



COVID-19 GUIDELINES FOR 2020-2021 SCHOOL YEAR

COVID PROCEDURE TRAINING AND EDUCATION

Staff will undergo training on new sanitization requirements for students, proper handwashing technique, and effective daily cleaning measures for the classrooms.

Posters and banners will be prominently displayed to remind all individuals in the building about safe measures such as handwashing, staying home if you are sick, and [symptoms](#) to look out for.

Liberty will reinforce its already established "hands to yourself" practice for the preschool and LS while in the hallways.

Teachers will emphasize the importance of reduced contact/touch during assembly for M/US and Salve Deus for LS. (see "*Large Group Gatherings*" for more information)

HAND HYGIENE

Hand Sanitizer will be placed at the entrance of each classroom, and all students/staff/visitors will be required to sanitize their hands before they enter each room, and again when they leave each room.

During Salve Deus and Assembly, there will be a teacher assigned to make sure late students sanitize their hands before entering the gym (if applicable).

Visual indicators will be placed at the entrance of all classrooms and shared spaces to remind individuals to sanitize when entering and leaving a space.

Signage about proper handwashing technique will be positioned at the entrance to all bathrooms and above the sinks. In addition, we have fixed the sinks in the student bathrooms to allow for easier handwashing.

**If your child has eczema or a skin condition that prevents frequent use of hand sanitizer, please provide a physician-approved alternative.*

ENHANCED CLEANING

In the building, our nurse on site will wipe down high-touch areas like door handles and entry points (doors H & B), as well as common use areas like the teachers' lounge and the gymnasium, multiple times a day. Our facilities coordinator will sanitize the gymnasium bleachers after each use.

LS teachers will be required to clean counters, common surfaces, tables, desks, and chairs at the end of each day.

M/US teachers, including Art and Latin, will wipe down tables/desks after each class.

Liberty has also secured a sufficient supply of disinfectant spray and anti-viral/antibacterial wipes for proper building sanitization throughout the year.

AIR FILTRATION

We installed a brand new, state-of-the-art ventilation and air filtration system in the older parts of the building which currently house the preschool-5th grade and Library areas. This included air ionizers that act as a disinfection aid, and increased the amount and filtration level of fresh air.

In addition, HEPA filters will be placed in high-traffic areas like the main office, cafeteria, and multi-use classrooms to enhance air purification.

We will keep windows open and teachers will be encouraged to take the students outside when conducive to instruction.

COVID-19 SCREENING

Consistent with American Academy of Pediatrics (AAP) guidelines, it is not feasible to effectively screen our student body and staff on a regular basis. Instead, we will institute visual reminders to stay home when displaying [COVID-19 symptoms](#). We are trusting that our families/staff are checking regularly themselves, and with their children for COVID-19 symptoms, and will stay home when COVID-symptoms are displayed. (See section on Illness)

Visitors not directly connected to the Liberty community will be required to undergo a self-screening process, temperature check, and hand sanitization prior to entering the main office.

Parents are considered directly connected to the Liberty community and will follow regular check-in procedures at the main office *unless* volunteering (see *Visitors* section below).

MASKS

Preschool

Preschool and kindergarten extension are not required to wear masks (Section 12a. i. & vi.)

K-12 Program

In compliance with executive order 20-81, unless an individual is alone, masks are required in hallways, bathrooms, common spaces, and in large group gatherings like Salve Deus and Assembly, and in the classroom in some cases (see below).

If a student, teacher or parent has a medical, mental health or disability reason that prevents them from wearing a mask, they are exempt from this order. (Section 8a.) Included in the governor's order is the [following link on how to properly wear a face covering](#). Please note the details when you consider this for your child.

If your child is exempt, you will sign an exemption form and masks will not be required in the areas listed above. Exemption forms need to be turned into the main office where they will be processed by the registrar, Mrs. Theresa Klarr. For teachers, this same guidance applies. According to the executive order, we cannot require individuals to provide proof of a medical condition, mental health condition, or disability, or require individuals to explain the nature of their disability. (Section 15c.) Therefore, if we see a student, teacher, or parent without a mask, we will assume there is have a medical, mental health, or disability reason for not wearing one.

Unless a teacher or student is exempted for the above reasons, masks will be utilized in the classroom when possible. EO 20-81 exempts masks when teachers are engaged in instructional activities, physical activities, singing, and when communication would be made otherwise difficult. (Section 10 and Section 12b. iv)

****In the spirit of Christian unity and charity, Liberty expects that our students, staff, and parents will uphold our body of values by assuming the best with regards to the mask requirement.***

STUDENT DROP OFF/PICK UP

In order to reduce congestion, we will open both doors by the main office, encourage M/US students to divert to the 300 wing through the gymnasium, and encourage parents with students in grades 2 and up to drop off and pick up their student(s) without entering the building unless necessary.

In the event of inclement weather, LS students will remain in their classrooms, and afternoon pickup will be run normally. Students will be called from the classroom, instead of the playground.

SOCIAL DISTANCING

In general, our classrooms are consistent with the guidelines for cohort classrooms or family units recommended by the AAP and currently being utilized by the University of Minnesota and other schools and colleges across the nation. A cohort is defined as a group of people who regularly socialize together. *(For large group gatherings, see below)*

By nature, classical education requires a lot of teacher-student interaction. However, teachers will maintain social distancing practices when applicable, and tables and desks will be staggered and facing forward when possible as general good practice. When it comes to individual students, comfort and personal assistance will be given.

Given the size of Liberty, congestion and time in the hallways does not warrant directional indicators for our students. However, students will be encouraged to keep their hands to themselves.

Lockers are assigned by cohorts.

LARGE GROUP STUDENT/STAFF GATHERINGS

LS Salve Deus

Salve Deus will be limited to 10 minutes, which is within the guidelines for large group gatherings. Prior to leaving the classroom and upon returning from the gymnasium, we will utilize our hand sanitization practices. Students will sit in cohorts with their teachers, and the cohorts will be spaced at least 6 feet apart from one another. Students who opt out of Salve Deus may wait in the foyer with the staff member assigned to monitor late students.

MS/US Assembly

Assembly also falls within guidelines for large group gatherings. Prior to leaving the classroom and upon returning from the gymnasium, we will utilize our hand sanitization practices. Students will be required to practice safe social distancing measures and will be separated by cohorts.

Recess

Liberty will hold recess as usual since it takes place outside. In the event of inclement weather, indoor recess will be held inside the classroom and separated by cohorts.

All School Worship and Special Assemblies

All school worship is temporarily suspended until further notice.

Pep Rallies

Whenever possible, pep rallies will be held outside with cohorts separated by proper social distancing.

MS Choir

Although MS choir mixes cohorts, it will be held in the cafeteria to allow for safe social distancing. A HEPA filter will be placed in the cafeteria, and singing will be limited in scope for the beginning of the school year.

All Staff Meetings/Workshops

All staff meetings and workshops will either be separated by division so proper social distancing measures can be put in place or held in the gymnasium where sufficient social distancing is available.

SPECIALTIES

Art

Cohort classes will remain together. Tables will be cleaned after each class.

Phy Ed

1st and 2nd are separated by section, and 3rd-5th will participate in their cohort classes. Physical education will be held outside whenever possible.

Latin

For 3rd and 4th grade Latin, cohort classes will remain together. 5th Latin will be separated by section and take place in the classroom.

Music

For the first three weeks, music classes will be held by section in the classrooms with limited singing. We will reassess going forward.

CAFETERIA

To begin the school year, students in grades 1, 2, 4 & 5 will eat lunch in their classrooms. 3rd grade will eat in the cafeteria. Hot lunch will still be available, and we will continue to assess incrementally the need to remain in the classroom.

In MS/US, students will eat in the cafeteria, sit by cohorts, and the tables will be placed 6 ft apart. (US students may sit together as one cohort).

Cafeteria tables will be cleaned by the adult lunch monitors after each use. Additional tables will be added if necessary, and a HEPA filter will be placed in the cafeteria.

A designated allergy table will be available, and students will be socially distanced if not members of the same cohort.

Preschool and Kindergarten extension will stay in their respective classrooms for lunch to minimize the number of children in the lunchroom at one time.

Salad bar will be eliminated Monday-Thursday, and fruit will be served by the lunchroom coordinator. On Fridays, the lunchroom volunteer will serve the salad to each student.

EVENTS

School events will be evaluated on a case-by-case basis taking into consideration the current COVID-19 climate at the time.

SPORTS

LS and MS sports will be dictated by the Catholic Athletic Association.

HS sports will follow guidelines from the Minnesota State High School League (MSHSL).

Our Athletic Director, Mr. St. Martin will keep families up to date on the athletic guidelines and best practices.

VISITORS

Visitors not directly connected to the Liberty community will be required to complete a self-screening, temperature check, and proper hand sanitization before entering the main office.

Parents entering the school to volunteer must follow the visitor policy above and will only be allowed to volunteer in their child's grade.

DRINKING FOUNTAINS

Students will be allowed to fill water bottles. The remainder of the water fountain will be inaccessible.

ILLNESS

If a staff member demonstrates COVID-19 symptoms, he/she will inform his/her division director and leave immediately.

If a student is showing COVID-19-related symptoms during the school day, he/she will go to the Nurse's office. The child will be moved to a designated spot with a plexiglass barrier in place and given a mask. The nurse on site will communicate with the parents or a guardian to pick up the child.

We also ask that parents/guardians who have multiple COVID-19 symptoms or have had direct exposure please keep their children home until either a.) a negative test is returned or b.) they complete the required quarantine from the date symptoms presented.

Liberty recommends a COVID-19 test for the child/staff member. Our medical panel has indicated there have been delays in testing. If that occurs, please consult your family physician and receive further guidance.

Negative COVID—19 Test

If the test is negative, the individual must be fever-free (AAP/MDH specifies a fever to be 100.4 or higher) for at least 24 hours, medication-free and with no signs of **active** illness before returning to school. (If uncertain about whether or not you or your child's symptoms are active versus residual, i.e. a lingering cough, please contact your physician)

Positive COVID-19 Test (or Multiple Active COVID-19 Symptoms with No Lab Test)

If a child or staff member tests positive for COVID-19, they are to remain home for 10 days past the onset of symptoms OR be fever-free for at least 24 hours, whichever is longer.

To be successful, we will need our students, families, and employees to share the responsibility of keeping our community healthy and safe. In the case of a positive COVID-19 test, we request the family have any/all school-age siblings tested.

Notification of Positive COVID-19 Student/Staff Member

Parent/Staff member will contact the nurse on site and the appropriate division director. The nurse on site can be reached at nurse@libertyclassicalacademy.org or 651-772-2777 ext. 1.

Liberty will notify all families and staff and identify the affected grade level(s). We will deep clean the classrooms affected prior to opening the following school day.

Per our policy, if a child or staff member tests positive for COVID-19, they are to remain home for 10 days past the onset of symptoms OR be fever-free for 24 hours, whichever is longer.

Direct Exposure

Direct exposure, as defined by the MDH, is being within 6 feet of a person who has a confirmed case of COVID-19 for 15 cumulative minutes over a 24-hour period. In the case of direct exposure, the school will deal with cases on an individual basis, taking into consideration current COVID-19 guidelines.

Significant Spread within School and Quarantine

In the event of a school-wide spread, we will consult our medical panel and evaluate a temporary transition to online learning.

However, if there is 1 positive case in any of the K-4th grade sections, we will quarantine that section due to the importance of interaction in the lower school classical program.

STUDENT ABSENCE FOR COVID-RELATED ILLNESS

LS Level

For COVID-related absences, teachers will upload homework to Google classroom for students to access.

For the following subjects, Zoom recordings will be available: Math, Reading, and Grammar.

If your child needs one-on-one time with a teacher during his/her time absent, parents will work with the teacher to schedule a time.

M/US Level

For COVID-related absences, teachers will upload homework to Google classroom for students to access.

Students and parents may set up an appointment via Zoom with their teachers between 3:15-3:45 PM each day in order to discuss questions and concerns regarding the material taught. Teachers will prioritize students who are absent in Math and Science.

For the following subjects, Zoom recordings will be available: Math, Science, Grammar/New Instruction, and English.

Preschool & Pre-K

For COVID-related absences, teachers will prepare a packet of projects that is optional for the parents to review with their child while they are at home.

Technology Capabilities

In order that we may assist our parents with students affected by COVID-19, we have retained Zoom and Google Classroom accounts for the 2020-2021 school year.

Every classroom will have at least one device that can be used to Zoom record instruction for the subjects listed above for any student that is out for an extended period of time due to COVID-19.

While some have asked about an online program in addition to our in-person program, we don't have the resources to offer both. Our primary purpose for return to an in-person program is that it best aligns with Liberty's vision and mission for student development.

Attendance Policy

The attendance policy as listed in the student handbook will remain flexible this year due to uncertainty around COVID-19. Students and parents will work closely with their teacher to develop a plan when necessary.

Late Assignment Policy

Liberty will continue to enforce the late assignment policy as listed in the student handbook but will remain flexible this year due to uncertainty around COVID-19. Students and parents will work closely with their teacher to develop a plan.

TEACHER ABSENCE DUE TO COVID-RELATED ILLNESS

We have coordinated with a multitude of teaching substitutes who are aware of the possibility of our need in the fall, and ready to step into the classroom.

Mrs. Smith will hold a classical training to assure substitutes are familiar with classical method.

In addition, Liberty has five qualified teaching staff within our administrative team prepared to cover staff absences if a regular substitute teacher is not available.

If a M/US teacher is absent but not *sick*, the class will be monitored by a chaperone while the teacher conducts his/her classroom via Zoom instruction.

High level courses requiring technical expertise such as upper level science and math can often be covered internally with other qualified staff.