



Protocols for Implementation of Health and Safety Plan

Hybrid Learning Protocols for Students and Parents

Procedure

- Students assigned a specific learning cohort (Blue: last name, A-L, or Gold: last name, M-Z).
- Each cohort will alternate weekly between being present in school or participate remotely via livestream in each class through the course's Microsoft Teams page.
- If a student is medically compromised, the parent must complete paperwork to have the student exclusively work remotely for the entirety of the hybrid model.
- If a student requires quarantine, the parent must complete paperwork to have the student exclusively work remotely for a specified period of time during the hybrid model.
- The learning management system for all classes is PowerSchool.
- The school day for all begins at first block at 7:45 with prayers and announcements.
- Students follow their assigned roster each day and participate either in person or via livestream in each class through the course's Microsoft Teams page.
- From Monday through Thursday, each full block carries eighty minutes of teaching and learning, with a minimum of sixty minutes of class on camera (half those minutes for half block courses) that starts at the beginning of the block.
- On Friday, each full block carries sixty minutes of teaching and learning, with sixty minutes on camera (half those minutes for half block courses) that starts at the beginning of the block.
- Activity Block is scheduled every Friday from 12:39 – 2:09 for club meetings, spiritual, social, and emotional programming, office hours for teachers, opportunities for tutoring, and other activities.
- During Activity Period, students can schedule meetings with counselors, participate in programming, gather outside in designated areas, or use it for individual planning and preparation.
- Student devices used during class time must be used for educational purposes only.
- Teachers will respond to student or parent emails within one school day.



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Attendance Procedure

- All students are required to be present in every block, whether they are scheduled in person or remotely.
- Attendance will be taken at every block by the teacher and reported on PowerSchool.
- Being present remotely requires all students to be logged into the class's Microsoft Teams page, sitting upright and dressed in school uniform or Naz gear when on camera, for the entire block.
- If a student is not present in the classroom or not present on camera via Teams, the student will be marked absent by the teacher.
- All protocols for reporting student absence are outlined in the School Handbook.

If Nazareth Academy High School is required to shift exclusively to remote learning at any time, the above protocols will remain in effect for remote learning.

Health and Safety

- Disinfectant wipes available to wipe down desks and common touch areas and alcohol wipes available to wipe down laptops will be in each classroom for faculty and students to wipe down the desks during last three minutes of class.
- Designated trash cans deployed for personal hygiene items such as tissues and disinfectant wipes.
- Hand sanitizers to be in each classroom as well as in the Nazareth van.
- Various entrance points will be used:
 - Bus riders to use the service entrance
 - Drop offs to use the Chapel steps
 - Drivers to use the Gym lobby entrance and staggered egress/departure time
- Visitors and volunteers excluded during this time. NAPA meetings and parent conferences to take place via Microsoft Teams.
- Assigned seating, six feet apart, in classrooms, Student Dining Room, and Performing Arts Center.
- Windows in the classrooms will be left open when possible and the classroom door will be left open for cross circulation.
- Lockers designated as A-L next to M-Z to allow for distancing. Lockers to be used only in the morning for jackets. Students to not leave books or class materials in the lockers.



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Hygiene

- Water filling stations used to fill water bottles only. The mouthpiece secured and covered.
- Hand sanitizing stations will be installed outside every classroom, additional in common spaces.
- Hand sanitizing bottles and tissues available in every classroom.
- Masks or face shields required to worn by students, faculty and staff.
- All must complete daily check-in confirm no symptoms of COVID-19, no close proximity to anyone experiencing symptoms or tested positive, currently not being tested, and travel status. Parents will report students absent by calling the absentee line and if the student has symptoms of COVID-19 the parent must email COVID@NazarethAcademyHS.org.
- Faculty and Staff to report their absence in the normal manner but will also email COVID@NazarethAcademyHS.org with the any COVID symptoms.
- Plexiglass installed in areas where social distancing is not possible and in areas where close contact may be necessary such as the Main Office, Nurse's Office, Attendance Office, IT Office.
- Thermal thermometers will be used for temperature checks as needed.

Social Distancing

- Classrooms have been reconfigured with seating 6 feet apart. Students will have assigned seating and will sit facing the same direction
- MyKidsSpending to provide an app and website form for pre-ordering lunches. Instructions will be posted on the website and sent in a separate email.
- Aramark to follow food service protocols and minimal options will be available for any student or faculty member who did not pre-order.
- Space has been added in the Performing Arts Center to allow for social distancing during lunch. While seated in these areas, all students will face the same way.
- Stairwell and hallway directional signs clearly mark the up and down staircase and the one-way direction for each side of the hallways. The stairwells on the north side of the building (Gym and Chapel stairwell outside the Principal's Office designated as up stairwells and the south side stairwells near the student dining room and outside the president's office will be down stairwells).
- Outdoor seating areas available with picnic tables, benches and chairs for eating, classes, and social distance gathering sites, as permissible.