Dear Hannan Families,

We are excited to see our Hawks at the end of the week and are grateful for your support this summer. We’ve continued working to shape our response to the Covid19 pandemic and wanted to share more detail with our school community. A framework that explains our plan follows this message. We are grateful to the many agencies, health authorities, and experts who helped us craft a plan to keep our students, faculty and staff safe.

We’ve looked at the many aspects of the school day (and after) to adapt our plans-- keeping our kids as socially distant as classrooms, hallways, and large areas will allow. Our facilities staff has worked to declutter classrooms, add hygiene stations, and create a system for frequent deep cleaning in our building. Our faculty has started to prepare for both teaching in person and sharing these lessons at the same time with students unable to be on campus. With all that has been done, we recognize that things are still changing daily and we will continue to adapt for opening day and beyond.

Our ability to stay open throughout the 2020-21 school year quite simply rests on you, our families, and how we look out for each other. Please, if your child develops any symptoms, keep them home. We assure you our teachers are ready to assist your students at home via the online learning systems that are currently in place. Students may participate in class lessons via Zoom during regularly scheduled classes if not ill, or may view videos and documents via CANVAS at a later time if they are feeling ill.  Please see our plan outline below:

1. **SPECIFIC COVID PROCEDURES**
   1. Each teacher will be supplied with a face shield.
   2. Masks must be worn to school, during transitions, in high traffic areas such as hallways, etc. and in all classes where social distancing (6 feet) is not possible. There will be a designated “mask break” areas delineated.
   3. Temperatures will be checked daily in first period. Each teacher will have their own touchless thermometer. Students with a temperature of 100.4 or above will be sent to the office for further assessment.
   4. Students will not be assigned a locker and all lockers and athletic locker rooms will be off limits. Students will have their books and supplies with them. When restrictions are lifted, students will be assigned a locker.
   5. Cell phones will be required to be off and in the student’s bookbag. Any phone violation will be dealt with according to Handbook policies. During lunch, students will be allowed to use phones for text messaging only. No phone calls, videos, or picture taking will be allowed.
   6. Assemblies, pep rallies, and whole school activities will not take place until government guidelines are relaxed.
   7. Disposable masks will be available in the office for any student that forgets theirs or for any visitor to the school.
   8. Students will be seated in classrooms distanced from other students to the maximum extent possible. When social distancing (6 feet) is not possible, masks are required during the mask mandate.
   9. For lunch, limited numbers of students may sit in the cafeteria, in the library, under the pavilion, under the tents set up around the Quad, or at the many picnic tables set up throughout the Quad.  Students may also eat in classrooms if teachers are in the rooms.
   10. A designated area, isolated from other students, will be set aside for students feeling ill during the day.
2. **OPERATIONAL**
   1. During arrival areas of high traffic will be heavily supervised.
   2. Students who are arriving early will not be able to enter the classroom buildings until 7:50 a.m. unless they are attending teacher tutoring sessions.
   3. Students who are coming for tutoring should enter in the front door of the school and then go to their class for tutoring.
   4. Students who arrive early will be able to go to the gym (no food is allowed in the gym), the library, outdoor areas of the school, the cafeteria or the pavilion.
   5. Doors to the school will be open at 7:50 a.m.
   6. During lunch students will be highly encouraged when weather permits. The cafeteria will be open for a total of 50 students – two 25 person sides. If rain does not allow outdoor eating, students will be able to eat in the classrooms. Lunches will be grab n go. We have several lunch lines to speed up the process.
   7. An internal foot traffic plan has been developed. Hallways will be designated as one-way.  Arrows will be posted on the floor as a reminder for students.
   8. Dismissal will be staggered at the end of the day – 3:05 p.m. the seniors and junior will be dismissed; 3:10 p.m. the sophomores and freshmen will be dismissed and at 3:15 p.m. the eighth graders will be dismissed.
3. **CLEANING PROCEDURES**
   1. The school will utilize daily cleaning protocols for high touch areas. This includes wiping desks between every class, cleaning high touch common areas throughout the day, using the hydrostatic cleaners in classes and hallways, adding hand sanitizing stations and hand washing stations throughout the buildings.
   2. The school will utilize deep cleaning protocols once per week for low traffic areas
   3. Water fountains will be modified to be fill stations only.
   4. Students will be encouraged to wash hands and use hand sanitizer whenever making transitions throughout the day
4. **EDUCATION**
   1. Teachers will use CANVAS for day-to-day instruction. Objectives, teacher notes, class and homework assignments should be listed on the class pages. Students can access this information 24/7.
   2. Teachers synchronously broadcast their classes via ZOOM when students are absent. Quarantined or asymptomatic students at home can participate in the lesson in real time.
   3. Recorded lessons will be made available to students that are ill and unable to participate.
   4. School will host Virtual Learning training for all students on the first day of school. Teachers will instruct students on how to navigate their CANVAS page and show students how to submit assignments through CANVAS. A virtual learning practice day will also be held.
   5. Steven Bradley is our school COVID coordinator and will be the contact person for Ochsner, our health partner, and Dr. Gina Lagarde, from the public health office. His email address is sbradley@hannanhigh.org.
   6. Students who are home with symptoms are encouraged to rest and learn at their own pace.
   7. Students who are home because of close contact are encouraged to participate live in classes via zoom.
5. **RETURNING TO SCHOOL**
   1. Persons with COVID-19 symptoms and/or a positive who were directed to care for themselves at home man end self-isolation when at least 24 hours have passed since recovery, meaning:
      1. Fever free without the use of fever-reducing medications **and**
      2. Improvement in symptoms (e.g. cough, shortness of breath) **and**
      3. At least 10 days have passed since symptoms first appeared
   2. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their positive COVID-19 diagnostic test and have had no subsequent illness
   3. Persons suspected of having COVID-19 who have been tested and receive a negative test many discontinue isolation precautions provided they feel well.
   4. If a faculty member is sick with non-COVID-19 symptoms, or if the employee has tested negative for COVID-19, the employee must still be symptom fee for 24 hours before returning to the worksite. If teleworking or working from home, the employee does not have to wait the 24 hours before resuming work duties.
   5. If an employee is in close contact (defined as within 6 feet for 15 minutes) of a confirmed positive and requires isolation, that person may return to work after the 14-day isolation period has passed, as long as no symptoms develop.

The above procedures represent just some of the measures that Archbishop Hannan High School is taking to ensure a safe and secure environment for our students, faculty, and staff.  The policies and procedures are subject to change as more information from the Archdiocese of New Orleans, the Louisiana Department of Education, the Louisiana Department of Health, and the CDC becomes available.

We ask for continued patience and prayer for the safety and success of our students throughout the 2020-21 school year. Thank you for trusting Archbishop Hannan High School with the education and safety of your child. Please partner with us in our efforts to make this school year successful despite the challenging circumstances.

As new information becomes available we will continue to update you through our website, email and social media.

Yours in Christ,

Chad Barwick

Head of School