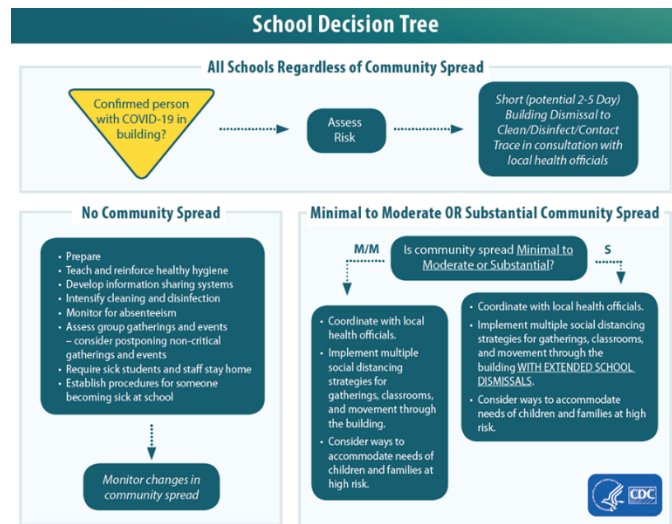


Sacred Heart Catholic School  
540 Central Office Danville, VA 24541  
Phase III Reopening Plan

**1) Planning to Reopen**

- a. COVID-19 Response Team
  - i. Kelly Lazzara (Superintendent of Schools), Kira Kania (Principal), Angela Crumpler (Assistant Principal), Angela Milam (Coordinator of Health Safety), Kevin Hawke (Coordinator of Facilities), Caitlin Price (Teacher), Sara Gauldin (IT Coordinator), Father Jonathan Goertz (Pastor)
  - ii. School Point Person- Kira Kania- [kskania@sheartschool.com](mailto:kskania@sheartschool.com) 434-713-1874
- b. Local Health Department Contact:

Chris H. Garrett  
Local Health Emergency Coordinator  
**Pittsylvania Danville Health District**  
**Southside Health District**  
326 Taylor Drive  
Danville, VA 24541  
Virginia Department of Health  
[Christopher.garrett@vdh.virginia.gov](mailto:Christopher.garrett@vdh.virginia.gov)  
**434-766-9822 office**  
**434-483-8636 cell**  
434-799-5022 fax
- c. **Absenteeism Monitoring:** Student absences will be tracked and monitored through our FACTS student information system. Administration will contact families that are gone for more than two consecutive days. All staff and response team have access to this information, and this will keep the information current and up to date.
- d. **Communication:** All staff and parents will receive a reopening document outlining protocol and procedures in place for the opening of school. This document will also be available on our website [www.sheartschool.com](http://www.sheartschool.com). Weekly emails are sent to parents from the school office and will update parents on new policies and procedures. School Messenger allows the school to contact all parents via phone and email in case of emergency.
  - i. Teachers will be trained during the week of August 17<sup>th</sup> by Coordinator of Health Safety, Angela Milam on proper hygiene and new safety protocols.
  - ii. Students will receive orientation by administration during the first few days of school.
  - iii. Changes in policies and procedures will be communicated through our FACTS system (email), School Messenger system (phone call and text), and/or website.
  - iv. In the event of a confirmed case, we will immediately communicate with the Department of Health and adhere to the flow chart published by the CDC.



- e. **Community Response Efforts:** Sacred Heart School will participate in all community response efforts that are appropriate for our school community and follow any guidelines established by the Governor.
- f. **Health Services:** We have a full-time coordinator of health safety, Angela Milam, who has been working with Diocesan staff as well as state and local medical officials.
  - i. We will order all necessary PPE for the school nurse, as well as all staff members.
  - ii. Angela Milam, Coordinator of Health and Safety, will provide maintain typical 9non COVID-19) health services.
  - iii. Our Coordinator of Social and Emotional Health will address social and emotional learning for all students. All students and teachers will have access to counseling services through free services provided by the diocese.

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

- a. **Training:** During teacher work week, all staff will be trained our COVID-19 prevention by Angelia Milam. On the first day of school, all students will be trained on the new safety protocols and proper hygiene. Reopening document will be available to all parents and staff that clearly outlines our procedures and protocol.
 

**Our training will include:**

  - i. Hand hygiene and respiratory etiquette,
  - ii. Use of cloth face coverings,
  - iii. Staying home when sick,
  - iv. Encouraging physical distancing.
- b. **Supplies:** Sacred Heart School will maintain adequate supplies to promote healthy hygiene. This includes soap, hand sanitizer and cleaning materials.
- c. **Signage and Messaging:** Signs will be posted around Sacred Heart School promoting proper hygiene and hand washing. This includes all bathrooms. Daily announcements will include reminders to practice proper hygiene.
- d. **Physical Distancing:**
  - i. Classrooms will be modified to maximize space between students. Teachers will have a flex space for teacher desks and other teaching materials in a separate classroom. Storage will also be available for teachers to maximize the space between student desks.

- ii. Students will stay in cohorts and will not switch classrooms throughout the day. Teachers will travel to students. Art, music, library, Spanish classes will take homeroom class to minimize movement.
- iii. We do not provide transportation and will not use buses to bring students to school. If a bus is used, only one student will be in a seat.
- iv. All lunches will be served in the room. Lunches will be delivered to the classroom and individually wrapped. 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. Screening: All staff will enter the building through the front doors and be screened upon arrival. 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?

- (1) \*Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?

- (2) \*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.

#### b. Hygiene Practices:

- i. **Cleaning Schedule:** We have reviewed and updated our cleaning and disinfection protocols that include frequently touched surfaces; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage. A Time to Clean is our contracted cleaning service for evening cleaning. During the day, our custodian on staff will clean frequently used areas. The list of disinfectants used is as follows:
- ii. **Hand sanitizer:** Classrooms will be equipped with hand sanitizer. Additionally, touchless hand sanitizer stations will be in each hallway. We will provide additional hand sanitizer/handwashing stations outside and inside of each classroom.

- iii. **Supplies:** We will ensure that all students have necessary supplies and avoid sharing as much as possible.
- c. **Ventilation:** Our HVAC system will be checked and maintained. Windows will be opened when appropriate and safe.
- d. **Water:** All water systems have been checked and are operational. Water fountains will not be used, but a water cooler is available to students to fill cups and water bottles.

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

- a. **High Risk:** Students that are at high risk will be given the opportunity to continue their education remotely. Staff concerns will be addressed on an individual basis.
- b. **Gatherings:** We will not gather as a large school community. Assemblies and Mass will be offered through a virtual platform. Field trips will be suspended at this time. Volunteers will be limited and in the building, and screened before entering the building.
- c. **Sick Leave Policy:** 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. **Back-up Staff:** 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. **Students:** Students that are at high risk will be given the opportunity to continue their education remotely.
- b. **Staff** concerns will be addressed on an individual basis and it will determine if it is appropriate to modify job duties or to telework.
- c. **Sick Leave:** 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. 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. A new health room has been created that allows isolation in case a student or staff member presents symptoms. A backdoor can be used for parent pick up to minimize the area in which a suspected student travels. Emergency contact information is collected for each staff member. This person will be contacted to pick up a staff member presenting symptoms.
- b. The health room area will be disinfected immediately
- c. The principal or Coordinator of Health Safety will communicate with local health department to initiate public health investigation, contact tracing and consultation on next steps.

#### 7) **Planning to close down 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.

