

In our St. Anne School, we believe we are better together. We are a family; we are many parts of one Body of Christ. These beliefs drive us to our shared purpose, our mission. We want to nurture our students to be lifelong learners and lovers of learning. We also know we are always learning and that we learn better together.

Below is a step-by-step plan for the opening of our school for the 2020-2021 school year. Nothing is set in stone, and as information changes, so will our plan. However, the basic premise will remain the same: keeping our students, faculty, and staff safe.

Just as parents are the first teacher of children, parents are the first step in our plan. It is crucial that parents remain diligent in monitoring each child's health and signs of illness. An incredible amount of responsibility is on each parent to honestly report any health issues that would affect our school community.

This plan is based on The Phase Guidance for Virginia Schools, CDC guidance, VDH, the Virginia Council for Private Education, and the Office of Catholic School in Richmond. The team consists of Billie Schneider (Principal), Pat Johnson, (Assistant Principal), Deb Miller (Preschool Director), Scott Thiers (Middle School Coordinator), Sumer Rayburn (cafeteria Manager) Leigh Anne Bracher (First Grade Teacher), and Amy Thomas (Third Grade Teacher).

Local Health Department Contacts: Health Department- Karen Shelton, M.D., and Carrie Long, RN, Physician consultant, Dr. Jim Schrenker, M.D..

## Screening

- Upon arrival at school there will be a daily screening process for faculty and students. Any children/faculty who exhibit symptoms will not be permitted to attend school. These screenings include temperature checks and health questions for faculty and staff and temperature checks for students. Questions will include:

*Do you or anyone in your household have a new cough or new shortness of breath?*

*In the past two (2) weeks, have you or anyone in your household had a fever?*

*In the past two (2) weeks, have you 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 CDC?*

- Faculty, staff, or students should not be at school with a temperature over 100.4. If they exhibit symptoms, or have a temperature above that threshold, they will be sent to the designated isolation area until they are able to leave. The designated isolation area is the conference room across from the nurses station, where they will be monitored until they are picked up.
- Staff conducting health screenings will need to wear a mask to reduce the risk posed by the closer personal contact.

- Home is the first point on the screening continuum. 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 providers, etc.
- The number one method to reduce the spread of COVID-19 (along with other illnesses) is to have students stay home if they are having any symptoms, or if they know that they have been exposed to the COVID-19 or any other contagious disease. Parents must notify the school if their child has been exposed to COVID-19 for tracking and proper quarantining purposes. All policies in the parent handbook related to all illnesses will be strictly enforced.

#### Morning Drop Off Procedures for 2020-2021 (with COVID-19 regulations/screenings)

Drop off/ pick up points are the same for the 2020-2021 year. Students in grades 6-8 and younger siblings use the east side of the gym from Oakview. Students in grades pre3-5<sup>th</sup> use the upper parking lot by the flagpoles. A screen station will be set up in both locations.

#### **Morning drop off and afternoon dismissal policy procedures for 2020-2021** (with COVID regulations/screenings)

In all efforts to limit the amount of individuals in and out of the school building morning drop off/afternoon pick up procedures will be as follows.

Extended drop off times- 7:45-8:20

- For morning drop off, parents will remain in cars and proceed in the drive up car line. Families will be greeted by a faculty member beginning at 7:45. The faculty member will do a screening while the student(s) remain inside the vehicle. After the screening (temperature) staff will assist getting students out of the cars.
- While in their cars, parents do not need to wear a mask.
- Students will wear mask upon exiting the vehicle and entering the school building.
- As the students enter the school building they will go directly to their homeroom classroom where teachers will be waiting for them. **Parents are not permitted to walk students into the school building/classrooms at this time.** We will have additional staff members in the halls ensuring students get to classrooms in a safe and timely manner. Once student safety patrols are assigned they will also assist in the halls during arrival and dismissal.
- If you arrive after the drop off times, you will be required to check in through the office and COVID protocols (taking temperature and questions) will be required.

#### **Afternoon Dismissal Procedure, beginning at 3:00**

- Afternoon dismissal will be completed from individual classrooms, or in small groups consisting of no more than 2 classrooms in a “common area” where three to six feet of social distancing can occur. When social distancing is improbable, masks will be worn.

- The middle school will be dismissed from the gym, but they will practice social distancing in the common area. Again, faculty members and safety patrols will be in hallways assisting children during dismissal. Faculty members will also be assisting students to the cars as parents drive up in the car line. **Parents are to remain in their cars.** Congregating in groups on the sidewalk or parking lot is not permitted. No one enters the building as students will be brought to your vehicle.

## Physical Distancing

- In accordance with phase three recommendations (or the current phase we are in), physical distancing between 3-6 feet will be maintained in classroom environments to the best of our ability. Desks, furniture, and classroom environments will be arranged to support physical distancing. Assigned seating will be required in all classrooms, common areas and on the school bus. This will be used to help track virus spread if a student or faculty/staff member tests positive for COVID-19. All charts will be updated and a copy will be kept in the main office for reference.
- Areas will be marked with tape and additional signage to help ensure social distancing.
- Each student will have individual classroom supplies rather than shared materials when possible. (Parents must label supplies being brought to school and can bring them to the back to school information night).
- To limit student contact with one another, in most instances students will stay static in one classroom, instead teachers will move from classroom to classroom. Where social distancing can occur, students will travel to different classrooms (gym, music, etc). Middle school students will not be changing classrooms at this time. Teachers will come to their homerooms.
- In common areas or when social distancing cannot be maintained (halls and other shared spaces or small group instruction) masks will be worn by students and faculty. Parents MUST provide masks for their children.
- At this time there will be no outside food brought into the school for whole classroom activities or celebrations (this includes special activities like birthdays). Individually wrapped items may be brought in for snack time. Preschoolers do not bring in snacks, they are provided by the school, following CDC guidelines.
- Adequate supplies and signage will be provided to promote healthy hygiene (sanitation stations) and proper hand washing procedures will be taught and implemented by all students and faculty.
- An education/training plan will be implemented for staff, students and families. Parent training will occur during the MANDATORY back to school night prior to the start of school. Student supplies (labeled) need to be brought to the classroom teacher on the designated night for your family.
- Limiting the physical interactions of students is one way to mitigate exposure to infectious disease. Physical distancing will be maximized in all areas of the school and may vary between 3ft. and 6 ft. Classroom furnishing will be limited to essentials only. Soft seating areas, reading corners, etc. have been removed to maximize space until a time that physical distancing is not required.

- We will not have field trips until further notice. We will pursue virtual activities and events in lieu of field trips, student assemblies, special performances and school-wide parent meetings as much as possible.
- Desks will be turned to face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart. Clear barriers may also be used to promote safety when necessary.
- Physical guides, such as tape on floors or sidewalks and signs on walls, will be provided to ensure that staff and children remain at least six feet apart in lines and moving from one area to another.

### **Communal Spaces**

- Communal spaces such as cafeterias, auditoriums, and playgrounds will be limited. When communal space is being used, usage will be staggered to clean and disinfect between groups and time will be allotted to make sure all students wash hands or use hand sanitizer after being in these areas.
- Areas of shared space will be addressed with safety protocols specific to each space. For hallways, students, teachers and staff will wear masks and will social distance whenever possible. For larger gatherings in communal spaces such as the gym and church, social distancing will be observed and masks will be worn by all in attendance.
- For outdoor areas including playground and other play areas, students will wear masks when closer than 6 feet apart. Following any gathering of people in a communal space, all students, teachers, staff and others will wash hands and/or use hand sanitizer.
- Students will be allowed to wear their PE uniforms, on PE days, all day instead of changing to limit crowding during changing.

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

- Gatherings and meetings will be limited to the number of people advised by the CDC for the phase that we are currently in. There will be appropriate distance spacing of six feet apart.
- Non Essential visitors/volunteers will be limited from entering the school. Any visitor/volunteer, including family members, will enter the school building at the main entrance by the office. They will be required to complete the health screening prior to entering. They are required to follow procedures set in place to limit the spread of COVID-19 including but not limited to masks and proper hygiene practices.
- If parents are picking up a sick child, they will need to stay in the school office area.
- The number of nonessential visitors, volunteers, and activities involving outside groups, will be limited, especially visitors from outside the area. Volunteers must be preapproved and based on need.
- Field trips will not be scheduled until the CDC advises that it is safe.
- The school will plan for virtual activities instead of leaving the school. The students will attend virtual activities, field trips, special performances, assemblies, and school-wide parent meetings as much as possible.

### **School Masses and other Assemblies**

- Weekly school Masses will be celebrated and live streamed into the classrooms. Small grade level groups will rotate attending Mass in person. (Grades 3-8)

- Any sort of assembling of students in gymnasiums, auditoriums, cafeterias, stadiums, individual rooms, etc. will 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

For the first two weeks students will be eating in the classroom, but when we return to using the cafeteria the following protocols will be followed.

- In the cafeteria to maintain social distancing during food service, classes will enter and follow distancing markers located on the floor for proper spacing. When entering the serving line, students will remain distanced using marked guidelines.
- Lunches and snacks will be served following spacing throughout the line and the checkout station. Once lunches are picked up, students will sit in assigned seating, observing social distancing guidelines. It is important for students to remain in assigned seating arrangements so that contact tracing may be used when necessary.
- Students will dispose of trash in an ordered pattern so that they remain distant from others. Students and adults will wash hands and/or use hand sanitizer following lunch service.
- Food service will operate under CDC guidelines, while also observing Health Department regulations. Students may either bring packed lunches from home or purchase school lunch. The CDC *recommends* that all items packed in lunches be individually pre-packaged items. In compliance with our allergy protocols, students should avoid packing items which are allergy risks for other students. (allergy policy in parent/student handbook).
- Students who pack lunches may purchase drinks and/or snacks, which will be served following health guidelines. All prepared lunches will be prepared and served following CDC and Health Department regulations. Cafeteria staff will wear masks and gloves and follow health department guidelines for safe food preparation. All snacks and drinks sold will be individually packaged.
- Prior to entering the cafeteria, all students, teachers and staff will wash hands with soap and water. Students will enter the serving line, following distancing guidelines. Bottled water will be available, as self-serve containers are not permitted at this time.
- Students will be assigned specific seating arrangements while in the cafeteria. It is important that all students follow seating arrangements and remain properly distanced while eating. Students who would like seconds of an entree or wish to buy ice cream or another item will follow guidelines regarding waiting in line using distancing protocol.
- Following lunch service, students and adults will wash hands with soap and water.
- Snacks which are brought from home should be pre-packaged individually. No snacks should be sent from home with intent to distribute to the class. Preschool snacks will be provided by the school and will be pre-measured for each student.

## **Hand Hygiene and Respiratory Etiquette**

- All students and adults are reminded to wash hands thoroughly with soap and water as often as possible, but especially during restroom visits and after sneezing or coughing. Thorough hand washing consists of at least twenty seconds of washing hands with soap and water. Hands should be dried with a single-use paper towel.
- After washing hands, common surfaces should be wiped with a disinfectant. If hand washing is not possible, hand sanitizer should be used instead. Sanitizer should have at least 60% alcohol content.

## **Staying Home when Appropriate**

- St. Anne School employees and students who are sick or who have recently had close contact with a person with COVID-19 must stay home.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
- If a teacher is in 14 day quarantine, they will use live streaming and Zoom lessons directly into the classroom. Substitutes or other staff will be used to help monitor and ensure learning.
- Extra bathroom sanitation will be completed on a regular schedule throughout the day.

## **Cloth Face Coverings**

- Teachers will teach and reinforce use of cloth face coverings.
- Teachers, all staff members, and adult visitors will wear face coverings when they are not able to maintain a 6 ft distance or when in communal spaces such as hallways, restrooms, etc.
- Face coverings are to be worn by students in grades 4-8 when they are at a distance of less than 6ft. and in communal spaces such as hallways, restrooms, etc.
- Face coverings may be more difficult for our younger students in Preschool through 3<sup>rd</sup> grade, but they should all have masks and will be encouraged to wear them when they are at a distance of less than 6ft., especially in communal spaces such as hallways, restrooms, etc. Developmentally appropriate or medically necessary accommodations will be made.
- Dependent on the activity, face masks may be needed in the classroom setting at the discretion of the teacher, when social distancing cannot be maintained.

## **Adequate Supplies**

- We will 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 trash cans. We have installed no-touch paper towel dispensers in all bathrooms.

## **Signs and Messages**

- Signs will be posted 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.
- Reminders and messages will be sent regularly 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.
- Floor markings will be in place as reminders to stay 6ft apart while in transition.

## **Cleaning and Disinfection**

- Frequently touched surfaces (i.e.; door handles, sink handles, etc.) in-between will be cleaned and disinfected frequently, or as much as possible. Use of shared objects (i.e., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.
- If students switch classrooms, additional time will be given to allow for desks and chairs to be wiped down between student usage.
- Drinking fountains will not be used for drinking. We will have several water dispensers that can be used to fill individual water bottles. Personal use water bottles should be cleaned regularly, at home.
- A schedule for increased, routine cleaning and sanitizing will be followed.

## **Shared Objects**

- Shared items will not be encouraged. If they are shared, they need to be cleaned and disinfected.
- Students will have their own supplies secured in their desk, cubby, or backpack. These items will need to be labeled.
- Supply needs for activities will be planned to minimize sharing of high touch materials. If there are insufficient supplies for each child, there will be proper cleaning and disinfecting between use. When possible, teachers will prepare individual kits or tool boxes to help keep supplies clean for each user.
- Items such as electronic devices, toys, books, and other items used for learning will not be shared unless needed. After each use of shared items there will be a thorough cleaning and disinfection.

## **Ventilation**

- Ventilation systems will be properly maintained to operate properly. Regular filter checks and filter replacement will help maintain air circulation. St. Anne School's air system pulls fresh air into the system. It does not just continue circulating the same air.
- Extra breaks, walks, and lessons outside will be part of the daily routine to ensure students get fresh air.

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

- Wendy Cheers will be St. Anne School's designated staff for COVID-19 related concerns.

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

- Absenteeism of students and employees, will be maintained through Renweb. Substitutes and volunteers (when allowed) will be trained on all COVID-19 protocols. A roster of trained back-up faculty and staff will be maintained by the school office.

### **Staff Training**

- Faculty and staff will be trained on all safety protocols.

### **Sharing Facilities**

- No outside organizations will be using our facilities until further notice.
- At the point that organizations can use our facilities, they will be responsible for cleaning and sanitizing the areas they use. They will also follow health and safety protocols that are in place at that time.

### **Focus on Mental Health**

- It is critical for us 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.

### **Support Coping and Resilience**

- St. Anne encourages 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.
- St. Anne School also encourages employees and students to eat healthy, exercise, get sleep, and find time to unwind.
- The school will continue to encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- The school will ensure all the staff is educated on the signs and symptoms of anxiety and depression.
- Jean Harley, our school counselor will be available if needed 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.

### **Isolation of Those Who are Sick**

Students and staff members are not to return to school until they have met the CDC's criteria for discontinuation of home isolation. Keep in mind St. Anne's policy that students must be fever free for 24 hours

without medication before returning to school. In addition to new COVID-19 health regulations all past policies related to illnesses still apply (refer to parent student handbook).

The following is a summary of the CDC's criteria for discontinuation of home isolation. (Please see CDC.gov for more detailed information.)

If Covid-19 symptoms are present or you know you have Covid-19, return to school will be allowed **after** the following guidelines have been met.

- 3 days with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 14 days since symptoms first appeared

If tested positive for Covid-19 and no symptoms are present, return to school **will be allowed after**:

- 10-14 days have passed since the test

**If a student or staff member has a family member with Covid-19 or has been exposed to someone with Covid-19 symptoms or tested positive for Covid-19, they are to remain home and contact the school.**

- All staff or families should not come to school if they or a close family member has been exposed or has been diagnosed with COVID-19. They should notify school officials if they 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.
- If at school they will immediately be separated. 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.
- The school will designate an isolation room or area to separate anyone who has COVID-19 symptoms or a fever, but does not have symptoms. This area will be used by the individual until they can be picked up or leave campus safely. Afterwards, the area will be deep cleaned and disinfected.
- When symptomatic behaviours become apparent, the Bristol City Health Department will be contacted and we will follow their recommendations and guidelines. Each case will be dealt with individually.
- Plans are in place for students who are in quarantine and these plans include: live-streaming, videos, or asynchronous lessons. Nicole Hughes is the designated online/virtual learning coordinator to help assist if this becomes a need.

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

- In accordance with state and local laws and regulations, school administrators will 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).
- Those who have had close contact with a person diagnosed with COVID-19 are to stay home for 14 days (CDC.gov) and self-monitor for symptoms and follow guidance of the CDC if symptoms develop.

- The school will follow the guidance provided on how all should be notified and what steps need to be taken.

Use the following links for additional information:

[www.cdc.gov](http://www.cdc.gov)

[www.vdh.virginia.gov](http://www.vdh.virginia.gov)