

**DIOCESE OF HARRISBURG PREP/CCD/YMP: IN-PERSON INSTRUCTION DURING THE GREEN PHASE
GENERAL CONSIDERATIONS, GUIDANCE AND RECOMMENDATIONS**

ST. RICHARD PARISH, MANHEIM PA

A. Parish Religious Education Programs and Youth Ministry Programs (PREP/CCD/YMP)

- During the COVID19 pandemic, parents/guardians may refuse to enroll their child in an in-person religious education program due to concerns about possible exposure to the virus.
 - CCD Home School options will be offered to any student who cannot attend in person class.
 - Please see the DRE to set up Home School CCD
 - Home School Policy: <https://www.hbgdiocese.org/wp-content/uploads/2012/04/P6006-RE.pdf>
- All Diocesan Youth Protection and Safe Environment policies and guidelines must be followed in regard to staff and volunteers. For complete information go to: <https://www.youthprotectionhbg.com/>
- The Pastor/Administrator and Director/Coordinator/Youth Minister (D/CRE/YM) of PREP/CCD/YMP, will develop a safety plan which follows the Center for Disease Control (CDC), state, local, and diocesan guidelines regarding COVID 19.
- The plan is to be approved by the Pastor/Administrator.
 - *This plan was approved by Fr. Steven Weitzel 09/01/2020*
- The D/CRE/YM should hold an in-service for the catechetical staff to inform them of the policies and procedures of the safety plan.
 - Catechetical meeting completed 8/31/2020
Attendance: needs updated
 - Rose Minieri
 - Melanie Albright
 - David Ochner
 - Heather Ginder
 - Ann Ochner
 - Tara Orzech
 - Charlotte Walton Sweeney

- Parents/Guardians will be informed and agree in writing to the safety plan.
 - This document will be emailed to all registered CCD families
 - This document will be posted on the St. Richard Website
- The safety plan is to include: **Please see Attachment A**
 - a. Procedure for the safe arrival, dismissal, and pick up of students.
 - b. Cleaning and disinfecting of the building, common spaces and classrooms, both before and after the program.
 - c. Details regarding use of cohorts, social distancing and wearing of masks.
 - d. Family's responsibilities for masks, hand sanitizer, disinfectant wipes, etc.
 - e. Use of bathrooms during sessions.
 - f. Students are responsible for bringing their own water bottles, as drinking fountains will not be in use. They may not share water bottles.
 - g. Limiting number of persons who may be in the building.
 - h. Keeping a child home.
- Parents/Guardians should be given a list of any necessary supplies to purchase if the parish is not providing them.
 - Students must supply their own face covering.
- Students should use a school bag (or something similar) for materials which travel to and from the home. The bag should be clearly identified with their names, and may not be shared with others.

B. PREP/CCD/YMP Families

- During the COVID19 pandemic, parents/guardians must agree in writing that they will abide by the PREP/CCD/YMP safety plan for in-person instruction. These signed agreements should be on file at the parish. Parishes may make these agreements accessible for submission online.
 - St. Richard will only support written agreements
 - Agreements will be emailed to all families
 - Blank agreements will be posted on the St. Richard Website
- Parents/Guardians must monitor their child's health by taking his/her temperature prior to PREP/CCD/YMP.
- Temperatures of students may also be taken with a laser thermometer upon arrival at PREP/CCD/YMP site. If the parish chooses to require on-site

temperature checks, this should be communicated to the Parents/Guardians of all PREP/CCD/YMP students prior to the beginning of the catechetical year.

- St. Richard will take temperatures at the beginning of each class:

Because of the additional time required to record temperatures and attendance, it is important to arrive prior to the start time of CCD.

**CCD begins at 9:00 a.m. and ends promptly at 10:00 a.m.
Students should arrive at 8:45 a.m.**

****please note change in times for this year.**

- **We must allow for time to clean after CCD and prior to 1030 Mass**
- **We must allow for thermal screening and attendance**
- St. Richard will be taking temperatures and recording the outcome as a pass/fail on the attendance sheet.
 - Pass: < (less than) 100.4
 - Fail: = > (equal to or greater than) 100.4
 - Any student or teacher with a temperature of 100.4 or greater will not be permitted to attend CCD.
- All doors to the Rectory and the Church will be locked 10 minutes after the start of class. This is in adherence to previous safety requirements which are NOT Covid-19 related.
- A Student or Teacher/Volunteer must not attend PREP/CCD/YMP if he/she is:
 - + Running a temperature of 100.4 degrees or above.
 - + Experiencing any symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, diarrhea.
- **If a student or teacher tests positive for COVID19 and has attended a PREP/CCD/YMP session within a 14-day period of time, the Parent/Guardian or Teacher must inform the D/CRE/YM as soon as possible.**
- The D/CRE/YM must communicate to the Pastor/Administrator, Parents/Guardians of Students, Catechists and Catechetical/Youth Ministry Staff of the possible exposure of their child(ren) to COVID19.
- Confidentiality Regarding Students Who Test Positive for COVID19 – Please see LP 19 of Diocese of Harrisburg (DOH) Re-Opening Plan.

- <https://www.hbgdiocese.org/wp-content/uploads/2020/08/DOH-Reopening-Plan-Framework-1-Aug-3-2020-update.pdf>

C. Cohorts

1. The CDC recommends this approach when a number of children gather for a period of time such as a school day. The group is self-contained and travels together.
 - St. Richard CCD program will define a cohort by grade. For example, 8th grade will be a cohort; 7th grade will be a cohort.
2. Catechists should be encouraged to create assigned seating charts.
 - St. Richard will provide seating assignments on the first day of CCD
 - Students are expected to adhere to their seat assignment
3. During the COVID19 pandemic, all efforts should be made to keep the cohort in a class setting with minimal movement outside this setting.
 - St. Richard will not be scheduling any group activities/all grade activities until further notice.

Examples include but not limited to:

- Halloween Party
 - Advent Wreath Project
 - Christmas Party and Pageant
 - Christmas Caroling at Pleasant View
 - Shadow Stations
4. If group movement from the classroom or meeting space is necessary during the session, the cohort should stay intact and follow the guidelines for social distancing, masking, etc.

D. Social/Physical Distancing

1. Social/physical distancing is a practice which increases the space between people to mitigate exposure to COVID19.
2. Social distancing is to be practiced in the classroom, hallways, or other common areas where children are gathered.
3. The recommendation of the Center for Disease Control (CDC), Pennsylvania Department of Health (PADOH), and Pennsylvania Department of Education (PADOE), is a six foot distance between students.

E. Wearing of Masks or Shields

1. Per the Pennsylvania Department of Health (PDH) face coverings are required of students and staff at all times: when entering, while present in, and when leaving their sessions. This is to be the case for our PREP/CCD/YMP programs.

See link below from Pennsylvania Department of Education (PADOE):

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

2. This is for students including, but is not limited to, the time of arrival until dismissal when students exit the building and are in the vehicles of their Parents/Guardians.
3. All catechetical staff are required to wear face coverings throughout the session.
4. It is recommended that catechists wear face shields as their face covering. If possible.
5. It is recommended that face coverings (masks or face shields) should be in good taste and without writing.

F. Cleaning, Disinfecting and Sanitizing

1. PREP/CCD/YMP which do not share a building may follow regular cleaning and sanitization procedures. PREP/CCD/YMP areas are to be sanitized before and after all sessions.
2. PREP/CCD/YMP which share a building with a Catholic school must follow the cleaning and sanitization policies regarding the use of shared spaces, particularly desks and classrooms, and as set by the Pastor.
3. The CDC suggests areas and features of high use be disinfected frequently. These include, but are not limited to: door knobs, light switches, bathrooms, hand rails, counters, tables, desks, etc.

G. Classroom set up

1. Refer to your Local County for local guidelines on social distancing for desks.
 - a. Measure the classroom and determine the number of desks permitted.
 - b. For use of a parish or regional elementary Catholic school - the number of students may not exceed 25 in a classroom, all properly socially distanced and wearing face coverings.

St. Richard: Class sizes are 8 or less students

2. Keep desks facing in one direction if possible.

3. Remove the following to minimize the sanitization process and items which may be a source for the spread and possible outbreak of the virus:
 - a. Non-essential furniture to minimize the sanitization process.
 - b. Throw rugs or roll up carpets.
 - c. Any non-essential containers, boxes, materials, equipment, etc.
 - d. If PREP/CCD/YMP are using a Catholic school as their facility, and if the above-mentioned items are the property of the school, it is left to the school to remove the previously mentioned items.

H. Arrival & Dismissal

- Communicate the procedure for arrival and dismissal.

St. Richard Student arrival:

- All St. Richard Students will be dropped off in the parking lot between the Church and Rectory.
- All students and teachers will enter the back of the Church for attendance and temperature check
 - Attendance must be recorded for each Sunday
 - Temperature pass/fail will be recorded with attendance
 - All attendance records will be kept by the DRE
 - Attendance will be utilized if contact tracing is required to be performed
- Students will be escorted to their classroom by their teacher
- Designate an entrance for arrival and an exit for dismissal. Due to building limitations, the entrance and exit may be the same door.
 - Students will enter the back of the Church at the start of class
 - Students will exit the Rectory classroom door OR Church Hall door
- Explain the process for temperature monitoring upon arrival (if applicable).
- Assign a volunteer to monitor the entrance and exit door(s) during the PREP/CCD/YMP sessions.
- Parishes should provide hand sanitizer to be used before PREP/CCD/YMP students and staff enter the religious education/youth ministry site.
- Parishes should have a plan in place if a child needs to be picked up early from the class/session.
 - Any student or teacher who becomes ill during class will be moved to the Rectory office

- The parent/guardian will be called to pick up the child as quickly as possible.
 - If the Parent/guardian does not respond within 10 minutes, the Emergency Contact will be called to pick up the child
 - A teacher will stay with the student until they are picked up from CCD.

I. During the PREP/CCD/YMP Session

1. Avoid the sharing of materials, pens, pencils, etc.
2. Designate area for personal belongings (not inside desks where Parish schools are being used).
 - St. Richard students should take all personal belongings home after each CCD class. We do not have adequate space to store personal items from week to week.
3. Establish the procedures for the wiping down of desks.
 - CCD will follow the same protocol already established for the Church before and after Mass.
4. Establish policies on bathroom use, washing of hands, etc.
 - Students should alert the teacher of need to use the restroom during class
 - All students and teachers are expected to wash their hands before returning to class.
5. PREP/CCD/YMP have the right to restrict visitors to safeguard the health of all involved.
 - Any parent or guest wishing to visit the classroom during CCD must have prior permission. Please see Fr. Steve, Charlotte or Rose to discuss the approval process.
6. Attempts should be made to keep rooms well ventilated.
 - Windows will be open where possible
 - No floor fans are permitted

J. Catechetical Staff

1. Catechetical staff must be fully compliant with the Youth Protection/Safe Environment policies of the Diocese of Harrisburg
<https://www.youthprotectionhbg.com/>

2. Before accepting the volunteer, the D/CRE/YM should:
 - a. Discuss the possible exposure to COVID19.
 - b. Orient the volunteer to the parish safety plan.

St. Richard requires prior approval for volunteers or guests to attend CCD.

3. All catechetical staff members must agree to comply with the policies and protocols of the safety plan.

K. Center for Disease Control (CDC), Pennsylvania Department of Health (PADOH), and Diocese of Harrisburg (DOH) Catholic Schools Reopening Plan Framework

Note: Because reopening Schools, and by extension PREP/CCD/YMP, is so fluid right now, we have added links to the CDC, PADOH websites and we encourage Pastors/Administrators and DRE/CREs and YMs to consult them at least weekly. Also, because we cited it several times in this document, and for your convenience, we are also providing below the link to the Diocese of Harrisburg Catholic Schools Re-Opening Framework. This framework was sent previously from the DOH Catholic Schools Department to all Pastors/Administrators.

- **Center for Disease Control (CDC) - <https://www.cdc.gov/>**
- **Pennsylvania Department of Health (PADOH) <https://www.health.pa.gov/Pages/default.aspx>**
- **Diocese of Harrisburg (DOH) Catholic Schools Reopening Framework (Updated August 3, 2020) <https://www.hbgdiocese.org/wp-content/uploads/2020/08/DOH-Reopening-Plan-Framework-1-Aug-3-2020-update.pdf>**

Suggested Protocols for Virtual, Live-Time Instruction

- Students are expected to be on time, appropriately dressed and seated at a table or in a chair.
- Students should be respectful at all times of catechist and others in virtual classroom.
- Students' screen must use correct names and appropriate backgrounds.
- Students remain active, engaged, and visible at all times, face to face.
- Students remain on mute and only unmute when called upon.
- Students with questions use "raise hand" button.
- Students should refrain from eating and chewing gum.
- Students and families may not share the link to the "virtual" classroom.

Attachment A
St. Richard CCD
2020/2021 Covid Safety Plan

St. Richard CCD will follow Manheim Central School District school closing procedures. Should Manheim Central close due to Covid related issues, St. Richard CCD will also close, at minimum, for the same time period.

1. Procedure for the safe arrival, dismissal, and pick up of students.
 - All Students will enter the Church Hall for attendance (Handicap Entrance)
 - All Students and teachers will have a temperature check upon entrance
 - All temperatures will be recorded with attendance as either:
 - Pass: < 100.4 f
 - Fail: => 100.4 (anyone with 'fail' will be sent home')
 - All Students and Teachers will enter the building with a face covering which will be worn for the duration of CCD
2. Cleaning and disinfecting of the building, common spaces and classrooms, both before and after the program.
 - All classrooms will be cleaned prior to class
 - All classrooms will be cleaned after class
 - All cleaning supplies will be provided by St. Richard church
3. Details regarding use of cohorts, social distancing and wearing of masks.
 - A Cohort will be defined as a grade. Grades may NOT co-mingle for any reason
 - Social distancing of 6 feet will be expected for everyone participating in CCD
 - All Students and Teachers must wear a face covering
 - Logos, prints, style must be in good taste
 - Classrooms will be set up ensuring social distancing at all times
4. Family's responsibilities for masks, hand sanitizer, disinfectant wipes, etc.
 - Students must supply their own face covering.
 - Hand sanitizer stations are located throughout the Church and the Rectory for use
 - Clorox Wipes will be provided by the church

5. Use of bathrooms during sessions.

- Restrooms will be used as needed by the Students and Staff
- Handwashing will be expected. (Teachers will help remind students of responsibility to wash their hands)

6. Students are responsible for bringing their own water bottles, as drinking fountains will not be in use. They may not share water bottles.

- Individual drinks may be brought to CCD
- Absolutely NO SHARING of drinks for any reason
- Please do not send group snacks or treats to the classroom
- Teachers will not be permitted to provide snacks for CCD

7. Limiting number of persons who may be in the building.

- Only registered Students may participate in CCD
- Teachers and volunteers must have all safety clearances complete
- Any visitors or guest MUST have pre-approval to attend CCD PRIOR to arrival
 - Approval may be granted from the Parish Priest, Parish Secretary or Director of Religious Education.

8. Keeping a child home.

- Students not feeling well are expected to stay home
- Any Student or Teacher with a fever of 100.4 or greater may NOT attend CCD
- Teachers, Students and Parents should work collaboratively to make up missed assignments
- No student will be penalized for missed classes due to illness