



Our Catholic Schools Shine Through

Reopening Our Schools in Phase III  
for the 2020-2021 Academic Year

Catholic Diocese of Richmond

## REOPENING OUR SCHOOLS FOR 2020-2021 IN PHASE III

The following guidance has been created after consultation and collaboration with a Reopening Our Schools Committee with representatives from across the Diocese including school administrators, teachers, nurses, technology, marketing, parents, and Diocesan representatives, the Office of Catholic Schools, all school administrators, members of the Diocesan Advisory School Board, and Diocesan leadership.

All the decisions being made are for the health, safety, and well-being of our faculty/staff, students, parents, and the greater community.

The directives and recommendations are based on The Phase Guidance for Virginia Schools first released by Governor Northam in June 2020 (including subsequent updates), the recommendations from the Centers for Disease Control and Prevention, the Virginia Department of Health and local agencies, and the Virginia Council for Private Education.

The directives and guidance will be reevaluated and updated as needed due to the fluidity of changing information as a result of all that is still being learned about COVID-19.

The Phase Guidance for Virginia Schools includes three phases that are aligned with the Forward Virginia phases and are designed to mitigate the risks of spreading COVID-19.

Our goal in moving forward in Phase III, with in-person instruction five days a week is to meet the spiritual and academic needs of our students in a safe and nurturing environment while also maintaining a safe and supportive environment for our faculty and staff.

Each of our 23 schools are different and the day to day operations in our schools will also look a little different but all our schools will be following the same core guidance and directives listed below.

### PHASE III Requirements for all Schools:

#### ✓ HEALTH SCREENING:

1. Each school must have a screening process for their staff, students, and visitors. These screenings should include temperature checks and health questions for faculty, staff, and visitors and temperature checks for students.
2. Faculty, staff, or students should not be at school with a temperature over 100.4 degrees. If they arrive at school with a temperature above that threshold, they should report to the designated isolation area until they are able to leave.
3. Questions for faculty, staff, and visitors:
  - You or anyone in your household DOES NOT have a new cough or new shortness of breath.
  - In the past two (2) weeks, you or anyone in your household has not had a fever.
  - In the past two (2) weeks, you HAVE NOT been exposed - less than six (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 Centers for Disease Control and Prevention.

#### ✓ PHYSICAL DISTANCING:

1. In classrooms, aim for a 6ft distance between students when possible but the physical distance can vary from 3ft. to 6ft. as needed.
2. Classroom furnishing should be limited to essentials only. Soft seating areas, reading corners, etc. should be removed to maximize space until a time that physical distancing is not required.
3. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart in lines and moving from one area to another.

✓ FACE MASK COVERINGS:

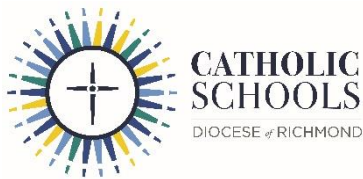
1. Teach and reinforce use of cloth face mask coverings.
2. Teachers, all staff members, and visitors are to wear face mask coverings when they are not able to maintain a 6ft. distance in classrooms or when in communal spaces such as offices, hallways, restrooms, school Masses, etc.
3. Face mask coverings are to be worn by students in grades 4-12 when they are at a distance of less than 6ft. in the classrooms or in communal spaces such as hallways, restrooms, school Masses, etc.
4. Face mask coverings may be more difficult for our younger students in PK through 3rd grade but they should all have masks with them and will be encouraged to wear them when they are at a distance of less than 6ft. in the classrooms and in communal spaces such as hallways, restrooms, school Masses, etc.
5. Developmentally appropriate or medically necessary accommodations should be made as needed.

✓ WHAT EACH NEEDS TO COMPLETED AND SUBMIT:

1. Mitigation Health Plan needs to be completed and sent to the OCS Superintendent, the VCPE, and your local health department.
2. VCPE Phase 3 Survey needs to be completed with the health plan uploaded.
3. Intent to Vary needs to be completed and sent to OCS Superintendent, the VCPE, and your local health department.
4. Reopening our Schools Checklist for 2020-2021 needs to be submitted to OCS Superintendent.

The following documents are included in this document for you reference:

1. Road Map to Reopening - pages 6-12
2. Health Plan Guidance -pages 13-16
3. Sample of a Notification to Vary – pages 17-18
4. Sample of a Health Plan – pages 19-21
5. Additional samples and guidance can be found on the VCPE website.



## Road Map for Reopening in Phase III

### Screening

- Each school must have a screening process for their staff and students. These screenings should include temperature checks and health questions for faculty and staff and temperature checks for students. Questions should be taken from the
- Faculty, staff, or students should not be at school with a temperature over 100.4. If they arrive at school with a temperature above that threshold, they should report to the designated isolation area until they are able to leave.
- Staff conducting health screenings will need to wear a mask to reduce the risk posed by the closer personal contact.
- Principals should consider the need for a contact tracing protocol when a student or staff member tests positive for or is exposed to COVID 19. Contact your local health department for procedures in reporting cases.
- Home is the first point on the screening continuum. Principals should educate and support faculty/staff and families on identifying the symptoms that indicate staff and students must stay at home. Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms could include calling the school, calling health-care provider, etc.

### Physical Distancing and Modified Layouts

- Limiting the physical interactions of students is one way to mitigate exposure to infectious disease. Physical distancing should be maximized in all areas of the school and may vary between 3ft. and 6 ft. Classroom furnishing should be limited to essentials only. Soft seating areas, reading corners, etc. should be removed to maximize space until a time that physical distancing is not required.
- Principals should also consider methods for physical distancing on buses, which could include assigned seating for riders. Limiting access to bussing may be required if appropriate distancing is not possible.
- Assign all seating in all areas to help track virus spread if a student or faculty/staff tests positive for COVID-19. Make sure the principal has up to date charts at all times as they will be needed if someone tests positive.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart in lines and moving from one area to another.

### Create Smaller Class Sizes When Possible

## **and Limiting Contact**

- Consider decreasing class sizes when possible to allow for more physical space between students in classroom setting.
- Limit mixing between groups
- Ensure that student and staff groupings (cohorting) are as static as possible by having the same group of children stay together and with the same staff (all day for young children, and as much as possible for older children).
- Stagger arrival and drop-off times or locations by cohort or put into place other protocols, to limit contact between cohorts and direct contact with parents as much as possible. If you have multiple entrances, consider assigning groups to specific entrances. Parents should not be walking students into the building during normal arrival and dismissal times. (plan on how to handle families with multiple grade levels in drop-off/pick-up scenarios)

## **Communal Spaces**

- Limit communal use of shared spaces such as cafeterias, auditoriums, and playgrounds; when using, stagger use and clean and disinfect between use of groups and make sure all students wash hands or use hand sanitizer after being in these areas.

## **School Masses and other Assemblies**

- Work with your Pastor or Chaplain to determine how and when school Masses will be celebrated
- Pastors/Chaplains/Schools would need to follow the guidelines in the current Emergency Preparedness Instruction Manual (at present, version 4) and incorporate those guidelines for school liturgies
- Masses in Churches would need to adhere to the established capacity guidelines with appropriate social distancing
- Masses in gymnasiums or auditoriums would need to adhere to the number of people permitted for large gatherings as determined by the current Phase – i.e. Phase 2 no gatherings larger than 50 people, Phase 3 no gatherings larger than 250 people; as well as adhering to 6ft. physical distancing which may reduce those numbers
- Any sort of assembling of students in gymnasiums, auditoriums, cafeterias, stadiums, individual rooms, etc. would need to adhere to the number of people permitted for large gatherings as determined by the current Phase - i.e. Phase 2 no gatherings larger than 50 people, Phase 3 no gatherings larger than 250 people; as well as adhering to 6ft. physical distancing which may reduce those numbers

## **Food Service**

- Serve individually plated or home-packed meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food

allergies.

- Use disposable food service items (i.e., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Food service staff are required to have standard operating procedures that ensure safe and effective handling of all food service-related equipment. These procedures should be reviewed, and staff retrained, as needed.

### **Staying Home when Appropriate**

- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Discourage perfect attendance awards and offering virtual learning and telework options, if feasible. Refer to the Emergency Preparedness Instruction Manual for employees' sick leave.
- Reduce or eliminate exclusionary disciplinary action as students have already experienced significant lack of services, educational opportunities, and isolation during school closure.
- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

### **Hand Hygiene and Respiratory Etiquette**

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.

### **Cloth Face Coverings**

- Teach and reinforce use of cloth face coverings.



- Teachers, all staff members, and adult visitors are to wear face coverings when they are not able to maintain a 6ft. distance in classrooms or when in communal spaces such as offices, hallways, restrooms, school Masses, etc.
- Face coverings are to be worn by students in grades 4-12 when they are at a distance of less than 6ft. in the classrooms or in communal spaces such as hallways, restrooms, school Masses, etc.
- Face coverings may be more difficult for our younger students in PK through 3rd grade but they should all have masks and will be encouraged to wear them when they are at a distance of less than 6ft. in the classrooms and in communal spaces such as hallways, restrooms, school Masses, etc.
- Developmentally appropriate or medically necessary accommodations should be made as needed.
- Face shields should not take the place of face coverings.
- Cloth face coverings are not medical grade Personal Protective Equipment (PPE), and medical grade PPE should be utilized instead of cloth face coverings in cases where medical care is being provided to a patient with COVID-19 symptoms in a school setting.

### **Adequate Supplies**

- • Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- • Identify staff who will need cloth face coverings or PPE based on the additional risk of physical contact due to their positions, including health service providers, related services providers, paraeducators, bus drivers, etc.

### **Signs and Messages**

- Post signs in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families, such as on school websites and in weekly emails or newsletters.

### **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces (i.e., playground equipment, door handles, sink handles, etc.) in-between use or as much as possible. Use of shared objects (i.e., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- When students are switching classrooms for classes, desks and chairs should be wiped down with sanitizing wipes between student usage.

- Drinking fountains should not be used for drinking from. They can be used to filling individual water bottles and should be cleaned after each use.
- If transport vehicles (i.e., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (i.e., hand hygiene, cloth face coverings).
- Develop a schedule for increased, routine cleaning.

### **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (i.e., assigning each student their own art supplies, equipment), or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (i.e., risk of falling, triggering asthma symptoms) to children using the facility.

### **Gatherings, Visitors, Field Trips**

- Pursue virtual group events, gatherings, or meetings, if possible, and promote physical distancing if gatherings are held. Limit group gatherings in any one space to the size restrictions as stated in current phase guidance.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible, especially with individuals who are not from the local geographic area (i.e., community, town, city, county).
- Visitors, including parents that need to enter the school building should complete the same health screening of faculty/staff, including temperature check and questions. They should remain in the main office area or to the designated isolation area if picking up a sick child.
- Until further notice, field trips should not be scheduled.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings as much as possible.

### **Designated COVID-19 Point of Contact**

- Designate a staff person to be responsible for responding to COVID-19 concerns (i.e., school nurse). All school staff and families should know who this person is and how to contact them.

### **Back-up Staffing Plan**

- Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up faculty and staff.

### **Staff Training**

- Train staff on all safety protocols.
- Conduct training virtually or ensure that physical distancing is maintained during training.

### **Sharing Facilities**

- Encourage any organizations that share or use the school facilities to also follow all these same considerations. Those organizations should also be responsible for cleaning and sanitizing the areas they use.

### **Focus on Mental Health**

- It is critical for schools to focus on the mental health and well-being of staff and students. Mental health concerns can be identified and supported both at home and at school, and it is important for schools to consider the mental health of its entire school community.

### **Support Coping and Resilience**

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Ensure staff are educated on the signs and symptoms of anxiety and depression.
- Schools should leverage their school counselors and social workers to support staff and students.

### **Advise Staff and Families of Sick Students of Home Isolation Criteria**

- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.

## **Isolate Those Who are Sick**

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.
- Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.

## **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify local health officials, the Office of Preparation, the Superintendent, and the Director of Human Resources immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Follow the guidance provided on how whom all should be notified and what steps need to be taken.



**OFFICE OF CATHOLIC SCHOOLS  
REOPENING SCHOOLS FROM COVID-19 PANDEMIC 2020  
GUIDANCE FOR MIGRATION HEALTH PLAN**

**Key Element #1 – Planning to Reopen**

This section of the plan should include, but is not limited to, the following:

- a. Establish a COVID-19 team within the school and a point person at each school.
- b. Know the contact information and procedures for reaching the local health department.
- c. Plan for health and absenteeism monitoring/approaches.
- d. Develop a communications strategy that includes:
  - i. Orientation and training for staff and students specific to new COVID-19 mitigation strategies;
  - ii. Plans for communication with staff, parents, and students of new policies;
  - iii. Plans for how to communicate an outbreak or positive cases detected at the school.
- e. Participate in community response efforts.
- f. Prepare your school's student health services:
  - i. Assure provision of medical-grade PPE for health services staff;
  - ii. Assure and maintain typical (non-COVID-19) health services;
  - iii. Provision of mental health services.

**Key Element #2 - Promoting Behaviors that Reduce the Spread of COVID-19**

This section of the plan should include, but is not limited to, the following:

- a. Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:
  - i. Hand hygiene and respiratory etiquette,
  - ii. Use of cloth face coverings,
  - iii. Staying home when sick,
  - iv. Encouraging physical distancing.
- b. Maintain adequate supplies to promote healthy hygiene.
- c. Provide signs and messaging to promote healthy hygiene.
- d. Promote physical distancing - maximize the distance between students – can vary between 3ft-6ft

- i. Modify layouts of classrooms, communal areas and buses (if applicable) to ensure social distancing is maintained.
- ii. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.
- iii. Limit size of gatherings consistent with Executive Orders and impose physical distancing place during gatherings. Discuss attending Masses with Pastors and Chaplains. If Masses are in a Church, adhere to guidelines set forth for the Church, if Masses are held in gymnasiums or auditoriums adhere to the current size limit for gatherings.
- iv. Follow relevant Virginia Phase Guidance for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities. High school sports should also follow and adhere to all local conference and VISSA guidelines.

### **Key Element #3 - Maintaining Healthy Environments**

This section of the plan should include, but is not limited to, the following:

- a. Plan for daily health screening questions and temperatures checks for faculty/staff. Daily temperature checks for students.
- b. Hygiene Practices:
  - i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
  - ii. Provide additional hand sanitizer/ handwashing stations.
  - iii. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).
- c. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- d. Ensure that water systems and features are safe to use after a prolonged facility shutdown.

### **Key Element #4 - Maintaining Healthy Operations**

This section of the plan should include, but is not limited to, the following:

- a. Implement protections for staff and children at higher risk for severe illness from COVID-19.
- b. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.
- c. Implement sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed. Follow guidelines set in the *Emergency Preparedness Instruction Manual for Parishes, Schools, and Campus Ministries*, located in the Extranet.
- d. Train back-up staff to ensure continuity of operations.

### **Key Element #5 - Preparing for When Someone Gets Sick**

This section of the plan should include, but is not limited to, the following:

- a. Separate and isolate those who present with symptoms.
- b. Facilitate safe transportation of those who are sick to home or healthcare facility.
- c. Implement cleansing and disinfection procedures of areas used by sick individuals.
- d. Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps. Notify the Office of Preparation and the Superintendent of any individuals who test positive for COVID-19.



**Key Element #6 - Planning to Close**

This section of the plan should include, but is not limited to, the following:

- a. Determine which conditions will trigger a reduction in in-person classes.
  - i. Executive Orders that changes the operational phase in *Forward Virginia* – i.e. move into Phase 2
  - ii. Faculty member or student tests positive for COVID-19.
- b. Determine which conditions will trigger complete school closure.
  - i. Executive Orders that changes the operational phase in *Forward Virginia* – i.e. move into Phase 1





### Notification to Vary from Phase III Guidance

#### SECTION ONE:

- St. Edward Epiphany School, 10701 W Huguenot Road, 23235
- Head of School: Tracy Hamner, Principal
- Contact: Tracy Hamner, Principal
- [thamner@seeschool.com](mailto:thamner@seeschool.com)
- Office Phone: 804-272-2881, Cell: 804-894-1554

#### SECTION TWO

Have you submitted your health plan to VCPE? (check all that apply)

- Phase II plan submitted- Yes, Submitted on 6/25/2020
- Phase III plan submitted- Not available

Information About Variability

- During which Phase do you plan to vary from the Phase Guidance?
  - Phase Three

What in-person instruction or programming do you intend to offer that varies from the Phase Guidance?

- We will be varying our physical distancing precautions to between 3-6 feet in all of our classrooms and buildings. This slight variance allows us to adhere to the guidance of limiting communal spaces and restricting the mixing of students.

When will such offerings begin?

- This variance will begin on the first day of instruction which will be Monday, August 24, 2020.

What, if any, in-person athletic or extracurricular offerings do you intend to offer?

- We plan on offering cheerleading, soccer, cross country and flag football.

When will such offerings begin?

- These sports will begin September 1, 2020, after we have opened school successfully.

#### SECTION THREE

Will your health mitigation strategies vary from the Phase Guidance? **YES**

If you answered “Yes” to the previous question, please clearly explain how your school plans to vary from the health mitigation strategies in Phase Guidance for Virginia Schools.

- We will be varying our physical distancing precautions to between 3-6 feet in all of our classrooms and buildings

What public health metrics or considerations informed your decision to vary from the health mitigation strategies within the Phase Guidance for Virginia Schools?

- We consulted with the Diocese of Richmond, the Chesterfield Health Department, CDC guidelines and the 2020 Recover, Redesign and Restart Plan from the state of Virginia.

Have you consulted your local health department in the development of your plan to vary from the Phased Guidance for Virginia Schools?

- **Yes**

St. Edward-Epiphany Catholic School  
10701 W. Huguenot Road, Richmond, VA 23235  
Phase III Reopening Plan

**1) Planning to reopen**

- a. COVID-19 Response Team
  - i. Kelly Lazzara (Superintendent of Schools), Tracy Hamner (Principal), Justin Andrew (Assistant Principal), Karen Krack (School Nurse), Cynthia Duke (Admissions Coordinator), Adam Burgess (School Counselor)
  - ii. School Point Person- Tracy Hamner- [thamner@seeschool.com](mailto:thamner@seeschool.com) 804-272-2881
- b. Local Health Department Contact: Chesterfield Health Department- Mary Church- 804-706-2535
- c. All health and absenteeism information will be tracked using our FACTS student information system. All staff and response team have access to this information and this will keep the information current and up to date.
- d. We will continue to operate using our communication plan that is in place. We will communicate with all stakeholders using a variety of communication methods. We will use email, our website, social media, phone calls, text messages and weekly Tuesday folders to disseminate information.
  - i. Teachers will be trained during the week of August 17<sup>th</sup> by Nurse Karen Krack on proper hygiene and new safety protocols
  - ii. Teachers will also be trained by Adam Burgess our school counselor on Social and Emotional impacts of reopening.
  - iii. We will continue to communicate with all stakeholders using FACTS, phone calls, emails, videos and letters.
  - iv. In the event of an outbreak, we will communicate immediately with the Diocese and the Department of Health. Then, we will communicate with all stakeholders while also adhering to all privacy laws.
- e. St. Edward Epiphany School will participate in all community response efforts that are appropriate for our school community.
- f. We have a full-time school nurse, Karen Krack, who has been working with Diocesan staff as well as state and local medical officials.
- g. We will order all necessary PPE for the school nurse, as well as all staff members.
- h. We will continue with full-time nurse services.
- i. Our school counselor, Adam Burgess, is working on a plan to address social and emotional learning for all students. All students and teachers will have access to counseling services.

**2) Promoting Behaviors That Reduce Spread of COVID-19**

- a. During teacher work week, all staff will be trained on COVID-19 prevention. Nurse Karen Krack will lead this training. On the first day of school, all students will be trained on the new safety protocols and proper hygiene. Packets and videos will be sent home to families to discuss our plan. Our plan will include:
  - i. Hand hygiene and respiratory etiquette,
  - ii. Use of cloth face coverings,

- iii. Staying home when sick,
  - iv. Encouraging physical distancing.
- b. St. Edward Epiphany School will maintain adequate supplies to promote healthy hygiene. This includes soap, hand sanitizer and cleaning materials.
- c. Signs will be posted around St. Edward Epiphany School promoting proper hygiene and hand washing. This includes all bathrooms.
- d. We will promote physical distancing in a variety of ways.
  - i. Classrooms will be modified to maximize space between students. All extra furniture will be removed from the room. Students will not congregate at lockers which will allow more spacing. We will use extra classrooms and space to allow for students to spread out.
  - ii. Art, music, library, Spanish classes will take place in their homeroom class to minimize movement.
  - iii. Buses will be spaced to only allow one student per row unless members of the same family. We will try to leave one row between students as much as possible.
  - iv. All students will bring their lunch for the first few weeks of school. We will not be providing milk or any lunch. Students will either eat lunch in their classrooms or outside.
  - v. We will not have any gatherings of students or parents over 50 people and we will maintain social distancing.

### **3) Maintaining Healthy Environments**

- a. All staff will be checked prior to entering the building by self-service kiosk that checks temperature. Students will be checked for temperature and medical history questions by staff members as they arrive to school.
- b. Hygiene Practices:
  - i. Fox Cleaning is our contracted cleaning service. We have reviewed and updated our cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
  - ii. We will provide additional hand sanitizer/handwashing stations outside and inside of each classroom.
  - iii. We will ensure that all students have necessary supplies and avoid sharing as much as possible.
- c. ETec Mechanical maintains our AC system and they have checked and cleaned filters. They will continue per their contract.
- d. All water systems have been checked and are operational.

### **4) Maintaining Healthy Operations**

- a. We will have a Virtual Learning options for all students and staff at higher risk for severe illness from COVID-19.
- b. We will not be hosting any gatherings over 50 and there will be no field trips. We will limit the amount of volunteers in the building, and all volunteers will be given a medical check before entering the building.

- c. The Diocese of Richmond has implemented sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
- d. We have instructional aides and other staff that have been trained as back-up staff to ensure continuity of operations.

**5) Protecting vulnerable individuals (e.g. 65+, underlying health conditions):**

- a. We will have a Virtual Learning options for all students and staff at higher risk for severe illness from COVID-19. We will also offer telework options when possible.
- b. The Diocese of Richmond has implemented sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
- c. The Diocese of Richmond has developed the policies for return to class/work after COVID-19 illness.

**6) Preparing for When Someone Gets Sick**

- a. We will separate and isolate those who present with symptoms in the nurse's office.
- b. We will call the parents of any students who show symptoms. If needed, we will facilitate safe transportation of those of who are sick to home or healthcare facility.
- c. We will clean and utilize our Clorox hydro static machine for areas used by sick individuals.
- d. The principal or assistant principal will communicate with local health department to initiate public health investigation, contact tracing and consultation on next steps.

**7) Planning to close if necessary, due to severe conditions.**

- a. We will work with the Diocese of Richmond and local health authorities if severe conditions arise. We will decide if we need to shut down the school completely or isolate certain grades.