



FALL 2020

# SCHOOL REOPENING PLAN

Saint Joseph  
Catholic School



Rooted in Catholic values, Saint Joseph  
Catholic School promotes scholarship,  
discipleship, and citizenship.



## HEALTH MITIGATION TEAM

Kelly Lazzara- Superintendent

Sarah Owens- Principal

Father Brian Capuano- Priest

Natalie Rota- Dean of Students

Kathryn McElheny-  
Development and Admissions  
Director

## IMPORTANT DATES



School-wide Zoom  
6:30 pm



Meet the Teacher Zoom  
(class times to  
be announced)



Supply Drop Off I  
3:00 pm-5:00 pm



Supply Drop Off II  
7:30 am-10:30 am



JK & K Supply Drop Off  
8:30 am-12:30 pm



First Day of School



## **REOPENING APPROACH**

- **Saint Joseph Catholic School will open for in-person instruction five days a week for all learners.**
- **The following plan was created in accordance with health guidelines to prioritize the safety of students, families, and staff.**
- **Education and training will be provided to help students, families, and staff follow the practices outlined in this plan.**
- **The Health Mitigation Team will continue to monitor current health department information, CDC recommendations, American Pediatric Association guidelines, and updated public health guidelines as these are issued.**
- **The school will follow any government directives and guidance from the Diocese of Richmond should the state of public health require modification to the current phase or school closing.**

## SOCIAL DISTANCING



- Classrooms will be modified to maximize space between students, between 3-6 ft, and extra classrooms and spaces will be utilized as needed.
  - JK-2nd: Students will sit two to a table with a sneeze guard in between.
  - 3rd-8th: Students will sit at individual desks with 3-6 ft. apart.
- Each student will have their own pencil box and supplies.
- Art, music, library, Spanish, and religion classes will take place in homeroom classrooms to minimize student movement throughout the day. PE will take place in the gym or outside.
- Middle school students will remain in their homeroom classes, except for science class, and teachers will travel to them.



- Students will either eat lunch in their classrooms or outside. Students who purchase a hot lunch will have it delivered to them in their classroom.

## **SOCIAL DISTANCING (CONT.)**



- Each class will have their own recess time. The playground structure will be closed.



- School Mass will be held in person and split between Wednesdays and Thursdays to allow for social distancing.
  - JK-3rd grade will attend Mass at the school.
  - 4th-8th grade will attend Mass at the church. We will follow all church social distancing guidelines. School Mass will only be open to students and faculty.



- No school-wide assemblies will be held at this time.
- Field trips will be determined on a case by case basis according to health guidance and regulations.
- We will limit the number of volunteers in the building.

## SOCIAL DISTANCING (CONT.)



- Only 2 students will be allowed in a restroom at a time.
  - Students will use core group specific restrooms to minimize contact between grade levels.
  - Select sinks and stalls will be utilized to encourage social distancing.
  - During class time, only one student from each class at a time may leave to use the restroom.
  - Each student will be given an individual laminated pass that they will hang on a hook outside the restroom. This will indicate how many students are inside.
  - If two passes are hanging outside the restroom, students will socially distance while waiting their turn in the hallway.



- Extended care will be moved to the cafeteria to allow for social distancing between students. Students will sit by grade level.

## HEALTH PRACTICES



- Faculty, staff, and volunteers will be trained on and follow appropriate health practices.
- Students will be trained on appropriate health practices.
  - Hand washing will be emphasized.
  - Students and staff will be encouraged to wash and sanitize their hands regularly.
  - Hand-sanitizer stations will be placed in common areas and entrances.
  - All classrooms will have hand-sanitizer dispensers.
- Signs will be posted in all classrooms, hallways, large spaces, and bathrooms promoting proper hygiene and hand washing.



- Water fountains will only be used for refilling water bottles. All students are encouraged to bring a filled water bottle from home each day.

## HEALTH PRACTICES (CONT.)



- Faculty will teach and reinforce appropriate use of cloth face mask coverings.
- All employees and visitors must wear a double layer cloth face mask when they are not able to maintain a 6 ft. distance in classrooms or outside, and when in communal spaces.
  - Teachers will wear either a KN-95 mask or rounded face shield.
- Double layer cloth face masks are to be worn by all students when at a distance of less than 6 ft. in the classrooms or outside, and when in communal spaces.
  - Supervising teachers may permit students to remove their masks for limited periods of time when students are at least 6 ft. apart.
  - Masks must be school appropriate and non-political.
  - Students may wear a face shield in place of a mask if the shield covers the sides of the face and curves under the chin. Face shields are recommended for fluency & reading lessons.
- Developmentally appropriate or medically necessary accommodations will be made as needed.
  - Students who are unable to wear a mask due to medical reasons are required to have a doctor's note stating a reason for not wearing a mask and recommendations for an alternative.



## SCHOOL CLEANING



- The school will maintain adequate supplies to promote healthy hygiene. This includes soap, hand sanitizer, and cleaning materials.

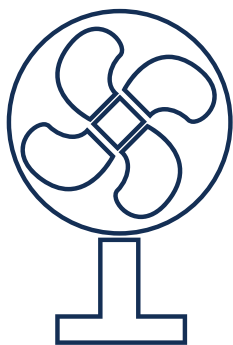


- Buildings will be cleaned nightly by Coverall, our contracted cleaning service.
  - We have reviewed and updated our cleaning and disinfection protocols to include frequently touched surfaces; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
  - The building will be deep cleaned prior to August 17.



- High-touch areas and restrooms will be cleaned throughout the day by faculty and staff.
- PE and recess equipment will be sanitized between each class use.

## **SCHOOL CLEANING (CONT.)**



- **ETec Mechanical maintains our AC system and will continue to check and clean filters throughout the year.**
- **Increased circulation of outdoor air will be encouraged as much as possible.**

## HEALTH SCREENING



- Anyone with a temperature of 100.4°F or above will not be allowed in the building.
- Home is the first point on the screening continuum. Parents are asked to take students' temperature at home before coming to school each day.
- All students will have their temperature checked by a staff member as they arrive to school, using a non-contact forehead thermometer.
- All employees will have their temperature checked and complete screening questions every morning.
- All visitors to the school must have their temperature checked and complete screening questions before entering the building.
- Screeners will wear a surgical face mask, face shield, and gloves.
- Employees will monitor all students for COVID-19 symptoms throughout the day.

## ARRIVAL & DISMISSAL



**Arrival: 7:30 am-7:50 am**

- **There will be two arrival drop-off points: The Front Entrance (along Franklin Street) and the Extended Care Door (along Centre Hill Avenue).**
  - **Parents with children in car seats are asked to use the Centre Hill entrance.**
- **Parents will pull up to the curb; students will remain in the car to have their temperature checked by an employee before exiting the vehicle.**
- **Once their temperature has been checked & cleared, students will report to their classroom.**
  - **If the student's temperature is 100.4 or above, parents must take their child home.**
- **Staff & faculty will be on duty on the blacktop & hallways to ensure social distancing & direct students to classrooms.**
- **If your child is tardy, please call the school office, and an employee will come to your vehicle to administer the health screening.**

## ARRIVAL & DISMISSAL



### Dismissal: 3:00-3:15 pm

- Students will be dismissed to the blacktop & will social distance wearing a mask at designated areas with their class.
- Parents must wear a mask to walk through the front gate and move to the waiting area alongside and behind Lavelle Hall to receive their child(ren).
- Cones will be used to navigate parents through entering and exiting the gate. Please follow the signs as you enter and exit.
- Parents and students are asked to depart immediately to ensure social distancing.
- In case of inclement weather during dismissal, students will be lined up using social distancing in the gym and cafeteria and dismissed to parents as they arrive out on the blacktop.

## ARRIVAL & DISMISSAL (CONT.)



- Students who need to be dismissed early from school must be picked up PRIOR to 2:30pm.
- Parents who arrive after 2:30 pm will be asked to wait until all-school dismissal at 3:00 pm.
- If dismissing early, parents/guardians will use the front door intercom system to sign-out their student.



- No visitors will be allowed in the building during arrival and dismissal times.
- The office will be open to families and visitors between 8:30 am and 2:30 pm by appointment only. Families are encouraged to use phone, email, and Renweb as much as possible for school business.

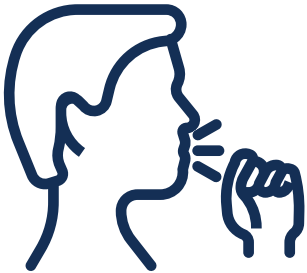
## HEALTH CLINIC



- The main office has been reorganized to provide a designated room for the Health Clinic, which will be staffed by trained employees and volunteers.
- There will be an Isolation Room in the extended care classroom. Students who present with symptoms of COVID will be separated in the Isolation Room. Parents/guardians will be notified for immediate pick-up.
- Parents picking up a student from the Isolation Room will remain in their car and call the office. The student will be escorted out the Extended Care Door (on Centre Hill Ave) to the parent's car.
- Staff will clean and sanitize the Health Clinic and Isolation Room on a regular basis as well as any affected areas.

## **PREPARING FOR SOMEONE WHO IS CONFIRMED COVID-19 POSITIVE**

What if a staff member or student becomes ill with COVID-19?

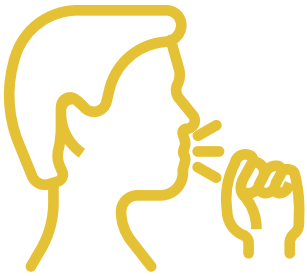


- **Step 1:** Parents are to immediately notify school administration if your child or someone in your household becomes sick with COVID-19 symptoms or tests positive.
  - If on campus, the school will immediately separate students or staff who become sick with COVID-19 symptoms while at school, and parents must pick up their child immediately.
- **Step 2:** Administration will contact the Crater Health District epidemiologist to report the case and follow all directives issued.
  - The Office of Catholic Schools will also be notified.
- **Step 3:** The Crater Health District will begin their case investigation process and begin contact tracing. Communication between the Crater Health District & SJS will be frequent.
- **Step 4:** A letter will be sent to families to notify them of a positive case within the SJS community, while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Individuals with a suspected or confirmed case of COVID-19 may not return to school until after they have been symptom free for 14 days OR have tested negative for COVID-19.



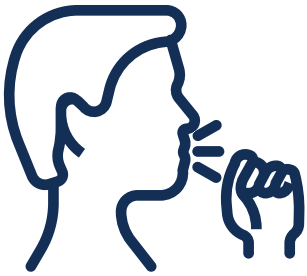
## PREPARING FOR SOMEONE WHO IS EXPOSED TO COVID-19

What if a staff member or student is exposed to someone with COVID-19?



- **Step 1:** Parents are to immediately notify school administration if your child or someone in your household was exposed to another individual who tested positive for COVID-19.
- **Step 2:** Administration will contact the Crater Health District epidemiologist to report the case and follow all directives issued.
  - The Office of Catholic Schools will also be contacted.
- **Step 3:** The Crater Health District will begin their case investigation process and begin contact tracing. Communication between the Crater Health District & SJS will be frequent.
- If an individual is exposed to an on-campus COVID-19 positive case within 6 ft. for longer than 15 minutes, then that individual must self-quarantine for 14 days from the last contact with the COVID-19 positive case.
- **Step 4:** A letter will be sent to families notifying them if an exposure takes place on campus.
- Exposed individuals may not return to school until after they have quarantined for 14 days and show no signs of COVID-19.
- If an exposed individual does show signs of COVID-19, he/she must receive a negative COVID-19 test prior to returning to school.

## PREPARING FOR SOMEONE WHO IS SICK



How will the school differentiate between COVID-19 symptoms & normal sickness/allergy symptoms?

- **Step One:** Home is the first point on the screening continuum. Please refrain from sending your child to school if he or she is sick.
- **Step Two:** If a child shows signs of illness, he or she will be sent to the Isolation Room and assessed by the clinic staff. Parents will be notified to come pick up their child immediately.
- **Step Three:** A doctor's note is required stating a diagnosis and that the student is healthy to return to school.
  - Students will not be allowed to return to school without a doctor's note.

## PREPARING FOR SOMEONE WHO IS SICK OR EXPOSED (CONT.)



- 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.
- We have instructional aides and other staff, including substitute teachers, who have been trained as back-up staff to ensure continuity of operations.

## VIRTUAL LEARNING



- Short term virtual learning plans will be available for students who need to quarantine due to illness or exposure related to COVID-19.
- Long term virtual learning accommodations will be made available on a case by case basis. Please contact administration so we can discuss your family's needs.

## HOW YOU CAN HELP



- Home is the first point on the screening continuum. We ask that all of our families support Saint Joseph's health mitigation protocols by keeping children at home:
  - when they are not feeling well.
  - have COVID-like symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
  - have potentially been exposed to someone with COVID or COVID symptoms.



- We urge families to perform daily temperature checks of their children before coming to school. If a student has a temperature of 100.4°F or higher, he or she should stay home.



- Be prepared to be flexible. As health guidelines and the current situation changes, we may need to make changes to school practices and policies. We appreciate your flexibility as we strive to keep our community safe and healthy.

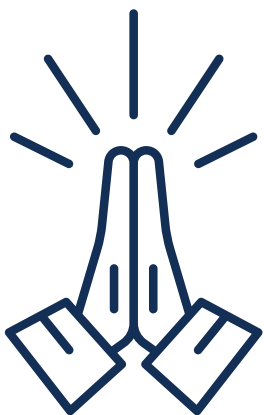
## HOW YOU CAN HELP (CONT.)



- Ensure your student has a clean face mask for school each day. Face masks should be washed in between each use.
- Practice and reinforce health behaviors at home like proper hand washing, using face coverings, and practicing social distancing.
- To minimize emotional confusion, discuss with your child that teachers & students will not be allowed to give high fives, handshakes, hugs, etc.



- Remember to keep your contact information and authorized pick-ups up to date in RenWeb at all times throughout the year.



- Join us in prayer for healing for our community and our world:

O clement, O loving, O sweet Mother Mary,  
We, your children of every nation,  
Turn to you in this pandemic.

Our troubles are numerous; our fears are great.  
Grant that we might deposit them at your feet,  
Take refuge in your Immaculate Heart,  
And obtain peace, healing, rescue,  
And timely help in all our needs.

You are our Mother.

Pray for us to your Son.

Amen

## WE ARE HERE FOR YOU

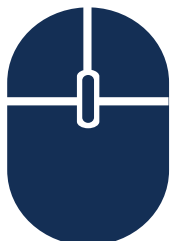
Though our day-to-day operations look different this year, we are here to support your student and your family! The office will be open to families and visitors between 8:30 am and 2:30 pm by appointment only. We encourage you to use these forms of communication to get in touch with administration, the office staff, and your child's teacher:



- **Email:** you can use email to send in a lunch menu, request a parent-teacher conference, or notify us that your child will be absent.



- **Phone:** call us in the office to make a payment via credit card, to pick up your child early, or to set up an appointment to come in.



- **ParentsWeb:** utilize the ParentsWeb portal to make a tuition payment, update your contact information, or check your child's grades.