

Christ the King, Holy Family, and
St. John Baptist de la Salle
Faith Formation Reopening Plan
2020-2021

This document is written with the guidance from a document titled "COVID-19 Preparedness Guidance: A Path for Students' Return to School Fall 2020", which is a collaboratively written document from the Catholic dioceses in Minnesota.

This Reopening Plan was written using the COVID-19 Guidelines for Faith Formation and Youth Ministry Programs of the Diocese of Winona-Rochester adopted on 8/25/2020.



Operational Practices

***Designated COVID-19 Point of Contact:**

Christ the King & Holy Family	Kathy Lieburn
St. John Baptist de la Salle	Colleen Wilson

***Training of Staff, catechist, volunteers and students:**

- Families will receive this document via email and hard copy, if requested, prior to the start of Faith Formation.
- Document will be linked to the parishes' websites.
- Catechists and volunteers will receive all necessary training during the Catechist beginning of the year In-Service.
- Students will receive all necessary training during the first week of class and review will be given as needed throughout the year.

***Adaptability:**

- This plan will be evaluated and updated as needed as the Faith Formation year progresses. Changes made will be shared with all parishioners.

***Entrance / Dismissal Protocols:**

- Students will arrive at Faith Formation no earlier than 10 minutes before class starts.
- All students and adults coming into the building will wear a mask, which is brought from home.
- All students will enter the building through the entrance door.
- All students will go directly to their classrooms, where they will keep their mask on and practice social distancing.
- Masks will be worn out of the classroom for dismissal.

***Health Checks**

- All students, catechists and volunteers who are experiencing COVID symptoms will not be allowed within the building.
- If students, catechists, volunteers, or staff come in close contact to someone who has COVID-19, he/she will be required to quarantine for 14 days. Learning for students who are quarantined will be required at home.

(see Distance Learning Plan)

***Physical Distancing at Faith Formation**

- Each classroom will be socially distanced by 6 feet whenever possible.
- Prayer services will be reevaluated over time.
- Each Faith Formation activity will be evaluated to ensure that students, catechists, volunteers, staff, and families will be safe.

***Communication and Signage**

- Signs are located throughout the building to educate students, families, and guests what the symptoms of COVID-19 are.
- Signs are located on the front doors restricting entrance to COVID-19 symptomatic/exposed individuals.
- This action plan is communicated to all families through email, mailings, and on the parishes' websites.

***Attendance**

- Students, catechists, volunteers and staff are expected to be at Faith Formation as long as they are COVID-19 symptom free and have not been exposed.
- Students who are healthy but have been exposed to COVID-19 will be required to quarantine at home for 14 days.
- Catechists, volunteers, and staff who are healthy, but have been exposed to COVID-19 will be required to quarantine at home for 14 days. A substitute will be provided for their classroom.

***Liability Waivers**

- All families, with individual students listed, will have on file a:
**STATEMENT OF UNDERSTANDING,
CONSENT FORM AND LIABILITY WAIVER FOR STUDENTS**
- All catechists and volunteers will have on file a:
**STATEMENT OF UNDERSTANDING,
CONSENT FORM AND LIABILITY WAIVER FOR VOLUNTEERS**

***Assessment of Plan Effectiveness**

- This document will be reviewed monthly by Kathy Lieburn and Colleen Wilson.

Health and Well-Being

***Cleanliness and Disinfecting Processes**

- Classrooms, Restrooms and other areas of the building will be cleaned after each session by the custodian.

***Hand Hygiene and Respiratory Etiquette**

- Signs will be located in all bathrooms as a reminder on best practices for hand washing.
- Signs will be located throughout the building and in all classrooms on best practices for respiratory etiquette (covering coughs and sneezes).

***Drinking Fountains**

- Drinking fountains at Christ the King will be open for water bottle refills only. All students will be required to provide their own clean water bottle.
- Drinking fountains at Holy Family will not be available. Please bring water from home if needed.
- St. John Baptist de la Salle does not have drinking fountains.

***Facility Ventilation**

- The Tri-Parish Administration and custodial staff will work together to ensure that the premises are well ventilated.

In the event of an outbreak within our community, Christ the King, Byron, Holy Family, Kasson and/or St. John Baptist de la Salle will be in contact with the proper authorities. If there is a need to close Faith Formation for a period of time, the following Distance Learning Plan will be used.

Tri-Parish

Distance Learning Plan

In the event of an extended Faith Formation closure, Christ the King, Holy Family and St. John Baptist de la Salle is dedicated to continuing Faith Formation for our students. Our goal is for quality learning to occur from a distance. (*Faith Formation closure does not include preplanned vacation days or weather-related closures.)

During an extended Faith Formation closure, Christ the King, Holy Family and St. John Baptist de la Salle administrators will work with students and parents to ensure that learning continues as closely as it would within the classroom. This will be done in the following ways:

*Catechists for grades 2, 9 & 10 will utilize the appropriate platform for distance learning. All students in these grades will be expected to participate.

*Student workbooks, notebooks and instructions will be given to parents to ensure continuation of Faith Formation learning at home.

*If possible, administrators will meet with parents at pick up of these materials to explain at home learning.

Responsibility of administration during Faith Formation closure:

*Provide support for catechists, students, and parents.

*Keep all families informed of decisions being made for present time and future time of closure.

*Stay connected with diocesan officials, public school administration, and state guidelines.

*Communicate with catechists, students, and parents about concerns.

*Meet with parents at designated times to see how distance learning is going.

*Collect all materials by May 1, 2021.

*Go over materials to ensure grade level concepts have been made.

Responsibility of students:

- *Follow a daily routine that is established by parents.
- *Identify one space in your home where you can work effectively and successfully.
- *Do your best work each day.
- *Write legibly in your notebooks.

Responsibility of parents:

- *Pray with your child each day.
- *Follow a daily routine with your child(ren).
- *Identify one space for your child(ren) to work.
- *Communicate with administration as needed.
- *Take an active role in helping your child(ren) complete learning for each day.

Written: 9/2020

Revised: 9/15/2020