

# SAINT BRIDGET CATHOLIC SCHOOL

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## Phase 3 Reopening Plan 2020-2021 *Operational Overview*

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 school 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](mailto:lcclift@saintbridget.org)



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# 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 8<sup>th</sup> 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](http://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 until he or she either tests negative for COVID-19 or has not experienced any COVID-19 symptoms 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

Face coverings are to be worn on both campuses, unless otherwise authorized by the school (such as during recess, PE, or lunch). 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; advertisement 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*

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- 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*

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- 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*

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- 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 communicated by August 7, 2020.*
- August 25: First Day of school.



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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



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Key Element:

# Planning to Reopen

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## Local Health Department

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

School Point Person – Laura Dvornick Clift, EdD., [lclift@saintbridget.org](mailto:lclift@saintbridget.org), 804-288-1994  
COVID-19 Contact Person – Susanne Appleton, MD, [clinic@saintbridget.org](mailto:clinic@saintbridget.org), 804-288-1994

## Health & absenteeism monitoring/approaches

- All health and absenteeism information will be tracked using our FACTS information system.
- Parents are the primary defense in controlling the spread of COVID-19.
- Staff and students will go through screening daily, prior to entering the building.
- Staff and students sent home will remain at home until after consultation with the school nurse, Susanne Appleton.

## Communication Strategy

- Communication will occur using a variety of structures currently in place.
- Staff and students will be introduced to and trained on proper hygiene and new health/safety protocols, with review throughout the year.
- Families will be introduced to new health/safety protocols at a Parent Academy during the week of August 17, 2020.
- In the event of an outbreak, after discussion with the Diocese of Richmond and the Department of Health, any necessary communications will be forthcoming using the FACTS alert system.
- Saint Bridget Catholic School will participate in all community response efforts that are appropriate for the school community.

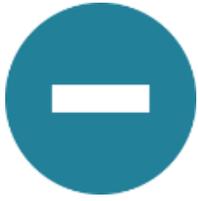
## Provision of health services

- All necessary personal protection equipment for staff members have been secured and all individuals will wear face cloth coverings while in the buildings.
- Typical, non-COVID related nurse services will continue to be provided to students in both buildings.
- Social and emotional learning will be provided to all grade-levels and small group and individual counseling opportunities will continue.



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Key Element:

# Promoting Behaviors that Reduce Spread

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## Face Mask Coverings

- All staff members, students, vendors, and visitors are to wear face mask coverings following the Diocesan policy.

## Education/training for staff and students

- Staff and students will be introduced to and trained on COVID-19 prevention strategies.
- Trainings will include information on proper hand hygiene and respiratory etiquette, use of face coverings, staying home when sick, and encouraging physical distancing.

## Education/training for families

- Families will receive a copy of our reopening plan in which they will be introduced to the new safety/health protocols and proper hygiene.
- A Parent Academy will be held the week of August 17, 2020, to specifically communicate the plan to families.

## Promote physical distancing

- Modifications to layouts of classrooms, communal areas and the bus to ensure social distancing is maintained have been made.
- Back-to-School Nights will be conducted virtually; in-person and virtual options are tentatively available for fall Parent/Teacher conferences.
- Students will eat lunch on-site and participate in recess daily.
- Seasonal sports will be offered.
- After-school Care Program will be offered.
- Band, Robotics, and Drama Club will be offered.

## Adequate supplies

- Adequate supplies to promote healthy hygiene will be maintained.
- These supplies include soap, hand sanitizer, and cleaning materials.
- A list of available supplies in the office at both campuses.

## Signs and messaging

- Signs and messaging will be posted throughout both buildings.



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Key Element:

# Maintaining Healthy Environments/Operations

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## Water & Ventilation systems

- Water and ventilation systems will be inspected to ensure proper operation.
- Drink fountains are closed for use until further notice.
- Staff and students may bring clearly labeled water bottles.

## Gatherings/Field Trips/Volunteer Restrictions

- Gatherings of staff, students or parents will be <250 people and will maintain social distancing.
- Until further notice, there will be no field trips.
- The number of volunteers in the building will be severely limited.
- All vendors, volunteers, and visitors will be given health screenings prior to entry to the buildings.

## Health monitoring

- Staff and students will go through screening daily, prior to entering the building.
- Any individual with a temperature above the established threshold (100.4°F) will not be allowed to enter the building.
- All health and absenteeism information will be tracked using the FACTS information system.

## Hygiene practices

- Frequently touched surfaces are scheduled for increased cleaning and disinfection.
- All spaces have supplies to clean and sanitize surfaces throughout the day.
- Each building has a hydrostatic disinfecting system on site.
- Additional hand sanitizer/handwashing stations have been placed throughout the buildings.
- All classrooms are equipped with soap and/or hand sanitizer.
- Students will NOT use communal supplies or equipment.

## Training back-up staff

- To ensure the continuity of operations, Instructional Assistants and other individuals have been trained as back-up staff.



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Key Element:

## Protecting Vulnerable Individuals

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### Support for those at higher risk

- A remote attendance learning option is available for all students at higher risk for severe illness from COVID-19, as well as for those whose family chooses such option.
- Telework options for staff, when feasible, are available for those at higher risk for severe illness from COVID-19.
- Physical barriers have been placed to increase protection for high contact staff.
- Individual plans for specific staff or students who have been identified as high risk will be developed.

### Sick leave policies/practices for staff and students

- The sick leave policies and practices implemented by the Diocese of Richmond that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed will be followed.



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Key Element:

# Preparing for When Someone Gets Sick

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## Separating and isolating

- Those who present with symptoms will be separated and isolated in secondary health spaces.
- These spaces will be rapid cleaned and disinfected after possible exposure.

## Safe transportation

- Parents, then emergency contacts, will be contacted for any student who show symptoms for prompt removal from campuses.
- The Principal/designee will facilitate safe transportation, if needed, of those who are sick to home or a healthcare facility.

## Cleansing and disinfection

- Spaces used by individuals displaying COVID-19 symptoms will be cleaned and disinfected using a hydrostatic machine as soon as possible.

## Communications

- The principal/designee will communicate with the Health Department and Diocese of Richmond to initiate public health investigation, contact tracing, and/or consultation for next steps.



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Key Element:

## Planning to Close

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### Reduction in in-person classes

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

### Complete school closure

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



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