

Our Lady of the Sacred Heart Faith Formation
Re-opening Parish Center / Faith Formation

Staff/volunteers:

1. All employees, volunteers are advised to avoid unnecessary travel domestically and internationally. NY State quarantine restriction at the time of travel apply to all.
2. All staff, volunteers and visitors will adhere to safety screening questions, temperature checks and sign in sheets. Safety log will be kept for 7 years (needed for contract tracing).
3. Student attendance records are to be maintained for 7 years (needed for contract tracing).
4. Employees, volunteers (catechists, parent aids, hallway monitors, speakers, etc...) are to wear masks prior to entering the building and while in the building at all times.
Exception for staff (only when no classes are in session) masks are optional when working alone within a workspace, or 6 feet of distance is able to be maintained, or meetings held outside.
5. Besides Faith Formation employees, one person at a time in the office and stay in front of the counter.
6. Lynn, Carrie or Sarah will make all copies. No one else will use the copy machine.
7. Volunteers are to request supplies from employees and keep in their classroom. Supplies used should be individual and not shared. (ie., zip lock bags for each student clearly marked with the student's name)
8. Any supplies brought from home, must be in a bagged (zip lock/book bag with child's name) and return home with the child.
9. Children's books will be taken home after each class and brought back for the next class.

Before coming to the parish:

- Parents check children at home for any covid-19 symptoms and notify the office by phone of absence regardless of reason.
- All visitors, parents, and students are advised to avoid unnecessary travel domestically and internationally. NY State quarantine restriction at the time of travel apply to all.

Prior to Entering the Parish Center:

- Students and any parent entering the building will need to wear a mask or cloth face covering. (Parents will come into the gym at dismissal time, or for pick up of a child not feeling well or a temperature of 100 or above)

Entering the Parish Center:

- Parents drop students off at door.
- Students in grades 1-5 can enter through the gym doors only.
- Students in grades 6-10 will enter through the main doors only. (Older students may come in the gym doors with their sibling(s).
- As students enter, staff will meet them inside the doors.
When entering, temperature checks will be done. Students will go directly to their classrooms. (Hallway monitor will watch students go to their classroom)
- **Anyone with a temperature above 100 will not be allowed to stay.**
If they do not have immediate transportation for pick up, they will be taken to the designated quarantine room (room 16) to await pickup.

While in the Parish Center:

- Masks must be worn by everyone in the building at all times
Except: In person gatherings when held outside and with 6 foot social distancing among participants. (ie., a class goes outside for prayer in front of the church)
Masks will be provided if you have forgotten. **Please make every effort to bring your own.**
- Hand sanitizer will be available in all rooms and at all entrances.
- Reminder of good hygiene and social distancing will be posted throughout the building.
- Bathroom use: one at a time/ hall monitor will oversee visits to the bathroom.
- Water coolers will be covered; students may bring water bottles from home. Students should not bring in food. (exception for Sunday class students bringing their own snack)
- Only faith formation staff, volunteers and students will be allowed in the building during drop off and class, except during dismissal (see dismissal procedure below).
- Posted social distancing markers will be used throughout the building.
- Students walking in parish center (ie..from classroom to pickup area) will be guided to walk single file, six feet apart in hallways and stairways. Arrows will be used to note direction. To be enforced by catechist, aids and hallway monitors.
- Rooms used will adhere to capacity limit. Desks will be placed 6 feet apart. When tables are used students will sit 6 feet apart.
- Catechists will limit movement within the classrooms adhering to the 6 foot social distancing
- Desks will be faced in the same direction or students will sit on one side of the table adhering to social distancing guidelines. Tables will be used for middle and high school grades with proper seating distance
- If food is offered in any class by catechist, it will be pre-packaged boxes or bags. Food will not be shared.
- Catechists will use hand sanitizer prior to passing out any papers or other supplies to students.
- Supplies are not to be shared. Students can bring their own supplies in a plastic zip bag or back pack with their name.
- Equipment used will be cleaned and disinfected between use.
- When weather is comfortable enough, some windows in classrooms should be opened.

Dismissal:

- For parents, face masks need to be on prior to entering the building, social distancing to be maintained while waiting for children.
- Parents with children in grades 1-5 will enter through the gym doors, and wait in the gym. Gym doors will be unlocked at 7:35 p.m.
- Parents with children in grades 6-12 will wait in their cars. Children will be dismissed to their parents waiting in their car at 8:00 p.m. As in previous years, families with children being dismissed at both times during the 7 week courses, younger children may stay with us in the gym until the older sibling or parent comes to pick them up.
- Grade signs will be posted in the gym; stand by that designated area; masks on and distanced (if you have more than one child in attendance, stand by the youngest child's grade; older children meet you there)
- Catechists will bring the children in grades 1-5 to the gym at 7:45. We will stagger their entry into the gym to follow the maximum allowance of 50 people in the gym at one time. This will be monitored by staff.
- Gathering in close groups in the gym is prohibited.

Cleaning and Sanitizing:

- Regular disinfection of high touch surfaces will be maintained by Faith Formation and cleaning staff (door handles, sink handles, stair rails, etc...).
- Desks, tables and chairs will be disinfected by Faith Formation staff and/or cleaning staff after each session.
- Sanitizing will not be done while students are in the classroom.
- Cleaner will regularly clean and sanitize restrooms and classrooms.
- Cleaner will ensure hand sanitizer are at every entrance and at all rooms used for classes.
- Cleaner will ensure additional disposable masks are available.
- Cleaner will ensure supplies necessary to regularly wipe down high-touch areas will be available

Sunday Faith Formation Program- follows the same as above with these differences:

- Families enter through the back door (near kitchen) and will be meet with temperature checks. They will then proceed to the cafeteria.
- Grade 6-10 students enter through the main doors and will be meet with temperature checks. They will then proceed to their classrooms.
- Dismissal-
 - Grade 6-10 will dismiss through side door and walk to the church to meet their families for 12:00 mass.
 - Families in cafeteria will dismiss through the back door (near kitchen).
- Families and students in grs. 6-10 may bring in a snack for breaktime. Water and juice will be provided.
- At this time, we cannot allow siblings younger than grade 1 to attend.