



LIMA CENTRAL CATHOLIC HIGH SCHOOL

July 18, 2020

Dear Parents and Guardians,

The LCC Student Senate (our student governing body) recently solidified our school theme for the 2020-21 school year: *Rise Up, Soar Above*. As we continue to prepare for the academic year, this theme is very fitting to not only the commitment of our staff to ensure a smooth transition back to school in August, but to what we pray will be the mindset of all members of our school community as we enter our 65th year of providing a Catholic education in Lima.

LCC's reopen plan has been submitted to the Allen County Health Department. The safety and wellbeing of all members of our school community remains our top priority as we begin to lay out elements of our reopen plan, shared within this letter. Our administrative team is committed to effective practices that:

- A. Emphasize safeguards and measures to protect health and safety and promote behaviors to reduce spread
- B. Maintain healthy environments
- C. Sustain academic quality in a Faith-based environment.

PROTECTING HEALTH AND SAFETY AND PROMOTING BEHAVIORS TO REDUCE SPREAD

HYGIENE

- Daily temperature self-monitoring is mandatory prior to arriving at school.
- Hand Hygiene - Frequent hand washing and hygiene instructions and protocols will be in place throughout the school.
- Students will be given opportunities to frequently wash hands throughout the day, including before lunch.

DISTANCING

- Stay at least 6 feet (about 2 arms' length) from other people indoors and outdoors when possible.
- Classrooms are exempt from this limit and will adhere to 3-6 feet of social distancing.
- Every third locker is being used by students.
- There will be a designated holding area near the nurse's office should a student show COVID-like symptoms. The student will be monitored by a staff member wearing appropriate personal protective equipment until their parent/guardian/caregiver can pick them up within 45 minutes of notification.
- There will be limited access of outside visitors, including parents/guardians/caregivers, to the building. If someone does need to enter the building, they will be subject to safety protocols, including temperature checks or use of face coverings. Any business office matters should be conducted through a new window near the main entrance.

FACE COVERINGS

- Wearing face masks is highly recommended in areas where social distancing cannot be maintained. In a classroom setting, if social distancing can be maintained, a face covering (mask) will not be required for students. In situations where social distancing may not be possible to maintain, we will require students to wear a face mask for the protection and safety of our school family. Students will be required to wear a mask entering school, in the hallway by their lockers, changing classes, and leaving school. There may also be times in the classroom where they are required to wear them if social distancing can not be maintained (ie. labs).
- All staff members will wear face coverings that may include: masks, masks with clear fronts, or face shields depending on the type of instruction being provided, unless prohibited by a medical condition. Facial coverings are not required when staff works alone in an assigned work area.
- Visitors will be asked to follow safety protocols, which will include wearing a face mask/covering.
- Face coverings must be appropriate and align with our out of uniform policy. The LCC administration will determine what is appropriate.
- Face coverings should cover the chin, mouth, and nose.

SCREENING

- All staff will be trained on the symptoms of COVID-19.
- If a student is displaying symptoms of COVID-19, they may be required to seek medical assistance and testing prior to returning to school.
- Teachers, staff, and students who have COVID-19 symptoms, have tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 shall follow the guidance to quarantine, isolate or self-isolate as prescribed by the Allen County Health Department.

MAINTAINING HEALTHY ENVIRONMENTS

CLEANING AND DISINFECTION

- Hand sanitizing stations have been installed in all classrooms and offices and purell sanitizer stations have been set up at designated entrances.
- LCC shall place surface cleaning products in all bathrooms, classrooms and other shared facilities (e.g. copy machines, coffee stations, etc.) for wiping down surfaces touched before and after every use.
- LCC will remove all public/community access to snack foods and candy in dishes and shared supplies within the classroom.
- LCC will clean and disinfect frequently touched surfaces in campus facilities such as door handles, drinking fountains, grab bars, handrails, bathroom stalls, and cafeteria tables multiple times each day.
- Locker surfaces will be cleaned at the end of each school day.
- LCC will clean shared objects (gym equipment) between use.
- All staff will receive proper disinfection training.

REDUCING DENSITY

- 3-6 ft distancing will be the best practice baseline in all of our learning space and program design.
- LCC will limit occupancy in classrooms and labs to maintain social distancing.
- LCC has converted offices and other space within the school to classrooms to maximize space.

- Seating and desks will be at least 3-6 feet apart when feasible and face the same direction. Students will have assigned seating in all classes.
- Students will come to school and report directly to their homeroom. Students will be required to exit the building within 15 minutes of the end of the school day to minimize congregations in the hallways and other common areas (unless they are staying for a school function such as practice).
- Students will be permitted to utilize book-bags this year to eliminate frequent locker stops. Students will be able to go to their locker in the morning, lunch and the end of the day.
- Field trips will be minimized during the school year.
- Extracurricular activities will be evaluated on an individual basis.

COMMUNAL AND INFORMAL SPACES (CAF, LOUNGE, EVENT SPACES, ETC.)

- Limit occupancy in common spaces by requiring physical and social distancing.
- Designated seating in areas such as the cafeteria and great hall will be marked with appropriate distance in between seating. Cohorting or assigned seating may be enforced and proper sanitization will take place between classes or lunches.
- Students are encouraged to bring their own water bottle. New bottle fillers will be located throughout the school. Traditional water fountains will be turned off.

TRANSPORTATION

- Students will be required to follow the rules of the public school system if they utilize bussing, including face coverings or other mandates. It is expected that student-athletes riding Shawnee buses to events will be required to wear face coverings while on the bus.
- Any LCC student who rides in an LCC school van is required to wear face coverings.

SUSTAINING ACADEMIC QUALITY IN A FAITH-BASED ENVIRONMENT

CALENDAR

- Lima Central Catholic intends to resume in-person education in the fall by instituting safeguards to optimize student, faculty and staff health and safety and by sustaining quality student learning experiences.
- The school year will start with transition days. On August 11 and 12, we will have students come by grade for part of a day. New procedures and policies will be discussed in order to answer questions and ease as many concerns as possible. Your student should attend the designated time (*information will be forthcoming*) in order to safely begin school on Thursday, August 13th (*please note this is also an early dismissal day*). In the event that we receive guidance from state and local officials that this becomes necessary, our calendar may be adjusted accordingly.

DELIVERY METHODS

- Classes will be delivered using multiple methods in order to maximize in-person instruction. However, LCC's Digital Learning Plan (DLP) may be implemented to ensure social distancing or where it is necessary to accommodate individual student or faculty needs. In the event that students are out due to illness, or if parents do not wish to send their student to school, they will be able to access the DLP assignments through Google Classroom/Meet if they are feeling up to it. Parents interested in starting the year on-line should contact me by August 1 through email at swilliams@apps.lcchs.edu.

SAFE CLASSROOMS AND LABS

- Seating in classrooms will observe 3-6 feet social distancing where possible.
- Common spaces will be limited by requiring social distancing.
- Cleaning supplies will be maintained and labeled and cleaning protocols will be posted in each classroom.

TECHNOLOGY LEARNING RESOURCES

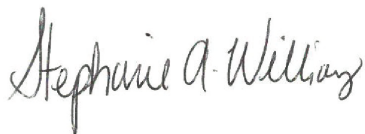
- All teachers have access to the resources available through the Google Classroom and a (DLP) has been established.
- Students will use only the device that is assigned to them.
- In the event that school should temporarily close, students may take home their school owned iPad for remote learning use.
- Parents and students will sign a remote learning agreement prior to the start of the school year accepting responsibility for the device and acceptable use guidelines.

I know that many of you have already been exposed to plans from a variety of schools in the state. It is important to keep in mind that all schools and communities are different. As we continue to complete our detailed plans, please know our commitment is designed around the LCC student experience - with the proper safeguards and measures to protect health and safety, maintain healthy environments and sustain a faith-based, quality education at the forefront.

LCC will continue to plan how we can best serve our students, staff and community. As more up-to-date information is provided, we will finalize more details of our reopen plan in the coming weeks. Q and A document will be provided to solidify any pending questions. Please keep in mind information is fluid, and can change at any given time based on orders from the Governor or or local health department.

During these uncertain times, I would like to thank those of you who have personally reached out and offered your assistance to help in one way or another. LCC has always been a special place because of the commitment of its community members to help whenever needed. Even though there is much uncertainty in the world today, one fact remains: Together, we can Rise Up and Soar Above!

Continued prayers and blessings,



Stephanie A. Williams
Principal/CEO '98