



Saint Clement Parish K-6 Religious Education Policies and Procedures 2021-2022 School Year

In light of our current situation in this time of COVID-19, Saint Clement will strive to maintain the integrity of its parish formation programs while keeping the parish, children, and volunteers safe. In order to comply with state and county guidelines as best we can, Saint Clement with guidance from the Diocese of Madison has established the following policies and procedures. This document will be reviewed regularly and updated as local ordinances are adjusted. We want all of our students to be healthy and in person, growing together in their faith, their knowledge and their service to others. We thank you for working with us as we strive to do what is best for all of our students. We also thank you for understanding that a successful year will require everyone's respect and flexibility, as the situation may change quickly and often throughout the year.

To begin this year, we at Saint Clement Religious Education will:

- **Formation Guidelines:**

- **Traditional Classroom:** We will only be providing in-person faith formation for the 2021-2022 school year. The formation schedule will follow the typical faith formation schedule beginning Wednesday, September 29th, and concluding in May.
- **Online Learning:** Anyone wishing to do online/at-home learning for their child may do so on their own through our Faith and Life Series, but please make us aware if this is the option you choose.
- **Large Group Events:** Large group gatherings will be held only on rare occasions and if county guidelines can be considered with space and appropriate social distancing.
- **Classroom/Formation Spaces:** Tables, desks, and frequently touched surfaces will be sanitized at the end of each day after use. Desks and learning spaces will be set up in an arrangement that allows participants to be socially distanced at 3 feet apart to the greatest extent possible.
- **Classroom Materials:** Each student will have his or her own supplies to use during formation sessions to eliminate the sharing of materials to stop the passing of germs from one individual to another.
- **Drop-Off & Pick-Up:** Students should be dropped off at the back parking lot behind the school near the playground. Students in Grades K-3 will enter the outdoor classroom door, while grades 4,5, and 6 will enter the main school playground door, going straight to their classrooms. Students will exit out the same door and be picked up by the school playground. This will eliminate large gatherings.

- **Protective Measure, Hygiene, Food Safety, & Cleaning Guidelines:**

- **Protective Measure Guidelines:**

- **Social Distancing:** Since our Religious Education classes take place in the school classroom, signs and markings will be placed in the school to help students maintain an appropriate distance while attending class. In the classroom, students will have assigned seating and remain in the same space while in the room to minimize interaction.
- **Masking:** The Grant County Health Department recommends that masks should be worn, while respecting parents' rights to make masks optional considering the "medical, mental health and practical needs of their family". **Therefore, masks are recommended, but not required.**

- **Hygiene Guidelines:**

- **Health and Safety:** Our Parish is 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 will avoid physical contact (high-fives, fist bumps, etc.) with participants and will need to encourage participants to maintain appropriate social distancing.
 - **Hygiene Reminders:** Parish catechetical leaders and catechists will regularly (at the beginning of each class) remind participants of the importance of hygiene policies (e.g., handwashing, not touching faces, proper sneezing, coughing, talking in a way that does not spread germs).
 - **Signage:** Signage outlining health and safety procedures and hygiene reminders will be throughout the school and classrooms.
 - **Sanitizing Stations:** Washing/sanitizing stations are in frequently used spaces (classrooms, parish hall, school entryways, hallways, bathrooms, etc.) for ease of repeated use.
 - **Handwashing:** All individuals should sanitize hands as they enter a classroom and after using the restroom.
 - **Sharing Materials:** Participants in formation programs should not share materials but rather use their assigned materials for their personal use.

- **Food Safety Guidelines:**

- **Snacks:** No snacks will be provided or allowed in the classrooms.
- **Water Fountains:** Individuals are not permitted to use public water fountains. The bottle filler at the water fountain will be made available. Children should bring individual water bottles (labeled by name) or individual cups will be provided (labeled by name) to drink water.

- **Cleaning Guidelines**

- **Commitment to Cleaning:** All parish staff/catechetical leaders and volunteers will be committed to safeguarding the health and safety of all individuals by complying with cleaning policies in our parish.
- **Cleaning Instruction:** All catechetical leaders and volunteers will be instructed on the facility cleaning policy.
- **Collaborative Cleaning:** We will collaborate cleaning with the school staff based on a cleaning checklist to act as a reminder of daily cleaning duties following formation sessions.

- **Cleaning Basics:** Regular cleaning will include:
 - 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 after school by school staff.
- **Policy & Procedures for COVID-19 Exposure & Positive Tests, Sickness**
 - **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), parents should not send children to school or religious education. Children should be symptom free without medicine for 24 hours before returning to the parish.
 - **Adult Participants/Catechists/Adult Volunteers Health Check:** Catechists, adult participants and volunteers who assist in catechetical programming will 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 will not be present for class and a sub will take their place. Adults should be symptom free without medicine for 24 hours before returning to the parish.
 - **Child or employee tests positive for COVID-19:**
 - The local public health department will be contacted. Saint Clement Parish will follow their guidance for next steps.
 - **Returning after suspected COVID-19 symptoms:** If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the Religious Education if the following conditions are met:
 - If an individual does not have a fever, cough, shortness of breath, or any other related COVID-19 symptoms and has not been around anyone who has been diagnosed with COVID-19, they can return to faith formation no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
 - If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 10-14 days after the onset of first symptoms. They may return after clearance from the Health Department and/or their doctor.