

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

A. Parish Religious Education Programs (PREP/CCD)

1. Planning and Preparation for the safety of the catechetical staff, students and other volunteers by the Director/Coordinator (D/CRE) is paramount.
2. The D/CRE is to be mindful in his/her planning to include and provide access and adaptations for children with disabilities.
3. 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. An alternate catechetical plan is to be offered.
4. The Safe Environment policies and guidelines from the Office for Child and Youth Protection (OCYP) must be followed in regards to staff and Volunteers. For complete information go to: <https://childyouthprotection.org/index.php/protect-children/trainings>
5. The annual personal safety *Kidtalk* lesson must be taught. Parents/guardians are to receive the link to the *Kidtalk* lesson and be advised in writing of the calendar date for the teaching of the lesson. If a parent/guardian opts out their child (ren) from the lesson, he/she must do so in writing. <https://childyouthprotection.org/docs/Kid-Talk-complete-binder-11-22-19.pdf>
6. The Director/Coordinator of PREP/CCD (D/CRE) must develop a safety plan which follows the Center for Disease Control (CDC), state, local and Archdiocesan guidelines regarding COVID 19. **See Sections C-K for guidance.**
7. If the PREP/CCD shares the building with a Catholic elementary school, consultation with the principal of the school is necessary to coordinate the sanitation of the building in accordance with the CDC guidelines.
8. The plan must be approved by the pastor before distribution to families.
9. The D/CRE must in-service the catechetical staff to the policies and procedures of the safety plan.
10. Parents/guardians must be informed and agree in writing to the safety plan.
11. The safety plan is to include:
 - a. Arrival and dismissal of students.
 - b. Cleaning and disinfecting of the building, common spaces and classrooms, both before and after the program.
 - c. Details regarding cohorting, social distancing and wearing of masks.
 - d. Family's responsibilities for masks, hand sanitizer, disinfectant wipes, etc.
 - e. Use of Bathrooms during sessions.
 - f. Limiting number of persons who may be in the building.
 - g. Keeping a child home.
12. Parents/guardians are to be given a list of school supplies if the parish is not providing.
13. Students should use a school bag (or something similar) for materials which travel to and from the home. The bag must be clearly identified with their name.

B. PREP/CCD Families

1. During the COVID19 pandemic, parents/guardians must agree in writing that they will abide by the PREP/CCD safety plan for in-person instruction.

2. Parents/guardians must monitor their child's health by taking his/her temperature prior to PREP/CCD.
3. A Student may not attend PREP/CCD if he/she is:
 - + Running a temperature over 100 degrees.
 - + Experiencing symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
4. Temperatures of students may be taken with a laser thermometer upon arrival. This procedure is not required but must be clearly communicated to parents/guardians. It is recommended that a person with a medical background perform this task.
5. If a student tests positive for COVID19 and has attended a PREP session within a 14-day period of time, the parent/guardian must inform the D/CRE.
6. The D/CRE must communicate to the parents/guardians of students enrolled in the program of the possible exposure of their child to COVID19.

C. Cohorting

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.
2. Catechists should be encouraged to create assigned seating charts.
3. During the COVID19 pandemic, all efforts should be made to keep the cohort in a class setting with minimal movement outside this setting.
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, etc.
5. Summer programs must maintain the cohort throughout the day.
6. During the school year, PREP/CCD which draw from multiple schools should cohort students from the same school if possible.

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 PA Department of Education is a distance of 6 feet between students if feasible.
4. Some school districts in the state of PA have permitted a minimal social distance of 3 feet between students.
5. D/CRES should follow the local school district policy on social distancing between students.

E. Wearing of Masks or Shields

1. The wearing of masks is mandatory for students when social distancing is mitigated which includes but not limited to:
 - a. Arrival until in assigned desk or seat.
 - b. Any time when not in assigned seat which includes hallways, bathrooms, class setting if traveling from seat.
 - c. During dismissal time from the time student leaves seat until exiting the building.

2. Students may remove masks when stationary and socially distanced, that is, in their assigned seat or in another setting such as Church or a large gathering space.
3. Students should bring a storage bag to hold mask when not wearing it.
4. All catechetical staff are required to wear face masks throughout the session.
5. It is recommended that catechists who serve as teachers wear face shields. If possible, the parish should provide the shields for the catechists.

F. Cleaning, Disinfecting and Sanitizing

1. PREP/CCD which do not share a building may follow regular cleaning procedures.
2. PREP/CCD 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.

G. Classroom set up

1. Refer to your Local (County/Philadelphia) for city (local) for guidelines on social distancing for desks.
 - a. Measure the classroom and determine the number of desks.
 - b. For use of a parish or regional elementary Catholic school- the number of students may not exceed 25 in a classroom.
2. Keep desks facing one direction.
3. Remove the following to minimize the sanitation 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.

H. Arrival & Dismissal

1. Communicate the procedure for arrival and dismissal.
2. Designate an entrance for arrival and an exit for dismissal. Due to building limitations, the entrance and exit may be the same door.
3. Explain the process for temperature monitoring upon arrival (if applicable.)
4. Assign a volunteer to monitor the entrance and exit door (s) during the PREP/CCD session.
5. Ensure that the hands of the students are sanitized upon arrival to their assigned seat for instruction. Families should provide hand sanitizer.

I. During the PREP/CCD Session

1. Avoid the sharing of materials, pens, pencils, etc.
2. Designate area for personal belongings if not enough storage in the desk.
3. Establish the procedures for the wiping down of desks.
4. Establish policies on bathroom use, washing of hands, etc.
5. Prohibit parents/guardians and other unauthorized persons from entering the building once the session is in progress.
6. Ventilation is important. Windows should be open.

J. Catechistical Staff

1. Catechetical staff are to be compliant with the Safe Environment policies of the Archdiocese of Philadelphia.
2. Before accepting the volunteer, the D/CRE should:
 - a. discuss the possible exposure to COVID19.
 - b. orient the volunteer to the safety plan.
3. Catechist must agree to comply with the policies and protocols of the safety plan.

K. Summer Programs

1. Cleaning Supplies:

- a. Inventory must match the needs of a day program.
- b. Careful attention must be paid to the cleaning of bathrooms and other areas of frequent use outside the classroom.

2. RECESS:

- a. Games and activities must be pre-approved by the D/CRE.
- b. Equipment must be sanitized after recess.
- c. Students wear masks when moving from or around the classroom.
- d. Students and staff sanitize hands before and after recess.

3. LUNCH:

- a. Provide cleaning supplies in accordance with CDC.
- b. Keep lunch period to a minimum period of time.
- c. Eating at desks is recommended as social distance is maintained.
- d. Sanitize classroom tables, chairs and/or desks before and after lunch.
- e. Cafeterias or large gathering spaces may be used if:
 - 1) Social distancing is maintained.
 - 2) Room is cleaned according to CDC guidelines and immediately after use.
 - 3) Designated containers for trash and recyclables are used.
 - 4) Trash and recyclables are removed immediately after lunch.
- f. Monitor students that they:
 - 1) Sanitize hands before and after lunch.
 - 2) Maintain social distance at all times.
 - 3) Prohibit the sharing of food.
 - 4) Dispose of trash and recycle items in designated containers.