

Temporary Remote Learning

Used when anyone in school tests positive for COVID-19

Academic Programming

Holy Spirit & Our Lady of Lourdes Catholic Schools
Assumptions: All teachers are teaching for home. School is closed for deep cleaning or due to local health agency or local governing agency mandate.
Procedures: <ol style="list-style-type: none">1. All teachers move to on-line class instruction2. Teachers have all classes in Google Classroom3. All teachers use standardized form for parental/student ease of navigation4. Teachers are available during regular work-day: 8AM - 3PM (there is no guarantee that teachers will/can respond after hours)5. Student engagement is critical6. Contact parents for students who do not log on
Policy: <ol style="list-style-type: none">1. All teachers must have classes ready to use on second day of remote learning (RL), as the first day will be used for teacher preparation and planning.2. All teachers must be available during the regular school hours3. All lessons must meet the curricular standards4. Virtual Classes must be set up in Google Meets5. Monday - Thursday Academic Instruction and Friday Recovery Day

Physical & Structural Environment

HSCS & OLL
Assumptions:
All teachers are teaching from home for prescribed days. School is closed for deep cleaning. Core office personnel are able to return. Cleaning will need to take place first for those areas.
Procedures:
<ol style="list-style-type: none">1. Principal cancels all building usage immediately and contacts the Health Department.2. All staff pack for remote work and leave the building ASAP.3. Custodians will begin deep cleaning in zone 1 when the building is emptied.4. Building is deep cleaned by zone by custodians.
Policy:
<ol style="list-style-type: none">1. All staff in the building must follow health guidelines (mask, temperature, symptom reporting, and social distancing) daily and will be recorded on sign-in form. Forms will be maintained in the office.2. Custodian hours are shifted and they complete the deep cleaning.

Business Environment

HSCS & OLL
Assumptions: All teachers are teaching from home. School is closed for deep cleaning. Core office personnel are able to return within 24 hours to the office areas with social distancing, masking, health screening, and hand cleansing required.
Procedures:
<ol style="list-style-type: none">1. Start Contact Tracing according to CCHD guidelines2. Contact parish and superintendent3. Revise recordings on school phone messages, if needed, with current information4. Coordinate to update webpage and social media5. Change signage on building to close building to ALL visitors6. Principal send email to parents
Policy:
<ol style="list-style-type: none">1. Student attendance will be reported through Renweb. School office will maintain attendance of faculty and staff.

Social, Emotional and Behavioral

HSCS & OLL
Assumptions: All teachers are teaching from home.
Procedures:
<ol style="list-style-type: none">1. Teachers complete check ins with students2. Set up Google Meet times that aren't academically related3. Coordinate with our school counselor
Policy:
Parent release for school counseling
<ol style="list-style-type: none">1.