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**Sacred Heart Catholic School**  
**2020-2021**



**JULY 22**

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**COVID-19 Plans and Procedures**

# Welcome Back

## Reopening 2020-2021

Dear Parents,

I believe everyone is excited to come back to school, but for many that excitement does not come without anxiety. Our goal is to put into place procedures and protocols that allow students to return to school, keep students and faculty safe, and allow our community to feel comfortable and protected while at Sacred Heart School. To do this, we plan to monitor students upon arrival, keep cohorts together, limit crossing grade levels, maintain proper distances, utilize face coverings, clean regularly, and promote proper hygiene.

This document outlines the procedures and policies we plan to adopt at the start of school. It is anticipated that Virginia will be in Phase III when we return and the policies and protocol in this document reflect what is necessary under Phase III to reopen. If Virginia is in a different phase, or is anticipated to be in a different phase, revisions will be made to this document.

Although the protocol and procedures may seem overwhelming or even restrictive, they are necessary to allow us to reconvene as a school family. We appreciate your support by following the protocol. Keep in mind that it is feasible to lessen restrictions if it is appropriate, but it is challenging to add more once we begin. Our intent is to keep everyone healthy and safe to avoid a need to close.

Guidance is given by the Diocese of Richmond, however autonomy is given to individual schools to implement the necessary guidelines based on their community, size, or other factors.

Please do not hesitate to contact me with any questions, comments, or concerns.

Sincerely,  
Kira Kania  
Principal



# Safe Environment

## Arrival Procedure

Students will have temperatures taken upon arrival prior to parents leaving and parents will be asked the following questions.

- Have any of your children you are dropping off had close contact (within 6ft for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
- Do any of the children you are dropping off have fever, chills, shortness of breath, new cough, or loss of taste or smell?
- Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?
- Has your child been given any fever reducing medicine this morning?

Screening should be able to take place prior to a student leaving the car. This should allow the process to move quickly. We also have developed plans for three drop off locations to allow for it to run smoothly. The first drop off location will be in the back-playground area. Junior Kindergarten students and students in grades 3-5 should use this entrance. The front doors will be the second available entrance. This should be used by students in kindergarten through second grade. The third drop off location is by the doors to the middle school wing for middle school students. If your children range in age, rather than using multiple drop off locations, please use one entrance that is most logical for your family.

Once in the building students will report directly to their classroom. **Students can arrive as early as 7:45 AM.** At this time, our focus will be on screening and getting students safely into their classrooms. While this practice is in place, we will not be able to offer Before Care.

## Afternoon Dismissal Procedure

Students will dismiss from their classroom and through the front doors only. To minimize the amount of people in the building at a time, parents are asked to utilize the car circle line and to remain in their cars for pick-up. Students will be called individually through the PA system. We will stagger dismissal by grade levels to aid in traffic. Please plan to arrive for pick up at the time your oldest child is dismissed. Junior

Kindergarten will dismiss at 12:00 (unless staying for playdate). Kindergarten through second grade will dismiss at 2:45. Students in grades 3-5 will dismiss at 3:00, and middle school students will dismiss at 3:15. If you arrive early, park and join the line at your child's dismissal time. We recommend that you park in the church parking lot if you arrive early. If you need to pick your child up early for an appointment or another valid reason, please call the front office. A staff member will escort your child to the car.

### **Visitors:**

We loved to have parents stop in and visit. However, to keep our students and staff safe we will limit school visitors to essential visitors only during this time. This is defined as scheduled conferences, the pickup of a sick child, or a scheduled meeting with staff/office members. All visitors will be screened upon entering the building and asked to wear a mask.

### **Classroom Space**

Students will stay in their classroom for the instructional day other than gym, recess (with limitations on equipment use), and restroom use. Teachers will rotate to students and lunch will be eaten in the classroom. Classroom setup and student desk placement are set to maintain safe distance among individual students. At this time, we have the ability to keep classes/cohorts together safely distanced apart so they do not have to be split. In doing this, we have faculty and staff available for our specials. To ensure the maximum level of safety, teachers will travel to students. This model is more sustainable for both students and staff. It allows students to experience all aspects of learning and to work with different teachers throughout the day. We will work to give students the opportunity to stretch and wiggle as much as possible. Outside instruction will take place when appropriate, and recess and gym will allow students to run freely.

### **Masks**

Students should wear masks when coming into school, moving through the hallways, leaving to go home, and any other time he or she is not able to maintain a safe distance from other students. Masks may have a print or be a solid color. Please refrain from sending masks that have images, phrases, or words. It is strongly recommended that students bring an extra and clearly print first and last name on the inside of the mask.

## **Snacks/Lunch**

Students will eat snacks and lunch in the classroom. Students are encouraged to bring a packed lunch; however, hot lunch will be available and individually wrapped. At this time, we ask that parents refrain from bringing lunch from a restaurant. We also ask that parents not join their children for school lunch to allow us to maintain the safe distance needed in the classrooms. Refrigerators and microwaves will not be available to students. Please think through the items that you send. It is ideal for students to open and peel items on their own. It is a good idea for our youngest students to practice prior to coming to school.

## **Playdate/ Afterschool**

Playdate and Afterschool will begin the second week of school. Students will need to preregister prior to attending the program. Drop-in is currently not available. Playdate will take place in the Junior Kindergarten classroom. Afterschool will take place in the multipurpose room. Students will be screened prior to entering each program and will maintain physical distancing while attending the program. We ask that parents pull up to the front door for pick up and a staff member will escort your child to the car.

## **Extracurricular Activities/Sports**

The presence of extracurricular activities and sports will be determined once further guidance is provided from athletic governing bodies.

## **Calendar**

Currently, there is no plan to adjust our original calendar. We will start in-school instruction on Monday, August 24<sup>th</sup>. A complete school calendar for the 2020-2021 is at the end of this document.

## **Cleaning**

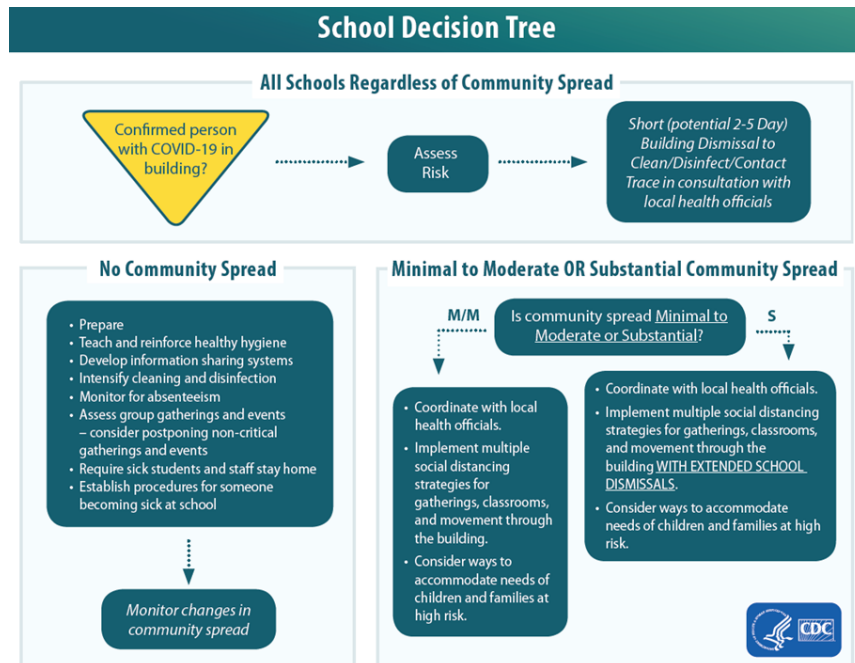
Cleaning measures will be increased. Student restrooms will be cleaned throughout the school day and once after students leave. Classroom desks will be wiped down each evening and a thorough cleaning of the building will take place each evening.

## Health

We are working with the local health department, the VCPE (Virginia Council Private Education), and the Diocese of Richmond to create procedures and protocol to maintain the health and safety of our community. Our plan is submitted to all three organizations for review. We are blessed to have these organizations available to guide us through the process of reopening and available after reopening if needed.

Below are outlined important pieces of information as it relates to the health of our staff and students.

- If a student or staff member has a fever of 100° or higher, he or she will not be permitted to be at school.
- If a person has a fever and COVID like symptoms, he or she will need to be fever free and symptom free for 72 hours before returning to school.
- If a student or staff member tests positive for COVID 19 we will immediately evoke the steps outlined in the cart below.



Additionally, we have created a few new positions this year to aid in maintain the health of our students and staff. The first is the Coordinator of Health Safety. Angela Milam will take on this role. She has experience as an EMT, ER Surgical Scrub

technician, and is certified as a first responder. In her new role, she will oversee screenings, monitor student health, help facilitate training for students and staff, and attend to the needs of sick students. Her office will be in our new health room located between the preschool wing and the 3-5 hallway. It is not directly near any classroom and can be used to isolate a person with symptoms if necessary. She is attending training and meeting with other health coordinators around the diocese.

The next position is the Coordinator for Social Emotional Health. This position will address the needs of students struggling with concerns returning to school. She will also be available to address issues such as bullying, communication, and other classroom concerns. This person will work with whole classes, individual students, and eventually small groups.

### **Distance Learning**

All our efforts are in place to keep our community healthy and safe to avoid the need to return to a distance learning platform. However, there could be a need for our community to return to distance learning in spite our efforts. We appreciate the feedback provided through the surveys sent out earlier this summer. After careful review of this information, we have increased our technology for teachers and students to allow for more virtual face-to-face time. We also plan to provide additional training and resources for teachers, parents, and students.

Frequently Asked Questions:

**Does my child have to wear a mask during class?**

It is challenging for anyone to keep a face covering on during the day. Please keep in mind this is for the safety of your child *and* the staff. Although difficult, it is a vital piece in the safety of students and staff.

This is the official wording from the Diocese of Richmond regarding face coverings:

1. 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 offices, hallways, restrooms, school Masses, etc.
2. 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.
3. 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.

**Can I choose not send my child to school and continue with the distance learning model?**

Yes, if you have a reason related to COVID-19. Please contact administration as soon as possible to make arrangements. Please note that current tuition rates will still apply.

**How can I obtain my volunteer hours if I am not permitted in the building?**

Parental involvement is so important to the Sacred Heart Community. We understand that volunteer hours may not be able to be fully obtained and will make adjustments to the requirements. However, this is an opportunity to look at new and different ways to support our school community. I encourage you to pray for your teachers and to support their initiatives.

**What about celebration or holiday parties?**

There are many aspects of school life that are yet to be decided. Parties, traditional celebrations such as Fall Fling are amongst items that yet to be determined. Once we are closer to the start of school, we will be able to figure the best approach to these celebrations.