. Items will be served in disposable containers.

- Microwaves will not be available in the cafeteria to students during the pandemic.
- Groups will be staggered for lunches and assigned to designated areas.
 - Cafeteria – Occupancy 40 students
 - Cafeteria Porch – Occupancy 15 students
 - Cafeteria Picnic Area – Occupancy 15 students
 - NCC Porch – Occupancy 15 students
 - Friendship Circle 15 students
- Proper social distancing will be enforced in these areas.
- Students and Staff will be required to properly wash hands before and after lunch periods.

Requirements for Non-Classroom & Athletic Activities

The Athletic Director, Assistant Athletic Director, Athletic Trainer and other Sponsors are dedicated to ensuring health protocols are being successfully implemented and followed by student, athlete, and coaching staff.

- Attendance is optional. For athletics, fine arts, band and JROTC, guidance for working out/practicing at home or remotely away from school will be communicated regularly.
- Attendance records shall be kept, however, all activities are voluntary and not required.
- Students will be given limited access to locker rooms or shower facilities.
- During workouts or activities, Providence shall have at least one staff member per 20 students in attendance to ensure appropriate social distancing, hygiene, and safety measures are implemented.
- Coaches and Sponsors must establish social distancing routines when gathering is a “huddle” during instruction. In non-contact sports and activities, students are encouraged to wear a gaiter around their necks to easily use as a face covering.
- For Choir and Theater, students will be required to practice with a face shield and in a larger space. Outdoors is preferred.
- Band and JROTC activities fall under the guidance of Central Catholic. Students will be required to wear a face covering whenever possible. Students who sign out to attend activities are Central Catholic.
- Hand sanitizer or hand-washing stations shall be available in all areas and all will be encouraged to use it frequently.
- All surfaces in areas must be thoroughly disinfected throughout and at the end of each session.
- No clothing or towels may be laundered on site or shared during workouts.
- If a student athlete or camp participant brings any equipment from home, only she shall be allowed to use this equipment. Personal equipment must be clearly marked.
- Water or food shall not be shared.
- Drinking fountains will be blocked off. Water bottle filling stations will be provided. All participants must provide their own personal water bottle each day that is clearly marked.
- Post-workout student athletes should shower and wash their workout clothing immediately upon returning home. Any personal equipment transported to a PCS workout or camp should be properly sanitized each day if possible or left outside your home on the porch or garage. If an athlete or camp participant is unable to wash their clothes for the next day, they must wear a different set of clothes.

Gym Locker Room may be used for students to dress out for PE, Dance Classes or practices. PE students will NOT be issued a locker or basket. Students will be required to take PE or practice clothes home each day to return with new ones for the next class or practice.

- Use of the locker room will be limited to 15 students at a time. Moving students or athletes in and out of the locker room will be the responsibility of the coaching staff.
- Students will enter the locker room to dress out from Glahn Hall way when instructed to do so by their coach.
- Students will exit the locker room once dressed out from the small hallway to the gym.
- All backpacks or bags used for personal belonging will be kept in the gym during classes.
- Athletes with additional personal belongings will be issued a locker socially distanced from other students for Fall Sports only.

Dance Dressing Room may be used for students to dress out for Dance classes. All backpacks or bags used for personal belonging will be kept in the studio or gym during classes. Only members of Progressions or Evolutions Dance teams will be permitted to store personal belongings in the Dance Dressing Room. Students will be assigned a shelf.

Students in PE, Athletics, Band, JROTC and Dance entering 6th through 12th grades must have a current 2020-2021 cleared medical history and physical on file from the 2019-2020 school year in order to participate.

PE & Sport Specific Instruction

In addition to the above requirements for all workouts, the following applies to physical education and sport specific instruction:

Limitations and Rules

- Competitive drills involving one or more students on offense against one or more students on defense may be conducted, but groups' sizes should be limited.
 - Example: Varsity and JV teams should not compete against each other in practice situations.
- Only school coaches completing proper training will be permitted to conduct camps or workouts.
- Providence student-athletes are limited to the following:
 - Middle Athletes may only participate in two pre-season workouts a week. From August 12 until the start of the season (Sept 7).
 - High School Athletes may only participate in 15 hours of workout until August 17th. After August 17th, preseason workouts may be held daily not to exceed more than one hour per day.
 - Providence Athletic Staff will determine a schedule for all groups to use the gym to allow for proper sanitation between groups. A minimum of 30 minutes will separate use of the space between groups. This will prevent groups from interacting.

PE & Sport Specific Activities Conducted ***Outdoors***

Risk Mitigation

- Students and staff must maintain at least six feet of distance from all sides when not actively exercising. When actively exercising, students and coaches must maintain at least 10 feet of distance from all sides when possible.

- Students shall be placed in working groups no larger than 25 total students. Each working group should maintain appropriate distance from other working groups. If a group is not “in-season”, it is advised that working groups be limited to 4 per group. This will reduce the number of individuals coming in **close-contact** with one another should a positive case occur.
- Any equipment, such as sports balls, shall be regularly disinfected during workout sessions. This equipment should not be shared between groups. If necessary, after a group has used such equipment, that equipment must be thoroughly disinfected before being used by a different group.

PE & Sport Specific Activities Conducted *Indoors*

Risk Mitigation

- Students and staff must maintain at least six feet of distance from all sides when not actively exercising. When actively exercising, students and coaches must maintain at least 10 feet of distance from all sides when possible.
- Participants may be placed in working groups no larger than 15 total. Each working group should maintain appropriate distance from other working groups. If a group is not “in-season”, it is advised that working groups be limited to 4 per group. This will reduce the number of individuals coming in **close-contact** with one another should a positive case occur.
- Indoor workout activities can be conducted up to a maximum of 25% capacity.
 - For Glahn Gymnasium capacity guidelines are as follows:
 - Volleyball – maximum 40 participants (minimum 3 staff)
 - Basketball – maximum 30 participants (minimum 2 staff)
 - Dance – maximum 40 participants (minimum 2 staff)
 - Softball – maximum 30 participants (minimum 2 staff) *only if moving indoors is necessary.
 - Consideration of type of equipment and amount of space needed for students to work out in each sport is used to determine maximum
- Any equipment, such as sports balls, shall be regularly disinfected during workout sessions. This equipment should not be shared between groups. After a group has used such equipment, that equipment must be thoroughly disinfected before being used by a different group.
- Weight room equipment will not be used in the weight room, due to the size of the space. All equipment available for coaches to use shall be stored after each use after proper sanitation.

Hallways, Stairways & Common Areas

It is the social responsibility of teachers, staff and students to maintain social distancing guidelines in all common areas. The following practices will be put in place to minimize crowding or congregating in areas:

- Students will not be issued lockers at the beginning of the school year. Students will be permitted to carry a backpack to class. Students in fine arts or athletics practices afterschool will be determined by rosters and given a designated area to check in additional bags each day on campus.
- All main hallways will be two-way with distanced traffic. Students and staff should move in a single line down the right side of the hallway until they get to the classroom or office of their destination. No one should walk in pairs or within 6 ft of another person.
- If a classroom or office is occupied, the students, staff should wait socially distanced along the wall outside of the space until they are able to enter.

- If a group of students are along the hallway waiting to enter a classroom, the middle of the hallway is reserved for other students or staff who may need this space to get to their destination.
- Stairway from Glahn Hall to Feltin Hall near the gym is to be used by Middle School students, Middle School teachers and staff only. For Middle School classes, students do not change classes except for PE, Foreign Language and Fine Art electives. Teachers will be responsible for leading students to these areas at staggered times so that no two groups in this stairway at the same time.
- The Main Stairway by the front office is DOWN only.
- The Middle Stairway in Ayres & Moye Halls between room 103 and 105 and 203 and 205 is UP only.
- The Cafeteria Stairway in Ayres & Moye Halls is DOWN only.
- Only high school students and staff may use the Main, Middle and Cafeteria Stairways.
- Restrooms will be designated to certain classes/grade levels. ONLY one person is permitted in the restroom as a time due to the space between stalls and sinks. Each teacher will have a sign in and sign out log for students going to the restroom.
 1. Feltin Hall – Middle School Students only
 2. Glahn Hall – 8th grade and Foreign Language Classes & Teachers
 3. Ayres Hall – Junior & Senior Students only
 4. Moye Hall (near Main Stairway) – Freshman & Sophomores Student only
 5. Moye Hall (near Cafeteria Stairway) – Junior & Seniors Students only
 6. Teachers should use shared restrooms in between classroom spaces, Faculty Lounge or Gym Lobby during the school day.

Requirements for Assemblies, Mass, Ceremonies, Field Trips and Events on Campus

Mass guidelines will be followed in accordance with the [Archdiocese of San Antonio](#).

Monthly school masses scheduled will be limited to one grade level and limited staff in Glahn Gym for in-person mass. The mass will live streamed to TVs in each classroom. Communion will be distributed.

Before PCS hosts any assembly or gathering, administration will refer to the occupancy guidance from state and local orders. Assemblies will be held in Glahn Gym or Outside.

State and Local References:

<https://covid19.sanantonio.gov/Home>

<https://open.texas.gov/>

During the pandemic teachers will be encouraged to limit field trips to outdoor spaces within walking distance of the school or virtual options. Any field trip requiring transportation will need to follow additional protocols.

Day Retreats will be scheduled at outdoor venues in late October and November. The Senior overnight retreat will be optional.

Guidelines for hosting Athletic Events will be set in conjunction with TAPPS and AIAL restrictions and communicated to those students, parents and staff participating. Additional spectators will be limited for fall sports. All games will be recorded or live-streamed for the community to access. PCS students, coaches and families are required to adhere to guidelines and procedures at other campuses during competition.

Parent Meetings, Informational Sessions and Open Houses will be conducted virtually. Individual appointments and tours of the campus are permitted by appointment only.

Regular Campus Screening Procedures will be required for all visitors attending these activities of events on campus.

Transportation Protocols:

1. All students and staff using the bus will be required to complete health screening and use hand sanitizer prior to boarding.
2. All students, bus drivers and staff will be required to wear a face covering while on the bus. When possible, students should not sit more than one person to a seat.
3. While any persons are on the bus, AC should be on and windows opened to allow outside air to circulate in the bus.
4. Staff will use personal vehicles to travel to a location whenever possible. Mileage reimbursement will be provided from department budgets for employees.
5. Buses should be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilation and air flow.

Facilities & Cleaning Protocols

1. HVAC systems and window air units must be turned on prior to the start of any activity and while the space is occupied.
2. Maintenance/Custodial staff will turn on air conditioning units in all spaces used an hour prior to activities.
3. Teachers are permitted open windows and turn on ceiling fans in classrooms to increase the circulation of outside air.
4. Restrooms will be designated for each grade level on campus. Maintenance/Custodial staff sanitizes restrooms and all surfaces used by activities before use each day and throughout the day. Only one student is permitted at a time in the restrooms. If a restroom is currently in use, the student must wait outside the restroom in the hallway.
5. Regularly touched surfaces, such as doorknobs, tables, chairs and restrooms will be frequently cleaned during business hours.
6. Teachers, Sponsors, and Coaching staff will be required to sanitize equipment or shared supplies after each use each day and prior to the next class, activity or workout.
7. Maintenance/custodial staff shall use proper disinfectant supplies. Disinfectant sprays and wipes will be available to teachers, coaches and staff for surfaces and equipment.
8. In the event of any known positive COVID-19 case on campus, the area will be shut off until deep cleaning is completed.
9. Each classroom, shared space and office space will have a supply of gloves, disposable masks, liquid hand sanitizer and disinfectant spray, in addition to basic first aid supplies.

Acknowledgement

All staff and both, student(s) and parent/guardian, must sign acknowledgement of these guidelines. Any subsequent update will be reposted to the website and Plus Portal resources for staff, students and parents.

Revised 8/1/2020

