



Archdiocese of Hartford
Office of Education, Evangelization and Catechesis
2019 Novel Coronavirus (COVID-19)
Updated Directives for Archdiocesan High Schools and Parochial Schools
March 12, 2020

1. UPDATED

Effective immediately, all school employees, all students, all parish employees, volunteers, and clergy who leave the country (travel outside of the United States and its territories), which includes individuals on cruises, will be required to self-quarantine at home, effective with the first day the individual returns home for a period of fourteen (14) days. Employees who are on self-quarantine will be able to utilize available accrued sick time followed by other accrued paid time off.

2. UPDATED

All previously planned school sponsored trips outside the United States are canceled. No additional school sponsored trips outside of the United States may be planned until further notice. All school sponsored trips that involve air or rail travel in the domestic United States are canceled until further notice.

3. UPDATED

All school sponsored field trips are to be canceled until at least April 20th. We will reassess this policy in April but recommend canceling all trips for this academic year in the interest of health and safety. No unplanned trips are to be planned.

4. School water fountains are to be turned off at the water source or covered completely so that they may not be used. Students may bring in water bottles from home that should be kept in the possession of the student or in a backpack or lunch bag.

5. UPDATED

If a local public school district closes all its schools, the Catholic school(s) in that city/town will also close. The school administration is to contact the OEEC immediately. This situation may change as things develop and there may be a need to close all of our schools at some point. Administrators are asked to monitor their email regularly.

6. NEW

If a school is closed, no meetings, activities, rentals are permitted in the building(s).

7. In the event of a specific situation related to the virus in a Catholic school, the school administration should consult with the OEEC regarding a potential closure.

8. UPDATED

Each school administrator is to collaborate with his/her faculty to develop and approve appropriate tech and low tech (depending on the particular situation) options to be used in the event that schools would be closed. These options should be measurable in order for the school administration to know that learning objectives have been met. **Today Governor Lamont issued an order which modifies the 180-day rule. In reading the entire emergency order it states that "schools be in session for 180 days by June 30 or by June 30, 2020 at the latest." This means that schools do not have to go into school in July. We do not yet know whether "at home" learning will qualify as an acceptable form of a school day so it is important that schools do their best to keep accurate records of what is done.** Schools will provide instruction and work for students during any required days when school is closed and the final determination for the end of the academic year will be made jointly by each school and the OEEC in mid to late May.

9. UPDATED

Parents are asked to keep their children home from school if they present with flu-like symptoms or have a fever. Likewise, school personnel are to stay home if they present with flu-like symptoms or have a fever. Any employee who contracts the coronavirus should inform their supervisor who will be expected to report it to the provost but to otherwise keep it confidential. This reporting is necessary to exercise caution in regard to those who may have come into contact with the individual.

10. Teachers and parents are asked to teach students good hygiene practices related to washing hands, sneezing, coughing, and touching faces.

11. UPDATED

School maintenance staffs and cleaning companies are to do everything possible to disinfect surfaces in classrooms, doorknobs, restrooms, and common areas. If a school is closed, it is expected that the school administration provide for “deep cleaning” of the building. Each night, teachers, staff and students are to remove items from their desktops and reduce clutter in classrooms and common rooms in order to facilitate this deep cleaning. School administrators are asked to be vigilant over the maintenance of the school building(s).

Sr. Mary Grace Walsh, ASCJ, Ph.D.

Provost

Policy effective: March 13, 2020

This policy is subject to change as the situation develops.



***Under your protection, we take refuge, O Holy Mother of God!
Do not reject our petitions, but in your mercy hear and answer us. Amen.***

Mary, Help of the Sick, Pray for all those suffering from the coronavirus and all other illnesses!