



**Sacred Heart-Griffin High School  
Springfield, Illinois**

**Reopening Plan 2020-2021**



*“Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community.”*

**Version date: August 14, 2020**



## Sacred Heart-Griffin High School

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Dear SHG Faculty, Staff, Students, and Families,

At the end of June, the Illinois State Board of Education released a 63 page document outlining suggestions for opening our schools in the fall. In response to that document, I met with approximately 40 teachers, administrators and students from SHG to discuss their thoughts and concerns about the upcoming school year. There were many great ideas discussed at this meeting and the underlying theme was that everyone wanted to be back in school in August for face-to-face instruction. We used that feedback to create the following SHG reopening plan for the 2020-2021 school year.

As a school community, we understand the importance of being in the school building and offering face-to-face instruction. We are going to do our best to offer that to all of our families while ensuring the safety of everyone is at the forefront of all decisions that are made. There will be some significant changes to our daily schedule for this coming school year, however, with this plan we will be able to provide the top-notch education that our school is known for. Some additional changes include: daily temperature checks as students arrive at school, face masks must be worn in the building, and sanitizing stations will be set up in every room of the building.

The safety of your students and our staff is at the forefront of all decisions that are being made. The American Academy of Pediatrics is advocating for students to return to school for face-to-face instruction, but it is vital to follow all recommendations for health and safety. We have taken their recommendations into consideration while creating our plan and we are confident in our decisions.

We look forward to a healthy and successful school year!

Blessings,

*Mrs. Rapacz*

**Disclaimer:**

*The policies and procedures in this material are conditioned upon and subject to all applicable laws, rules, executive orders, regulations and guidance related to the COVID-19 pandemic promulgated by the Federal, State, and local government authorities, which are now in existence or which may be issued or enacted. Additionally, the school may create and implement such additional policies, procedures, and directives as it deems necessary to promote the safety and best interests of its students, faculty, and staff in accordance with the then current recommendation of the government, medical, and scientific communities and the school reserves the right to do so. All students, faculty, and staff will be responsible for complying with all such policies, procedures, and directives.*

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## I. Promoting a Healthy School Environment

### A. Cleaning

1. SHG cleaning and disinfecting of the building premises shall be conducted in compliance with CDC protocols on a daily basis. The CDC cleaning and disinfecting guidance for public spaces, workplaces, businesses, schools and homes is accessible at the following link: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)
2. SHG shall clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings, light switches) frequently; every 2 hours recommended for high-traffic areas.
3. All classrooms and any other rooms in the building for which use is not needed on a regular basis will be kept closed and inaccessible.
4. Workstations shall be disinfected by employees upon entering office and before leaving for the day, with cleaning products provided by SHG.
5. Frequently touched surfaces within (e.g., benches, handles, hooks) shall be disinfected regularly with a disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less, as identified in the EPA approved list of disinfectants which is accessible at the following link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
6. Student desks and commonly touched classroom surfaces will be sanitized after every class period by those trained in appropriate cleaning practices.
7. SHG shall disinfect all returned items, either via use of disinfecting products or by removing and isolating the items for a recommended duration of at least 72 hours.

## **B. Physical Distancing and Minimizing Exposure**

1. 6 foot social distancing and proper wearing of appropriate face coverings are required at all times.
2. A staggered dismissal time between class periods will be utilized to ensure students are in the hallways for a limited period of time with a limited number of other students.
3. All hallways have been marked to designate direction of traffic.
4. All stairwells are designated for one direction only.
5. Designated restrooms and times will be utilized.
6. Students are to move quickly to their next class without delay or socializing.

## **C. Arrival and Dismissal Procedures**

1. If an individual is experiencing any of the COVID-19 symptoms, they should not come to school and should follow protocol under suspected or confirmed COVID-19 cases.  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Students must put on their mask as soon as they exit cars and keep them on throughout the day except when removal is allowed herein..
3. Students should not congregate in parking lots.
4. Upon arrival students will have their temperature taken at the door.
5. 6 foot distancing and properly worn face masks are required while students line up to get temperatures taken.
6. 6 foot distancing required as students walk to and from parking lots.
7. Doors will be open at 6:45am each day, but anyone who arrives before 7:30 will be required to sit in one of the designated areas (cafeteria, outdoor space, or gym). These spaces will be monitored and all individuals will be required to wear a mask and maintain 6 feet of distance between one another.
8. Starting at 7:30am all students in and entering the building will be required to go straight to the location of their first class period.
9. As noted in the CDC guidelines we cannot allow students to gather in groups so they will not be permitted to socialize in the commons and hallways as they have done in the past.
10. At dismissal time, all students will be asked to immediately exit the building out of any available exit. Supervision will be provided until 4:30pm for any student who must wait for a ride home.
11. All building exits will be monitored to ensure 6 foot distancing is maintained and masks are appropriately worn. There will be a staggered dismissal schedule based upon the classroom utilized at the end of the school day.

## **D. Health Monitoring and Screening**

1. All families will be asked to complete a self-check at home daily before sending students to school.

2. All individuals entering the building will have their temperature taken with a No-Touch Thermometer and shall wear masks.
3. Entry doors will be limited to designated doors, where staff will be equipped with thermometers to check temperatures of all individuals entering the building.
4. ALL employees and students MUST enter one of the designated doors (Main Entrance on Washington Street or Entrance off Monroe in Motherhouse parking area).
5. Any individual (visitor, employee, or student) with a temperature of 100.4 or above or any individual not wearing a face mask which covers their nose and mouth will not be allowed to enter the building.
6. Students, employees, and visitors are required to wear masks at all times when in the building. Disposable masks will be available for visitors, staff and students who forget their masks.
7. Any student who comes to the front office throughout the school day and says they don't feel well with COVID-19 symptoms will be immediately sent home to a parent, guardian, or emergency contact.
8. Visitors to the school will be restricted. Individuals who wish to turn something into the finance office can utilize the window service with Mrs. Jones. If items need to be dropped off for students they will be collected at the front door. Any other visitors must have an appointment. Temperatures will be taken at the door and facemasks will be required.

## **E. Response to a Confirmed Case**

1. Following a confirmed case, any areas used by the individual will be properly cleaned and disinfected.
2. The school will work with Sangamon County Department of Public Health to conduct contact tracing.
3. The school will communicate any confirmed cases with those who were in close contact (within 6 feet for 15 or more minutes) with the individual.
4. All personal, identifiable information will remain confidential when reporting confirmed cases.

## **F. Handling Suspected or Confirmed Cases of COVID-19**

1. No Close Contact- Individuals who did not have close contact with the person who is sick can return to school immediately after the area has been disinfected.
2. Close Contact- Individuals who had close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual for 15 minutes or more in the two days before symptoms appeared or before a positive test.
3. If an individual is in isolation with a family member with COVID-19, the individual should isolate until the family member meets the CDC, IDPH and Sangamon

County Public Health Department criteria to discontinue home isolation. There is an expectation that any student who is quarantining at home due to COVID-19 family members, will be doing school work. Written verification or confirmation that a student is allowed to return to school will be required.

4. Individuals who have had symptoms or a diagnosis of COVID-19 should stay home and not return to school until they meet the criteria to discontinue home isolation and have been cleared to return to school/work by a healthcare provider or state or local health department. The criteria to discontinue home isolation is listed below:
  - For those with a positive COVID-19 test, individual must:
    - Isolate at home at least 10 days from onset of symptoms
    - AND be fever free for 24 hours with no fever reducing medication
    - AND show an improvement in symptoms
    - This may result in isolation longer than 10 days.
  - For those with a negative COVID-19 test but are symptomatic, the individual must:
    - Isolate at home at least 10 days from onset of symptoms
    - AND be fever free for 24 hours with no fever reducing medication
    - AND show an improvement in symptoms
    - This may result in isolation longer than 10 days.
  - For those who are quarantined based on a positive COVID case exposure, individual must:
    - Quarantine at home for 14 days
    - If no symptoms have developed, they may then return to school
    - If symptoms develop, further guidance will be obtained from local or state health department
  - Return to school permission will be based on local or state health department policies and guidance AND/OR return to school note from healthcare provider.
5. Students and staff who test negative for COVID-19 are required to provide notification from Sangamon County Health Department or the documentation of the COVID-19 test results before being allowed to return to school.
6. Following isolation and quarantine, all students and staff members will be required to check-in with the school office prior to returning to any class.
7. Quarantine/isolation may be longer for those students/staff who are immunocompromised or have had severe symptoms during COVID-19 illness.
8. Students who return from isolation or quarantine will be subject to current policies and procedures for illness as identified in the student handbook.

## **G. Personal Protective Equipment**

1. All students and staff will be required to wear face coverings at all times.

2. During lunch they will be permitted to remove the face covering while stationary and actively eating and drinking and are required to maintain the minimum six foot distancing guideline.
3. Each student will be provided with a customized SHG mask on the first day of school. They may wear that mask or an alternate, effective mask of their choosing.
4. The school requires a physicians' note for students and staff who are not able to wear a face covering due to medical diagnosis.
5. Face shields may only be used in lieu of masks by students when other methods of protection are not available or appropriate (requires physicians note).
6. Students and staff should wear clean face coverings each day.
7. Coverings must be worn securely over the nose and mouth at all times except while eating.
8. All face coverings must follow dress down guidelines (i.e. may not contain offensive wording or messages).
9. Students and/or staff who do not follow the above guidelines will be sent home.

## **H. Materials Handling**

1. We will not use lockers this year. Backpacks must follow non-uniform dress guidelines (i.e. no offensive words or pictures). We will allow students to carry backpacks to each of their classes.
2. Water fountains may not be used to directly drink from. We encourage all students to bring a clear refillable water bottle to school each day. They do not have to have these checked and approved in the main office as they have done in the past. Administration reserves the right to check water bottles on a random and/or suspected basis. The bottles may only be used for water throughout the school day.
3. All staff has been encouraged to deliver class materials electronically to students and parents.
4. Students will not be permitted to share class materials, supplies, devices, or water bottles.

## **I. Strategies for Food Service**

1. We have moved to three lunch shifts this year and have six locations designated for students to eat lunch (cafeteria, commons, gym, and 3 outdoor covered areas).
2. As with the classrooms, students will also be required to sit a minimum of six feet apart from one another at all times.
3. A seating chart will be used during lunch times.
4. All cafeteria options will be served in disposable containers.
5. All students are encouraged to bring their own lunch from home.
6. Microwaves will not be available for student use in the cafeteria.

- Breakfast will only be served from 6:45-7:30am.

## II. Academics and Programs

### A. Classrooms

- All classrooms have been measured and desks arranged to meet the minimum 6 foot distancing guidelines.
- Our classrooms have various dimensions and capacities so some teachers will teach some classes in alternate locations if their class size exceeds what their room will allow.
- Every classroom is equipped with a hand sanitizing station which students will utilize upon entry and exit of the classroom.
- All desks will be sanitized by individuals properly trained in CDC approved sanitation practices after each class period.

### B. Daily Schedule

- Students will alternate “A” and “B” days each week.
- “A” days will include periods 1, 3, 5, and 7. “B” days will include hours 2, 4, 6, and 8. (Example: Week 1- A, B, A, B, A. Week 2- B, A, B, A, B.)

8:00-9:20 Class

9:20-9:30 Passing Period

9:30-10:50 Class

10:50-11:00 Passing Period

11:00-12:45 Class and Lunch

12:45-12:55 Passing Period

12:55-2:15 Class

2:15- Dismissal

### C. Absence Due to Illness or Quarantine- Remote Learning

- If a student is absent from school due to illness or quarantine, they may access all recorded lessons via Facts/Renweb.
- Medical and quarantine absences will be excused provided they provide the appropriate documentation.

### D. School Closure- Remote Learning

- Students will follow the schedule below IF our region moves back to Phase 3 and online learning is mandated for all students or if the need to move to online learning otherwise becomes necessary as determined by the school administration at its discretion.
- Monday and Wednesday- “A” Days-



8-8:30am First Hour Google meet with the class to provide instruction.

9:30-10am Third Hour Google meet with the class to provide instruction.

11-11:30am Fifth Hour Google meet with the class to provide instruction.

Lunch Break

1-1:30pm Seventh Hour Google meet with the class to provide instruction.

3. Tuesdays and Thursday- "B" Days-

8-8:30am Second Hour Google meet with the class to provide instruction.

9:30-10am Fourth Hour Google meet with the class to provide instruction.

11-11:30am Sixth Hour Google meet with the class to provide instruction.

Lunch Break

1-1:30pm Eighth Hour Google meet with the class to provide instruction.

4. Fridays- Each Friday will be used for individual conferences with teachers and synchronous testing. Teachers will be available from 8-3pm for virtual appointments or study support.

5. All Google Meet instructional sessions are required and attendance will be taken.

6. All assignments and virtual instruction will be presented through our Google integration with FACTS/Renweb. Students will be able to access everything in one location instead of having to utilize multiple platforms.

7. All teachers have completed Google training over the summer to attain level 1 proficiency or beyond.

## **E. Service Hours**

1. During the COVID pandemic, service hours will not be required for students.
2. Students who choose to complete service may submit hours to campus ministry.
3. An electronic recording system will be used for all service hours.

## **III. Additional Information**

### **A. Promote Student/Staff Social-Emotional Health**

1. We understand the importance of establishing a positive, safe, and supportive learning environment as our students and teachers navigate the unprecedented challenges due to the disruptions caused by the pandemic. We are committed to helping our students by infusing social and emotional support into our students' experience at school.
2. Opportunities for students to interact with their classmates, teachers, and staff in the classroom as well as during lunch.
3. School counselors will identify and address student needs.
4. Provide after school activities to the extent possible while still adhering to all IDPH and CDC guidelines.

### **C. Limit Large Group Gatherings**

1. The school will limit large group gathering by following the guidelines for 50 individuals or less in a single space.
2. Increasing the number of lunch shifts and lunch room locations to ensure each area has less than 50 individuals.
3. Alternative plans for large group gatherings will be developed as needed.
4. Students will continue to attend monthly all school Mass virtually in their classrooms.

### **D. Communications**

1. We are committed to ongoing, timely, and informative communication between school and home. In order to provide effective communication, the following will be provided:
2. Email: The school will primarily use email to notify and inform parents about time sensitive information.
3. Text Alert: The school will use text messaging to communicate emergency information and/or to notify parents to check their email for a school message.
4. Daily Announcements will be emailed to parents and students.

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***It is imperative that all students and staff act in accordance with the above mentioned policies and act responsibly outside of school consistent with the public health requirements. Continued enrollment at Sacred Heart-Griffin High School indicates agreed compliance to all policies and regulations.***

