



July 31, 2020

Dear All Saints Family,

The Covid Reopening Team is made up of 33 teachers, staff, and parents. We have been meeting weekly throughout the summer as a team and in subcommittees to prepare for every possible contingency that might affect our reopening. Questions for this FAQ guide were submitted by the team and the team helped provide input and ideas for the answers. ***Please go through the entire document to see how we plan to reopen and the role that your family can play in our re-opening.*** If you have an additional question, please don't hesitate to contact me at [mkelleher@allsaintsric.org](mailto:mkelleher@allsaintsric.org). Additional questions and answers will be published weekly in the Knights News.

With all the saints,

Mr. Kelleher  
Principal

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**Covid Reopening FAQ**  
**July 31, 2020**

**1. Academic Content - Streamlined process:** Could we have a preloaded zoom link to access all virtual lessons instead of individual emails Yes. We are working to streamline our process for getting lessons to students so that everything is in one, easy to use platform. Look for further details on this as we get closer to school.

**2. After School Program - Capacity:** What are the plans for **after school care?** The After School Program will continue. Per state guidelines, the student teacher ratio continues to be 10:1 for JrK, 20:1 for K-3 and 25:1 for grades 4-8. Priority for the after-school program will be given to families previously enrolled. As before, after school care may take place in the classroom, the library, the gym and/or outside. The classrooms and common spaces used by the After School program will be disinfected before students arrive to school the next day.

**3. After School Program - Dismissal:** How will the **parents sign out or pick up their child/children** from After School? Students will be dismissed from their classrooms as before. After-School parents will stay outside the front door. The receptionist will greet and call for the child.

**4. After School Program - Snacks:** Will **snacks** be sold to the after school students?No. Please plan accordingly.

**5. Afternoon Pick-up - Procedures:** How will **pick-up** look in the afternoon? Each student will be assigned a carline number. Parents/Guardians will provide the number to a staff/faculty member when they drive-up for dismissal. Staff will take the number and convey it back to the classroom from where students will be dismissed. Students who are in the After-School program will stay in their rooms until after dismissal.

**6. Assemblies/Ceremonies/Birthdays:** What about school ceremonies, **assemblies**, birthdays, etc? While we will continue to celebrate important holidays and milestones with our students, these will not include bringing outside items or food into the school.

**7. Bathroom - Procedures:** How will **bathroom use** be regulated in order to maintain a safe distance and prevent too many kids from being in them at once? There will be a system for letting students know that the bathroom is to social distance capacity before the child walks into the bathroom.

**8. Capacity - Students:** What is the **max number of students** allowed in each class with social distancing?

Due to different sized classrooms, enrollment caps are different per each room.

24 student in grades 1,2,5,6,7,8

21 students in Kinder

20 students in JK

19 students in 4th grade

17 students in 3rd grade

K,1,2,5,6,7,8 each have 1080sq feet and JK,3,4, and Religion each have 858 sq feet. The cafeteria is 3648 sq feet.

**9. Classrooms - Switching Rooms:** Will students be **changing classrooms**? No, they will stay in their homerooms and teachers will rotate. 7th and 8th grade math classes are split. The groups will switch between the math classroom, the religion room and/or the library.

**11. Community Service - Student Requirements:** Will **Community Service Requirements** for middle school students be waived or reduced for the school year, given that opportunities have been reduced or diminished?

This will be looked into further; additionally, virtual community service projects will be suggested.

**12. Covid Case Positive - Protocols:** If **someone tests positive**, how will the school handle it? If someone in the school tests positive for Covid, the school will notify the City of Richmond Epidemiologist and the Diocese of Richmond. The school will move to virtual learning until it is determined that a safe return is possible for all students and teachers.

**13. Covid Case - Probable/Possible:** What if someone is suspected of having Covid, but the test results have not come back? It is important that the community does not rush to judgment/panic or confuse common cold symptoms for Covid. In the event that a student shows symptoms of Covid, the school will notify the families of that classmate so that they can have information necessary to decide whether to stay home or come to school. The student with symptoms will be asked to share the test results with the school as soon as possible. The families will be notified when the test results are negative. If the results are positive, the school will move to virtual learning until the school can be sanitized and students can safely return.

**14. Covid Protocols - Isolation Room:** Will there be a separate “isolation room” for a “sick child “ waiting for pick up or staff? Yes. The school is required to have an isolation room available for students who are showing symptoms of illness that need to be taken home. The room will be located in the cut-out in the gym by the gym doors. There is a bathroom that is accessible nearby.

**15. Covid Testing - School issued:** Will Covid tests be supplied to students? The school does not have access to the Covid test. Please contact your health professional.

**16. Desks/Tables - Students:** Will there still be **tables in JK & K**? No. Individual desks, 6 feet apart, will be in the entire school.

**17. Enrollment - Capacity:** Will enrollment be capped or closed on a certain day? We anticipate that the school will be at capacity on the first day of school. Our plan is to no longer enroll students after August 25. However, in many cases there will be a waitlist for certain classes. If a student is on the waitlist, then yes. If a seat free’s up, then the student on the waitlist will be granted admission.

**18. Extracurricular activities/ clubs: What about extracurricular activities, clubs, sports, etc?** Availability of clubs, extracurricular activities, and sports will be decided on a case-by-case basis. We expect they will be very limited for now.

**19. Facilities - Auditorium:** Since the **auditorium** will not be used for lunches, can it be **used as a classroom**, at least part time? Using it for classes in addition to gym classes will allow students to safely distance while still getting the benefits of instruction. We have always referred the auditorium as our “cafegymatorium”! It truly will be a multi used room for PE, Art, Music, and possibly a class or two.

**20. Field trips:** Will students go on **field trips** this year? There will not be field trips for now.

**21. Guidance - High School Applications:** What will **high school guidance procedures** look like for the Class of 2021 in light of the changes to placement testing, school year structure, and touring of potential choices now that options for tours have been largely available to students so far this year? Mrs. Gilman - our High School Placement Coordinator & Mrs. Humphrey - our Director of Curriculum & Instruction will reach out to parents in September for a seated or Zoom info meeting to start the process for high school applications. Timelines are provided as well as open house dates as high schools and specialty centers share with All Saints.

**22. Hand Sanitizer - Accessibility:** Would it be possible to have **Touch Free Hand sanitizer dispenser at each classroom door**? The school will purchase Touch Free Hand sanitizers and place them at various locations throughout the building. Hand sanitizer will be available in all classrooms.

**23. Hand Sanitizer - Accessibility:** With the school supplies and kids staying in one classroom, will the kids be able to keep **hand sanitizers** in their desk? Yes. Barring school state & federal guidelines indicating otherwise, students will be permitted to carry hand sanitizer with them.

**24. HVAC System - Precautions:** What can be done with **All Saints’ air circulation/ventilation system** to improve airflow? We have just recently had a licensed HVAC company come in and clean our entire HVAC system and install new filters. The percent of outside fresh air can be controlled by computer in all of our classroom air conditioning/heating units.

**25. Ice Cream - Sales:** Will the school sell **ice cream on Fridays**? No. Please plan accordingly.

**26. Illness - Teacher:** What is the plan for when a **teacher is sick**? Do we have enough **subs**? All Saints has a sub list and also utilizes available personnel (aides, teachers and even admin) when needed.

**27. Illness - Teacher/Sub:** How can we have a sick teacher and a sub in a class that needs to be quarantined? If one class is quarantined, then the entire school will move to virtual instruction. The school will remain closed until it can be properly sanitized and then in-person instruction will resume.

**28. Instruction - Anticipated Changes: How will instruction change** for students due to this new teaching approach? Each teacher will still bring their own strengths to their students. However, at 6 feet social distancing, in person instruction will likely look more structured than it had in the past.

**29. Instruction - Outdoors:** Could more **teaching be done outdoors** where transmission rates are lower? Yes. Teachers will be encouraged to spend time with the classes outside, weather permitting. The school is planning to set up a tent for outdoor learning.

**30. Instruction - PE Modifications:** Will there be modifications made in PE so that students aren't adversely affected by their mask during physical exertion? Yes. Often asthma or other respiratory challenges can affect a student's breathing. Accommodations during physical exercise will be granted based on student & parent requests. Please communicate these accommodation requests in writing to the PE teacher and the school nurse. The PE teacher will have the discretion to gauge the needs of the class regarding when to wear masks throughout the class.

**31. Insurance - Accident/Health:** If a student gets **Covid, is it covered under the school insurance**? As required by the Diocese, each year the school purchases secondary insurance which covers students in case of an accident while on school property. This will be provided as in the past. The school insurance does not cover illnesses, including COVID. There is an "Acknowledgment of Symptoms & Risk" form that the Diocese will require all parents/guardians to sign before a student begins the school year.

**32. Lunch - Food Allergies:** How will children with **food allergies** be kept safe? Students will eat lunch at their desk. Ideally 6 feet distance will help distance students from allergies. If necessary, additional accommodations can be made if a student needs more distance than 6ft.

**33. Lunch - Parent Delivery:** Will **parents be allowed to bring lunch** to the school from restaurants? Food from outside will not be permitted until further notice.

**34. Lunch - Plans & Protocols:** What about **lunch**? Lunch will be in classrooms until large gatherings are permitted. We will also suspend our Tuesday and Thursday hot lunch service.

**35. Masks - Breaks:** Will the kids have "**mask breaks**"? Teachers will be able to offer mask breaks to the students by taking students outside or giving them time in the classroom as needed to take a break.

**36. Masks - Protocols:** When will **masks** be worn? All teachers/staff and students are asked to wear masks at all times while in the building, other than the exceptions listed below. Students will be encouraged with positive reinforcement.

**37. Masks - Exceptions:** What are the **exceptions**? Masks can be removed while students are eating at their desks 6 feet apart, during recess or other outdoor activities while 6 feet apart, and during short breaks in the classroom as led by the teacher, while seated 6 feet apart.

**38. Masks - Ration:** You mentioned that the kids will be given **masks**, actually 5 and we appreciate that, will they be required to wear them during class? Will the teachers wear them as well and during class? Yes. All students and teachers will be required to wear their masks for the beginning of the school year (2 weeks) and then a review of the mask policy will begin based on CDC guidelines.

**39. Masks - Refusal to Wear:** What happens if someone refuses to wear their **mask** correctly? Teachers will be asked to enforce the mask rule for the class. If the student does not cooperate with the teacher, the student will be sent to the office and the parent will be called to pick up the student.

**40. Masks - Requirements:** Will students have to wear a **mask all day**? To start the year for the first two weeks, yes. Once a good handle on the screening process takes hold, it's possible that this requirement gets loosened. But, it's too early to know.

**41. Masks - Types/Materials:** What kinds of **masks** should be worn? Each student will receive five cloth masks as part of the uniform. They will also receive a pocket on a break-away lanyard to wear around their necks where they can store their masks when it is not being worn. Students should be prepared to wear their own mask on the first day of school when they will be given their school masks and the pocket.

**42. Mass:** How will **Mass** be handled? Mass will be held weekly for grade level groups (Jk-2, 3-5, 6-8) beginning after Labor Day in order to maintain social distancing in the gym.

**43. Mass/ Assemblies - Procedures & Protocols:** Can **Mass and other school events be done remotely** from the classroom or experienced by one class at a time? Yes. Mass and other school events will either meet social distancing guidelines or be postponed.

**44. Morning Drop-Off - Procedures:** How will **drop-off** look in the morning? Drop-off is open from 7:30-8 am allowing for staggered entrance into the school. It will look the same as drop-off last year.

**45. Notification - Covid Case:** What is the mechanism for **informing the school about positive covid cases and probable covid cases or exposure**? For instance, if a student's father is exposed at work, how will this be reported to the school? What will be the procedure for the student and the class of the student?

In the event of a confirmed Covid case, the School is required to notify the local Health Department and the Catholic Diocese of Richmond.

The school will notify families if the school is required to move to all virtual learning. Due to privacy laws, information about specific names and cases will not be shared with the public.

In the example above, if a student's father is exposed, the child will be asked to utilize the virtual learning option until either 1) the child takes a Covid test that comes back negative or 2) the child self quarantines for 14 calendar days.

**46. Nurse:** Does the school have a nurse?: Yes! Thanks to CARES-Act funds, we have hired a Registered Nurse, Marge Crowe, RN. She was a volunteer with All Saints last year and she will be at the school from 7:30am-12pm daily. Her desk is located at the front entrance.

**47. Outdoor Learning/Lunch - Usage:** Is there a way to offer **dedicated outdoor learning and lunchtime space** to be used as the weather permits? We will be setting up a tent so that one classroom can be outside.

**48. Pictures - Individual/Yearbook:** How will school **yearbook pictures** take place this fall? As in the past, we will call one class at a time to the gym for pictures in person 6 feet apart.

**49. Plan of Action - Published by School:** Will the school have a **published plan of action** available for parents if/when schools are required to go remote due to a return to COVID-19 Phase 2 or Phase 1 guidelines?

Yes. The school is required to submit reopening plans to the Office of Catholic Schools and the Virginia Council for Private Education for Phase 2 & 3. Those plans will be shared with the school community after August 15. Phase 1 plans will be all virtual learning and will be published as/if needed.

**50. Playground - Plans & Protocols:** Will the kids play on the **playground**?. For the first 2 weeks, the playground will be off limits until we assess whether it is safe to re-open the playground.

**51. PTO - Events:** Will any of the **PTO events** still go on, like Breakfast with Santa? PTO events will be virtual, at least until December. Details are being worked on by the PTO Board.

**52. PTO - Volunteers:** Will **parent volunteers** be allowed in the classrooms? No, not at this time. The PTO is working on ways for families to volunteer their 10 hours virtually. For more information about volunteering please see <https://www.allsaintsric.org/parents/pto/>.

**53. Recess - Procedures:** What will **recess** look like? Each class will take turns taking recess. The playground equipment will not be used for the first 2 weeks of school. Activities such as hopscotch, jump rope or walking the perimeter that can be done safely will be encouraged.

**54. Sanitation - Cleaning Products:** What kinds of **cleaning and disinfection products** are being used in the school? The school orders disinfection and cleaning supplies from various vendors. All products meet or exceed CDC cleaning requirements.

**55. Sanitation Process - Bathrooms:** How often will the **bathrooms** be cleaned? Bathrooms will be disinfected, at a minimum, once daily. However, the sanitation specialist will make sure to do regular checks throughout the day to ensure they are kept clean.

**56. Sanitation Process - Desks/Furniture:** How will **desks/furniture be cleaned**? The school has hired a sanitation specialist to circulate around the school throughout the day to help ensure common surfaces are disinfected.

**57. Sanitation Specialist - Availability:** Will there be a **janitorial staff member working during the school day** to disinfect high traffic and high use areas? Yes. We have hired a Sanitation Specialist to help go around the school and disinfect surfaces throughout the day.

**58. Schedule - Distance Learning:** If there is **distance learning**, what will the school schedule be? The goal will be to replicate the school day schedule. For example if students have lunch followed by "recess", then that time would be a break from virtual instruction/activities. We recognize that some students may need a recorded lesson.

**59. Schedule - Hybrid:** Will there be a **hybrid schedule (different students on different days)**? No. We plan to either be all in person and/or all virtual 5 days per week.

**60. School bus:** Will the **school bus** be used? No, we will not be using the school buses for now.

**61. Sinks - Classrooms:** Do all the **classroom sinks** work? How will **hand-washing** be built into the day's schedule? All the classrooms have a working sink with the exception of 4th grade. We have scheduled a plumber to check the working condition of the sinks.

**62. Social distancing - Classrooms:** What is the true **distance between students in the classroom**? Is it 6 feet or 3 feet? It is an honest 6 feet apart. All furniture in the classrooms is being removed and the floors stripped and waxed. The teacher's desk and the number of desks needed for that particular class are being put back in the classroom with a 6' distance between desks. The teacher is then only bringing critical items (bookcases, file cabinets etc) back into the room. Carpets, center tables (round, square, rectangle) are going into storage and will not be used. Desks will be in straight lines.

**63. Social Distancing - Students:** What will it look like for little kids to not **touch/hug**, etc.? Students will be trained on how to maintain social distancing.

**64. Supplies - shared:** Will the classrooms do away with "**community**" **things (supplies)** like pencil sharpener, dry erase markers for the board, etc. Each student will be required to store and use their own supplies at their given workspace.

**65. Supply List - Community:** What about doing away with the **community supply list**? Everyone just brings their own "stuff"? Yes. Students will be asked to bring their own classroom supplies and not share.

**66. Teacher Safety - Considerations:** What about **teacher safety**? Teachers will be issued masks and may request other PPE as they see fit for their individual needs and comfort level.

**67. Temperature Checks - Procedures: Will temperatures be taken?** The school nurse will take the temperature of students, faculty members, and staff before they enter the building. To attend school, one must have a temperature less than 100.4, following CDC guidelines.

**68. Testing - Covid Requirements:** Will it be **required** for the people who have been in **contact with someone with Covid** be **tested**? Not necessarily, if the school goes virtual for 14 calendar days, then students do not need to be tested. If the school seeks to reopen before 14 days, then yes, covid tests will be required for a student to reenter.

**69. Training - Parents:** Will there be training for parents in how to utilize online tools such as Google classroom, specific learning sites and programs the students are required to use? In many cases, online tools already have tutorials on how to use them that can be easily accessed without having to wait for the teacher to provide guidance. Teachers are always happy to answer questions about what programs/apps are being used.

**70. Training - Teachers:** What **training will teachers** receive to help them teach in this new way (without small groups, hands on projects, carpet time, etc.)? Teachers have been participating in many hours of professional development specifically designed to address best practices for virtual

learning/teaching. Teachers will also receive ongoing training throughout the year from the Diocese of Richmond and Catapult Learning Corporation.

**71. Tuition - Partial payments/Seat saving:** How can holding a spot for a child who may want to not return yet work? Can **partial deposits for saved spaces be utilized**?

The school will offer an in-person and virtual learning option so that learners can keep up with the content and skills presented in class. Keep in mind that this is extra work for the teacher. Partial payments will not be accepted nor will discounts be offered.

**72. Tuition - Refunds:** If families **change their mind right before school begins** will they receive their tuition payment back? No. Any funds that have been collected as a result of tuition payments already drafted will not be refunded. The school will work with families on a case-by-case basis to stop future payments.

**73. Virtual & In-Person Instruction - Planning:** Will there be an **option for families to opt not to have their child return** to the classroom but would like their child to still **remain an All Saints student and work remotely from home**? Yes. Parents will have the option of sending their child to school or having them take lessons virtually from home. Teachers will have the autonomy to choose one of three ways to deliver virtual instruction. 1) Teachers may broadcast themselves “live” on Zoom. 2) Teachers may record themselves and send out their instruction the next day electronically. 3) Teachers may find an instructional video archive of the lesson(s) taught in class and send those links to students.

**74. Waiver - Required signature:** Will I be required to sign a waiver before sending my child to school? Yes. There is an “**Acknowledgement of Symptoms & Risk**” form that every parent must sign before a student may come to school. If a student decides to take classes virtually, the form does not need to be signed until the first time the student comes to school. Parents may decide to move from in-person to virtual and vice-versa at any time. Please notify the teacher of your intention with as much lead time as possible.

**75. Water Bottles - Accessibility:** Can we supply water bottles for the classrooms in the event kids don't want to use the **water fountain**? No. However, students may bring their own clear water bottles.

**76. Water Fountains - Accessibility:** Will **water fountains** be accessible? Yes.... the water fountains by the office and in the cafeteria are touchless and can be used to refill bottles.

**77. Website - School/Covid info:** Can the school have a **COVID information link on the ASCS website**, housing all COVID related correspondence from the school, Diocese, and Governor? Link to include Phasing guidelines, orders, CDC recommendations, and our school's Covid Response Plan? Yes, please see <https://www.allsaintsric.org/parents/covid/>. We encourage parents to visit the page and help students prepare to return to school.

**78. Withdrawal - Policies/Procedures:** If a family decides to NOT return in the fall, will they be **foregoing their child's space** in the class for the remainder of the school year? Will they need to reapply? Be added to a waiting list for a full classroom? If a family decides to withdraw from the school by stopping tuition payments, then yes, the student will lose their seat in the school and he/she will need to reapply. If the classroom is full, then yes, they will be added to the waitlist.