



These guidelines are effective as of Jan. 12, 2022. This document may be updated further, especially if conditions related to COVID-19 change within the Helias Catholic school building or the wider community.

VISITORS

Any essential visitors entering Helias Catholic High School facilities should wear a mask or face covering while in the building. Non-essential visitors should remain in the main entrance area unless specifically authorized to enter the building.

Anyone who needs to conduct business with Helias Catholic staff should not enter the building if experiencing any potential symptoms of COVID-19 and should instead call the school office at 573-635-6139.

DAILY PROCEDURES

School starts: 8:00 a.m.

Doors open: 7:00 a.m.

Students who arrive between 7:00-7:30 a.m. will go to the commons.

MORNING ENTRANCE

The following locations are available for student entry: the Crucifix entrance, the main entrance, the commons, the fieldhouse and the science breezeway.

Students should go to their lockers then directly to their first-period classes without congregating in hallways or common spaces. Water fountains are not available for use, but students have access to water bottle-filling stations. Students must use an approved Helias Catholic water bottle available in the Sader Shop.

Classrooms open no later than 7:30 a.m. daily. Upon entering classrooms, students are encouraged to use hand sanitizer.

Students should transition from one classroom to the next and keep locker visits to a minimum.

MASKS

Helias Catholic requires that all faculty, staff and students wear masks in common areas, such as hallways, the commons and the library; during large gatherings such as assemblies and school Mass; during classroom activities that require close interaction; and anywhere social distance of at least 3 feet cannot be maintained.



Any student, faculty or staff member is welcome to wear a mask at any point in the day beyond the school's general guidelines.

Students, staff and drivers on all buses used for school events and activities are required to wear a mask per a federal order issued by the Centers for Disease Control and Prevention that requires masks on public and private school buses.

LUNCH

When released for lunch, students are to go to their lockers prior to lunch, at which time they are urged to get all items needed for the remainder of their day.

Students are encouraged to wash their hands or use hand sanitizer before and after lunch.

Lunch is served in the commons, with lunch divided into three periods to decrease the number of students present at one time.

The number of students seated at each table will be limited to maintain proper social distancing.

Students should sit at their table during lunch and not visit other tables. Students may empty trays, use the restroom and wash their hands toward the end of the lunch period.

Students are not permitted to eat lunch in the library.

DISMISSAL

School dismisses at 3:00 p.m., and all students must be out of the building by 3:30 p.m. unless working with a teacher or staff member.

All students participating in any athletics or clubs should report to the designated area by 3:30 p.m. Students who have practice later in the evening will be required to leave the building or go to a designated, supervised area for the specific sport or activity.

Any students who have not been picked up by 3:30 p.m. must report to the main office lobby area where they will be asked to sign in and wait for their ride. Parents will be called if students stay past 3:30 p.m.

WHEN STUDENTS BECOME SICK AT SCHOOL

Students who are sick at school will report to the school nurse as soon as possible. Masks will be available for student use, and students will be asked to wear a mask at all times while in the building if exhibiting any potentially contagious symptoms.



Students who exhibit potential COVID-19 symptoms while at school will stay in an isolation room until their parents pick them up or give permission to the school nurse for them to leave the building. If a student is unable to drive, a parent must pick up the student within 30 minutes of being notified.

If a student has a fever at or exceeding 100.4°F, the student will be sent home and not allowed to return to school the next day AND until they have been fever-free for 24 hours without using any fever-reducing medications.

If a student sees a doctor and is diagnosed with a treatable illness (e.g., strep throat, sinus infection, ear infection), the student may return to school with a doctor's note after being on an antibiotic for 24 hours.

Any student who leaves school during the day for illness will not be allowed to return to school or participate in school activities for the remainder of that day.

Students who arrive late to school must be at school for at least four class periods without a fever in order to participate in evening activities.

These procedures also apply to faculty and staff who become sick at school, but they will be asked to leave the building immediately while wearing a mask.

EXCLUSION FROM SCHOOL

Any student who is ill or has a fever of 100.4°F is not to attend school. Parents are to notify the school office in writing or by email.

Students who have a fever at or exceeding 100.4°F or who are exhibiting any of the following symptoms should not attend school. Symptoms of concern include congestion, sore throat, headache, cough, shortness of breath or difficulty breathing, chills and muscle pain.

Students must be fever-free for 24 hours without taking any fever-reducing agents before returning to school.

POSITIVE COVID-19 TEST RESULT

Students, faculty and staff who have tested positive for COVID-19 should notify the school or school nurse as quickly as possible.

Students, faculty and staff who have tested positive for COVID-19 should not attend school for at least five full days following onset of symptoms. "Day 0" is the day symptoms began, and Day 1 is the first full day of symptoms. Returning to school could occur as early as Day 6 with strict



mask-wearing through Day 10, ONLY if the individual is completely symptom-free and has been fever-free for at least 24 hours without using any fever-reducing medications.

For example, if an individual becomes symptomatic on a Wednesday (Day 0), he or she could return to school the following Tuesday (Day 6) if completely symptom-free and wear a mask through the following Saturday (Day 10).

If an individual is still exhibiting any symptoms on Day 6, he or she should continue to remain out of school until Day 10 or until all symptoms resolve, whichever occurs first.

Students, faculty and staff who test positive for COVID-19 and never develop symptoms (asymptomatic), should isolate for at least five full days. Day 0 would be considered the date of the positive test.

AWAITING COVID-19 TEST RESULT

Students or staff members being tested for COVID-19 must remain home from school until results are confirmed and may not return to school if the test is positive.

SCHOOL EXCLUSION

Students, faculty and staff who are identified as a close contact of a positive COVID-19 case outside of the school environment (e.g., immediate household exposure) may be asked to remain out of school. Factors such as length of exposure, proximity to the positive COVID-19 case and vaccination status may influence whether exclusion from school is required.

Anyone who has been exposed to a positive COVID-19 case and is experiencing symptoms of COVID-19 should not attend school.

Students, faculty and staff who are considered close contacts and required to be excluded from school will be informed by school personnel about when they may return to work or school facilities and activities.

If there is a positive COVID-19 case within the individual's immediate household, the individual should not attend school for at least five full days unless meeting the criteria outlined below.

A person identified as a close contact **may attend school while wearing a mask or face covering at all times while in the building for 10 full days** following exposure (through Day 10) upon meeting one of the following criteria:

- Shows proof of being fully vaccinated against COVID-19 and remains symptom-free.



- Shows proof of a positive antibody test at the time of being a close contact and remains symptom-free.
- Has recovered from COVID-19 with a PCR/antigen positive test in the last 90 days or immediately following exposure to a person with a suspected or confirmed case of COVID-19 and who remains asymptomatic following the exposure, provided there is limited or no contact with individuals at high risk for severe COVID-19 illness, including [older adults and persons with certain medical conditions](#). To be exempt from school exclusion, the person must show proof of antibody positivity.

A person identified as a close contact who does not meet one of the above criteria should **remain out of school for at least five full days**, with the date of last close contact considered Day 0. An individual identified as a close contact may then return to school on Day 6 with strict **mask wearing at all times while in the building through Day 10** following exposure.

Students, faculty and staff who are fully vaccinated against COVID-19 may share a record of vaccination with the school nurse via email to Staci Kampeter at skampeter@heliacatholic.com or by sending a printed copy to the school office with attention to Staci Kampeter. If proof of vaccination or immunity cannot be obtained, individuals identified as a close contact will not be exempt from school exclusion.

CLASSROOM PROCEDURES

Social distancing guidelines are recommended when feasible in every classroom. Classrooms should be set up to allow for 3 feet of social distancing, with desks facing in one direction, as much as is feasible. Non-essential furniture will be minimized to increase the space available to distance students while in the classroom. If proper social distancing cannot be maintained, students will be required to wear a mask or face covering.

Teachers are encouraged to minimize non-essential group work and maintain the same student groupings for any necessary group work.

Students are encouraged to use hand sanitizer in classrooms and wash hands as frequently as possible. Cleaning supplies are available in each classroom to disinfect desks and supplies as needed.

TECHNOLOGY

Students have been asked to bring their own device to school if possible; a small laptop or tablet is recommended. Additionally, Chromebooks are available for checkout if a student needs a device. Students should contact the school's technology department or Sister Jean Dietrich to borrow a device from the school for a day or the entire semester.



ATHLETICS/ACTIVITIES

Athletics and activities will continue under the [guidelines set forth by the Missouri State High School Activities Association](#).

Helias Catholic reserves the right to limit the number of spectators as necessary to ensure the safety and health of students, faculty and staff.