

# **St. Augustine Faith Formation Preparedness Plan**

## **2020-21**

This document is written with the guidance from a document titled “COVID-19 Guidelines for Faith Formation and Youth Ministry Programs of the Diocese of Winona-Rochester”, which is a document written to lay out the specific guidelines for faith formation and youth ministry programs.

“At the center of every process of catechesis is the living encounter with Christ. ‘Accordingly, the definitive aim of catechesis is to put people not only in touch but in communion, in intimacy with Jesus Christ: only he can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.’” (Directory for Catechesis, 54)

### **Faith Formation Instruction**

#### **Faith Formation Options:**

- Families may choose from two options when registering their child for faith formation.
  - The 2-Week Model will be the only available option for students in preschool/kindergarten and Confirmation
- 2-week/hybrid model:
  - Students will be divided into 2 groups, Group A & Group B. Groups will alternate attending in-person class every other week and working on materials at home.
  - Group A meets in-person starting 9/30/202 with the last in-person class on 5/5/2021.
  - Group B meets in-person starting 10/7/2020 with the last in-person class on 5/12/2021.
  - If faith formation were to be suspended due to COVID-19, flipgrid, zoom, and packets will be utilized for distance learning.
  - All siblings will be placed in the same group (A or B).
- Online/Distance Learning
  - Students may register for the Faith & Life series online program (only available for 1-8 grade).
  - A calendar will be provided to inform parents what lessons they should work on. Teachers, helpers, and Kayla will be able to track the students progress.
- Sacramental Years
  - There will be no online option for students in Confirmation Preparation. Part of the preparation process is to grow in faith with the other students in your class.

- Grade 2 can be done virtually but there may be some in-person events such as practice for making their sacrament and parent meetings. These events will maintain a 6 feet social distancing.

### **Structure/Risk of in-person Faith Formation:**

- **Static** – A structured situation such as a talk or presentation on some aspect of the faith. Attendees arrive, sit and listen or pray, and then depart. This would also include faith formation classes for children and youth, provided all participants, except the catechist, face the same direction.
- **Static+** – Gathering in a larger group and then breaking into small groups. Other examples would be bible studies or small groups where participants are facing and talking towards each other and all events held outdoors.
- **Dynamic** – An unstructured situation such as a social gathering that involves high levels of movement throughout one or more indoor spaces.
- Static events and activities are considered low risk, Static+ as middle risk and Dynamic as higher risk. At this time, it is recommended that faith formation events and activities remain primarily Static or Static+ in nature with no more than 50% of room capacity to a maximum of 250 people.
- If a planned activity must be dynamic in nature, participants must be limited to 10 or fewer indoors and 25 or fewer outdoors. Activities that cross over from Static or Static+ to Dynamic should follow the Dynamic participant limits and maintain social distancing requirements.
- What category does each class fall in?
  - Static: Grades 2-5
  - Static+: CGS, Edge (Middle School), and Confirmation

### **Classroom Assignments:**

- Dimensions of Rooms in old school: 31' 6" X 22' 6" (some rooms may vary slightly)
- Room 202: CGS Level 1
  - Capacity: 20 (10 per week)
- Room 203: CGS Level 1 & 2 (Grade 1)
  - Capacity: 20 (10 per week)
- Room 204: 2nd Grade
  - Capacity: 20 (10 per week)
- Room 302: 3rd Grade
  - Capacity: 20 (10 per week)
- Room 303: 4th Grade
  - Capacity: 20 (10 per week)
- Room 304: 5th Grade
  - Capacity: 20 (10 per week)
- Jennings Hall: 6-8th Grade

- Capacity: 60 (30 per week - 15 per small group)
- Room 307-308: Confirmation
  - Capacity: 40 (20 per week -10 per room)

### **Moving to Distance Learning:**

- If faith formation needs to be moved to distance learning for a period of time due to an outbreak this will be clearly stated to families and they will be provided information on how to make the switch over.
- Pacelli Catholic School will be using some classrooms in the old school to ensure social distancing in their own classes. These rooms will be 205, 207, 208, and 209. None of these rooms will be utilized for Faith Formation.
- Cases in the area will be monitored by using the [data put out by the Minnesota Department of Health](#). Kayla and Father Steffes will also be in contact with school officials in the Austin area about any news cases in their schools.
- If Austin Public School does suspend in-person classes due to an outbreak, faith formation will also suspend in-person class.
- Father Steffes will make the call when it is safe to resume in-person faith formation classes based on data of cases in the area.

## **Operational Practices**

**Designated COVID-19 Point of Contact:** Kayla Burck

### **Training of Volunteers and Families:**

- Teachers, Helpers, other adult volunteers, and High School Aides will approve this document prior to Faith Formation classes beginning
- There will be a volunteer meeting on September 23rd at 6:30 pm to review guidelines and expectations for classes.
- All families will receive this document via email and hard copy if requested prior to the start of classes.
- Document will be linked to the Parish website under Youth Formation prior to faith formation classes starting.
- Students will receive necessary training during the first class session and review will be given as needed throughout the year.

### **Adaptability:**

- This plan will be evaluated and updated as needed as the year progresses. All changes will be shared with families and volunteers.

### **Arrival / Dismissal Protocols:**

- Students will arrive at faith formation no earlier than 5:55 pm.
- All students and adults coming into the building will wear a mask which is brought from home.

- All students will enter in the building through the door closet to the parking lot and head up that stairwell on the right side.
- Parents will not enter the building.
- There will be a helper near the entrance helping direct students to their classroom and remind students entering the building about the guidelines.
- Another helper will be present to walk younger students to their classrooms such as CGS level 1-2 and 2nd grade.
- CGS Level 1-2 and 2nd grade will be dismissed first then all other classes.
- For students waiting for their parents they will wait in a blocked off section in the parking lot.
  - If the weather is bad they will remain either in their classroom or in the parish lobby and classes will be dismissed one at a time.
- If a parent is expecting to be over 10 minutes late for pick up they will need to call Kayla Burck at 847-977-8600 to inform her. The student will be brought to a designated area and remain there until their parent/guardian arrives.

#### **Health Checks:**

- All parents are expected to do daily health checks with their child and agree to keep their child home if they are sick. Parents are also expected to report COVID-19 symptoms and if your child was exposed to someone with COVID-19. Report to Kayla Burck.
- Have you or your child had any of the following symptoms since the last you were here that you cannot attribute to another health condition?
  - Fever (100.4 F or higher), or feeling feverish?
  - Chills?
  - New cough?
  - Shortness of breath?
  - A new sore throat?
  - New muscle aches?
  - New headache?
  - Diarrhea, vomiting, or abdominal pain?
  - Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19?
- If students or volunteers come in close contact with someone who has COVID-19, he/she will be required to quarantine for 14 days. Students will be supplied packets to work on at home while they are unable to attend class.

#### **Physical Distancing in Class:**

- Each classroom will be socially distanced by 6 feet whenever possible.

#### **Communication and Signage:**

- Signs are located throughout the building to educate students and volunteers what the symptoms of COVID-19 are.

- Signs are located at entrance restricting entrance to COVID-19 symptomatic/exposed individuals.
- Signs are located throughout the building and at the entrance to direct students to their classroom to minimize student spending time outside of the classroom.

#### **Attendance:**

- Students are expected to be in class as long as they are COVID-19 symptom free and have not been exposed.
- Taking Attendance will be mandatory.
- Teachers and helpers will take attendance on their regular attendance roster that is kept in the room.
- Teachers and Helpers will then list all missing students on the attendance slip provided.
- Kayla Burck will update the attendance roster of all students based on the students missing.
- Kayla Burck will call families to ask why their student was not at Faith Formation if they did not call in earlier.
- Parents are expected to report to the Parish office at (507)-437-4537 if their child will not be in class that Wednesday night. Please provide a brief reason as to why your child will not be in class.
  - Parents may also report absences directly to Kayla Burck at [kburck.ae@gmail.com](mailto:kburck.ae@gmail.com) or by texting her at (847)-977-8600. Please include your child's name, grade, and reason for absence when emailing or texting Kayla Burck.

## **Health & Well-Being**

#### **Mask Wearing:**

- All volunteers are required to wear a face covering or a shield.
- Volunteers will enforce the mask requirement for all students
- All students in CGS level 1 are not required to wear a mask at the discretion of the teacher/helper. They will need to wear one when entering the building.

#### **Disinfecting and Cleaning Measures:**

- Classrooms will be disinfected at the end of the faith formation classes.
- Restrooms and other areas of the building will be cleaned by custodians.
- A binder with disinfecting checklist will be located in each classroom. Each item for cleaning will be initialed each day by the person in charge of that area.

#### **Hand Hygiene:**

- Signs will be located in all bathrooms as a reminder on best practices for hand washing.
- Students will need to wash their hands using this best practice before they enter class. A helper will help younger students that might need assistance.

- Hand Sanitizer will be provided in all classrooms.

**Drinking Fountains:**

- Drinking fountains will only be open for water bottle refills only. Students who bring a water bottle must take it home and wash it after class. Any water bottles left in the classroom will be thrown away.
- Students may only remove their face covering to drink their water and must put it immediately back on afterwards.

**Materials:**

- Sharing of materials will be minimized as much as possible. Any materials that were shared will be disinfected after class and students will be reminded to wash their hands after using them.
- To help minimize this risk please provide your child with school supplies that are labeled that can be used strictly for faith formation. These will be stored in the classroom.
- School Supplies Needed:
  - Notebook
  - Pencils/pens
  - Coloring supplies
  - Scissors
  - Gluesticks
  - Folder (will be provided by Faith Formation)
- Students should bring their notebook and folder home after each class to work on take-home materials and bring them back for their next in-person class.
- If you are unable to provide materials, please let Kayla Burck know and she will find materials for your child to use.