

July 16, 2020

Dear Parents & Guardians:

We hope your summer is going well and that you and your family are safe and well. We write to share the latest updates on our plans to reopen school this fall. As you know, Virginia has moved into **Phase III** and Governor Northam has provided guidelines for schools to reopen. We are aware of the decision made by Richmond Public Schools to hold solely virtual instruction during the fall semester.

Since All Saints was built in the 1960's with classrooms big enough for 50 students, we are blessed to have exceptionally large classrooms in most of the school. *Our spacious classrooms allow for social distancing of six feet. As of now, we are excited to have the opportunity for our students to return to school in August. We will be open to teachers on August 17th and Student Orientation Day will be August 24th.*

According to Phase III, in-person instruction and learning will happen in the classroom for all students at the start of the school year. If a student needs to stay home due to a health concern, we will provide a **remote learning opportunity via Zoom and other online tools**. In addition, we are working on online learning plans in case we return to Phase II, which allows for in-person schooling for Jr-K-grade 3 and online learning for grades 4-8. We expect this will be a robust learning experience and will share these plans with parents before the start of school.

Earlier this month we convened a “**COVID Re-opening Team**” of parents, teachers and staff. This spring, we obtained “**CARES-Act**” funding which has enabled us to **hire a Registered Nurse** and a Sanitation Specialist, and to purchase PPE (personal, protective, equipment) along with other needed safety supplies. We are aggressively researching, planning, documenting, and preparing to keep our students, faculty and staff safe under these new conditions. We will communicate our comprehensive plan when it is completed and approved; however, we wished to share with you the following decisions made by the team as part of our return to school plan.

### **WHAT WE EXPECT AS OF NOW**

#### **Every day:**

- **Temperatures** will be taken 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.
- **Face Mask Coverings:**

- Five cloth face mask coverings are being provided for all students and faculty/staff
- We will teach and reinforce the use of cloth face mask coverings.
- Teachers, all staff members, and visitors are to wear face mask coverings when they are not able to maintain a 6ft distance in classrooms or when in communal spaces such as hallways, restrooms, gym, etc.
- Facemask coverings are to be worn by students in grades 4-8 when they are at a distance of less than 6ft in the classrooms or in communal spaces such as hallways, restrooms, gym, etc.
- Facemask coverings may be more difficult for our younger students in JK - 3rd grade but they will all be issued masks from the school and they are to keep them in their possession. They will be encouraged to wear masks when they are at a distance of less than 6ft in the classrooms and in communal spaces such as hallways, restrooms, gym, etc.
- However, parents have the right to require their children at any age to wear masks at school.
- We will clean surfaces throughout and after the school day. We have created a new position for a “**Sanitation Specialist**”. The Sanitation Specialist will be responsible for making sure surfaces are disinfected throughout the building.
- Our **nightly cleaning crew** will clean, for health and disinfect with the necessary chemicals. They will disinfect frequently touched surfaces in addition to their routine cleaning responsibilities.
- We will require that our **desks** maintain a physical distancing in classrooms of at least **6 feet**. All desks/students will be facing the same direction or sitting on the sides of tables at least 6 feet from another student.
- **Hand sanitizer** stations will be available at the main school entrance. Hand sanitizer is also available in all classrooms. Students are permitted to carry their own travel-size hand sanitizer at their desks.
- A **symptom survey** will be required to be completed by adults before they may enter the building.
- Medical grade PPE for our clinic and COVID-19 **isolation room** will be provided, surgical masks, gowns, gloves and face shields.
- Every Kinder-8th grader will be issued their own **personal Chromebook** that they may take home with them to be used for academic purposes only.
- **Morning Drop-off:** Parents will pull up following the normal drop-off procedures. Students will have their temperature taken before they enter the building. Students will not be marked as tardy until after all students in the carline have had their temperatures taken.

- Classroom **furnishings** will be limited to only essentials; with no soft seating or reading corners.
- **Seating charts** will be maintained in case there is a need for COVID-19 contact tracing in the event that someone in our community becomes ill.
- **Daily bus service** will be suspended during Phase 3.
- Tuesday and Thursday cafeteria **meals** and service will be suspended during Phase 3.
- After School Program **snacks** will be suspended during Phase 3.
- **Ice Cream** will not be available for students during Phase 3.
- **Lunch** will be eaten in the classrooms. Special caution and education will be taken for those classes who have a child/children with food allergies.
- **After School program** will be available; we are drafting new safety guidelines.

**Throughout the school day we will/students will:**

- **Social distance** at all times to include, but not limited to: walking to the carline, going to recess, etc.
- Require frequent **hand-washing breaks**. Most classrooms have a working **sink**.
- Stay within the **same group of students** as much as possible, with minimal movement to other classrooms.
- Middle School - Students will **remain in homerooms** in a specific seating chart as much as possible. Teachers will move from classroom to classroom according to the bell schedule.
- **Promote behaviors** that reduce the spread of COVID-19 (i.e. School supplies will not be shared).
- Utilize **restroom protocols** that include a limited number of students in a restroom at once, reminders of hand washing, and hand sanitizing before re-entering the classroom.
- **Students** with early dismissals are not permitted to return to school for the remainder of the day; we encourage that doctor/dentist appointments are scheduled for after school or late in the school day.

**School wide plans:**

- Teachers will be readily available to **“broadcast” their lessons on Zoom** so that students who are not able to (or parents choose not to) attend school in person can follow along virtually with the learning day.
- Post **new signage** throughout the building about foot traffic patterns, social distancing and proper hand washing.
- Provide a **space separate** from the clinic for students, faculty, or staff displaying COVID-19 symptoms.

- All faculty, staff and students will be informed of **health and safety expectations** prior to the start of school and reinforced throughout the school day.
- **Perfect Attendance** will not be awarded this year. It is our goal for students to be in school. However, we encourage students to stay home when they are sick.
- Families/parents will be **required to report** any contact by the family or student with persons diagnosed with COVID-19 or who are self-quarantining to school administration or the school nurse.
- No **field trips** will be completed out of the school building during Phase 3.
- No **guest speakers** will be permitted physically in the building.
- We will not allow **visitors** or volunteers into our school during Phase 3 in order to minimize the possibility of the spread of COVID-19.
- The PTO Parent Volunteer Hours requirements will not begin until we are able to host whole school events. We will adjust the ten hour parent volunteer requirement as needed.
- Regular maintenance and service will be provided to all **HVAC systems** to provide optimal ventilation throughout the building.

We are continuing to work on our plan daily and will provide frequent communication to keep you informed. Our plan will include procedures detailed in **CDC guidance** to promote behaviors that reduce the spread of infection, maintain healthy environments and implement operations to maintain the health and safety of the entire school community. As soon as our “Mitigation Health Plan” is complete, it will be shared with the All Saints community.

We recognize that this is an ever changing environment, but we are trying our best to make the best decisions possible for the well-being of our students, teachers, and families. We welcome your feedback and appreciate your participation in helping us provide a safe learning environment. Please send your comments or questions to the team via:

[wcoleman@allsaintsric.org](mailto:wcoleman@allsaintsric.org) or *para español* [mjaramillo@allsaintsric.org](mailto:mjaramillo@allsaintsric.org).

Sincerely,

Michael Kelleher, Principal  
The Covid-19 Re-opening Team