
Sacred Heart Catholic School
2021-2022



Revised AUGUST 13, 2021

COVID-19 Plans and Procedures

Welcome Back

Dear Parents and Guardians,

As we begin the 2021-2022 school year, one thing on the minds of parents and educators alike is how we here at SHCS will address the current COVID-19 situation. We are certainly in a different situation than we were this time last school year, yet I feel we can all agree that we aren't quite out of the woods yet. Please know that as we welcome your child back for the new school year, we consider their health and safety to be the most important of our many tasks. Each parent or guardian trusts each of us with their greatest asset, and that is something we take very seriously. To that end, I would like to outline our plans for this school year.

I feel it goes without saying that this information is subject to change based upon the ever-changing guidance of the CDC, VDH, Governor's Office, and the Catholic Diocese of Richmond. Should any of the current federal, state, or local guidance regarding COVID-19 mitigation change you will be updated via written and/or electronic communication. I would like to thank you for reviewing this information! With your help, we will make this year a great year of New Beginnings at Sacred Heart Catholic School.

Sincerely,

Matthew B. Weatherford

Principal



Arrival Procedure

Students can arrive as early as 7:45 AM. Preschool and grades 3, 4, and 5 should be dropped off at the back door. All other grades should be dropped off at the main entrance. If your children range in age, rather than using multiple drop off locations, please use one entrance that is most convenient for your family. Once in the building students will report directly to their classroom. We ask that parents remain in their car when dropping off their child.

Afternoon Dismissal Procedure

K through 5th grade students will dismiss from their classroom and through the front doors only. 6th through 8th grade students will be supervised outside. To provide a safe and efficient dismissal, parents are asked to utilize the car circle line and to remain in their cars for pick-up. We will stagger dismissal by grade levels to aid in traffic flow. Please plan to arrive for pick up at the time your oldest child is dismissed. Preschool will dismiss at 12:00 (unless staying for playdate). Kindergarten through 2nd 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.

Any student having to leave before regular dismissal time is required to have a written notice in the morning to be checked out through the office.

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.

Physical Distancing

We will utilize roughly 3 feet of physical distancing when and where possible.

Teachers will also avoid grouping desks together or having student desks facing one another. Teachers will maintain seating charts for all classes to aid in contact tracing, should the need arise.

Masks

Pursuant to the State Health Commissioner's Public Health Emergency Order "*all individuals aged two and older are to wear masks when indoors at public and private K-12 schools in order to inhibit spread of the virus, as recommended and described by the CDC*". Therefore, SHCS will require all individuals to wear a mask while inside the school building, regardless of vaccination status.

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. Currently, 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 on the first day of school. Students will need to preregister prior to attending the program. ***Drop-in is currently not available.*** Students will maintain roughly 3 feet of physical distance during both Playdate and Afterschool. We ask that parents pull up to the front door and call the main office for pick up and a staff member will escort your child to the car.

Extracurricular Activities/Field Trips/Sports

Decisions regarding extracurricular activities, field trips and athletics are forthcoming. At this time, these activities are being evaluated based upon multiple factors. As decisions are made, parents will be notified.

Calendar

At this time, there are no changes to the calendar. School will open for students on Monday, August 23, 2021. The current school year calendar is attached as Appendix B.

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 after each class and once after students leave. 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 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 assist us in our efforts.

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

- All staff and students will utilize multiple layers of prevention, including frequent handwashing, proper respiratory etiquette, physical distancing, and increased cleaning of shared materials, desks, etc.
- Any student or staff member exhibiting symptoms and/or having a fever of greater than 100.4 must stay home. Anyone who develops symptoms or a fever while at school will be sent home.
- If a student or staff member, or anyone exposed to a student or staff member begins showing symptoms of COVID-19, is presumed to have COVID-19, or tests positive for COVID-19, that individual must stay home and notify the school immediately with as many details as possible (date/time of symptoms, positive test date, etc.).

Additional information from the CDC and VDH are attached in Appendix C.

Frequently Asked Questions

Does my child have to wear a mask during class?

Yes, all individuals aged two and older must wear a mask while indoors, regardless of vaccination status. The public health emergency order issued by the State Health Commissioner on August 12, 2021, requires masks of all individuals in public and private K-12 schools. Information from the Office of Catholic Schools of the Diocese of Richmond is provided in Appendix A.

Is Virtual or Distance learning an option for the 2021-2022 school year?

At this time, Sacred Heart School will not offer a virtual or distance learning option for students. SHS will work with students who must miss school for COVID-19 related factors, on a case-by-case basis.

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 adjust the requirements, as needed. 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. Parents will be updated on volunteer opportunities and hours adjustments throughout the year.

What about celebration, holiday parties, extracurricular activities, and athletics?

We certainly realize the importance of celebrations, holiday parties, extracurricular activities, and athletics to the Sacred Heart Community. As we begin the school year, we will continue to monitor and evaluate current conditions related to the pandemic in our area, along with the guidance of health officials to make the best decisions possible regarding these activities. As decisions are made, we will communicate this information to the community.

What if I still have questions?

If you have other questions or questions not addressed in this document, please contact the school.



August 13, 2021

Dear School Administrators, Faculty, Staff, and Parents,

Following the Aug. 12, 2021, announcement by Virginia's State Health Commissioner, we are updating our policy on the wearing of masks indoors in our diocesan schools. The statewide public health emergency order requires the wearing of masks in K-12 schools when indoors regardless of vaccination status.

This Order was effective immediately and shall remain in full force and effect until the CDC guidelines for K-12 schools change, or unless this Order is sooner amended or rescinded.

- **Indoors:** Masks are required for all individuals aged 2 years and older, including students, teachers, staff, and visitors, regardless of vaccination status.
- **Outdoors:** Masks do not need to be worn when outdoors.
- **School Buses:** Passengers and drivers are required to wear a mask on school buses.

Masking indoors and on buses is subject to the exclusions and exemptions allowed by the CDC, including but not limited to when eating, drinking, exercising, and playing musical instruments.

In keeping with our mask policy from this past school year, supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place.

Any person with a medical condition that prohibits wearing a mask should contact the school nurse or principal for a medical accommodation form that will need to be completed and signed by a medical health care provider.

The previously given guidance of schools utilizing multiple layers of prevention strategies, everyone monitoring their health and staying home when sick, and our schools monitoring exposure and positive cases will remain in place.

We will continue to monitor all guidance from the CDC, VDH, and the Commonwealth of Virginia and notify you of any changes. We appreciate your ongoing support and patience during this continued time of uncertainty. We remain steadfast in our desire to provide the same excellent education our Catholic schools are known for, one that focuses on the academic, social, emotional, and spiritual growth of our students.

Yours in Christ,

Kelly M. Lazzara

Kelly M. Lazzara
Superintendent of Schools

Appendix B



Sacred Heart Catholic School 2021-2022 Calendar

August

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Mo	Tue	We	Thu	Fri	Sat
				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24/31	25	26	27	28	29

November

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

February

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<u>August</u>	
16-20	Teacher Workdays
TBA	Open Houses
23	First Day of School
<u>September</u>	
6	Labor Day Holiday
22	12:30 Dismissal (Professional Development Day)
24	Interims
<u>October</u>	
TBA	Book Fair
TBA	Grandparents Day
11	Teacher Workday
22	First Quarter Ends/ 12:30 Dismissal (Professional Development Day)
TBA	Fall Fling
29	Report Cards
<u>November</u>	
1	12:30 Dismissal for Parent Teacher Conferences
2	Parent Teacher Conference (No School)
23	Interims
24-26	Thanksgiving Holiday (No School)
<u>December</u>	
TBA	Fine Arts
13-17	Exam Week (8th grade students)
17	12:30 Dismissal
20- Jan 3	Christmas Break
<u>January</u>	
3	Classes Resume
14	Second Quarter Ends/ 12:30 Dismissal (Professional Development Day)
17	Martin Luther King Holiday (No School)
21	Report Cards
<u>February</u>	
10	Parent Teacher Conference (No School)
18	Interims
21	President's Day Holiday
<u>March</u>	
2	Ash Wednesday
TBA	School's Auction
9	12:30 Dismissal Professional Development
25	Third Quarter Ends/ 12:30 Dismissal (Professional Development Day)
28	Full Professional Development Day- No School
29-30	ACRE Test (5th and 8th grades)
<u>April</u>	
1	Report Cards
14	Holy Thursday/ 12:30 Dismissal
15-22	Easter Break
<u>May</u>	
6	Interims
18	12:30 Dismissal (Professional Development Day)
TBA	Golf Tournament
TBA	Fine Arts Evening
23-27	Exam Week (8th grade)
30	Memorial Day Holiday
TBA	Field Day
<u>June</u>	
3	Last Day of School/ Fourth Quarter Ends/ 12:30 Dismissal PK4 and 8th Graduations

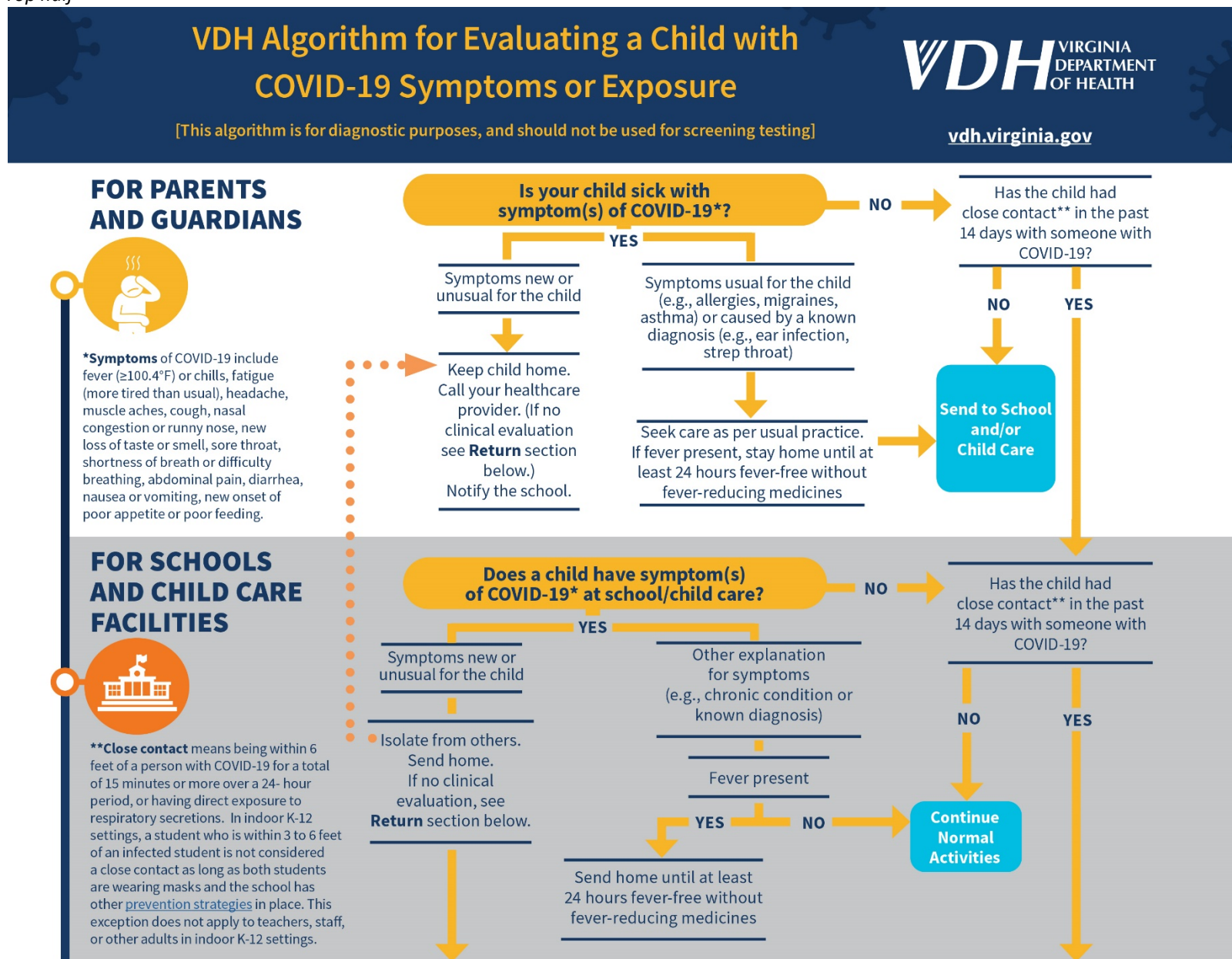
12:30 Professional Development Days	Teacher Conference Days	Teacher Workdays	Holidays
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***Scantron Testing Dates:**
Fall– August 30-September 4
Winter- January 3–Feb 4
Spring– April 25– May 27

Appendix

VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure (July 23, 2021)

Top half



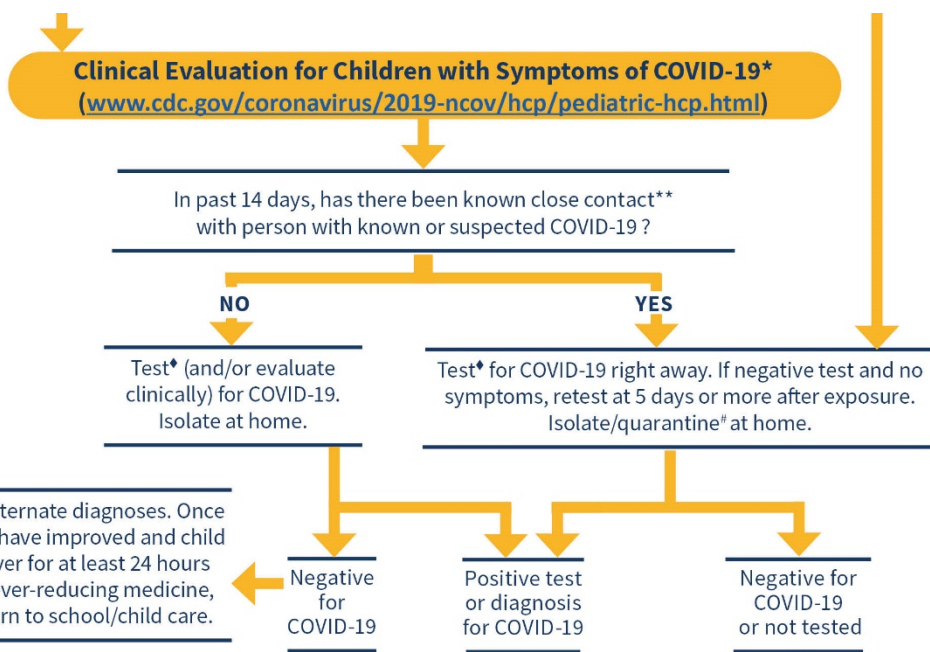
VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure (July 23, 2021)

Bottom half

FOR HEALTHCARE PROVIDERS



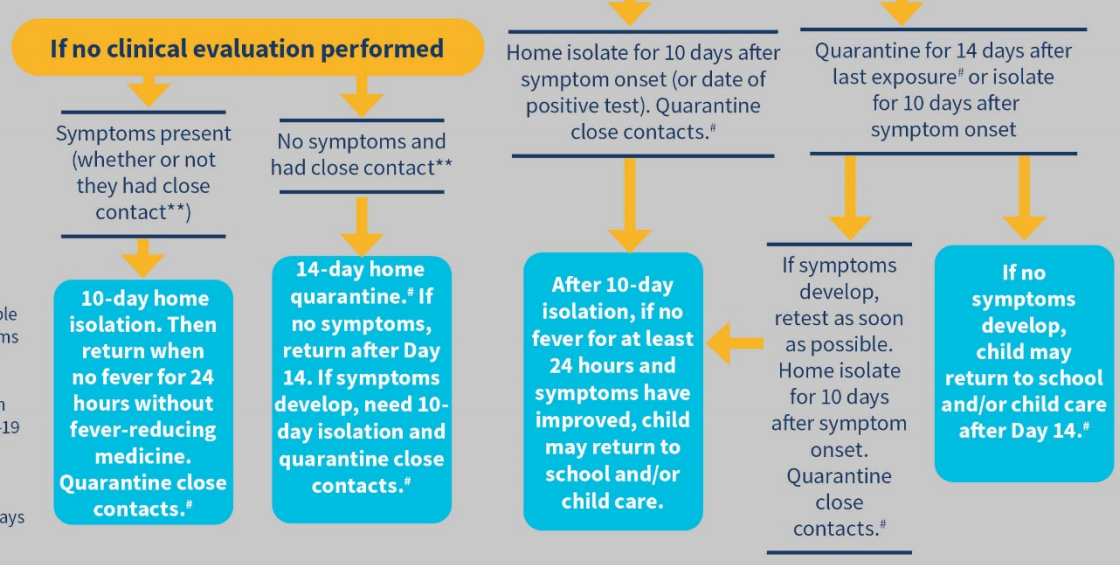
♦ **Testing** – PCR or antigen (Ag) testing is acceptable. If an Ag test is negative and clinical suspicion for COVID-19 is high, confirm with PCR, ideally within 2 days of the initial Ag test. If PCR testing is not available, clinical discretion can be used in whether to recommend the patient isolate. Those who have tested positive for COVID-19 within the past three months and recovered and most people who are fully vaccinated for COVID-19 do not need to be tested again as long as they do not develop new symptoms.



RETURN TO SCHOOL AND CHILD CARE



#14-day quarantine recommended. If unable to stay home for 14 days and if no symptoms have developed, quarantine can end after Day 10 with no test or after Day 7 with a negative PCR or antigen test performed on or after Day 5. Those who have had COVID-19 in the past three months or been fully vaccinated for COVID-19 are not required to quarantine as long as they do not have symptoms. Monitor for symptoms for 14 days and always follow COVID-19 precautions.



07/16/2021

For Parents and Guardians

When Can I Send My Child to School and/or Child Care?

Answer These Two Questions Every Day Before Sending Your Child to School and/or Child Care:



1) Has your child been close to someone with COVID-19 in the last 14 days?

2) Is your child sick?



Did you answer "YES" to EITHER question?

Did you answer "NO" to BOTH questions?

If "YES" to Question 1, see Scenario 1.
If "NO" to Question 1 but "YES" to Question 2, see Scenario 2.



Keep your child home.[^]

Send your child to school/child care.



Talk with your healthcare provider and/or your school about when the child may return to school/child care.

[^] Until you are **fully vaccinated**, you should continue to take COVID-19 precautions. If you have a condition or are taking medications that weaken your immune system, you may not be fully protected even if you are fully vaccinated. You should continue taking all **precautions** until your healthcare provider says you no longer need to do so. There are exceptions for who needs to get tested or quarantine after close contact with someone with COVID-19 (or after a known exposure to someone with COVID-19); see [here](#) for more details.

www.vdh.virginia.gov/content/uploads/sites/182/2020/08/Evaluating-Symptoms-in-a-Child.pdf



Scenarios for Evaluating a Child Based on COVID-19 Exposure

Child Has Been Exposed to COVID-19

Scenario 1

A negative test for COVID-19 does not change these recommendations.



The child has been close to someone with COVID-19 in the last 14 days

‘Close to someone with COVID-19’ means being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period, or having direct contact with secretions. For indoor K-12 school close contact definition, see [here](#).



If no symptoms throughout the entire 14-day* quarantine: On Day 15 child may return to school/child care.

If child has symptoms: Contact healthcare provider. Isolate at home for 10 days after the day symptoms start. Quarantine close contacts.*

If no symptoms at first but some develop: When symptoms start, consult healthcare provider, begin 10-day home isolation for sick child, and begin 14-day* quarantine for close contacts.

Must have no fever for at least 24 hours without fever-reducing medicine and feel better before returning to class after 10-day isolation.

*14-day quarantine recommended. (See the ‘Definition of Terms’ section for a reminder about what quarantine means.) Those who have had COVID-19 in the past three months or been fully vaccinated for COVID-19 are not required to quarantine as long as they do not have symptoms. Monitor for symptoms for 14 days and always follow COVID-19 prevention [recommendations](#).

Child Has Not Been Exposed to COVID-19

Scenario 2

The child has NOT been close to someone with COVID-19 in the last 14 days, but the child is sick

You already know why the child is sick, and it is not COVID-19

Fever

Stay home until fever is gone for 24 hours, without the use of fever-reducing medications.

No Fever

Child may return to school/child care as symptoms permit.

The child has been tested or evaluated for COVID-19

Negative

Stay home until fever is gone for 24 hours, without the use of fever-reducing medications.

Positive test or diagnosis

Isolate at home for 10 days after symptom onset (or date of positive test) and 24 hours fever-free. Quarantine close contacts.

You do not know why the child is sick, and the child has not been tested for COVID-19

Encourage evaluation by a healthcare provider and/or testing for COVID-19.

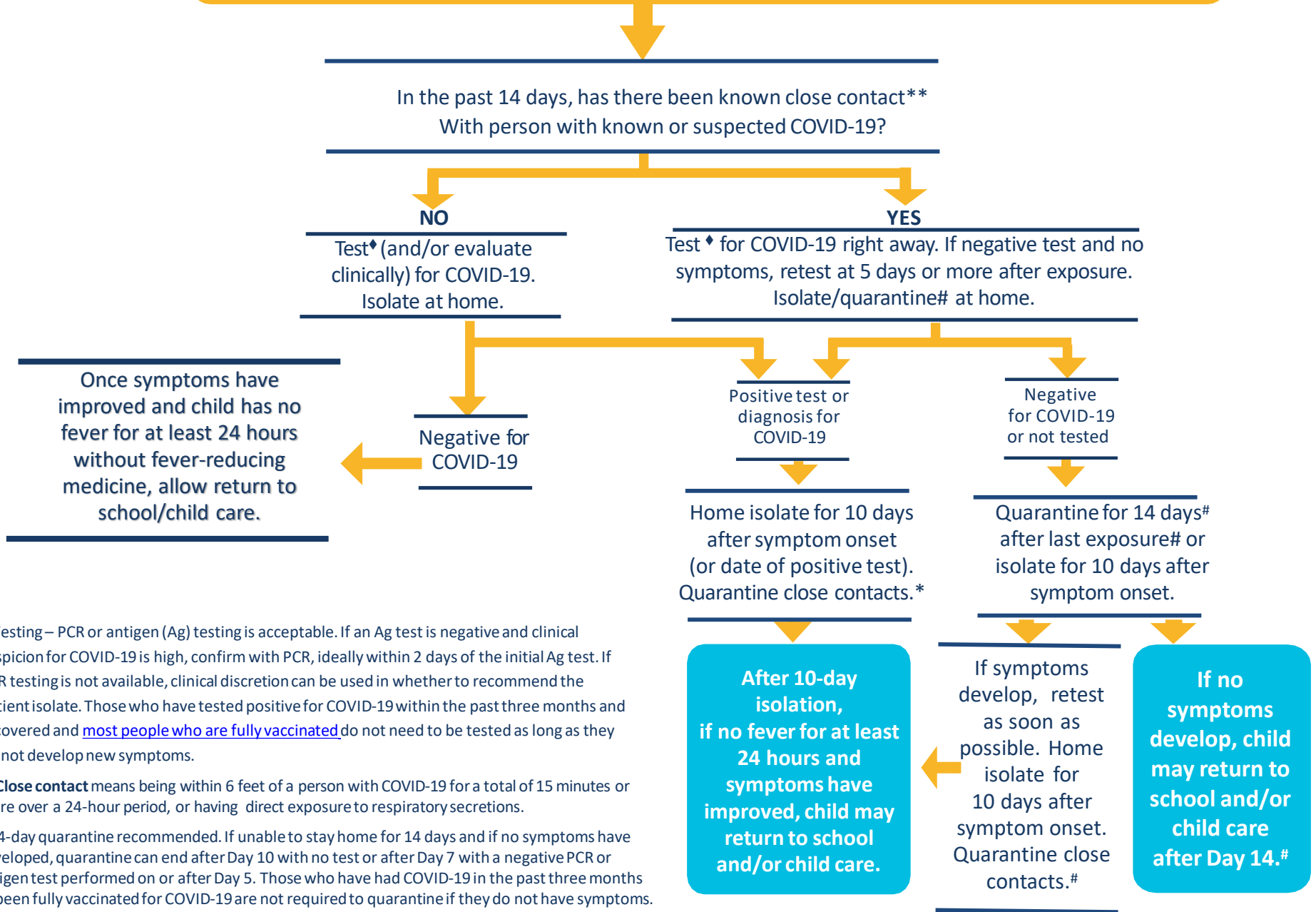
Isolate at home for 10 days after symptom onset and 24 hours fever-free. Quarantine close contacts.

Outbreaks may result in more stringent recommendations

See the ‘Definition of Terms’ section for the definition of close contact.



Clinical Evaluation for Children with COVID-19 Symptoms or Exposure www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html



◆ Testing – PCR or antigen (Ag) testing is acceptable. If an Ag test is negative and clinical suspicion for COVID-19 is high, confirm with PCR, ideally within 2 days of the initial Ag test. If PCR testing is not available, clinical discretion can be used in whether to recommend the patient isolate. Those who have tested positive for COVID-19 within the past three months and recovered and [most people who are fully vaccinated](#) do not need to be tested as long as they do not develop new symptoms.

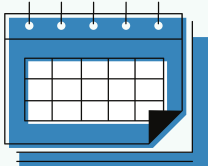
**Close contact means being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over a 24-hour period, or having direct exposure to respiratory secretions.

14-day quarantine recommended. If unable to stay home for 14 days and if no symptoms have developed, quarantine can end after Day 10 with no test or after Day 7 with a negative PCR or antigen test performed on or after Day 5. Those who have had COVID-19 in the past three months or been fully vaccinated for COVID-19 are not required to quarantine if they do not have symptoms. Monitor for symptoms for 14 days and always follow COVID-19 prevention [recommendations](#).

For persons with confirmed or suspected COVID-19 to know when they are likely no longer contagious:



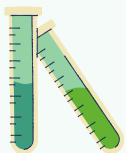
Symptom-based strategy



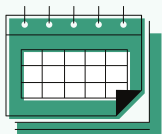
If you had COVID-19 symptoms and were directed to care for yourself at home, you can leave your "sick room" and home after these 3 things have happened:

- ✓ At least 10 days have passed since symptoms first appeared, **and**
- ✓ At least 24 hours with no fever without fever-reducing medication, **and**
- ✓ Other symptoms have improved.*

*Note that loss of taste or smell might persist for weeks or months and this should not delay the end of isolation



Time-based strategy



If you tested positive for COVID-19 and never had any symptoms and were directed to care for yourself at home, you can leave your "sick room" and home if:

- ✓ At least 10 days have passed since the date of your first positive COVID-19 diagnostic test, **and**
- ✓ You continue to have no symptoms since the test.

Persons with COVID-19 who have [severe to critical illness](#) or who are [severely immunocompromised](#) might need to stay home longer than 10 days. These persons can consider using a test-based strategy to discontinue isolation, in consultation with an infectious disease expert.

- A longer time frame after recovery may be desired to minimize the chance of prolonged shedding of active virus for 1) healthcare personnel in close contact with vulnerable persons at high-risk for severe COVID-19 and 2) persons who have conditions that might weaken their immune system. Such persons should consult with their healthcare provider.
- Healthcare personnel should be excluded from work during isolation and then follow [Return to Work Practices and Work Restrictions](#) of universal source control and self-monitoring for symptoms.
- Based on CDC guidance for [Discontinuation of Isolation in Non-Healthcare Settings](#) aimed to prevent most instances of further spread.

If you had close contact with a person who has COVID-19 while they were contagious*, get tested, watch for symptoms, and follow all recommendations (e.g., wear a mask, watch your distance, and wash your hands often) for 14 days after last exposure.

Close contact includes:

- Being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period, or
- Having exposure to respiratory secretions (e.g., being coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19, or
- Living with or providing care for a person who has COVID-19

Exception: In indoor K-12 classroom settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both the infected student and the exposed student correctly and consistently wore well-fitting masks the entire time.

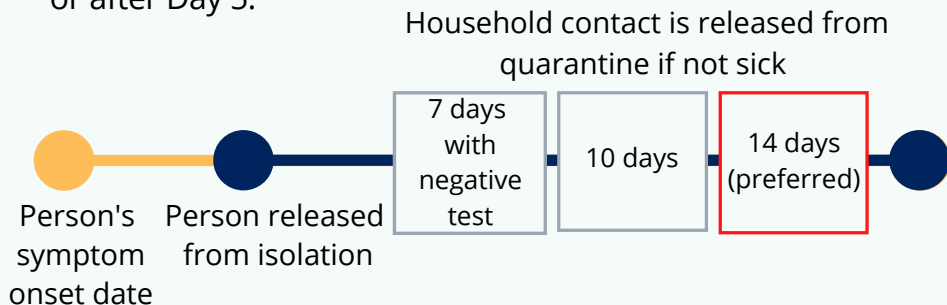
** A person with COVID-19 is considered to be contagious starting from 2 days before they became sick (or 2 days before test specimen collection if they never had symptoms) until they meet the criteria to discontinue isolation.*

HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** while the infected person is home and for **14 days** after the person has been released from isolation (because exposure is considered ongoing within the house).**

If you are not able to stay home for 14 additional days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

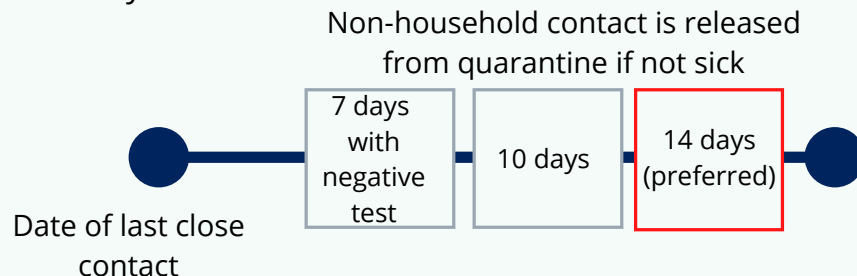


NON-HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** for **14 days** after the date of last close contact with the person infected with COVID-19.

If you are not able to stay home for 14 days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.



** If you are able to have **complete separation** from the person in your house with COVID-19 (this means no contact, no time together in the same room, no sharing of any spaces, such as same bathroom or bedroom), then follow timeframe for non-household contact



**HEALTHCARE
PERSONNEL**

Asymptomatic healthcare personnel (HCP) with potential work exposure to patients, visitors, or other HCP with COVID-19 may be [assessed for exposures and advised on work restrictions](#) for 14 days after their last exposure. Exposures include close contact when appropriate PPE is not used, especially for aerosol-generating procedures. If staffing shortages occur, it might not be possible to exclude exposed HCP from work; see [CDC strategies to mitigate HCP staffing shortages](#). **Asymptomatic HCP who are fully vaccinated for COVID-19 and who do not have an underlying immunocompromising condition do not need to stay home (quarantine) or be restricted from work after a workplace or community-associated exposure, but they should be tested. HCP should continue to follow all [travel recommendations](#).**



**CRITICAL
INFRASTRUCTURE
WORKERS**

VDH recommends that personnel who are not fully vaccinated and are filling essential critical infrastructure roles (as defined in [CISA Framework](#)) **quarantine for 14 days** after their last exposure. If you are not able to stay home for 14 days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

Exposed critical infrastructure workers, except for education sector workers, may continue to work if they do not have any symptoms and additional precautions are taken to protect them and the community. Follow VDH recommendations for [critical infrastructure workers \(non-healthcare\) potentially exposed to COVID-19](#).



**WHO IS NOT
REQUIRED TO
QUARANTINE
AFTER
EXPOSURE**

People who:

- Have had COVID-19 within the past 3 months as long as they do not have new symptoms.
- Have been fully vaccinated for COVID-19 as long as they have no symptoms and are not inpatients or residents of a healthcare setting. Healthcare settings include hospitals and long-term care facilities (e.g., nursing homes, assisted living facilities). They should still get tested 3-5 days after exposure and wear a mask in indoor public settings for 14 days or until their test is negative.
 - Fully vaccinated means 2 weeks or more have passed since receipt of the second dose in a 2-dose series, or 2 weeks or more have passed since receipt of 1 dose of a single-dose vaccine.
 - If you have a condition or are taking medications that weaken your immune system, you may **not** be fully protected even if you are fully vaccinated. Continue to take all [precautions](#) for unvaccinated people until advised otherwise by your healthcare provider.

People who are not required to quarantine after exposure must still watch for COVID-19 symptoms for 14 days. People who are not fully vaccinated should follow all other recommendations until fully vaccinated (mask, distance, avoid crowds and poorly ventilated areas, wash hands often).