Sacred Heart Catholic School 2021-2022



Revised AUGUST 21

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.

<u>Visitors</u>

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.

<u>Masks</u>

The Diocese of Richmond's Office of Catholic Schools has provided guidance regarding the use of masks in various settings. This information is found, in its entirety in Appendix A of this document. *We strongly recommend that all members of the Sacred Heart Community (faculty, staff, students, parents, volunteers) wear a mask while inside the school building.*

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.

<u>Calendar</u>

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.

<u>Health</u>

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?

SHCS strongly recommends the use of masks by all individuals in the school building. Per the Diocese of Richmond: "The Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH) *recommend* indoor masking for all individuals aged 2 years and older, including students, teachers, staff, and visitors, regardless of vaccination status." The Diocese of Richmond guidance is available in its entirety 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 9, 2021

Dear School Administrators, Faculty, Staff, and Parents,

I hope that this letter finds you well. This letter serves as an update to the guidance being given to all our Diocesan Catholic Schools regarding the wearing of masks in our schools.

At this time, along with other measures to ensure a safe educational environment, the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH) *recommend* – but do not mandate – indoor masking for all individuals aged 2 years and older, including students, teachers, staff, and visitors, regardless of vaccination status.

We take this guidance very seriously. Therefore, the Office of Catholic Schools *encourages* administrators, teachers, and staff – along with encouraging parents, volunteers, and students – to make prudent decisions concerning the recent CDC recommended guidance for schools dated August 5, 2021.

- **Indoors:** CDC recommends indoor masking for all individuals aged 2 years and older, including students, teachers, staff, and visitors, regardless of vaccination status.
- **Outdoors:** In general, people do not need to wear masks when outdoors. CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people.
- School Buses: passengers and drivers *must* wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions allowed by the CDC.

In addition to recommending masks, the following guidance is being given to Diocesan Schools:

- Multiple layers of prevention strategies should be in place. Strategies in our schools will include handwashing, respiratory etiquette, proper ventilation, cleaning, disinfecting, and incorporating distancing, when possible. Schools will notify their communities of what school specific strategies will be in place.
- It is critical that faculty, staff, and students closely monitor their health and must stay at home when they are having any symptoms of infectious illness. Students or employees who are exhibiting symptoms or have a temperature over 100.4 degrees will be sent home and not be able to return until their symptoms have subsided, and they are temperature free without fever reducing medicines for at least 24 hours.
- Schools will still monitor exposure and positive cases. Contract tracing will be conducted, and quarantining based on current CDC and VDH recommendations for those exposed to and positive for COVID-19 will be followed. Only individuals directly exposed to someone who has tested positive for COVID-19 will be notified. The wearing of masks and being fully vaccinated may reduce the need to quarantine if exposed to someone with COVID-19.

Additional information:

- In keeping with the language of the CDC and previous diocesan guidelines, masks are being recommended, *not required*, when indoors at school but are *required* on school buses.
- We encourage and fully support all adults and students who wear masks while at our schools indoors and outdoors.
- Masks may be required for school Masses if proper distancing cannot be in place. Schools will notify you directly.
- Our schools will not require COVID-19 vaccinations, disclosure of COVID-19 vaccination status, proof of COVID-19 vaccination, or COVID-19 testing of any individuals.
- If the CDC or VDH guidance changes or Executive Orders are put into place that require us to alter these plans, you will be notified.

Last year at this time, there was a lot of uncertainty as we prepared for the opening of school. Our plans worked, and we had a very successful and safe academic year during the height of the pandemic. I am looking forward to another successful and safe school year. It is vital that throughout this school year we extend grace to all and treat each other with the respect we all deserve as God's children.

I am grateful for all the hard work of our school administrators, leadership teams, faculty, staff, and school advisory boards as they make their final preparations for the opening of school. I am thankful to all our parents and students for supporting their schools and for their commitment to Catholic education.

Yours in Christ,

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Kelly M. Lazzara Superintendent of Schools

Appendix B

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Sacred Heart Catholic School 2021-2022 Calendar

| Githolic Sch | 2021-2022 Calendar |
|--------------|--|
| 1(20 | August |
| 16-20 | Teacher Workdays |
| TBA 23 | Open Houses First Day of School |
| 23 | First Day of School September |
| 6 | Labor Day Holiday |
| 22 | 12:30 Dismissal (Professional Development Day) |
| 24 | Interims |
| 27 | October |
| 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 |
| | November |
| 1 | 12:30 Dismissal for Parent Teacher Conferences |
| 2 | Parent Teacher Conference (No School) |
| 23 | Interims |
| 24-26 | Thanksgiving Holiday (No School) |
| | December |
| TBA | Fine Arts |
| 13-17 | Exam Week (8th grade students) |
| 17 | 12:30 Dismissal |
| 20– Jan 3 | Christmas Break |
| | January |
| 3 | Classes Resume |
| 14 | Second Quarter Ends/12:30 Dismissal (Professional Development |
| 17 | Day) Mortin Luther Ving Holidov (No School) |
| 17 | Martin Luther King Holiday (No School) |
| 21 | Report Cards |
| | February |
| 10 | Parent Teacher Conference (No School) |
| 18 | Interims |
| 21 | President's Day Holiday |
| | |
| | March |
| 2 | Ash Wednesday |
| TBA | School's Auction |
| 9 | 12:30 Dismissal Professional Development |
| 25 | Third Quarter Ends/ 12:30 Dismissal (Professional Development Da |
| 28 | Full Professional Development Day- No School |
| | |
| 29-30 | ACRE Test (5th and 8th grades) |
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| 1 | April |
| 1 | Report Cards |
| 14 | Holy Thursday/ 12:30 Dismissal |
| 15-22 | Easter Break |
| | May |
| 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 |
| | June |
| 3 | Last Day of School/ Fourth Quarter Ends/ 12:30 Dismissal |
| | PK4 and 8th Graduations |
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| 12:30 Profe | essional Development Days |
| Teacher Co | onference Days Teacher Workdays Holidays |
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Fall-August 30-September 4

Winter- January 3–Feb 4

Spring-April 25-May 27

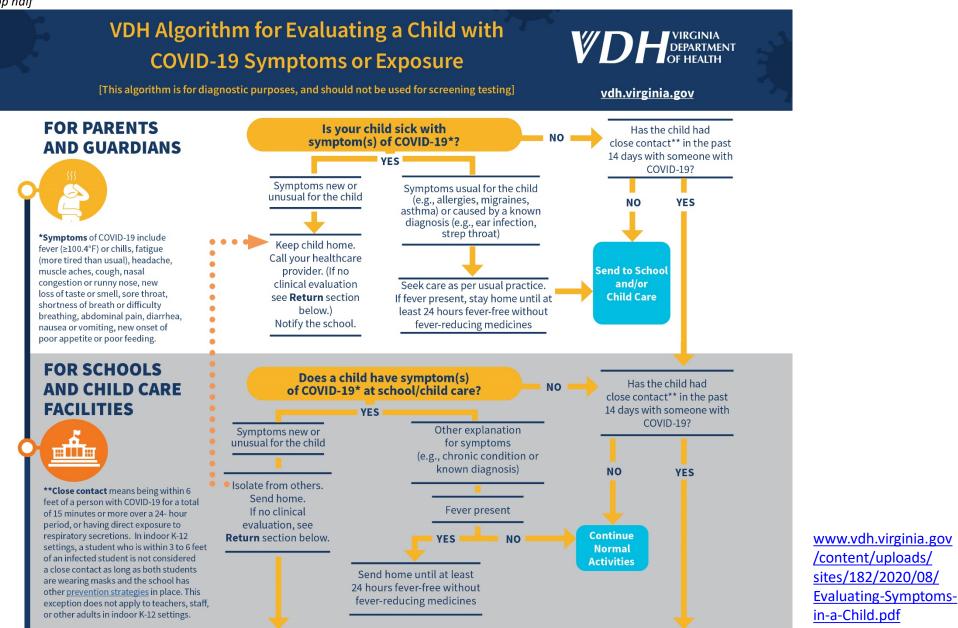
Revised 5/24/21

Appendix C

Appendix

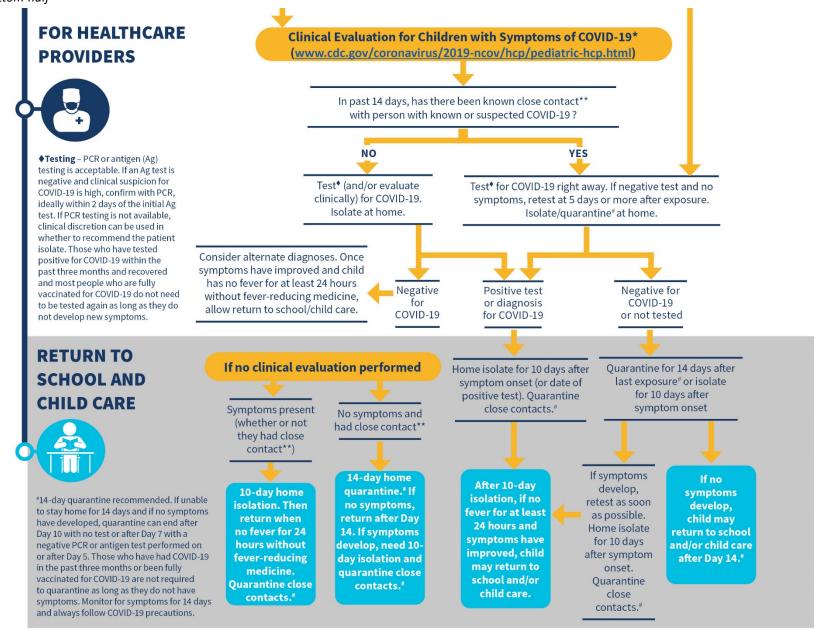
VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure (July 23, 2021)





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

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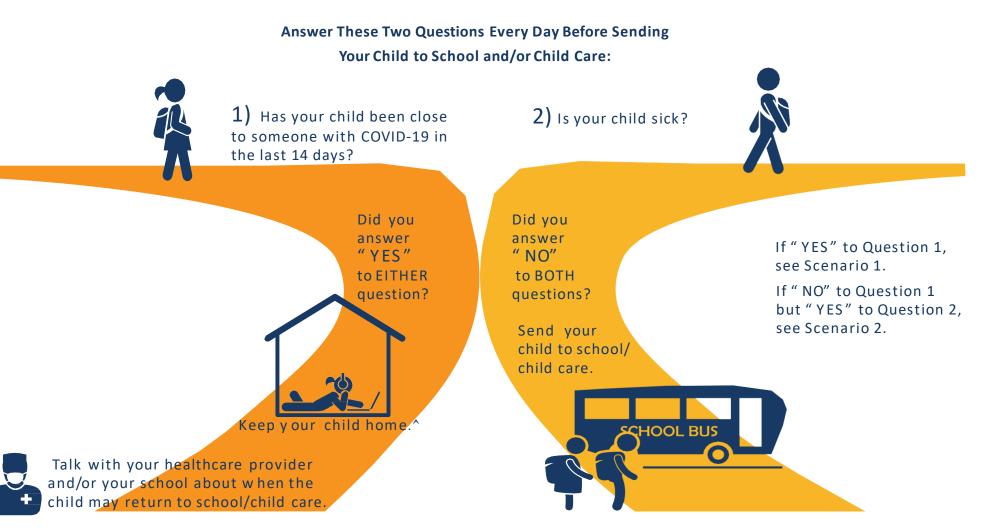


07/16/2021

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

For Parents and Guardians

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

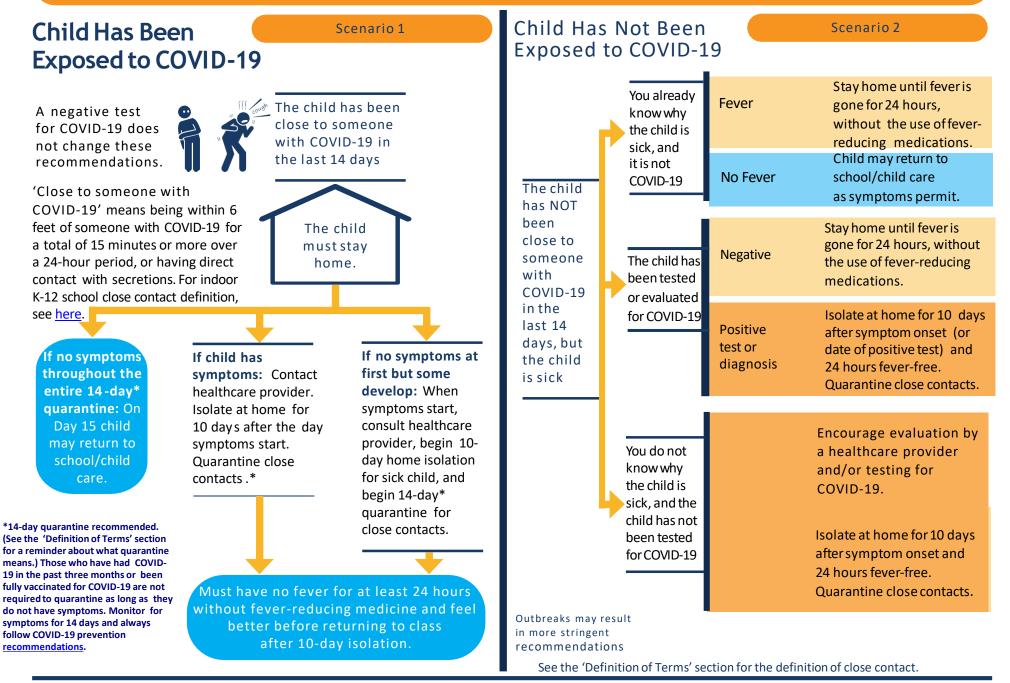


^ Until you are <u>fully vaccinated</u>, you should continue to take COVID-19 precautions If you have a condition or are taking medications that weaken your immune system, you may not be fully protected even if you are fully vaccinated. You should continue taking all <u>precautions</u> until your healthcare 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 <u>here</u> for more details.

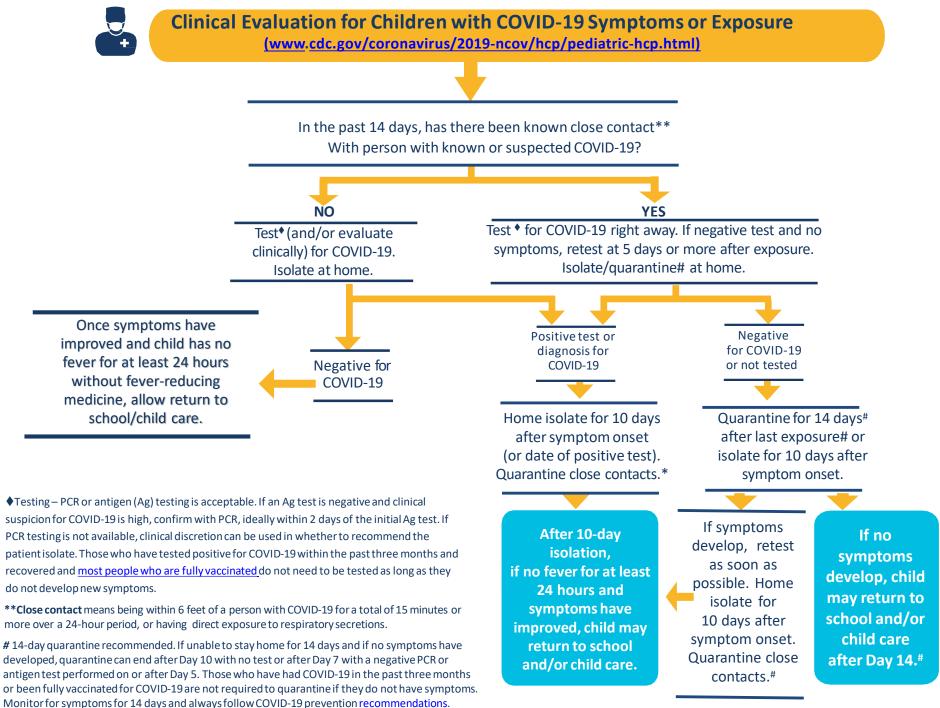
www.vdh.virginia.gov/content/uploads/sites/182/2020/08/Evaluating-Symptoms-in-a-Child.pdf

APPENDIX

Scenarios for Evaluating a Child Based on COVID-19 Exposure



For Healthcare Providers



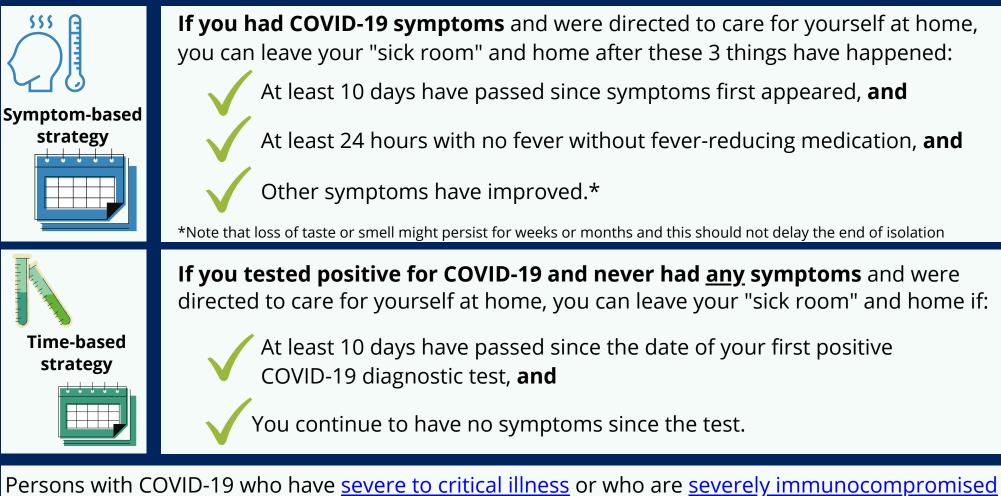
APPFNDIX

VIRGINIA DEPARTMENT OF HEALTH

WHEN IT IS SAFE TO BE AROUND OTHERS: ENDING ISOLATION IN NON-HEALTHCARE SETTINGS

July 15, 2021

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



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 <u>Return to Work Practices and Work Restrictions</u> of universal source control and self-monitoring for symptoms.
- Based on CDC guidance for <u>Discontinuation of Isolation in Non-Healthcare Settings</u> aimed to prevent most instances of further spread.

VIRGINIA DEPARTMENT OF HEALTH

WHEN IT IS SAFE TO BE AROUND OTHERS: ENDING QUARANTINE FOR EXPOSED PERSONS

If you had close contact with a person who has COVID-19 while they were contagious*, 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:

Exception: In indoor K-12 settings, a student who is within 3 to 6 • Being within 6 feet of a person who has COVID-19 for a total feet of an infected student is not considered a close contact as of 15 minutes or more over a 24-hour period, or long as both students are wearing masks and the school has Having exposure to respiratory secretions (e.g., being other prevention strategies in place. coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19, or * 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 Living with or providing care for a person who has COVID-19 they never had symptoms) until they meet the criteria to discontinue isolation. **HOUSEHOLD CONTACTS NON-HOUSEHOLD CONTACTS** VDH recommends that you **quarantine (stay home)** while the VDH recommends that you **guarantine** (stay home) for 14 days infected person is home and for **14 days** after the person has been after the date of last close contact with the person infected with released from isolation (because exposure is considered ongoing COVID-19. within the house)**. If you are not able to stay home for 14 days and do not have If you are not able to stay home for 14 additional days and do not symptoms, you may leave home earlier: have symptoms, you may leave home earlier: After 10 days without testing; or After 10 days without testing; or • After 7 days with a negative PCR or antigen test performed on • After 7 days with a negative PCR or antigen test performed on or after Day 5. or after Day 5. Household contact is released from Non-household contact is released quarantine if not sick from guarantine if not sick 7 days 7 days with 14 days with 14 davs 10 days 10 davs (preferred) negative negative (preferred) Person's Person released test test Date of last close from isolation symptom contact onset date

** 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

| VDH VIRGINIA DEPARTMENT OF HEALTH | WHEN IT IS SAFE TO BE AROUND OTHERS: ENDING QUARANTINE FOR EXPOSED PERSONS |
|--|---|
| HEALTHCARE PERSONNEL | Asymptomatic healthcare personnel (HCP) with potential exposure to patients, visitors, or other HCP with COVID-19 may be <u>assessed for exposures and advised on work restrictions</u> 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 <u>CDC strategies to mitigate HCP staffing shortages</u> . 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. HCP should continue to follow all <u>travel recommendations</u>. |
| Ö.Ö. | VDH recommends that personnel filling essential critical infrastructure roles (as defined in <u>CISA</u> <u>Framework</u>) 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: |
| <u>CRITICAL</u> <u>INFRASTRUCTURE</u> <u>WORKERS</u> | 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 <u>critical infrastructure workers (non-healthcare) potentially exposed to COVID-19.</u> |
| | 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). 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. You should talk to your healthcare provider. Even after vaccination, you may need to continue taking all precautions. People who are not required to quarantine after exposure must still watch for symptoms of COVID-19 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). |

Based on CDC guidance for <u>Risk Assessment and Work Restrictions for HCP</u>, <u>Critical Workers Exposed to COVID-19</u>, and <u>Interim Public Health Recommendations for Fully Vaccinated People</u>.

July 15, 2021