



ST. ANTHONY OF PADUA SCHOOL

Return to School Plan - August 2020

The 2020-21 school year will begin on **August 31, 2020**. The COVID-19 pandemic has caused so much unrest that the environment changes weekly. Since it is impossible to know for certain what the risk of starting school will be, we have worked to establish a tentative Return to School Plan.

All stakeholders in the Catholic Diocese of Arlington – students, parents, teachers, administrators, pastors, nurses, counselors, and others – want our students to be together, back in the schools, and safe. State and local public health guidance, which is the guidepost for planning, continues to evolve and the public and private school systems are reacting accordingly. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the Diocese of Arlington, the Governor of Virginia, and the Virginia Department of Health. The Virginia Council for Private Education (VCPE) continues to work to assist and advocate for private schools in the state and is issuing guidance to private schools on how to proceed/comply with state mandates (e.g. regarding re-opening plans.) Regular updates will be made to this plan based on information provided by these agencies.

*We will continue to monitor many resources for additional information that will help us to make the best decision possible for our students, staff, teachers, and all our families. **This will be a living document, being adapted to the changing environmental situation.** We will be vigilant in monitoring the situation.*

In developing our Return to School Plan, we have the following guiding principles in mind:

1. Our goal is to provide a solid education in a faith-based environment while protecting the health and safety of all our students, faculty, and staff.
2. Our priority is to welcome our students back to full in-school instruction as soon as it is safe.
3. Online instruction will be provided for parents with a student or household member who have increased health risks and may choose to opt for full online classes.

Special care and consideration must be given to Vulnerable Populations:

- Individuals who are considered at high-risk for severe illness due to COVID-19 include people who:
 - Are 65 years of age and older
 - People of any age with the following conditions are at increased risk of severe illness from COVID-19:
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index [BMI] of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus

PHASES AND TIMELINES

Governor Northam will determine the Phase and Timeline for Virginia. We will continually monitor and review our plan to remain in accordance with the state guidelines.

	Phase I	Phase II	Phase III
Permissible In-person Instruction	Special education programs (class limit of 10 students) and child care for working families	Phase I plus PK-3 students, English learners, and summer camps in school buildings	All students may receive in-person instruction as can be accommodated with strict social distancing measures in place, which may require alternative schedules that blend in-person and distance learning for students
Limitations on gatherings	A maximum of 10 riders per bus, classroom, or other discrete space	50 person limit on gatherings with social distancing practices in place	Large gathering limit (TBD), subject to updated Executive Order at the time
Social/Physical distancing	6 feet distancing to be maintained between desks, tables, workstations, and between students and staff to greatest extent possible	6 feet distancing to be maintained to greatest extent possible	6 feet distancing to be maintained to greatest extent possible
Groups	Restrict mixing groups of students	Restrict mixing groups of students	Consider restricting mixing groups of students, adjusting schedules, transitions, recess options & instruction
Athletics and Activities	Prohibited	Limited extracurricular activities and athletics with mitigation strategies	TBD
Communal Spaces	Close communal spaces	Close communal spaces if possible, otherwise stagger use and disinfect between use	TBD

SCHOOL SCHEDULES:

At the present time, we are planning to implement the following schedule beginning on **August 31, 2020**:

1. Four Days of In-Person Instruction: All students in preschool through grade three will be in school four days/week: Monday, Tuesday, Thursday and Friday with Wednesday as a deep-clean day for the school facility
 - a. Pre-K, Kindergarten, 1st grade and 2nd grade are critical years in learning to read and write. In-person instruction and a rapport with the teacher will be important in getting the school year off to a good start for our youngest before a possible move to remote learning (E-School) for the entire school mid-way through the year. This will give them a solid foundation to continue their learning.
 - b. Online instruction will be provided for parents with a student or household member who has increased health risks and choose to not send their child to school
2. Two Days of In-Person Instruction: Students in grades four through eight will attend school two days/week, either Monday and Tuesday or Thursday and Friday. Students will complete half of the curriculum at home through distance learning and grow in their remote learning skills preparing for a possible mandatory return to distance learning for all students. We will continue to evaluate and make adjustments according to the guidance of the governing bodies.
3. Remote Learning: All instruction will be remote instruction by the classroom teacher and Specials teachers. Students will be included in some scheduled classroom casting for direct instruction and have set times of when they need to be online. Students will be expected to be actively learning during normal school hours.

Social Distancing: Students will be required to wear masks except when eating, and will keep the 6-foot distance whenever possible. Recognizing the challenge that this will be for students, we will dedicate time during our first weeks of school to practice proper social distancing.

Classrooms: In order to minimize exposure, each class will remain as a homeroom cohort as much as possible. Teachers will move from classroom to classroom for grades 4-8 whenever possible. In classes too large to contain all students in the same classroom at once at a distance of six feet apart, the class will be split into two classrooms. A Specials teacher or instructional assistant will be teaching and supervising those students who are not in their homeroom classroom. Teachers will collaborate so that the students are receiving the same instruction as they will be carefully distanced.

There will be no shared supplies – students will have their own supplies at their desks. Classroom doors will be left open to minimize touching door handles.

Student desks will be placed at a safe distance apart, honoring the 6-foot spacing as much as possible. Classrooms will be stripped of all unnecessary furniture and storage units will be utilized to make maximum space for desks. Painter's tape or other markings will be used to designate line up spots for students.

Cafeteria: With the exception of seventh and eighth grade, students will eat their lunch in their homerooms. All students will be spaced six feet apart. Students will remove their face masks to eat. For those ordering lunch, meals will be served to the children at their seats so there is limited movement.

Gym and Recess: Students need to be able to move during the day. In recognition that they need to exercise, we will give them opportunities to go outdoors when possible. They will have PE classes outside and opportunities to play with their cohort outdoors. **Masks will be worn until outside and then removed. Students will have the choice to keep their mask on if they so choose. There will be no contact sports played. Students may bring their own toys/play equipment to play with and not to share with others, such as a jump-rope.**

Arrival and Dismissal: Students will be asked to keep their 6-foot social distance from all but their own families when they are entering and exiting the building. We will continue to utilize our number car-line system and ask all families to pick up their K-8 children in the carpool line. Pre-K parents will continue to drop off and pick up their children at the Pre-K entrance by the playground. **We will ask students to wash their hands upon entering and exiting the building. They will also get a temperature check upon arrival. All employees will get a temperature check after morning prayer.**

Extended Day: New rates are posted on the school website due to the added costs of needing more room and therefore, more staff for supervision purposes, as well as, extra disinfecting costs. Drop-in students are NOT allowed.

Health & Safety Protocols

We will have a protocol for faculty and staff to self-screen each day. She will have protective equipment if students or staff exhibit symptoms of COVID-19 infection, as well as procedures for isolating that person and following up appropriately. We will dedicate the room beside the clinic as an isolation room in the event someone exhibits symptoms and needs to be isolated. Our full-time Registered Nurse will follow all the CDC procedures and local health department regulations.

We will start the year with a full contingent of hand sanitizer, masks, etc. Every student is required to send in 3 additional masks with their school supplies. Any student or staff member who forgets their mask will be issued one upon entry to the building. Our cleaning crew has already sanitized the building. All common areas and frequent-touch areas like door handles and light switches will be cleaned several times during the day.

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

St. Anthony of Padua School will not allow normal visitation to our campus until our reopening date. Only St. Anthony of Padua School staff will be allowed on campus during preparation for reopening.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Fever or chills
- 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
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential. Staff and faculty will not be allowed to report to work if they have any of the above symptoms.

HEALTH PROTOCOL

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be required to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should report to the nurse. Employees will not be required to provide a COVID-19 test result or healthcare provider's note to validate their illness to return to work (pg 25 of the COVID-19 Handbook).

An employee who has been diagnosed with COVID-19 may return to work when ALL 3 criteria are met:

Diagnosed with COVID-19, and had symptoms:

- 3 days with no fever **without the use of fever-reducing medication** and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

OR

***Have at least two consecutive negative COVID-19 test results more than 24 hours apart as explained (page 25 of the COVID-19 Handbook).**

Diagnosed with COVID-19, and had no symptoms:

If you continue to have no symptoms, after:

- 10 days have passed since test

If you develop symptoms after testing positive, follow guidelines for "Diagnosed with COVID-19 and had symptoms."

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. "Close contact" or exposure is described (page 14 and 26 of the COVID-19 Handbook).

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - a. Your healthcare provider
 - b. St. Anthony of Padua School Nurse
 - c. St. Anthony of Padua School Principal
2. The principal will work with the school nurse to determine appropriate next steps.
3. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.
4. You may return to work 10 days after your last exposure if symptom free.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. St. Anthony of Padua School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines or markings on the floor will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face coverings are required and serve to provide personal protection along with personal hygiene, social distancing, and frequent cleaning efforts. All students in grades 3-8 are required to wear masks and students in lower grades are strongly encouraged to wear them.

Face Shields: Faculty and Staff will be issued special face shields to be worn as appropriate. Students are welcome to wear a face shield. Face shields in addition to face coverings must be worn if 6 feet social distancing is difficult to achieve or maintain consistently or contact is greater than 15 minutes. (page 6 of the COVID-19 Handbook)

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks. **Gloves are not allowed to be worn in the building except for the nurse and when needed for cleaning, and caring for someone who is sick.***

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. **Wash hands:**
 1. when you enter the building
 2. before and after using the restroom
 3. before and after lunch
 4. after you cough or sneeze
 5. when leaving the building
 6. after hands have touched contaminated surfaces
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze and immediately throw the used tissue in the trash receptacle **and wash your hands**, or cough into the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

St. Anthony of Padua School staff will use signage to indicate the rooms assigned to students. Students are to remain with their cohort at all times. Teachers are only allowed to attend classrooms where they have instructional responsibility or for collaboration within their team. Social distancing must be maintained at all times.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. St. Anthony of Padua School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The school cleaning company will clean all workspaces at their designated cleaning times.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– St. Anthony will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Teacher Lunch Room/Work Room –This space will be limited use only until further notice. Employees may enter to use the appliances at their own risk. Cleaning solution and paper towels will be provided to clean the use of machines before and after use, i.e. copier, laminator, paper cutter. Employees may not linger in the space.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times/ day
Common Areas	Cafeteria, Library, Conference rooms, Gym, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

Based on data from studies on COVID-19 and what is known about similar respiratory diseases, it may be possible for a person to get COVID-19 by touching surfaces or objects that have the virus on it and then touching one's mouth, nose or possibly eyes, but this is **NOT** the main way the virus spreads. Previous general measures should be followed regularly to prevent such contamination. In addition, COVID-19 can survive up to 24 hours on cardboard and paper. It is recommended employees collect all paperwork, wash your hands upon finishing and wait 24 hours to retouch and grade the paperwork.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing and will be performed every Wednesday.

When possible, areas used for prolonged periods of time by a suspected or confirmed individual will be closed for 24 hours before cleaning and disinfecting will take place.

SIGNAGE

Signage will be placed throughout the offices and school.

FOOD SAFETY

Sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to the school.

PREVENTIVE MATERIAL INVENTORY

1. The school will maintain an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. The school will maintain a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

COVID-19 CASE FORM

If an employee or student becomes ill on campus, he/she will immediately report to the isolation room, the nurse will be called, and the Report for Employees/Students Presenting Symptoms at School case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse and others attending the suspected infected person, should also wear a protective mask, gloves, face shield and isolation gown while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up within 30 minutes and go home.
- The nurse will follow the advice of the local health department on notifying and contacting appropriate persons.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORKDAY

Provide supplies for employees to clean up after themselves in staff only restrooms.

Students will enter bathrooms only two at a time with face coverings. Students must wash hands before and after using the restroom.

VISITORS ON CAMPUS

The safety of our staff and students remains our primary concern. While visitors will not routinely be allowed in the building, there are times when people other than staff and students will need to enter the building. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. See **VISITOR SELF-SCREENING FORM**.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

We are planning on having a part-time counselor who will work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. Pre-return to school training
 - Presented remotely to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation (during Teacher Planning Week)
 - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols.
3. Cleaning Crew Protocols
 - Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School checklists
3. Response Teams
4. Disinfection Measures
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often,
2. Visit our school website regularly,
3. Follow our social media platforms, and
4. Check Google Classroom for notices.

ACADEMICS AND BLENDED LEARNING

St. Anthony of Padua School leadership has assigned key personnel to organize and develop systems in place for the school reopening. Blended learning is a combination of direct instruction and online learning. This year we will be prepared to blend the two mediums so that students are able to learn despite the location of their classroom.

1. Optimize Professional Development

We are participating in diocesan-sponsored professional development throughout the month of July focusing on differentiating and assessing in a blended learning environment. We also are interested in gaining information to see what training teachers are able to develop for their peers. By trial and error, they discovered many digital tools that were very productive. The goal is to develop leveled training for beginning teachers and experienced technology teachers.

Teachers return to Planning Week on August 17, a week that includes additional days of professional development.

2. Optimize Instruction

Re-entry Plan: Gathering data through assessment. For K-2: HMH testing or PALS. For 3-8 grades: Scantron testing

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Special attention will be given to grades K-2 since they are foundational grade levels and may not have benefited as much from the remote learning in the spring.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level standards instruction.

At-Home Learning Packets, Online Learning: Should we move to e-school, we would like our instruction to be uniform across the board. Each grade level should create packets that we would use as “Emergency Go-Packets.” Packets should be available digitally so administrators could have instant access to download extra copies should the need arise. These packets could be posted in Google Classroom as well.

GRADING POLICY

Grading

To receive credit for the courses for the 2020-2021 school year students are expected to complete assignments on time, whether in class or online.

Attendance

In order to achieve the goals and objectives of the curriculum, regular attendance is mandatory for students either by face to face instruction or virtual learning.

Completion Protocols

St. Anthony of Padua will adhere to Diocesan policies pertaining to promotion/retention.

RECEIVING AND RETURNING STUDENT WORK IF SCHOOL CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will immediately return to e-school procedures; a handbook outlining these procedures will be provided to all school families.

St. Anthony of Padua will continue to use ClassTag and Google Classroom for grades K-8.

All activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by St. Anthony of Padua School staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

ONLINE INSTRUCTION

Zoom, ClassTag, Google Classroom, and other elements of the Google Suite are our online components to help deliver instruction from the classroom teacher. The teachers will provide real-time direct instruction, provide time for students to work independently, and then follow-up with tutorials and assessments in the same week. We will maintain a regular school day so that students have a daily routine in school.

**ST. ANTHONY OF PADUA CATHOLIC SCHOOL
VISITOR SELF-SCREENING FORM**

Visitor or Parent Name: _____

Date: _____

Mobile Number: _____

Are you showing any signs of the following symptoms?

_____ Fever or chills

_____ Cough

_____ Shortness of breath or difficulty breathing

_____ New loss of taste or smell

_____ Sore throat

_____ Nausea or vomiting

_____ Diarrhea

Have you been exposed to someone with COVID-19 positive test results?

_____ YES

_____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

_____ YES

_____ NO

NOTES: Visitation is forbidden if there have been any YES responses to the screening checklist. If “yes” is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

ST. ANTHONY OF PADUA SCHOOL
REPORT FOR EMPLOYEES/STUDENTS PRESENTING SYMPTOMS AT SCHOOL

Name: _____

Date: _____

Employee _____ Student /Classroom: _____

Symptoms noticed:

_____ Fever or chills

_____ Cough

_____ Shortness of breath or difficulty breathing

_____ New loss of taste or smell

_____ Sore throat

_____ Nausea or vomiting

_____ Diarrhea

Additional Notes (including places visited on this date):

Time of fever or onset of symptoms: _____

Time of isolation: _____

Was patient advised to contact their healthcare provider? _____

Reporter Name/Title: _____