



SAINT BRIDGET CATHOLIC SCHOOL

building tradition through faith and learning

Opening Plan

2021-2022

In-depth Procedures

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 24, 2021, unless otherwise directed by the Diocese or Governor. At this time, all students may return to campus for in-person learning 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	Eric De Boer, Technology Specialist
Laura Dvornick Cliff, EdD, Principal	Erin Hurley, Counselor
Meghan Hess, MS Dean of Students	Kathleen Mackey, Resource/Federal Programs
T. Cameron Jessee, Assistant Principal	Susanne Appleton, MD, Consultant

The team continues to study the educational and operational implications of COVID-19 for the school. It has examined possible scenarios, developed plans for each scenario, and will 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.

Building on the very successful 2020-2021 Reopening Plan, and in consultation with Father Shuping, the School Leadership Team, School Advisory Board, and local Health Department, the 2021-2022 plan is presented.

This 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 Cliff, EdD., Principal, 804-288-1994, ldclift@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 in providing in-person learning. 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

Every effort has been made to meet the State guidelines provided. This health mitigation plan does not vary from the Phase Guidance for Virginia Schools.

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. 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.

Submission of School Health Mitigation Plan

This plan has been submitted to the Office of Catholic Schools 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.



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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 whenever possible.
- Wash our hands often with soap and warm water for at 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 when appropriate, 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, and wearing of masks when appropriate.

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. 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

At this time, masks should be worn by individuals (older than 2) that are not fully vaccinated when indoors. The wearing of masks in our schools will be a personal and individual decision. Parents will make that decision for their children. Supervising adults may permit students to remove their masks for limited periods of time.

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

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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Key Element:
**Planning to
Open**

- 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 Open

Local Health Department

This opening 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 opening plan can be directed to the principal, Laura Dvornick Cliff, Ed.D. She can be contacted via email at lcliff@saintbridget.org or telephone at 804-288-1994.

Saint Bridget Catholic School's COVID-19 contact person is the principal, Laura Dvornick Cliff, Ed.D. She can be contacted via email at lcliff@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.



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If anyone is exhibiting COVID-19 symptoms on school property, he or she will be required to leave immediately. An individual's return will be determined by the established guidelines given the situation.

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.

Students will be introduced to and trained on proper hygiene and new health/safety protocols during the first week of school, beginning August 24, 2021. 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 health/safety protocols.

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. Our school nurse(s) will work with Diocesan staff, as well as state and local medical officials.

Provision of health services

We have secured all necessary Personal Protection Equipment for staff members, including cloth face masks, scrub jackets, and disposable gloves. Families are asked to clearly label any children's masks with the students' first and last names.

Our school nurse(s) 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.

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.



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Key Element:

Promoting Behaviors that Reduce Spread

Face mask coverings

At this time, masks should be worn by individuals (older than 2) that are not fully vaccinated when indoors. The wearing of masks in our schools will be a personal and individual decision. Parents will make that decision for their children. Supervising teachers may permit students to remove their masks for limited periods of time, when appropriate.

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 opening school and includes hand hygiene and respiratory etiquette, use of face coverings, staying home when sick, and encouraging physical distancing.

On Tuesday, August 24 (first day of school), all students will be introduced to and trained on the 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.

Education/training for families

Families have been introduced to the safety/health protocols and proper hygiene through this opening 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.

Promote physical distancing

To promote physical distancing, several changes have been made to physical spaces and communal activities. Classroom layouts have been arranged to maintain a distance of 3 feet between students. Students will not congregate at lockers or within hallways.

Upon arrival, students 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 and Mass. Students will attend Mass in-person. Mass attendance will be by campus and students will be seated in classroom cohorts. Participation in prayer services will be unique and will be communicated prior to each event.



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Back-to-School Night will be conducted virtually. Parent/Teacher conferences (November) are tentatively scheduled to be in-person.

During the first 9-weeks of school, elementary students will eat lunch in their homerooms, while the MS students will eat lunch in assigned classrooms or outdoors.

Families have two (2) options for securing food:

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

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. Water bottle refilling stations are available throughout both campuses. 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.

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

Students will participate in recess daily. 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.

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 and HVAC systems at both campuses are fully operational.

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

At this time, there are no restrictions for gatherings. Field trips will be permitted. All policies and procedures established by the school will be maintained when visiting an off-campus venue. We will continue to limit the number of volunteers on campus. Visits are to be purposefully, pre-arranged with the teacher, and communicated with the office.

Health monitoring

We will track all health and absenteeism information using the FACTS information system. 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, and wear masks when appropriate.

Hygiene practices

We have reviewed and updated our contract with our cleaning company. The 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. Additionally, we have a hydrostatic disinfecting system at 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. 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.

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.



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Key Element:

Protecting Vulnerable Individuals

Support for those at higher risk

We will not be offering a remote attendance option this year. For individuals who identify as vulnerable, we will develop individual plans of support.

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.



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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 Assistant Principal's office at the elementary campus and MS Dean of Students' 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.



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Key Element: **Planning to Close**

Reduction in in-person classes

To determine if conditions trigger a reduction to 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 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 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.
- Congregating at lockers or within hallways will be discouraged.
- 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.
- Back-to-School Nights will be conducted virtually.
- The number of volunteers on campus is restricted.



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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 at the Middle School, with two bus runs from the elementary campus.

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 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.
- The doors will open at 2:50 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.



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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, not along St. Christopher's Road.
- Middle School arrival is between 7:30AM and 7:50AM.
- Middle School students can ride one of the two bus runs (7:35 AM and 7:45 AM) from the elementary campus.
- 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 two double lines on the access road.
- PLEASE do not block residential driveways or the center roadway.
- 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.
- For at least the first 9-weeks, all elementary students will eat lunch in homerooms, MS students will eat lunch in assigned classrooms or outdoors, maintaining social distancing.
- Families have two (2) options for securing food:
 - Lunch may be prepared at home and brought by the student.
 - Lunch 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.



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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.
- Seasonal sports will be offered.



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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.
- 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 should 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.
 - 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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