



SAINT BRIDGET CATHOLIC SCHOOL

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Phase 3 Reopening Plan 2020-2021 *In-depth Procedures*

Elementary School Campus - 6011 York Road, Richmond, VA 23226
Middle School Campus - 6112 Three Chopt Road, Richmond, VA 23226

Saint Bridget Catholic School is a Catholic, Christ-centered environment that provides a strong academic curriculum and fosters spiritual growth, moral development, and the pursuit of excellence in the whole person.

The school remains dedicated to this mission and is committed to opening our campuses to all students on Tuesday, August 25, unless otherwise directed by the Diocese or Governor. The State of Virginia's return to school plan, *Recover, Redesign, Restart 2020*, provides guidance on the steps all schools must take to reopen this fall. Under Phase 3 of the State's plan, all students may return to campus with appropriate actions taken to mitigate the potential spread of the COVID-19 virus, these actions are the central focus of this plan.

Saint Bridget Catholic School COVID-19 Response Team includes:

Kelly Lazzara, Superintendent of Schools	Erin Hurley, Counselor
Laura Dvornick Clift, EdD, Principal	Kathleen Mackey, Resource/Federal Programs
Meghan Hess, MS Coordinator	Susanne Appleton, MD, Nurse
T. Cameron Jessee, Dean of Students	Peggy Wittenschlaeger, RN, Nurse
Eric De Boer, Technology Specialist	

The team continues to study the educational and operational implications of COVID-19 for the school. It is examining possible scenarios, developing plans for each scenario, and making recommendations to provide the best possible learning experiences for each student, while maintaining the school's mission and core values.

The Response Team has undertaken a comprehensive review of COVID-19 public health guidance, state reopening guidelines, the campuses footprints, parent input, and school logistics. The team's efforts are informed by regular engagement with medical and health experts, as well as local, national and international resources. It is committed to prioritizing the health and safety of every member of the Saint Bridget community.

In consultation with Msgr. Carr, the School Leadership Team, School Advisory Board, and local Health Department, this reopening plan is presented.

The reopening plan will continue to be refined as more information becomes available. Updates will be provided as needed. If you have any questions about the information in this plan, please contact Laura Dvornick Clift, EdD., Principal, 804-288-1994, lcclift@saintbridget.org.



ON CAMPUS LEARNING

Scenario A

Guiding Principles

Three guiding principles served as navigating points for decision-making during the plan's development. These principles will continue to guide the Administration and Response Team as the school moves forward toward reopening, and beyond. The principles are:

- Ensure the safety, health, and spirituality of our students, faculty, and staff
- Maintain the commitment to high-quality, continuous learning in a changing world
- Nurture the well-being of the whole child

Intent to Vary

Although every effort has been made to meet the State guidelines provided, this health mitigation plan does vary from the Phase Guidance for Virginia Schools. The minimum physical distancing in classrooms will be between 3 feet and 6 feet, instead of the recommended 6 feet.

Phase 3 Program Offerings

Currently, Saint Bridget Catholic School will offer in-person, daily instruction to students in Junior Kindergarten through 8th grade following the established school calendar. Instruction will include all core academic areas, plus Religion, Physical Education, Technology, Art, Music, Media Literacy, and Library Sciences. During Phase 3, there are **no changes** to the materials, resources, or curriculum used and/or provided by Saint Bridget Catholic School. "How" we teach may look different, but "what" we teach will remain the same. Students will participate in recess and will eat lunch on-site daily. Additionally, the school will support after-school care, after-school clubs, and an athletics program. Details for each program are provided in the Appendices.

Submission of School Health Mitigation Plan

The Phase 3 Reopening Plan (Health Mitigation Plan) has been submitted to the Office of Catholic Schools and the Virginia Council of Private Education for review. Additionally, it is publicly available on our school website: www.saintbridget.org. It is located on the home page under the "COVID-19" drop down menu.



Help Stop the Spread

According to the CDC, the best way to avoid illness is to avoid being exposed to the virus. Here are the steps we can all take to slow the spread:

- Maintain a good physical distance of 6 feet whenever possible.
- Wash our hands often with soap and warm water for a least 20 seconds.
- If soap and water are not available, use a hand sanitizer that is at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover our nose and mouth with a cloth face covering when around others.
- Sneeze or cough into our elbow or a tissue.
- Stay home if not feeling well or if we have any symptoms.

Doing Our Part

To maintain a safe and healthy campus environment, we ask the full cooperation and support of every person in our school community — students, parents, and staff — to actively follow all health and safety practices on a daily basis, especially wearing face masks, washing hands frequently, and maintaining physical distancing. ***This commitment is integral in protecting one another and to help reduce the spread of COVID-19.***

By entering either campus, each person affirms that daily self-screening has been conducted at home. We ask all individuals to refrain from coming to the buildings if symptomatic or if exposed to positive or presumptive COVID-19 cases. Again, to exercise an abundance of caution, we request that families, faculty, and staff vigilantly practice physical distancing, wash hands frequently, wear masks, and limit travel during the two weeks prior to school starting.

You should stay home if you display any symptoms related to COVID-19, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What if you are symptomatic?

In the event that a student, faculty, or staff member exhibits any COVID-19 symptoms or comes into close contact with an individual who is presumptive positive or who has tested positive for COVID-19, the individual should not come to campus and should consult with a health care provider. If anyone is exhibiting COVID-19 symptoms on school property, he or she will be required to leave and will not be permitted to return to school property for at least 14 days. Parents should notify the school office or school nurse about the illness and absence. All employees should notify the Principal or campus Administrative Assistant.



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Face Coverings

Masks are required for all faculty, staff, students, and visitors at all times when inside school buildings and when outdoors and unable to maintain a 6 feet distance. Supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place.

Developmentally appropriate and medical accommodations can be made as needed and approved by the School Principal.

In the two weeks prior to the start of school, families are encouraged to have their children practice wearing masks for longer periods of time to prepare for the wearing of masks at school daily.

What to Wear

- Two-ply cloth masks or disposable masks.
- Gaiters, bandanas, and masks with valves are not acceptable.
- Students, faculty, and staff may wear a face shield in addition to a mask but not in lieu of a mask unless otherwise authorized by the school.
- Mask designs and images should be appropriate for school; advertisements or political statements are not allowed.
- All community members should have an ample supply of additional masks in order to use a clean mask daily and should keep a clean, spare mask at school.
- Masks must have a proper fit in which the nose and mouth are covered and be worn in that manner.
- Masks should be clearly labeled with the owners' name.



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OUR TIMELINE

June/early-July *Planning*

- Response Team continues designing and revising reopening plan.
- Teachers/staff continue their summer work.
- July 1: Saint Bridget Catholic School's *Reopening Infographic* is shared with families.

July *Sharing*

- Buildings are cleaned and prepared for reopening.
- Faculty participate in professional development to prepare for reopening.
- Reopening Plan shared with school leadership, Office of Catholic Schools, and the Virginia Council of Private Education (VCPE).
- July 31: Reopening Plan shared with families.

August *Reopening*

- August 17: All staff returns to campus for one week of training, professional development, and planning.
- August 18: Parent Academy to review Reopening Plan with parents.
- August 20: JK and Kindergarten parents attend orientation.
- August 24: Student Orientation and Book Day. *Schedule for the day will be shared prior to August 7, 2020.*
- August 25: First Day of school.





Key Element:
Planning to Reopen

- Local Health Department
- Health & absenteeism monitoring/approaches
- Communication Strategy
- Provision of health services



Key Element:
Protecting Vulnerable Individuals

- Support for those at higher risk
- Sick leave policies/practices for staff and students



Key Element:
Promoting Behaviors that Reduce Spread

- Face mask coverings
- Education/training for staff and students
- Education/training for families
- Promote physical distancing
- Adequate supplies
- Signs and messaging



Key Element:
Preparing for When Someone Gets Sick

- Separating and isolating
- Safe transportation
- Cleansing and disinfection
- Communications



Key Element:
Maintaining Healthy Environments/Operations

- Water & Ventilation systems
- Gatherings/Field Trips/Volunteer Restrictions
- Health monitoring
- Hygiene practices
- Training of back-up personnel



Key Element:
Planning to Close

- Reduction in in-person classes
- Complete school closure





Key Element:

Planning to Reopen

Local Health Department

This reopening plan was created in consultation with the Richmond City Health District. The Health Department can be contacted through:

Janet Wright
400 E. Cary Street
Richmond, VA 23219
804-864-7685

Questions about Saint Bridget Catholic School's reopening plan can be directed to the principal, Laura Dvornick Clift, Ed.D. She can be contacted via email at lclift@saintbridget.org or telephone at 804-288-1994.

Saint Bridget Catholic School's COVID-19 contact person is the school nurse, Susanne Appleton, MD. She may be contacted via email at clinic@saintbridget.org or telephone at 804-288-1994.

Any health-related concerns will be brought to the attention of the school nurse(s) and the Principal or her designee. In consultation, they will determine if it is necessary to contact the Health Department. If it is so determined, the school nurse(s) will be the individual who contacts the Health Department.

The Health Department's contact information is posted in the clinics at both the elementary and middle school campuses.

Health & absenteeism monitoring/approaches

During these challenging times, the monitoring of the school community's health is vitally important. Families are asked to contact attendance@saintbridget.org to report a child's illness. If COVID-19 exposure is suspected, the parent should notify the school office or school nurse and all employees should notify the Principal or campus Administrative Assistant.

The FACTS information system will continue to be used to track all health and absenteeism information.

Parents are the primary defense in controlling the spread of COVID-19. Students should be kept home if they are ill or display any symptoms related to COVID-19. Students should remain home until they are symptom free for 24-hours, without medication.

Staff and students will go through screening daily, prior to entering the building. All full-time employees, including Instructional Assistants, will arrive between 7 AM and 7:25 AM to go through screening prior to entering the building.



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This screening includes a temperature check and three (3) COVID-19 exposure questions:

- a. Do you or anyone in your household have a new cough or new shortness of breath?
- b. In the last 2 weeks, have you or anyone in your household had a fever?
- c. In the last 2 weeks, have you been exposed (less than 6 feet for greater than 15 minutes) to anyone who has tested positive for COVID-19 without wearing the appropriate Personal Protective Equipment (PPE) as defined by the CDC?

Any staff member with a temperature above the established threshold (100.4°F) or responding “YES” to any question will be sent home. Part-time staff members will be screened upon arrival and will follow the same procedures as full-time employees. Staff screening will take place at the main entrances only.

Students’ temperature will be screened while still in their cars. Any student with a temperature above the established threshold (100.4°F) will not be allowed to exit the car and will be sent home. Elementary student screening will take place both at the blacktop and Snowball Lane. Middle School student screening will take place in the carpool line.

If anyone is exhibiting COVID-19 symptoms on school property, he or she will be required to leave and will not be permitted to return to school property for at least 14 days.

Communication Strategy

We will continue to communicate to all constituents using the structures already in place including, but not limited to, FACTS, email, school website, social media, telephone calls, text messages, and weekly Wednesday Bridget Bulletins.

Staff will be introduced to and trained on proper hygiene and new health/safety protocols during the week of August 17, 2020, by our school nurses, Susanne Appleton and Peggy Wittenschlaeger. Also, during the week of August 17, 2020, staff will be trained on recognizing the social and emotional impacts of reopening by our school counselor, Erin Hurley. The staff will review and evaluate on-going COVID-19 strategies and policies during weekly staff meetings. On Friday, September 18, 2020, students will be dismissed at NOON and the staff will use the afternoon to review, evaluate, and adjust the current reopening plan. Any changes will then be communicated to all constituents.

Students will be introduced to and trained on proper hygiene and new health/safety protocols during the first week of school, beginning August 25, 2020. Retraining will occur weekly through the end of September, then regularly throughout the remainder of the school year. The Morning Announcements at both campuses will include reminders of proper hygiene strategies and the new health/safety protocols.

Additionally, a Parent Academy will be hosted on Tuesday, August 18, 2020, to specifically communicate the reopening plan, proper hygiene, and the new policies with parents.

Weekly and monthly all-school communications (Bridget Blasts, Monthly Newsletters) will include COVID-19 strategies and policies reminders.



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Students demonstrating appropriate strategies will randomly receive PATs (Praise and Appreciation Tickets).

In the event of an outbreak, we will communicate with the Diocese of Richmond and the Department of Health. With their guidance, we will communicate with all constituents, while adhering to all privacy laws, using the FACTS alert system. Saint Bridget Catholic School will participate in community response efforts that are appropriate for our school. We employ a full-time school nurse, Susanne Appleton, as well as a part-time nurse, Peggy Wittenschlaeger. Both have been working with Diocesan staff, as well as state and local medical officials.

Provision of health services

We have secured all necessary Personal Protection Equipment for the school nurses and staff members, including cloth face masks, scrub jackets, and disposable gloves. Disposable face coverings are available at both campuses and will be distributed to students who arrive to school without a personal mask. Families are asked to clearly label children's masks with the students' first and last names.

Our school nurses will continue to provide typical (non-COVID-19) health services. The clinics on both campuses are available to students who need health support, including routine visits and urgent treatment.

Our school counselor, Erin Hurley, will address social and emotional learning using the Second Step program with weekly lessons for all grade-levels. Additionally, she will continue to offer small group and individual counseling opportunities. All students and staff members will have access to counseling services or referral. During the month of September 2020, the school will sponsor a guest speaker to focus on Emotional Health and the discussion will be open to all constituents.

The school has purchased an initial supply of all necessary personal protection equipment for staff members, including cloth face masks, scrub jackets, and disposable gloves, and will maintain adequate levels throughout the year. All staff members, students, vendors, and visitors will wear face coverings, per the Diocesan guidelines, while in the buildings.



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Key Element:

Promoting Behaviors that Reduce Spread

Face mask coverings

Masks are required for all faculty, staff, students, and visitors at all times when inside school buildings and when outdoors and unable to maintain a 6 feet distance. Supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place.

Developmentally appropriate and medical accommodations can be made as needed and approved by the School Principal.

Education/training for staff and students

An education/training plan has been developed for staff as part of staff orientations. This plan will be sent to all parties before reopening schools and includes hand hygiene and respiratory etiquette, use of face coverings, staying home when sick, and encouraging physical distancing.

During the week of August 17, 2020, all staff will be introduced to and trained on COVID-19 prevention, led by Susanne Appleton and Peggy Wittenschlaeger.

On Tuesday, August 25 (first day of school), all students will be introduced to and trained on the new safety/health protocols and proper hygiene. This training will include information on proper hand hygiene and respiratory etiquette; use of face coverings; staying home when sick; and encouraging physical distancing.

In addition to this electronic copy of our reopening plan, which introduces families to the new safety/health protocols and proper hygiene, families are invited to a Parent Academy to be held on Tuesday, August 18, 2020. The evening event will be recorded, and the video will be placed on the school website under the COVID-19 tab on the homepage.

Education/training for families

Families have been introduced to the new safety/health protocols and proper hygiene through this reopening document. This document includes information on proper hand hygiene and respiratory etiquette, use of face coverings, staying home when sick, and encouraging physical distancing, as well as links to education/training videos.

The school will host a Parent Academy on Tuesday, August 18, to specifically communicate the new safety/health protocols and proper hygiene to families.



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Promote physical distancing

To promote physical distancing, several changes have been made to physical spaces and communal activities. Classroom layouts have been modified to maximize space between students and all extra furniture and soft surfaces (such as area rugs, soft seating, etc.) have been removed. Desks are arranged in rows and columns maintaining between 6 feet, to a minimum of 3 feet, dependent on the room. Students will not congregate at lockers or within hallways. To support transition, hallways have been marked with directional arrows.

Each classroom is a designated cohort and students will remain within their cohort throughout the day. This includes Middle School students. If students from two different cohorts need to attend the same class, they will be physically separated from individuals in the other cohort and remain within a pod with the other members of their cohort. When students from two cohorts need to congregate, the class will take place in larger rooms, such as the Middle School café and Innovation Lab.

Upon arrival, after students have been health screened and cleared, they will exit their cars and go directly to their homerooms, in lieu of Morning Gathering or class lines. Teachers will maintain seating charts/assigned seating for all spaces, including lunch. To minimize movement, the specialty teachers will travel to homeroom classrooms to teach elementary art, music, library, technology, and World Language. Grade-levels will attend Daily Mass virtually in homerooms.

The bus will not be used to transport students between buildings at arrival or dismissal, or during the instructional day. Families with students at both campuses will need to participate in drop-off and pick-up at both locations.

Back-to-School Nights (9/2 for grades 1-5, 9/3 for grades 6-8) will be conducted virtually. In-person (maintaining 6 feet of social distancing) and virtual options are tentatively planned for fall Parent/Teacher conferences (November 2 & 3, 2020).

Several strategies to promote physical distancing during lunch have been implemented. Students will eat lunch on-site daily. Elementary students will eat lunch in their homerooms, while the MS students will eat lunch in assigned classrooms. In both spaces, social distancing will be maintained and students will sit at assigned desks. Families have two (2) options for securing food:

1. Lunches may be prepared at home and brought by the student.
2. Lunches may be pre-ordered from the vendor of the day.

All lunches will be individually wrapped and identified with the students' names. Pre-ordered lunches will be delivered to the students' eating location. Families are encouraged to use disposable bags for lunch items. Individually wrapped utensils will be available for all students. Students will be reminded not to share items, drinks, or utensils. Students will sanitize their hands prior to eating and immediately after eating. All items used for lunch, including any uneaten food, will be disposed of immediately. Trash will be collected and removed from each room at the conclusion of the lunch period. Lunch items brought from home cannot require refrigeration or heating.

Water fountains in both buildings are closed and not available for use. Staff and students may bring water bottles from home. These bottles are to be clearly labeled with the owner's name and may not be shared with others.



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All sport offerings and recreational activities will follow relevant Virginia Phase Guidance for Schools and CDC guidance.

Students will participate in recess daily. Students will wash or sanitize their hands before and after recess or after using high-touch equipment. Recess times will be staggered and only one grade will use the playground/blacktop at any given time, except for 6th/7th grade, who will use the area simultaneously.

We will offer fall sports. These include Co-ed Cross Country, Girls' Tennis, JK/K and Grades 1-4 Youth Soccer, and Golf (tentatively).

All teams will adhere to the following plan:

- a. Coaches/staff will be trained on appropriate COVID-19 mitigation strategies prior to the first team interaction.
- b. Participants, including sponsor(s), will wear face coverings when appropriate.
- c. Participants, including sponsor(s), will sanitizer their hands at the beginning, intermittently throughout, and end of meetings/practices/events.
- d. Teams will be limited in size to ensure proper social distancing.
- e. Coaches will encourage and reinforce "open space" between players at practice and games/matches.
- f. Gathering size (including participants, staff, and spectators) will be <150 people.
- g. Spectators are discouraged - if spectators are present, they must maintain proper social distancing protocols which include wearing face covering and 6 feet of distance.
- h. Spectators are not to gather in the parking lot or open spaces near the field before, during, or after events.
- i. Athletes must bring their own, well-marked water bottles.
- j. All athletic equipment will be cleaned and sanitized before, intermittently during, and after practices, games, and matches.
- k. The bus will not transport student athletes to or from practices and/or events.

Adequate supplies

The buildings have secured supplies of necessary materials to promote healthy hygiene, including soap, hand sanitizer, and cleaning materials. Adequate amounts of these supplies will be maintained, and supplies will be replenished as needed. A list of available supplies is available from the office at both campuses.

Signs and messaging

Signs and messaging, printed from the CDC website to promote healthy hygiene and proper hand washing, will be posted throughout the buildings, including restrooms.



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Key Element:

Maintaining Healthy Environments/Operations

Water & Ventilation systems

Prior to the opening of school, all water and ventilation systems have been examined. The water system is fully operational. The HVAC systems have also been reviewed. The systems providing ventilation to all classrooms, offices, and communal spaces, with the exception of Mother Presentation Hall, are fully operational. The large unit supporting the gym is currently inoperable, with replacement scheduled for mid-September. Mother Presentation Hall will not be used during the instructional day until the repairs are complete and the ventilation system is fully functional.

To support air flow within classrooms, teachers will be encouraged to open windows, when feasible, and use fans to increase air circulation.

Gatherings/Field Trips/Volunteer Restrictions

Any school gatherings, such as Parent Academy, PTO functions, or student assemblies will have a limited capacity and no more than 250 persons will be able to gather at one time. During any event, we will maintain a social distance of 6 feet. Virtual options for attendance will be available.

During Phase 3, all field trips are suspended, and students will not be taken off campus. Additionally, we will severely limit the number of volunteers on campus. Anyone entering either building, including all vendors, visitors, and volunteers, will be given the same health screening as staff prior to entry.

Health monitoring

Staff and students will go through health screening daily, prior to entering the building.

Staff screening includes a temperature check and three (3) COVID-19 exposure questions. These questions are:

- Do you or anyone in your household have a new cough or new shortness of breath?
- In the last 2 weeks, have you or anyone in your household had a fever?
- In the last 2 weeks, have you been exposed (less than 6 feet for greater than 15 minutes) to anyone who has tested positive for COVID-19 without wearing the appropriate Personal Protective Equipment (PPE) as defined by the CDC?

Any staff member with a temperature above the established threshold (100.4°F) or responding “YES” to a question will be sent home.



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Student screening includes a temperature check. Temperatures will be screened while students are still in their cars. Any student with a temperature above the established threshold (100.4°F) will not be allowed to exit the car and will be sent home.

Elementary student screening will take place both at the blacktop and Snowball Lane. Middle School student screening will take place in the carpool line.

We will track all health and absenteeism information using the FACTS information system.

Hygiene practices

We have reviewed and updated our contract with our cleaning company. The new contract includes nightly disinfection of communal areas, increased cleaning of frequently touched surfaces, and increased routine cleaning and disinfection.

We will also provide all classrooms with supplies to clean and sanitize surfaces throughout the day. Middle school classes will clean desks after each class period and elementary classes will clean surfaces after each activity. We will ensure all staff members and students receive instruction on correct usage and storage of cleaning materials. Additionally, we have purchased a hydrostatic disinfecting system for each campus. This system will be used to disinfect COVID-19 isolation areas after each use, as well as to disinfect communal areas intermittently during the school day.

Additional hand sanitizer stations have been placed throughout the buildings. These stations are located at the elementary main entrance, the flagpole entrance, and Snowball entrance. The middle school stations are at the main entrance and the St. Christopher Road entrance.

For each classroom, we have provided portable hand sanitizer bottles. Teachers will support students in using sanitizer each time they enter a classroom and/or change activity. Classrooms equipped with sinks will be provided soap to support proper hand washing procedures.

We have purchased additional items, such as elementary chrome books, iPads, and calculators, to minimize sharing and these items will be dedicated to specific students. Within classrooms, students will NOT use communal supplies. Rather, individual student supplies will be placed in labeled containers and be dedicated to specific students. Supplies will be replenished as needed.

Training back-up staff

To ensure the continuity of our instruction, as well as other operational actions, we will continue the practice of training our Instructional Assistants and other individuals in our programs and practices. Therefore, these individuals can step in and carry on, thus we have no interruptions to our offerings.





Key Element:

Protecting Vulnerable Individuals

Support for those at higher risk

We will have a remote attendance option for all students at higher risk for severe illness from COVID-19, or for those whose families are not yet comfortable sending the students to school. A detailed explanation of the remote attendance program is provided in a supplemental document. Students participating in the remote attendance program will be marked as “present,” and we will maximize the amount of virtual interaction with classmates and teachers given the parameters of our circumstances. We also will offer telework options for staff, when feasible. As individuals identify as vulnerable, we will develop individual plans of support.

We have placed physical barriers to increase protection for high contact staff, including plexiglass shields for office personnel and a Dutch door at the Middle School office.

Sick leave policies/practices for staff and students

We will continue to follow the Diocese of Richmond’s established policies and practices for students and staff who are ill, regardless of the cause. These policies include remaining home until symptom free for at least 24 hours when unmedicated. During these times, it is imperative that families take the health of their students, and the larger school community, very seriously. We implore every member of the Saint Bridget community to stay home when not feeling well, regardless of the cause.





Key Element:

Preparing for When Someone Gets Sick

Separating and isolating

If, after arriving on campus, an individual presents with COVID-19 symptoms, we will separate and isolate the person in a secondary health space and this individual will have extremely limited contact with other persons, except the school nurse. A secondary health space is located on both campuses - the Dean of Students' office at the elementary campus and MS Coordinator's office at the middle school campus. These spaces allow for rapid cleaning and disinfecting after possible exposure.

Safe transportation

We will telephone emergency contacts, beginning with parents, for any student who shows symptoms and ask for a prompt removal from campus. If needed, the Principal/designee will facilitate safe transportation of those who are sick to home or a healthcare facility.

Cleansing and disinfection

We will clean and disinfect spaces used by a sick individual using the hydrostatic machines as soon as possible, including classroom spaces.

Communications

If the need arises, the principal/designee will communicate with the Health Department. The Health Department will initiate any public health investigation or contact tracing and provide consultation for next steps. Any information that needs to be disseminated to the larger school community will be shared using the communication systems already in place.





Key Element:

Planning to Close

Reduction in in-person classes

To determine if conditions trigger a reduction in in-person classes, the Response Team will coordinate with the Diocese of Richmond and the local Health Department. If a reduction in in-person classes is required, we will communicate using systems already in place, including the FACTS alert system, telephone calls, emails, and website. Students affected by the reduction in in-person classes will move directly to the revised Guided Learning Plan. Next steps will also be communicated using the systems already in place.

Complete school closure

To determine if conditions trigger a complete school closure, the Response Team will coordinate with the Diocese of Richmond and the local Health Department. If a complete school closure is required, we will communicate using systems already in place, including the FACTS alert system, telephone calls, emails, and website. All students will move directly to the revised Guided Learning Plan. Next steps will also be communicated using the systems already in place.



Appendices

Promoting Physical Distance

- Modifications to layouts of classrooms and communal areas have been made to ensure social distancing.
- Classroom layouts have been modified to maximize space between students.
 - All extra furniture and soft surfaces (such as area rugs, soft seating, etc.) have been removed.
 - Desks are arranged in rows and columns maintaining no less than 3 feet of social distancing.
- Congregating at lockers or within hallways will be discouraged.
- Hallways are marked with directional arrows to support transitions.
- Upon arrival, students will go directly to homeroom, in lieu of Morning Gathering or class lines.
- Seating charts/assigned seating will be maintained for all spaces, including lunch.
- Elementary art, music, library, technology, and World Language will take place in homeroom classrooms to minimize movement.
- Middle School students will not participate in art, music, library, or Physical Education. They will receive technology once a week and Media Literacy once a week.
- Middle School students will follow a six period day, moving as a cohort from class to class.
- Middle School students will have a 25 minute lunch, a 25 minute recess, and a 30 minute STEP daily.
- Daily Mass will be watched virtually until further notice.
- The bus will not be used to transport students.
- Back-to-School Nights (9/2 for grades 1-5, 9/3 for grades 6-8) will be conducted virtually.
- School gatherings, such as Parent Academy, PTO functions, or student assemblies, will have a limited capacity and no more than 250 persons will be able to gather at one time.
- In-person events will maintain a social distance of 6 feet and virtual attendance options will be available when possible.
- At this time, all field trips are suspended and students will not be taken off campus.
- The number of volunteers on campus is severely restricted.
- Anyone entering either building will be given a health screening prior to entry.



Arrival and Dismissal Procedures

Elementary arrival and dismissal will take place at both MPH and Snowball Lane

Middle School arrival and dismissal will take place ONLY at the Middle School.

Elementary School Campus

Arrival: Elementary School arrival will remain the same as previously established procedures, with some minor adjustments. We anticipate that arrival will be more time consuming, so we thank you in advance for your patience.

- Elementary arrival is between 7:30AM and 7:50AM.
- Students may be dropped off at either the blacktop or Snowball Lane.
- Students are to wait in their cars until a school staff member scans their temperature.
- As the staff members arrive at cars, parents are asked to please lower the car window(s) closest to the students to allow for easier access for the scan.
 - Any student with a temperature above the established threshold (100.4°F) will not be allowed to exit the car and will be sent home. The student will not be permitted to return to school property for at least 14 days.
- Once scanned and cleared, another school staff member will assist the students in exiting the cars.
- Students are to go directly into the building and report to their homerooms.
- Students in Kindergarten and 2nd grade enter the building using the main doors under the blue awning. Junior Kindergarten and 1st grade students will enter the building using the flagpole doors. Students arriving from Snowball lane will use the stairs closest to the Library.

Dismissal: Elementary School dismissal will remain the same as previously established procedures for parents, with some minor adjustments. We anticipate that dismissal will be more time consuming, so we thank you in advance for your patience.

Students in Grades JK-2 and their carpool/siblings will be picked up from MPH.

Students in grades 3-5 without a younger sibling/carpool will be picked up from Snowball Lane.

- Once parked, parents are asked to wait in their cars until directed to exit.
- Parents waiting are to maintain appropriate social distancing (6 feet) and wear a mask.
- The doors will open at 2:45 PM.
- Those waiting in line will be directed to enter the doors and travel through the foyer and into MPH.
- Please continue to move directly to the first set of exit doors. It is imperative that there is no stopping or congregating.
- Students will leave their class lines, join their drivers, exit MPH, and go directly to their cars.
- Once the first wave of families has returned to their cars, they will be directed out of the parking lot and the second wave of cars will enter.
- Parents will follow the same procedures as the first wave.

Middle School Campus

Arrival: Middle School arrival will remain the same as previously established procedures, with some minor adjustments. We anticipate that arrival will be more time consuming, so we thank you in advance for your patience.

- Students can only be dropped off in the front of the Middle School.



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- There is no transportation between campuses.
- There is no temperature scan from St. Christopher's Road.
- Middle School arrival is between 7:30AM and 7:50AM.
- Students are to wait in their cars until a school staff member scans their temperature.
- As the staff members arrive at cars, parents are asked to please lower the car window(s) closest to the students to allow for easier access for the scan.
 - Any student with a temperature above the established threshold (100.4°F) will not be allowed to exit the car and will be sent home. The student will not be permitted to return to school property for at least 14 days.
- Once scanned and cleared, students may exit the cars.
- Students are to go directly into the building and report to their 1st period class.

Dismissal: Middle School dismissal will remain the same as previously established procedures for parents. However, students will be waiting inside the building. Therefore, we anticipate that dismissal will be more time consuming, so we thank you in advance for your patience.

- Parents enter the MS parking lot from the access road; the first parents enter and pull up to the stop sign.
- Other cars follow, forming double rows in the lot.
- Once the lot is full, parents will remain in a single file line on the access road.
- PLEASE do not block residential driveways.
- Parents place the provided name card in the front windshield in sight of the teacher on duty.
- Students will be called to dismiss via school intercom.
- Students are waiting in holding locations, primarily 6th period class, until their names are called.
- When called, students will exit the building and go directly to their pick-up vehicles.
- Teachers on duty will direct cars to file out of the parking lot once students have loaded into their cars safely.
- Cars waiting on the access road will then file into the lot.



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Lunch Services

- Students will eat lunch on-site daily.
- Elementary students will eat lunch in homerooms, MS students will eat lunch in assigned classrooms, maintaining social distancing, and at assigned desks.
- Families have two (2) options for securing food:
 - Lunches may be prepared at home and brought by the student.
 - Lunches may be pre-ordered from the vendor of the day.
- All lunches will be individually wrapped and identified with the students' names.
- Pre-ordered lunches will be delivered to the students' eating location.
- Disposable bags for lunch and lunch items are strongly encouraged.
- Individually wrapped utensils will be available for all students.
- Students will be reminded not to share items, drinks, or utensils.
- Students will sanitize their hands prior to eating and immediately after eating.
- All items used for lunch, including any uneaten food, will be disposed of at the conclusion of the lunch period.
- Trash will be collected and removed from each room at the conclusion of the lunch period.
- Lunches brought from home must not require refrigeration or heating.



Recess/Recreational Sports

All sport offerings and recreational activities will follow relevant Virginia Phase Guidance for Schools and CDC guidance.

- Students will participate in recess daily.
 - Students will wash or sanitize their hands before and after recess or after using high-touch equipment.
 - Recess times will be staggered and only one grade will use the playground/blacktop at any given time, except for 6th/7th grade, who will use the area simultaneously.
 - Any equipment used will be disinfected at the conclusion of recess.
- Seasonal sports will be offered. The fall sports include Co-ed Cross Country, Girls' Tennis, JK/K and Grades 1-4 Youth Soccer, and Golf (tentative). All teams will adhere to the following plan:
 - Coaches/staff will be trained on appropriate COVID-19 mitigation strategies prior to the first team interaction.
 - Participants, including sponsor(s), will wear face coverings when appropriate.
 - Participants, including sponsor(s), will sanitize their hands at the beginning, intermittently throughout, and end of meetings/practices/events.
 - Teams will be limited in size to ensure proper social distancing.
 - Coaches will encourage and reinforce "open space" between players at practice and games/matches.
 - Gathering size (including participants, staff, and spectators) will be <150 people.
 - Spectators are discouraged - if spectators are present, they must maintain proper social distancing protocols which include wearing face covering and 6 feet of distance.
 - Spectators are not to gather in the parking lot or open spaces near the field before, during, or after events.
 - Athletes must bring their own, well-marked water bottles.
 - All athletic equipment will be cleaned and sanitized before, intermittently during, and after practices, games, and matches.
 - The bus will not transport student athletes to or from practices and/or events.



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After-school Care Program

We will offer after-school care to students in grades JK – 8.

- Attendance is prearranged and prepaid.
- Hours of operation: Close of the school day (typically 2:50 PM) to 6:00 PM on most school days.
- Housed in the elementary school cafeteria & Junior Kindergarten classroom located on the lower level of the elementary campus building.
- Three (3) grade groupings, tentatively:
 - JK & K
 - 1st – 2nd grade
 - 3rd – 8th grade.
- Each group will be limited to 20 students with at least two (2) adult supervisors.
- All participants will adhere to the following plan:
 - Staff will be trained on appropriate COVID-19 mitigation strategies prior to the first day of the program.
 - Students will be trained on appropriate COVID-19 mitigation strategies throughout the first month of school and then intermittently through the remainder of the school year.
 - Staff and students will wear face coverings when appropriate.
 - Staff and students will sanitize their hands at the beginning, intermittently throughout, and at the end of the program.
 - Groups will be limited in size to ensure proper social distancing.
 - Staff will encourage and reinforce “open space” between students throughout the program day.
 - Gathering size (including staff and students) will be no more than 70 people.
 - Visitors are discouraged – if visitors are present, they must maintain proper social distancing protocols which include wearing face coverings and maintaining 6 feet distance.
 - Families are not to gather in the parking lot or open spaces during the program or after the program has closed for the day.
 - All equipment will be cleaned and sanitized before, intermittently during, and after use.



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After-school Clubs

Two after-school clubs, Drama (7 & 8 grade students) and Robotics (6, 7, & 8 grade students) will be offered.

- Drama Club will meet virtually until further notice. Additional information will be forthcoming.
- Robotics will have two teams meeting alternating Mondays in the Middle School Innovation Lab from 2:45 PM – 3:45 PM.
- All participants will adhere to the following plan:
 - Participants, including sponsor(s), will be trained on appropriate COVID-19 mitigation strategies prior to the first club interaction.
 - Participants, including sponsor(s), will wear face coverings when appropriate.
 - Participants, including sponsor(s), will sanitize their hands at the beginning, intermittently throughout, and end of meetings/practices/events.
 - Teams will be limited in size to ensure proper social distancing.
 - Sponsor(s) will encourage and reinforce “open space” between participants during meetings and at potential competitions.
 - Gathering size (including participants, sponsor(s), and spectators) will be <25 people.
 - Spectators are discouraged - if spectators are present, they must maintain proper social distancing protocols which include wearing face coverings and maintaining 6 feet of distance.
 - Spectators are not to gather in the parking lot or open spaces before, during, or after events.
 - All equipment will be cleaned and sanitized before, intermittently during, and after use.



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