



Christ the King School

A Community of Solidarity

Back to the Building Plan
In response to COVID - 19

Dear Christ the King Community,

I am excited to share with you the school's site-based plan, [Christ the King School, A Community of Strength](#) as well look forward to returning to an in-person learning experience in August. Much prayer, research, discussion, and discernment has been put into this plan with the hope we can continue this method of instruction for the school year. As the ultimate goal is for our faculty and staff to be on campus, we understand this must be accomplished with the safety and well-being of all staff and students in mind.

Christ the King School has wonderful community and it will take the efforts of all for this plan to function properly. Unfortunately, during this time of COVID we find that some of what is happening is out of our control. Yet there is much that we can do to minimize potential risks. When we all work together to follow the correct procedures and protocols, we will hopefully maximize the efforts of in-person instruction, which we believe to be the best method of education for our students. We have an outstanding team of educators and staff who are committed to the students and families of CK and are preparing for the situations that lie ahead. We are also incredibly blessed at CK to be surrounded by a supportive community of families who place their trust in us for the education and spiritual formation of their children. We do not take that responsibility lightly and have developed a plan with these considerations in mind.

As we face this global situation let us always put our trust in Him. The school year will definitely be different and there will be many challenges that we face. These challenges will be what empower us to do all we can to create an environment that is best for our school community. Patience and flexibility will also be needed as we navigate through these difficult and unprecedented times. We are reminded in Deuteronomy 31:8, *"He will never leave you nor forsake you. Do not be afraid; do not be discouraged."* We are not alone in this journey and that He is always with us, walking all journeys right beside us.

The Christ the King School community is a strong and a committed one. We understand there is a general sense of anxiety of the unknown and what lies ahead. However, Father Rick and I have faith that in working with the CK community of faculty, students, and families, we are much stronger to face the challenges ahead together. We stand in solidarity with you and look forward to (finally) seeing each and every one of our students on August 12th.

Peace to All,
Amy Feighny

Community Document for Re-Entry

Introduction:

This plan was constructed to assist in implementing re-entry for faculty, students, and families to feel safe and to reduce the impact of COVID-19 conditions upon returning to in-person learning. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and American Academy of Pediatrics (AAP), Oklahoma State Department of Health (OSDH), and The Path Forward: School Continuity Guidelines for Catholic Schools in the Archdiocese of Oklahoma City. Regular updates will be made to this plan based on information provided by the above agencies and applicable federal, state and local agencies.

2020-2021 School Site Committees:

- Re-entry School Plan Committee – active now
- Academic Committee – Committee will gather and discuss data and resources that will allow teachers to address learning gaps due to distance learning. (Composed during August teacher in-service)
- Social, Emotional and Mental Health Committee – Committee will discuss and implement better systems to address the well being of both faculty and students. (Composed during August teacher in-service)
- Distance Learning Cohorts – Grade level cohorts (Preschool, Kdg- 2nd, 3rd – 5th, and Junior High) will continue to meet regularly to prepare for the possibility of distance learning and aligning it with in-person instruction. (Cohorts are already set and will begin meeting once school begins)

Categories of the Plan

The plan is separated into three different categories that address different areas of focus. They are as follows:

School Operations – Integrating public health strategies for the prevention of COVID – 19 into the school. Families will understand the procedures and protocols that will be put in place to maximize safety precautions for the school community.

Academics and Growth – As a Catholic school we are responsible for providing an education that is rooted in Catholic identity and academically excellence. This category will focus on what steps are being taken to assess students' academic growth and to determine gaps that might have occurred in distance learning during the spring of 2020. This category will also address academic plans if distance learning needs to occur.

Social and Emotional Health – It is the responsibility of a Catholic school to help with the formation of a whole child in mind, body and spirit. With all the social and emotional impacts of COVID-19, it is imperative that Christ the King School meet the needs of students through different measures. This category will focus on faculty as well to ensure teachers and staff receive proper professional development and training in this area.

SCHOOL OPERATIONS

CATEGORY 1

Implementation of a family and community communication plan:

Communication is vital to provide families the necessary information they need to ensure understanding of what is taking place in the school community regarding COVID-19.

The following modes of communication will be used:

- A specific link on the school web-site that addresses COVID -19
- Emails and parent alerts from both school and teachers
- Social Media platforms
- Google Classroom, Edmodo and Schoology
- Oral communication via phone with COVID representative.

Visitor Restrictions:

In order to reduce the possibility of COVID spread, restrictions are in place for visitors. Parents are not allowed in the building unless they need to get their child(ren) or have approval from administration. Substitutes and contract workers will have to follow the same protocol as staff when entering the building each morning.

Travel Restrictions:

To increase our effort to return to in-person instruction, school faculty, staff, families and students must minimize any and all out-of-state travel beginning August 1. The school reserves the right to require an out of school quarantine for faculty, staff, students and families following any elective out of state travel. In the event essential travel is necessary, standard precautions such as, but not limited to, social distancing, the use of face coverings and good hygiene practices will be taken.

If you have traveled recently and believe that you might have come into direct contact with someone infected with COVID or have come into contact with someone that is awaiting COVID test results, please notify your administrator. Employees may be required to use available leave during a quarantine from travel.

SCHOOL OPERATIONS

CATEGORY 1

Protocols that will be used for screening staff, students and visitors prior to entry:

Christ the King will adopt screening protocols for students, faculty and staff that enter the school each day. These protocols will consist of temperature check prior to entry into the school, families participating in a self-screening before coming to school, and if necessary isolating anyone who is exhibiting COVID-19 symptoms.

Existing law provides that anyone with a communicable disease is prohibited from attending a private or public school, and Oklahoma State Department of Health rules acknowledge that an important part of a school health program is the prevention and control of communicable diseases. It is the duty of the parent or guardian, and the school, to exclude such a person until the period of isolation or quarantine ordered for the case expires, or until permission has been given by local health officers. See 63 O.S. § 1-507.

A temperature of or above 100.4 degrees Fahrenheit will automatically send a child home. A child's temperature will be taken in the morning during drop-off as well as mid-day.

A checklist of possible symptoms will be shared with each family. It is the responsibility of families to ensure that they have reviewed the symptoms with their child before entering the building. If a parent feels that a child is displaying symptoms that align with coronavirus without other explanation, it is the parent's responsibility to keep their child at home.

These protocols reflect a commitment to safe and respectful screenings in accordance with applicable privacy laws and regulations.

SCHOOL OPERATIONS

CATEGORY 1

Protocols for social distancing and gathering:

To prevent potential infection social distance is encouraged. To ensure social distance is taking place the following protocols will be implemented.

- Students will be assigned seating arrangements within their respected classrooms to follow as closely as possible the social distancing protocol.
- According to the American Academy of Pediatrics, elementary children should have desks placed 3 to 6ft apart when feasible.
- Classes will not intermix with other classes during academic time.
- Classes will stay in one room the majority of the day.
- Teachers will rotate from room to room to teach subjects (including specials teachers).
- Traffic flow in the hallways will be limited to lessen the amount of students in close proximity of each other.
- If classes are in the hallway, students will be spaced 6 feet apart in a line.
- In common areas such as cafeteria and playground, classes will be separated so that social distancing is being followed.
- Proper signage regarding social distancing will be posted throughout the school building to ensure social distance is taking place.

SCHOOL OPERATIONS

CATEGORY 1

Procedure if a positive case is identified in the school:

As a school, Christ the King must be prepared if a student or staff member tests positive for COVID-19. This event could affect a small population of the school or a larger population. Steps have been put in place to ensure the safety and well-being is being considered for all in the Christ the King school community.

If a staff member or student has known close contact with an individual who has tested positive (e.g., someone in their household), they should stay home, self-monitor for symptoms and be tested. The individual should not return to the school until they have been tested and/or have completed a 14 day quarantine period.

If a staff member or student shows signs of COVID while on campus, Christ the King School will follow these steps:

- Immediately isolate the individual while they are at school. Send the ill staff member home immediately and call families to pick up sick children as quickly as possible. All children showing symptoms of COVID will be isolated in a monitored area in the office. This will allow for other children, and staff members to social distance from this individual.
- Mandate that staff member or student consult with health care provider. If a staff member or a student has confirmed that they do NOT have COVID, they may return to school. A note from the health care provider showing proof of a negative case must be presented to the office.
- Communicate with staff, students and families that might have had exposure to an individual to inform them of a possible COVID case.
- If a case turns out to be positive, the school will contact the local county health department to report the case.
- Identify and close areas of the school building where the individual spent more than 30 minutes. Work with health officials and be in communication with the Catholic Schools Office to determine if school closure is warranted and additional measures the school must take to contain exposure.
- Communication with staff, students and families to inform of a positive COVID case and measures that will be put in place.
- Clean and disinfect thoroughly areas where exposure took place.
- Implement strategies to continue education for affected students.

SCHOOL OPERATIONS

CATEGORY 1

Tiered response for Potential School Closure

Closure within the school can happen in many different formats. It is not the intent for the entire school to close unless there was a large outbreak of positive COVID cases in the school or if state or federal officials mandated a closure.

- Short term closure of a small population would happen if there was a positive COVID case exposure in a particular area such as a classroom. The students and faculty who were directly exposed to the COVID positive person would be required to quarantine. According to the CDC, direct exposure is contact of 6 ft or less for 15 minutes or more.
- Partial closure of school. If there is an outbreak of positive COVID cases in a certain area of the school, distance learning will take place in that area. (Example: Jr. High Building would close due to numerous cases, but the rest of the school would remain open.)
- Full school closures of a few weeks or longer would occur if there was a school outbreak and a large population of the school community was positive with the virus. State and Federal mandates of closure would also require the school to close.

Any closure of school would require students and staff to transition to distance learning. This form of academics would take place until school was able to reopen safely.

During any school closure thorough cleaning and disinfecting will be taking place in affected areas.

SCHOOL OPERATIONS

CATEGORY 1

School use of personal protective equipment (PPE):

School use of personal protective equipment (PPE): Personal protective equipment (PPE) typically refers to medical-grade items such as masks and gloves used by healthcare workers to protect themselves, patients and others while providing care. In the wake of the coronavirus pandemic, however, PPE is also needed by members of the public.

- All students must come to school with a face mask, which will be worn at drop-off, in the hallways, during transitions to other spaces on campus and at pick-up.
- Preschool & Kindergarten students will not have to wear masks in the classroom.
- 1st-8th grades will be required to wear masks at all times (excluding outside time and PE class).
 - Frequent outside breaks, and organized class lessons will be held outside of the building as much as possible.
 - If necessary short mask/face covering breaks can be given in the classroom if students are working independently and if social distance measures are provided.
- Each child is required to bring two clean face coverings each day.
- Covering the mouth and nose are particularly important when social distancing is difficult to accomplish, as it may be in some school settings such as hallways.
- Although a face covering does not ensure total protection for the individual wearing it, it does help.

All staff will wear face shields throughout the day. This will allow students to see teachers' faces and not impede with communication. If social distancing is in question a face shield along with a face covering will be worn due to one-on-one interaction.

SCHOOL OPERATIONS

CATEGORY 1

School use of personal protective equipment (PPE):

The following are additional considerations for using face masks appropriately:

- Common household materials used as masks can be effective in helping prevent the spread of COVID-19.
- Face coverings lose their purpose when the individual adjusts or otherwise touches the masks with their hands. As such, this may create problems for elementary students and adolescents, which is why they will not be mandated at all times.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious or otherwise unable to remove the mask without assistance;
- Recommended cloth face coverings are not N-95 masks. Those critical supplies should be reserved for healthcare workers and other first responders, as recommended by CDC guidance;
- Any face covering that can be pulled down and kept at the child's neck when not covering mouth and nose, such as when a child is outside, is highly recommended. This will lessen the opportunities to lose a mask.
- Face coverings can be any color or design as long as it is school appropriate.

Other sufficient supplies of items necessary for mitigation efforts will be available and used consistently throughout the day,

- Hand sanitizer (at least 60% alcohol) will be in all classrooms and common areas in the school.
- Disinfectant wipes for classrooms, break rooms and cafeterias.
- Ample supply of hand soap and paper towels for classrooms with sinks and bathrooms, and all public bathrooms in the building.
- No-touch trash cans for the disposal of PPE.

Parents may also send students to school with PPE to help with mitigation efforts.

SCHOOL OPERATIONS

CATEGORY 1

Hygiene practices that will be promoted and enforced throughout the school community:

It is very important that Christ the King School establish good hygiene practices among students. Staff will instruct and consistently remind students about coughing/sneezing etiquette, keeping hands away from the face and effectively washing their hands.

Handwashing is critical in reducing exposure to coronavirus (or any virus, for that matter). Staff will allow extra time during bathroom breaks, before entry to the building, before and after meals, before and after recess and between classes for students and staff to wash their hands vigorously before transitioning to the next class or activity. Providing hand sanitizer at all entries into the building and at each classroom entrance will help to keep hands clean. Signs will be posted throughout the building to encourage appropriate and periodic handwashing. Teachers will create practices within their own classrooms to encourage hand sanitation. Additional practices such as making regular announcements on PA systems and sharing correspondence with students, staff and families will be utilized.

It is critical that parents partner with the school to share the importance of this message with children. If students are practicing good hygiene actions at home, they are more likely to practice them at school.

SCHOOL OPERATIONS

CATEGORY 1

School cleaning practices:

The safety of staff and students is priority. Upon reopening, Christ the King will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of school before staff and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection.

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning will be performed as soon as the confirmation of a positive test has been given. While the scope of deep cleaning is presumed to be the full site, sites may reduce the area to be deep cleaned if there is sufficient rationale to do so. If a staff member or a student is confirmed to have a COVID 19 positive test, in lieu of performing deep cleaning, sites may shut down for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

As we learn more about the spread of COVID-19, the potential role of poor air circulation has become a concern. Christ the King will routinely ensure HVAC systems are working properly and increase the circulation of outdoor air as much as possible. Monitoring the systems will take place weekly to ensure proper air flow circulation is taking place. Additional air purification instruments will be utilized in the building.

SCHOOL OPERATIONS

CATEGORY 1

School cleaning practices:

We will require staff to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Workspaces:	Classrooms and Offices	Cleaned at the end of each use and day
Common Areas:	Cafeteria, gym, Computer room, Library, Bathrooms	Cleaned at the end of each use and day, Bathrooms will be cleaned multiple times a day by maintenance staff
Electronic Equipment:	Computers, copiers, telephones, keyboards, monitors, tablets mimio accessories	Cleaned at the end of each use and day by teachers and maintenance staff
General Used Objects:	Door handles, light switches, catwalk rails, Staircase rails	Cleaned multiple times a day, including after school is dismissed by maintenance staff
Classroom Items:	Desks, chairs Pencil sharpener, book cases	Cleaned multiple times a day, including after school is dismissed by maintenance staff

SCHOOL OPERATIONS

CATEGORY 1

Protocols regarding shared spaces between parish and school functions:

All protocols put in place for the school will be followed and adhered to when parish activities are taking place in the school building such as religious education classes and boy scout meetings. Regular cleaning and disinfecting practices will take place after all activities.

School activities during the school day will cease in the parish other than school mass. Social distancing of rotating cohorts (groupings of students) will take place in the church and cleaning and disinfecting will happen directly after mass. Appropriate hygiene products will be available in the parish for students and staff while they attend mass.

Approved extra-curricular activities such as scout meetings will possibly be held in the basement of the parish. Social distancing protocols, use of PPE and good hygiene practices will all be followed as they would during a school day. Meetings that can be held outside will be highly encouraged.

REVIEW

PROCEDURE AND PROTOCOLS

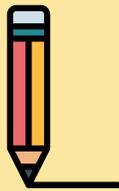
The plans outlined below are designed to take each school function and address protocols for the four categories recommended by the CDC.

Daily School Functions

- Arrival of Students
- Dismissal of Students
- Classroom Learning
- Class Transition
- School Mass
- Lunchtime
- Recess
- Common Areas
- Faculty, Staff and Substitute
- Office Use
- Bathroom Use

The CDC groups their efforts into these four categories:

Social Distancing



Hygiene Practices



Sanitizing



Health Checks



MORNING DROP OFF

PROCEDURE AND PROTOCOLS

Morning drop-off procedures are extremely important for the safety of the school community. It is the intent of Christ the King School to always conduct these daily events with the utmost safety precautions in mind. Social Distancing adds another layer of safety to these situations.

All students will have to follow proper procedures before entering the building at all entrances. If a parent has to come in with their child(ren), he/she is not allowed to go anywhere other than the office and proper procedures must be followed.

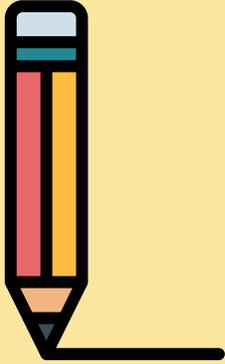
If children arrive before 7:45 they will be instructed to go to the main gym (Pre-K through 5th) or Jr. High gym (6th-8th). Designated areas in the gyms will be assigned to grade levels as to where students can sit. All students will have to sit 6 ft apart from each other and wear a face covering. Monitoring by staff will help to ensure social distancing is taking place.

The following procedures will take place at the beginning of each day.

*All children who arrive after 8:00 will need to enter the building through the front door of the school.

MORNING DROP OFF

PROCEDURE AND PROTOCOLS



Social Distancing:

- STUDENTS IN GRADES K-3 WHO DO NOT HAVE OLDER SIBLINGS will be dropped off on Guilford if they arrive at 8:00 a.m. or earlier.*
- STUDENTS IN GRADES 4-5 and ALLDAY PRESCHOOL/PRE-K STUDENTS WITH OLDER SIBLINGS (and K-3rd students with siblings) may be dropped off at the front of the school under the portico.*
- JUNIOR HIGH STUDENTS (and their siblings/carpool) can be dropped off in front of the junior high building.*
- ALL DAY PRESCHOOL/PRE-K STUDENTS will need to be accompanied to the front door of the school with a parent by 8:00. The parent may not come in the building unless going to the office. The child will be escorted to the preschool hall by a staff member or student hall monitor.*
- PARTTIME PRESCHOOL STUDENTS can be dropped off at the exterior preschool door near the small south parking lot no earlier than 8:15. After 8:30 a.m., preschool students will need to enter through front door of school and check in with office. They must be accompanied by a parent.
- Main gym - Teachers will begin picking up students from gym at 7:45. Dismissal of classes from the gym will happen one at a time so that traffic in hall is limited. Masks will be worn in the hallways.
- Jr. High Gym – A grade will dismiss from gym at 7:50 and students in that particular grade who arrive after that time will go directly to the classroom. Another grade will be dismissed from the gym at 8:00 to go to their classrooms. The final grade will be dismissed from the gym at 8:10 and go to their classes. Designated doors will be used for entering the gym each morning. Face coverings will be worn while waiting in the gym and when traveling to class..

MORNING DROP OFF

PROCEDURE AND PROTOCOLS



Hygiene Practices:

- Students will get a squirt of hand sanitizer as they enter in the building and get another one when they enter the classrooms.



Sanitizing:

- Staff will hold exterior doors open so no child is touching door handles. After the bell rings at 8:00 all door handles of exterior doors will be wiped as well as railings for staircases.



Health Checks:

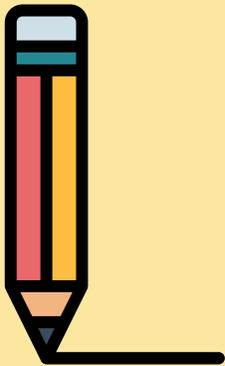
- Staff will take temperatures of students prior to entering the building. Any child who has a temperature 100.4 or greater will not be allowed entrance in the building

END OF DAY DISMISSAL PROCEDURE AND PROTOCOLS

Pick up procedures are extremely important for the safety of the school community.

It is the intent of Christ the King School to always conduct these daily events with the utmost safety precautions in mind. Social Distancing adds another layer of safety to these situations.

The following procedures will take place at the end of each school day.



Social Distancing:

- KIDS CLUB (pre-k and kindergarten) will dismiss at 2:40. Other grades will go to KIDS CLUB at their designated times.
- All Day Pre-K and Kindergarten students without older siblings will be picked up at 2:45 in the south parking lot.
- 1st and 2nd grade students and younger siblings will be picked up at 3:00 in the south parking lot.
- 3rd and 4th grade students without older siblings will be picked up at 2:45 in the north parking lot.
- 5th and 6th grade students and siblings in grades 3rd-4th will be picked up at 3:00 in the north parking lot.
- 8th grade students and siblings will be picked up at the front of Junior High at 2:50.
- 7th grade students and siblings will be picked up at the front of Junior High at 3:00.

Parents should not get out of their cars to pick up their children with the exception of pre-k. It is optional. If a parent is out of their car, a face covering must be worn.

When grades are traveling from class to pick up areas, they will not be in the halls with other classes and different exits will be used.

END OF DAY DISMISSAL

PROCEDURE AND PROTOCOLS



Hygiene Practices:

- Students will get a squirt of hand sanitizer as they leave classrooms and proceed to designated pick up locations.



Sanitizing:

- Staff will hold exterior doors open so no child is touching door handles. After all children have been dismissed from building all handles of doors will be wiped by staff.

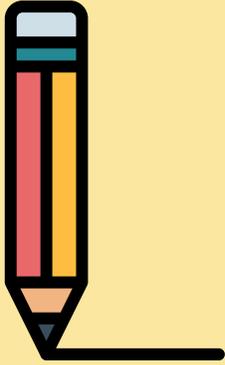


Health Checks:

- N/A

CLASSROOM LEARNING

PROCEDURE AND PROTOCOLS



Social Distancing:

- Students will be assigned seating arrangements within their respected classrooms to follow as closely as possible the social distancing protocol.
- According to the American Academy of Pediatrics, elementary children should have desks placed 3 to 6ft apart when feasible.
- Classes will not intermix with other classes during academic time.
- Classes will stay in one room the majority of the day.
- Teachers will rotate from room to room to teach subjects (including specials teachers).
- Students will be taught social distancing practices and how to respect distance.



Hygiene Practices:

- Teachers and students will develop a routine (rotation) for hand washing in the classroom or in restrooms. Hand sanitizer will be available at the entrance of each class and students will sanitize hands entering the room as well as leaving.
- Students will be taught proper hygiene practices for sneezing, coughing, handwashing, use of sanitizer, etc.



Sanitizing:

- Classroom doors will remain open at all times to ensure proper airflow. Routine cleaning will be developed within the class schedule such as wipe down of desks and chairs, learning materials and writing instruments. This will take place as often as needed.

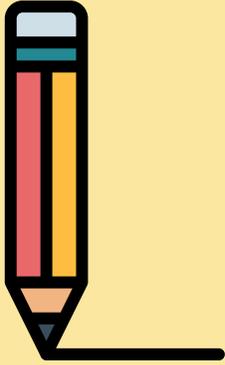


Health Checks:

- Teachers will take temperature of all students mid day to ensure temperature is not 100.4 or over.
- Teachers will follow protocols should any student present with any symptoms related to COVID – 19.

CLASS TRANSITION

PROCEDURE AND PROTOCOLS



Social Distancing:

- Faculty, staff and students will be required to wear a face covering while moving throughout the building. This includes traveling to lunch, recess, restroom breaks, and during arrival and dismissal procedures. Outdoor travel for whole classes is highly encouraged. Individuals who are not with a teacher must travel from place to place in the building. Travel paths will be taught to all students and will be noted in hallways.



Hygiene Practices:

- When classes are able to be outside they must have their face cover with them, but do not have to have it on as long as they are maintaining proper social distancing.



Sanitizing:

- Teachers will have access to cleaning products outside of their classrooms while monitoring students. They will help to sanitize areas where their classes traveled by wiping down door handles, rails on stairs and other areas that students might touch.

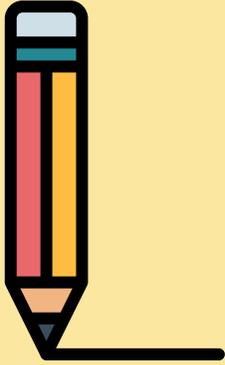


Health Checks:

- N/A

SCHOOL MASS

PROCEDURE AND PROTOCOLS



Social Distancing:

- School Mass is an essential part of a faith-based education. Students need to have the opportunity to receive the body of Christ and practice their faith through worship. It is the intention that students in grades 3rd- 8th will still have the opportunity each week to celebrate school mass. Students in grades Kdg. – 2nd will celebrate mass once a month. Due to social distancing, grade level grouping (Junior High, 3rd-5th and Kdg – 2nd) will attend mass together which will mean there will be a least two masses a week. No visitors will be allowed to attend. Live stream will be offered. Current social distancing guidelines would apply.



Hygiene Practices:

- Students would be required to get hand sanitizer before entering the church. Students would get sanitizer when they leave the church as well. Face coverings would be required when entering into church.



Sanitizing:

- Teachers will have access to cleaning products while outside of their classrooms and monitoring students. They will help to sanitize areas where their classes traveled by wiping down door handles, rails on stairs and other areas that students might touch.

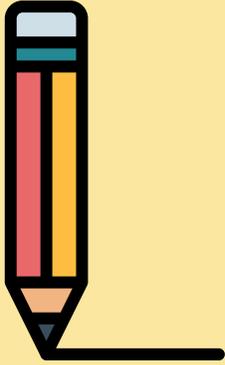


Health Checks:

- N/A

LUNCHTIME

PROCEDURE AND PROTOCOLS



Social Distancing:

- Cafeteria: All children will still have the ability to buy a lunch tray. Teachers will take their students through the lunch line making sure students are standing 6ft apart while in line.
- Only one grade will eat in the cafeteria at a time and the classes will be separated. Lunch times will be as follows:
 - Kdg – 1st: 10:45 – 11:10
 - 2nd – 3rd: 11:10 – 11:35
 - 4th – 5th: 11:35 – 12:00
 - 6th-8th: 12:00 – 12:25

While one grade is eating in the cafeteria, the other grade will eat in the classroom during that time period. The grade that eats in the cafeteria will have recess in their classroom or a designated outside area other than the playground. The grade that ate in the classroom will have recess on the playground. Junior High will rotate in three areas for lunch. One grade will eat in the cafeteria, one grade will eat in the Junior High gym and the other grade will eat in the classrooms. The grades that eat in the cafeteria and gym will have recess in areas other than the playground. The grade that eats in the classrooms will have recess on the playground.

All day Pre-K and preschool classes will eat in classrooms.

LUNCHTIME

PROCEDURE AND PROTOCOLS



Hygiene Practices:

- Hand washing/sanitizing routines will take place before children eat lunch in their respected areas. If students are purchasing a lunch they must sanitize their hands at the beginning of the cafeteria line. After children have completed their lunch and prior going to the designated areas they must wash or sanitize hands. Masks will be worn traveling outside of a classroom.



Sanitizing:

- Students along with teachers will help sanitize areas where lunch has been eaten. Extra custodial help will be provided in the cafeteria to ensure proper sanitation has occurred between lunch periods. The cafeteria and junior high gym will be cleaned and disinfected after lunch for all classes. Students in classrooms will sanitize their desks where they eat. Students will throw their lunch trash in trash cans that are in the hallway.

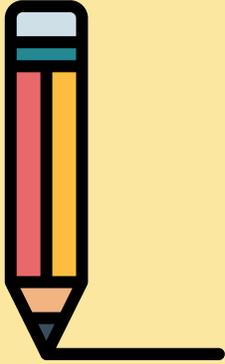


Health Checks:

- Teachers will perform temperature checks in the classrooms for Junior High students before lunch. Teachers will perform temperature checks after lunch for students in Preschool - 5th grade.

RECESS - OUTDOOR TIME

PROCEDURE AND PROTOCOLS



Social Distancing:

- It is important that students get fresh air. In order to allow for maximum time outside many areas on the church and school grounds can be used for outdoor time. The playground will only have one grade on it at time. Outdoor recess is scheduled around cafeteria use – see Lunchtime section. Students are allowed to wear a hat outdoors. Students may wear sunscreen as long as the office has a note on file. Students are expected to stay 6 feet away from others in all outdoor activities. A universal outdoor schedule will be created so classes do not intermix.



Hygiene Practices:

- Students will sanitize hands as they exit the building to go outside. A teacher will provide students with hand sanitizer. Once outdoor time is over students will receive sanitizer as they enter the building. Washing hands once they get to rooms or the bathrooms will be highly encouraged.



Sanitizing:

- Teachers will have disinfectant wipes to help wipe down any necessary areas. Students can help with this as well. The playground will be sprayed by maintenance staff throughout the day as well as at the end of the day

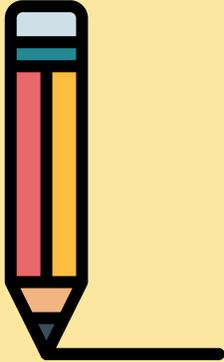


Health Checks:

- First aid playground pack will be used that will be taken outside when a class is outside. Kleenex, band aids, latex gloves and sanitizer will be part of the pack. Communication devices will be used so office can correspond with teachers.

COMMON AREAS

PROCEDURE AND PROTOCOLS



Social Distancing:

- The main school gym will be used for physical education classes and a waiting area in the morning for students who arrive before 7:45a.m.
- PE classes: Students have ample opportunity to social distance.
- Morning waiting area: Designated areas in the gym will be assigned to grade levels where students can sit. All students will need to wear face coverings and sit 6 ft apart from each other. Monitoring by staff will help to ensure social distancing is taking place. Teachers will pick up students from main gym at 7:45
- The Junior High gym will be used for waiting area in the morning for students who arrive before 7:45a.m. It will also serve as an area where students eat lunch.
- Computer Lab will be used as needed. When in use, students will utilize every other computer to ensure social distancing is taking place.
- Library use at the beginning of the year will be very limited. Determining the best course of action for students to utilize this area will happen after school is in session.
- The outdoor classroom will be used often since it is outdoors where risk of infection is reduced and the benefits of being outside are well established. Classes will travel to these places and will not intermix with other classes with the possible exception of recess.

COMMON AREAS

PROCEDURE AND PROTOCOLS



Hygiene Practices:

- Students will be required to wash hands/ use hand sanitizer before going to those areas as well as wash hands/use hand sanitizer when returning from them. All children will wear masks when traveling from place to place on campus.



Sanitizing:

- Teachers and students will sanitize equipment that has been used in common areas after use. If possible common areas will be disinfected with spray between class use.

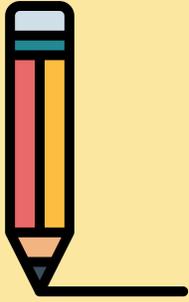


Health Checks:

- N/A

FACULTY, STAFF, AND SUBSTITUTE TEACHERS

PROCEDURE AND PROTOCOLS



Social Distancing:

- CK faculty, staff and substitutes should utilize face shields at all times when students are present and interacting with the public. Social distancing restrictions will be followed while on campus with students and adults.
- If social distancing is in question a face shield along with a face covering will be worn due to one-on-one interaction.



Hygiene Practices:

- Faculty, staff and substitute teachers will wash and sanitize hands throughout the day.



Sanitizing:

- Faculty, staff and substitutes will have access to cleaning products in the classrooms as well as outside of their classrooms while monitoring students. They will help to sanitize areas throughout the day that are being utilized by their students.



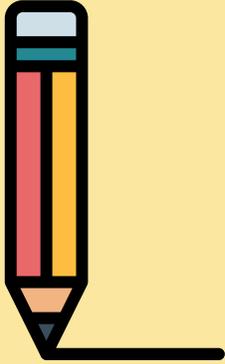
Health Checks:

- Faculty, staff and substitute workers will conduct self checks each morning before arriving to school. Temperature checks will be conducted in the office before going to classrooms.
- If a temperature of 100.4 is recorded they will not be allowed to enter the building.

OFFICE USE

PROCEDURE AND PROTOCOLS

Social Distancing:



- The office door will remain open throughout the day. Only 1 person in the office lobby area at a time. Students will need to wait in the Commons area outside of the office before going in the office if someone is there. Markers on the floor of the commons area will show students where to stand and wait.
- If a parent is picking up a child(ren) from school during the school day the parent must call office to inform of their arrival. The parent will not be allowed in the building until the child(ren) has made it to the office with belongings.
- In the event that there is a sick child in the office the office door will be closed and no one will be permitted in the office for any reason.



Hygiene Practices:

- Staff and administration will maintain a routine of hand washing and sanitizing. Gloves will be utilized as needed. Face shields will be worn always. Anyone who enters the office must have a face cover.



Sanitizing:

- Staff and administration will be responsible for routine sanitizing when students, teachers or staff leave the office.

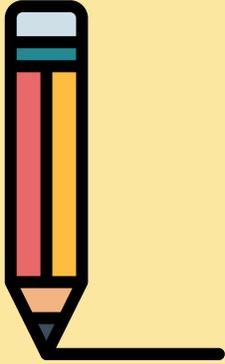


Health Checks:

- Teachers will have their own set of first aid rather than sending a child to the office. Teachers will only send students when more serious first aid is required.

BATHROOM USE

PROCEDURE AND PROTOCOLS



Social Distancing:

- Students should wear a mask at all times when traveling to and from and in the restroom.
- A limited number of students will be allowed in the bathroom at a time. When a student leaves a class to go to the bathroom that student must have a bathroom pass.
- That pass must be hung outside of the bathroom to signify that he/she is in the bathroom. If two passes are hung outside of the bathroom then a student will know not to go in until another student leaves.



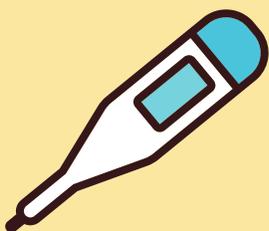
Hygiene Practices:

- Teachers will work with students to ensure proper hygiene practices are implemented in the restrooms. Instruction of the use of bathroom passes will be given by classroom teachers.



Sanitizing:

- Maintenance will sanitize the bathrooms continuously throughout the day. A schedule will be created for maintenance to sanitize bathroom stalls, doors, flushers, sinks and counter tops. Administration will help with this task if needed.



Health Checks:

- N/A

AFTER SCHOOL PROGRAM, KIDS CLUB

PROCEDURE AND PROTOCOLS

After school care will be offered during the 2020-2021 school year.

Procedures and protocols will be finalized and approved in the coming weeks.

ACADEMICS AND GROWTH

CATEGORY 2

With the planned in-person reopening of school in August, CK faculty will quickly work to assess student understandings through both authentic and standardized assessment tools (i.e. MAPS). Based on the results of these assessments, teachers will make necessary adjustments to review content or concepts that students may not have mastered during the fourth quarter of the 2019-2020 school year, which was conducted remotely.

Teachers understand that with the possibility of school closure and the reinstatement of remote learning, it will be crucial to obtain a firm understanding of any academic areas in which students need more time to develop necessary skills in order to move forward, and adjust curriculum accordingly.

This area is evolving as this category will be addressed when teachers return to school in August. Teachers will gather consistently throughout the year to address the follow areas that pertain to academics.

- Implement a remote learning program that is harmonious with an in-person learning experience
- Remote learning formats – small group or entire school
- Remote learning surveys from last spring to help determine strengths and weaknesses in the programs.
- Communication and educational platforms that would be used during remote learning such as:
 - Google
 - Classroom
 - Edmodo
 - Schoology
 - Zoom
 - Email/parent alert
- Websites might also be used as supplemental resources by the students while distance learning is taking place as well as in-person instruction.
- Grading considerations for remote learning
- Attendance policy for remote learning

SOCIAL AND EMOTIONAL HEALTH

CATEGORY 3

CK faculty understand that students are having to adapt and cope with many new procedures and protocols of school, some of which may cause anxiety and stress. School will look and feel different and some students may experience difficulty in coping with the new situation.

Supporting the social and emotional needs of our students will be a top priority. Our faculty will receive professional development on ways to evaluate the needs of students and faculty and utilize resources to support the emotional wellbeing of everyone in the school building (students, staff and faculty). This faculty training will continue to occur throughout the school year, even if the school transitions to remote learning for any period of time.

Right to Amend

Monitoring the virus is an ever-changing situation. We will continue to monitor the situation and the advice of civic leaders and health authorities, adjusting precautions, procedures and protocols of the plan as needed.

When a change occurs to the plan the school community will be notified immediately through the various communication methods stated in the plan.

Liability Waiver

Each faculty, staff and parent/guardian will be required to complete and agree to a liability waiver due to risks associated with COVID-19. See attached form.



Go Make Disciples

CATHOLIC SCHOOLS
ARCHDIOCESE OF OKLAHOMA CITY

Assumption of Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact.

COVID-19 has sickened thousands and killed hundreds in Oklahoma. There is substantial evidence of community spread of COVID-19 throughout Oklahoma and most other states. **Christ the King School** is following guidance from the U.S. Centers for Disease Control and Prevention, the Oklahoma State Department of Health and other agencies, and has implemented social distancing measures, increased hand-washing and other hygienic practices, and frequent cleaning of common surfaces. Despite such precautions, the risks associated with transmission of COVID-19 remain high. Individuals travel from all over the community to participate in the activities of the school. In addition, the nature of many activities makes it impossible to observe all of the recommended precautions all of the time; for example, individuals will not always be six feet apart, surfaces will not always be free of viruses and other infectants, etc. As a result of participation in the activities of the school and proximity to other participants, you or your child will be exposed to the risk of infection of communicable diseases, including COVID-19. Symptoms associated with COVID-19 range from mild to severe, and include fever, cough, difficulty breathing, headache, nausea, severe respiratory distress and death.

By signing this form and allowing your child to participate in programs offered by **Christ the King School** you knowingly and voluntarily assume the risk associated with participation.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student