

Expectations & Guidelines for a return to Faith Formation

2020-2021

In collaboration with Sacred Heart School's policies and procedures for the reopening of school for the 2020-2021 school year we have adapted these for Faith Formation. These were developed while keeping everyone's health and safety our top priority.

Guidance and consultation with the Diocese of Madison, Sauk County Health Department, and the American Academy of Pediatrics.

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Information

Information and mandates are changing almost every day, so this document is subject to change and may have to change upon recommendations from Sauk County Health Department, The State of Wisconsin Department of Health, local health department, and Diocese of Madison.

Like in the spring, we ask for your patience and understanding as things change and school begins.

Daily Health Checks/Student Illness

Children's Personal Health Check: Parents should check the temperature of children **daily** before they attend any faith formation event. If children have any symptoms of sickness (temperature, cough, runny nose, vomiting or diarrhea), they are not permitted to attend the event on that day.

- If COVID-19 symptoms or a temperature of 100 occurs, students need to stay home and contact your family physician should the symptoms persist.
- Students may return to faith formation after they have been fever free without medication for 72 hours.
- If a child becomes ill at faith formation:
- We will provide an isolated space for the ill student to rest while waiting for the arrival of parent/guardian.
- We will contact the student's parents or guardians to pick up the student as soon as possible.

- Student will stay home to wait for test results or until they are symptom free for 10-14 days (if not tested) depending on guidance from Sauk County Health recommendations or your physician.

***We need all families to support our efforts on pre-screening before coming to school.**

Common COVID-19 Symptoms

- **Symptoms:**
 - Cough
 - Sore Throat
 - Muscle Aches
 - Shortness of Breath
 - Fatigue
 - Nausea, vomiting, diarrhea
 - Loss of smell or taste
 - Congestion or runny nose
 - Call a medical professional if symptomatic.

PLEASE DO NOT send a child to faith formation that is exhibiting any signs of illnesses.

**We need your help in keeping children home when they are unwell!*

Distance

- **Classrooms:** Students will be spaced apart as space allows in each classroom.
- **Hallway:** Everyone will move through the hallway following the rules of the road. Arrows will be placed on the floor.
- **Entering/Exiting Outside Doors:** Students will all need to come in door #3 and will be exiting through door #2.

Symptoms at Faith Formation

- The following are guidelines for a student who is exhibiting two or more symptoms of COVID-19 while at Faith Formation.
- Student should report symptoms to teacher. If the teacher observes symptoms, student will be sent to office to be placed in the health isolation room.
- Parent/guardian will be notified and should arrive to pick up student.
- Student will stay home to wait for test results or until they are symptom free for 10-14 days (if not tested) depending on guidance from Sauk County Health recommendations or your physician.

Visitors

- Parents/guardians may come in the school with their child but may not enter the classrooms. Parents must also wear a mask.

Procedures & Policies

- Hygiene and Sanitation:
- Classrooms will be disinfected thoroughly before the start of each faith formation night.
- Daily disinfecting of the following areas will be conducted:
 - Playground equipment
 - Door and cubbies
 - Sink handles
 - Classroom desks, tables, and chairs.

Adult Participants/Catechists/Adult Volunteers Health Check: Catechists, adult participants and volunteers who assist in catechetical programming should take a daily temperature of themselves before attending formation at the parish. If adults have any symptoms of sickness (temperature, cough, runny nose, vomiting, or diarrhea), they are not permitted to attend an event on that day. Adults should be symptom free without medicine for 72 hours before returning to the parish.

Social Distancing: Parish leaders should take time each day to remind participants of proper social distancing. In each space that is used, markings should be placed on the floor and/or seating placed to indicate to participants where to sit/stand with appropriate space between each person (6 feet to the greatest extent possible). This will help them maintain an appropriate distance while attending events. It would be ideal for participants to have assigned seating and remain sitting in the same space when they return to a room to minimize the spread of germs.

Masking: Masking is required at this time (until September 28) in the State of Wisconsin according to a statewide mandate issued by Governor Evers for all individuals who are age 5 and up. Those who are unable to wear a face covering for reasons of health, such as difficulty breathing, are exempt from the order, but they should keep socially distant (6 feet to the greatest extent possible) while attending faith formation. The parish/diocese will not provide masks for children/adults/catechists participating in faith formation programs.

Playgrounds: Children are permitted at this time to use playground equipment. Children should be encouraged to use appropriate social distancing, and hand sanitation should be provided for children after they use playground equipment.

Classroom/Formation Spaces: Tables, desks, and frequently touched surfaces should be sanitized at the end of each day after use. Desks and learning spaces should be set up in an arrangement that allows participants to be social distanced at 6 feet apart to the greatest extent possible.

Classroom Materials: Each person should have his or her own supplies to use during formation sessions. Eliminate the sharing of materials to mitigate the passing of germs from one individual to another.

Drop-Off & Pick-Up: Drop-Off will be done through the West side doors of the school by the main parking lot. When students exit school they should use the North side doors that face the Church.

Hygiene Guidelines

Healthy and Safety: Each parish should be committed to safeguarding the health and safety of all who enter the building. Therefore, all who attend formation should comply with the parish hygiene policy.

Physical Contact: Parish catechetical leaders, catechists, and volunteers should avoid physical contact with participants and should encourage participants to maintain appropriate social distancing.

Handwashing: All individuals should sanitize hands as they enter a classroom, after using the restroom, before and after consuming any food, and after any recess/free times.

Sharing Materials: Participants in formation programs should not share materials but rather bring their own or be assigned materials for their personal use.

Food Safety Guidelines

Snacks: We are asking that no snacks are brought in to faith formation classrooms this year unless they are prepackaged.

Water Fountains: Individuals are not permitted to use public water fountains.

Water Bottles: Children should bring individual water bottles (labeled by name) or be provided individual cups (labeled by name) to drink water.

Cleaning Guidelines

Cleaning Basics: Regular cleaning may include (but is not limited to):

- Using proper disinfecting solutions.
- Wiping down frequently touched surfaces before and after every session (desks, chairs, tables, door handles, etc.).
- Cleaning restrooms after formation sessions.
- A regular deep cleaning schedule.

Policy & Procedures for COVID-19 Exposure & Positive Tests

Transparency & Charity: All those involved in faith formation (parish catechetical leaders, catechists, volunteers, and participants) should be transparent and honest about any health concerns related to the COVID-19 situation. We must always act in charity in our response to possible COVID-19 symptoms or concerns. For example, we would always assume in charity that someone not wearing a mask has a good reason for not doing so.

Response to Catechists/Volunteers Who Test Positive for COVID-19: If an employee, parish catechetical leader, catechist, or volunteer tests positive for COVID -19, the spaces in which that person worked or resided should be closed off and deep cleaned. The individual will be expected to be quarantined for 10 days (or according to local county ordinance) and should not return to serve in the parish unless he or she meets the following criteria: fever free for 3 days (without medicine), symptoms have subsided, county requirements for quarantine have been observed, or at least 10 days have passed without any symptoms.

Response of Those Who Show Symptoms, Have Been Exposed or Suspect Illness: Those who begin to show symptoms of illness or suspect illness should not attend formation sessions. A space that was occupied by the individual should be disinfected. The individual should choose a self-imposed quarantine (according to county guidelines) and seek a COVID-19 test. No one should return to service until any necessary quarantine ends and symptoms have subsided.

Children/Families Who Test Positive for COVID-19: If a participant in faith formation tests positive for COVID-19, the spaces which that person occupied should be closed off and deep cleaned. The individual will be expected to be quarantined for 10 days (or according to local county ordinance). A participant should not return to the parish unless he or she meets the following criteria: fever free for 3 days (without medicine), symptoms have subsided, county requirements for quarantine have been observed, or at least 10 days have passed without any symptoms. Families who have one member who tests positive for COVID-19 should assume that all members have been exposed. Families ought to consider quarantining as a unit or having all members tested. Members of the family should not return to formation until the expected quarantine time for “no symptoms” has passed.

Notification to Participants in Faith Formation Regarding a Positive COVID -19 Test: If a participant, parish catechetical leader, catechist or employee tests positive for COVID-19, the parish upon notification should immediately contact medical authority or public health officials for consultation and follow appropriate directives/suggestions, especially for those who may have been exposed to the infected person. Directives may include notification to participants, parents, staff, etc., with appropriate instructions to individuals. Exposure cases may vary in potential severity and risk based on the situational elements at the time and place of exposure, such as the symptomatic nature of the infected person at the time of exposure, the duration of exposure, the proximity of exposure, protective measures in place at the time (e.g., facial

coverings), and the confined nature of the space. The potential directives for an exposure case may vary as well, including sanitation of space, testing, monitoring for symptoms, tracing, tracking, and quarantining.

Disclaimer

While we think these plans are the best at the time of publishing our response to COVID-19, please know and expect changes to occur.

We may think something will work in the classrooms or at school, only to discover it may change once students are in our buildings.

We will be working closely with Sauk County Health Department and the Diocese of Madison to determine the best course of action.

Parent Agreement

Please indicated that you have read, understood and agree to follow the above guidelines by completing the form below.

- I have read the above guidelines and agree to asses my child(ren) before class and not permit them to come to Faith Formation classes if they are displaying any symptoms of common cold, influenza, COID-19, or other infectious respiratory disease.
- I will ensure that myself or an authorized person is available to pick-up my child(ren) immediately should they become sick while at class.

Name and grade of children enrolled in Faith Formation:

Signature of parent: _____

Dated signed: _____