



**CATHOLIC
SCHOOLS**
DIOCESE OF RICHMOND

**OFFICE OF CATHOLIC SCHOOLS
REOPENING SCHOOLS FROM COVID-19 PANDEMIC 2020
GUIDANCE FOR MIGRATION HEALTH PLAN**

Key Element #1 – Planning to Reopen

This section of the plan should include, but is not limited to, the following:

- a. Establish a COVID-19 team within the school and a point person at each school.
- b. Know the contact information and procedures for reaching the local health department.
- c. Plan for health and absenteeism monitoring/approaches.
- d. Develop a communications strategy that includes:
 - i. Orientation and training for staff and students specific to new COVID-19 mitigation strategies;
 - ii. Plans for communication with staff, parents, and students of new policies;
 - iii. Plans for how to communicate an outbreak or positive cases detected at the school.
- e. Participate in community response efforts.
- f. Prepare your school's student health services:
 - i. Assure provision of medical-grade PPE for health services staff;
 - ii. Assure and maintain typical (non-COVID-19) health services;
 - iii. Provision of mental health services.

Key Element #2 - Promoting Behaviors that Reduce the Spread of COVID-19

This section of the plan should include, but is not limited to, the following:

- a. Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:
 - i. Hand hygiene and respiratory etiquette,
 - ii. Use of cloth face coverings,
 - iii. Staying home when sick,
 - iv. Encouraging physical distancing.
- b. Maintain adequate supplies to promote healthy hygiene.
- c. Provide signs and messaging to promote healthy hygiene.
- d. Promote physical distancing - maximize the distance between students – can vary between 3ft-6ft

- i. Modify layouts of classrooms, communal areas and buses (if applicable) to ensure social distancing is maintained.
- ii. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.
- iii. Limit size of gatherings consistent with Executive Orders and impose physical distancing place during gatherings. Discuss attending Masses with Pastors and Chaplains. If Masses are in a Church, adhere to guidelines set forth for the Church, if Masses are held in gymnasiums or auditoriums adhere to the current size limit for gatherings.
- iv. Follow relevant Virginia Phase Guidance for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities. High school sports should also follow and adhere to all local conference and VISSA guidelines.

Key Element #3 - Maintaining Healthy Environments

This section of the plan should include, but is not limited to, the following:

- a. Plan for daily health screening questions and temperatures checks for faculty/staff. Daily temperature checks for students.
- b. Hygiene Practices:
 - i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
 - ii. Provide additional hand sanitizer/ handwashing stations.
 - iii. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).
- c. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- d. Ensure that water systems and features are safe to use after a prolonged facility shutdown.

Key Element #4 - Maintaining Healthy Operations

This section of the plan should include, but is not limited to, the following:

- a. Implement protections for staff and children at higher risk for severe illness from COVID-19.
- b. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.
- c. Implement 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. Follow guidelines set in the *Emergency Preparedness Instruction Manual for Parishes, Schools, and Campus Ministries*, located in the Extranet.
- d. Train back-up staff to ensure continuity of operations.

Key Element #5 - Protecting Vulnerable Individuals

This section of the plan should include, but is not limited to, the following:

- a. For faculty/staff use guidelines set forth in the Emergency Preparedness Instruction Manual, Version 4.0 or the latest version found on the Extranet. Not all position will be able to telework. Work with OCS and HR on individual circumstances.
- c. Develop student expectations while out and for returning to class after COVID-19 illness.

Key Element #6 - Preparing for When Someone Gets Sick

This section of the plan should include, but is not limited to, the following:

- a. Separate and isolate those who present with symptoms.
- b. Facilitate safe transportation of those who are sick to home or healthcare facility.
- c. Implement cleansing and disinfection procedures of areas used by sick individuals.
- d. Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps. Notify the Office of Preparation and the Superintendent of any individuals who test positive for COVID-19.

Key Element #7 - Planning to Close

This section of the plan should include, but is not limited to, the following:

- a. Determine which conditions will trigger a reduction in in-person classes.
 - i. Executive Orders that changes the operational phase in *Forward Virginia* – i.e. move into Phase 2
 - ii. Faculty member or student tests positive for COVID-19.
- b. Determine which conditions will trigger complete school closure.
 - i. Executive Orders that changes the operational phase in *Forward Virginia* – i.e. move into Phase 1
- c. Open communications with local health department, OCS, and HR if a positive COVID-19 case occurs in the school.
Working with all to determine next steps and communication of those steps.

How to Complete the Notification of Intent to Vary from Phase Guidance for Virginia Schools Survey Form

Governor Northam has issued Phase Guidance for Virginia Schools as they plan for reopening schools and offering in-person instruction to students. The Phase Guidance, which is aligned with guidance from the Centers for Disease Control, is designed to help private schools mitigate risks associated with COVID-19. The Guidance provides recommendations for the types of in-person instruction and programming that should be offered in each Phase as well as the corresponding health, safety, and physical distance measures. However, private schools are ultimately responsible for deciding whether/how to operationalize this guidance.

Private schools may choose to offer in-person instruction and programming that varies from the Phase Guidance. If private schools elect to do so, they should report details of their variabilities to the Virginia Council for Private Education (VCPE) via the submission of this form. The following form requests information about the nature of the programs to be offered under this variance as well as considerations during the decision-making process.

Important actions to take prior to beginning this variance survey form:

1. If your school does not already have an established contact at your local health department, that should be established immediately.
 - Please make sure the local health department has ONE point of contact from your school in order to most effectively communicate.
2. Complete your COVID-19 health mitigation plan according to the outline in this document and submit it with the Phase II survey.
 - As we are currently operating in Phase II, please complete the Phase II Private School Survey.
 - Once the Governor provides the Phase III date, a Phase III survey will be sent out for ALL schools to submit their surveys and health mitigation plans to VCPE for the populations outlined in Phase III (PreK-12 in-person instruction).

Questions to answer in Notification to Vary from Phase Guidance survey:

SECTION ONE

- Name of School
- Head of School Name (First and Last)
- Contact Person, if other than Head of School
- Email address of contact person
- Phone number of contact person

SECTION TWO

Administrative Information –

Have you submitted your health plan to VCPE? (check all that apply)

Note: Phase Health Plans are required, per an order of the State Health Commissioner, before providing in-person offerings in schools in either Phase II or Phase III.

- Phase II plan submitted
- Phase III plan submitted
- No plans submitted yet

How to Complete the Notification of Intent to Vary from Phase Guidance for Virginia Schools Survey Form

Information About Variability

During which Phase do you plan to vary from the Phase Guidance?

- Phase One
- Phase Two
- Phase Three

What in-person instruction or programming do you intend to offer that varies from the Phase Guidance?

When will such offerings begin?

What, if any, in-person athletic or extracurricular offerings do you intend to offer?

When will such offerings begin?

SECTION THREE

Will your health mitigation strategies vary from the Phase Guidance?

If you answered "YES" to the previous question, please clearly explain how your school plans to vary from the health mitigation strategies in the Phase Guidance for Virginia Schools.

What public health metrics or considerations informed your decision to vary from the health mitigation strategies within the Phase Guidance for Virginia Schools?

Have you consulted your local health department in the development of your plan to vary from the Phased Guidance for Virginia Schools?

(This requirement can be satisfied by emailing your completed notification to vary survey form to your local health department contact. Once you submit this form, you will receive an email with a copy of your responses which can be forwarded to your local health department.)

- Yes
- No
- Unknown

Is there anything else you want us to know about your reopening plans?

If you are prepared to complete the Notification of Intent to Vary survey form now, please access the survey using the following link: <https://forms.gle/zyVoicUthKrHz78o6>



Notification to Vary from Phase III Guidance

SECTION ONE:

- St. Edward Epiphany School, 10701 W Huguenot Road, 23235
- Head of School: Tracy Hamner, Principal
- Contact: Tracy Hamner, Principal
- thamner@seeschool.com
- Office Phone: 804-272-2881, Cell: 804-894-1554

SECTION TWO

Have you submitted your health plan to VCPE? (check all that apply)

- Phase II plan submitted- Yes, Submitted on 6/25/2020
- Phase III plan submitted- Not available

Information About Variability

- During which Phase do you plan to vary from the Phase Guidance?
 - Phase Three

What in-person instruction or programming do you intend to offer that varies from the Phase Guidance?

- We will be varying our physical distancing precautions to between 3-6 feet in all of our classrooms and buildings. This slight variance allows us to adhere to the guidance of limiting communal spaces and restricting the mixing of students.

When will such offerings begin?

- This variance will begin on the first day of instruction which will be Monday, August 24, 2020.

What, if any, in-person athletic or extracurricular offerings do you intend to offer?

- We plan on offering cheerleading, soccer, cross country and flag football.

When will such offerings begin?

- These sports will begin September 1, 2020, after we have opened school successfully.