

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

A. Parish Religious Education Programs and Youth Ministry Programs (PREP/CCD/YMP)

1. Planning and Preparation for the safety of the catechetical staff, students and other volunteers by the Director/Coordinator of Religious Education (D/CRE) / Youth Minister (D/CRE/YM) is paramount.
2. The D/CRE/YM 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 should be offered in such cases.
4. All Diocesan Youth Protection and Safe Environment policies and guidelines must be followed in regard to staff and volunteers. For complete information go to: <https://www.youthprotectionhbg.com/>
5. The Pastor/Administrator and Director/Coordinator/Youth Minister (D/CRE/YM) of PREP/CCD/YMP, will develop a safety plan which follows the Center for Disease Control (CDC), state, local, and diocesan guidelines regarding COVID 19. ***See Sections C-J for guidance (see below).***
6. If the PREP/CCD/YMP shares the building with a Catholic elementary school, consultation with the Principal of the school is necessary to coordinate the sanitization of the building in accordance with the Center for Disease Control (CDC), Pennsylvania Department of Health (PDH), and Diocese of Harrisburg (DOH) guidelines.
7. The plan is to be approved by the Pastor/Administrator before distribution to families.
8. The D/CRE/YM should hold an in-service for the catechetical staff to inform them of the policies and procedures of the safety plan.
9. Parents/Guardians will be informed and agree in writing to the safety plan.
10. The safety plan is to include:
 - a. Procedure for the safe arrival, dismissal, and pick up of students.
 - b. Cleaning and disinfecting of the building, common spaces and classrooms, both before and after the program.
 - c. Details regarding use of cohorts, social distancing and wearing of masks.
 - d. Family's responsibilities for masks, hand sanitizer, disinfectant wipes, etc.
 - e. Use of bathrooms during sessions.
 - f. Students are responsible for bringing their own water bottles, as drinking fountains will not be in use. They may not share water bottles.
 - g. Limiting number of persons who may be in the building.
 - h. Keeping a child home.
11. Parents/Guardians should be given a list of any necessary supplies to purchase if the parish is not providing them.

12. Students should use a school bag (or something similar) for materials which travel to and from the home. The bag should be clearly identified with their names, and may not be shared with others.

B. PREP/CCD/YMP Families

1. During the COVID19 pandemic, parents/guardians must agree in writing that they will abide by the PREP/CCD/YMP safety plan for in-person instruction. These signed agreements should be on file at the parish. Parishes may make these agreements accessible for submission online.
2. Parents/Guardians must monitor their child's health by taking his/her temperature prior to PREP/CCD/YMP.
3. Temperatures of students may also be taken with a laser thermometer upon arrival at PREP/CCD/YMP site. If the parish chooses to require on-site temperature checks, this should be communicated to the Parents/Guardians of all PREP/CCD/YMP students prior to the beginning of the catechetical year.
4. A Student must not attend PREP/CCD/YMP if he/she is:
 - + Running a temperature of 100.4 degrees or above.
 - + Experiencing any symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, diarrhea.
5. If a student tests positive for COVID19 and has attended a PREP/CCD/YMP session within a 14-day period of time, the Parent/Guardian must inform the D/CRE/YM as soon as possible.
6. The D/CRE/YM must communicate to the Pastor/Administrator, Parents/Guardians of Students, Catechists and Catechetical/Youth Ministry Staff of the possible exposure of their child(ren) to COVID19.
7. Confidentiality Regarding Students Who Test Positive for COVID19 – Please see LP 19 of Diocese of Harrisburg (DOH) Re-Opening Plan.

C. Cohorts

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, masking, etc.

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 Center for Disease Control (CDC), Pennsylvania Department of Health (PADOH), and Pennsylvania Department of Education (PADOE), is a six foot distance between students.

E. Wearing of Masks or Shields

1. Per the Pennsylvania Department of Health (PDH) face coverings are required of students and staff at all times: when entering, while present in, and when leaving their sessions. This is to be the case for our PREP/CCD/YMP programs. See link below from Pennsylvania Department of Education (PADOE):
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>.
2. This is for students including, but is not limited to, the time of arrival until dismissal when students exit the building and are in the vehicles of their Parents/Guardians.
3. All catechetical staff are required to wear face coverings throughout the session.
4. It is recommended that catechists wear face shields as their face covering. If possible, the parish should provide the shields for the catechists.
5. It is recommended that face coverings (masks or face shields) should be in good taste and without writing.

F. Cleaning, Disinfecting and Sanitizing

1. PREP/CCD/YMP which do not share a building may follow regular cleaning and sanitization procedures. PREP/CCD/YMP areas are to be sanitized before and after all sessions.
2. PREP/CCD/YMP 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, etc.

G. Classroom set up

1. Refer to your Local County for local guidelines on social distancing for desks.
 - a. Measure the classroom and determine the number of desks permitted.
 - b. For use of a parish or regional elementary Catholic school - the number of students may not exceed 25 in a classroom, all properly socially distanced and wearing face coverings.
2. Keep desks facing in one direction.
3. Remove the following to minimize the sanitization 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.
- d. If PREP/CCD/YMP are using a Catholic school as their facility, and if the above-mentioned items are the property of the school, it is left to the school to remove the previously mentioned items.

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/YMP sessions.
5. Parishes should provide hand sanitizer to be used before PREP/CCD/YMP students and staff enter the religious education/youth ministry site.
6. Parishes should have a plan in place if a child needs to be picked up early from the class/session.

I. During the PREP/CCD/YMP Session

1. Avoid the sharing of materials, pens, pencils, etc.
2. Designate area for personal belongings (not inside desks where Parish schools are being used).
3. Establish the procedures for the wiping down of desks.
4. Establish policies on bathroom use, washing of hands, etc.
5. PREP/CCD/YMP have the right to restrict visitors to safeguard the health of all involved. (Please also refer to LP 8 of DOH Catholic School Reopening Plan.)
6. Attempts should be made to keep rooms well ventilated.

J. Catechetical Staff

1. Catechetical staff must be fully compliant with the Youth Protection/Safe Environment policies of the Diocese of Harrisburg
<https://www.youthprotectionhbg.com/>
2. Before accepting the volunteer, the D/CRE/YM should:
 - a. Discuss the possible exposure to COVID19.
 - b. Orient the volunteer to the parish safety plan.
3. All catechetical staff members must agree to comply with the policies and protocols of the safety plan.

K. Center for Disease Control (CDC), Pennsylvania Department of Health (PADOH), and Diocese of Harrisburg (DOH) Catholic Schools Reopening Plan Framework

Note: Because reopening Schools, and by extension PREP/CCD/YMP, is so fluid right now, we have added links to the CDC, PADOH websites and we encourage Pastors/Administrators and DRE/CREs and YMs to consult them at least weekly. Also, because we cited it several times in this document, and for your convenience, we are also providing below the link to the Diocese of Harrisburg Catholic Schools Re-

Opening Framework. This framework was sent previously from the DOH Catholic Schools Department to all Pastors/Administrators.

- **Center for Disease Control (CDC)** - <https://www.cdc.gov/>
- **Pennsylvania Department of Health (PADOH)**
<https://www.health.pa.gov/Pages/default.aspx>
- **Diocese of Harrisburg (DOH) Catholic Schools Reopening Framework (Updated August 3, 2020)** <https://www.hbgdiocese.org/wp-content/uploads/2020/08/DOH-Reopening-Plan-Framework-1-Aug-3-2020-update.pdf>

Suggested Protocols for Virtual, Live-Time Instruction

- Students are expected to be on time, appropriately dressed and seated at a table or in a chair.
- Students should be respectful at all times of catechist and others in virtual classroom.
- Students' screen must use correct names and appropriate backgrounds.
- Students remain active, engaged, and visible at all times, face to face.
- Students remain on mute and only unmute when called upon.
- Students with questions use "raise hand" button.
- Students should refrain from eating and chewing gum.
- Students and families may not share the link to the "virtual" classroom.