

*The Antiochian Orthodox Archdiocese Department of Christian Education*

**CHURCH SCHOOL TRANSITION PLANNING GUIDE SPRING 2021 (Last Updated: 6.17.21)**

These resources are provided as reference and support for transitioning to in-person church school after an extended absence from the classroom. Welcoming the students back will be exciting once a safe and healthy environment has been prepared for their return. A Sunday School case investigator or contact tracer should be designated, and it is important that each teacher takes attendance every time class is in session. Communicate all new policies and procedures to families in advance so they can prepare accordingly. The transition planning guide was created by a committee of Church School Directors and the Archdiocesan Assistant for Church School Directors. Contact aodce.csdirectors@gmail.com for questions.

**Yes, you can do this!**

Source Abbreviations: Antiochian Orthodox Archdiocese, Centers for Disease Control and Prevention, State Guidelines, Local Guidelines, The United States Association of The Catechesis of the Good Shepherd, Other

Source	Resource Name, Link	Hyperlink	Description
<b>ANTIOCHIAN ORTHODOX CHRISTIAN ARCHDIOCESE OF NORTH AMERICA</b>			
AO	<b>COVID Directives from His Eminence Metropolitan Joseph:</b> <a href="https://www.antiochian.org/regulararticle/932">https://www.antiochian.org/regulararticle/932</a>	<a href="#">COVID Directives</a>	COVID Directives released May 14th, 2021. Includes specific reference to church schools: <i>[They] may also resume as each parish determines it is the appropriate time, but no later than the beginning of the new ecclesiastical year in September.</i> ...our parishes in Canada continue to be restricted by the civil authorities and we pray we will have the same good news for them in the near future.
AO	<b>Chancery Information by Diocese</b>	<a href="#">Chanceries</a>	Chancery listings for each Antiochian Orthodox Christian Diocese should there be a need to contact the local bishop for guidance.
AO	<b>Virtual Christian Education Resource Table</b>	<a href="#">Resource Table</a>	If in-person church school classes resume, there may still be a need for virtual teaching options depending on the response from families or a limited attendance guidelines from local governments. This resource table was created by the Antiochian Orthodox Department of Christian Education, specifically for virtual learning.
<b>GENERAL OPERATIONAL GUIDELINES FOR K-12 SCHOOLS</b>			
CDC	<b>Operational Strategy for K-12 Schools</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html</a>	<a href="#">Operational Strategy</a>	Comprehensive information and instructions on prevention strategies for K-12 schools such as mask-wearing, physical distancing, handwashing and respiratory etiquette, cleaning, and contact tracing.
CDC	<b>K-12 Schools COVID-19 Mitigation Toolkit</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-mitigation-toolkit.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-mitigation-toolkit.html</a>	<a href="#">Mitigation Toolkit</a>	Designed to assess hazards and implement mitigation strategies to reduce the transmission of COVID-19 in schools. Includes instructions for use, mitigation strategies, checklists, and appendices with special considerations for staff protection and students with disabilities or special healthcare needs.
CDC	<b>Ventilation in Schools and Childcare Programs</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html</a>	<a href="#">Ventilation</a>	When combined with other recommended COVID-19 prevention strategies, good ventilation is an important component of maintaining a healthy environment. Here you will find information about HVAC system settings, portable air cleaners, and air filtration.
CDC	<b>Case Investigation and Contact Tracing</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/contact-tracing.html#legal-considerations">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/contact-tracing.html#legal-considerations</a>	<a href="#">Investigate and Trace</a>	Important Legal Considerations for Contact Tracing, per CDC: "CDC encourages collaboration between the K-12 school and health department when a school employee or student case is identified, and during investigation of school-related exposures to COVID-19. All case investigation and contact tracing support activities, conducted by the K-12 schools, should be undertaken in coordination and agreement with the health department."

Source	Resource Name, Link	Hyperlink	Description
CDC	<b>COVID-19 FAQs for Administrators, Teachers, and Parents</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html</a>	<a href="#">FAQs</a>	Answers to questions such as how to handle a confirmed case of COVID-19, how should classrooms be cleaned and disinfected, how to prevent the spread of COVID-19, and what is cohorting.
<b>STATE AND LOCAL RESOURCES</b>			
SG	<b>Department of Education by State</b>		Using an online search engine, locate the Department of Education website for the state in which your parish is located. Visit the website to identify any state-specific COVID-19 school guidelines.
SG, LG	<b>Department of Health Directories by State + County</b> <a href="https://www.cdc.gov/publichealthgateway/healthdirectories/index.html">https://www.cdc.gov/publichealthgateway/healthdirectories/index.html</a>	<a href="#">Health Department Directories</a>	Using the CDC Directories, locate the Department of Health website for the state in which your parish is located. Visit the website to identify any state and county-specific COVID-19 school guidelines, including how to report confirmed cases.
SG, LG	<b>COVID-19 Policy Dashboard by State + Local</b> <a href="https://www.multistate.us/research/covid/public?level=local">https://www.multistate.us/research/covid/public?level=local</a>	<a href="#">State + Local Policy</a>	Find up-to-date state and local information for health department websites, reopening plans, mass gathering restrictions, and mask mandates.
SG	<b>Conducting Contact Tracing in K-12 Schools</b> <a href="http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/_documents/conducting-contact-tracing-in-k12-schools.pdf">http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/_documents/conducting-contact-tracing-in-k12-schools.pdf</a>	<a href="#">Contact Tracing Example</a>	From the Florida Department of Health, explaining how a case investigator conducts the process of contact tracing. Important terms and definitions are included.
<b>CLASSROOM RESOURCES</b>			
CDC	<b>Teachers and Staff Resuming In-Person Learning</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/resources-teachers-staff/in-person-learning.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/resources-teachers-staff/in-person-learning.html</a>	<a href="#">In-Person Learning</a>	As church schools resume in-person learning, this page can help staff identify ways to protect the health of themselves and their students in the classroom.
CDC	<b>Classroom Set Up Guide for Teachers</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/How-Do-I-Set-Up-My-Classroom.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/How-Do-I-Set-Up-My-Classroom.pdf</a>	<a href="#">Classroom Set Up</a>	Tips and diagrams for modifying the layout of a classroom (5 sample layouts included.) Also includes information about hygiene stations and proper social distancing. Formatted as a PDF file for easy printing.
CDC	<b>Screening Students for Symptoms</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html#flowchart">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html#flowchart</a>	<a href="#">Screening Students</a>	This information about screening and symptoms applies to K-12 students only. Guidance for screening staff and teachers can be found at <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html</a>
CDC	<b>Contact Tracing</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/contact-tracing.html#legal-considerations">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/contact-tracing.html#legal-considerations</a>	<a href="#">Contact Tracing</a>	Familiarize yourself with contact tracing protocols in your locality. "Allowable contact tracing activities among minors may vary greatly by jurisdiction, based on state, tribal, local, and territorial law. Some jurisdictions allow for individuals as young as 12 to answer medical and public health-related questions, while others require permission by the parent, caregiver, or guardian for all minors. K-12 schools should consult with public health officials and legal counsel to determine how best to conduct case investigations and contact tracing involving minors, as well as permissions necessary."

Source	Resource Name, Link	Hyperlink	Description
CDC	<b>Cleaning and Disinfecting</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a>	<a href="#">Classroom Cleaning</a>	Information to educate on cleaning versus disinfecting. Includes recommendations on how to clean different types of surfaces such as soft surfaces, laundry, electronics, and outdoor areas.
CDC	<b>Food in the Classroom or Church Hall</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/safely-distributing-meals.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/safely-distributing-meals.html</a>	<a href="#">Food</a>	Full instructions for safely distributing food in the classroom or cafeteria (church hall). Grab-and-go items such as prepackaged, individual servings of food and beverages can be placed on sanitized desks/surfaces prior to class or distributed from a rolling cart to create a contact-free environment. When eating in a classroom, increase ventilation as much as possible by opening windows and doors, weather permitting and without introducing safety hazards (risk of falling from a window, triggering asthma symptoms in students, etc.)
<b>FORMS AND VISUAL RESOURCES</b>			
CDC	<b>Communication Resources</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html</a>	<a href="#">Communication</a>	Guidance and planning documents including printable classroom posters (pdf files), parent checklists, and educational videos.
Other	<b>Attendance Sheet (Contact Tracing Sheet)</b>	<a href="#">Attendance Sheet</a>	Sample template that can be modified as needed. Teachers should take attendance with a new attendance sheet each time class is in session. Any child or adult entering the classroom should be screened and signed in. The church school director or designated contact tracer may collect all attendance sheets after classes are dismissed. For privacy reasons, no information on the attendance sheet should be shared with the exception of the designated contact tracer notifying staff or students if they have been exposed to someone testing positive with COVID-19.
Other	<b>Sample Sunday School Strategies</b>	<a href="#">Strategies</a>	PowerPoint presentation created by a Church School Director with examples and suggestions of how to structure Sunday School policies and procedures. As noted in the presentation, a copy of all policies and procedures should be distributed to Sunday School families prior to classes resuming.
<b>CATECHESIS OF THE GOOD SHEPHERD</b>			
CGS	<b>COVID-19 Coronavirus Response</b> <a href="https://www.cgsusa.org/homepage/covid-19-response/">https://www.cgsusa.org/homepage/covid-19-response/</a>	<a href="#">Atria COVID-19 Resources</a>	Considerations and guidelines for Atria reopening as well as a sample return plan. Additional resources are available to CGSUSA members by logging in before accessing the reserved pages.
<b>ARTICLES</b>			
Other	<b>Opening the Church School on a Large Scale</b>	<a href="#">Large Church School</a>	Article with encouragement and recommendations specifically for directors of large church schools.