

Charlottesville Catholic School  
Reopening from COVID-19 2020  
Mitigation 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

- a. CCS reopening task force
  - i. Michael Riley, Principal, point person
    - 1. [m.riley@cvillecatholic.org](mailto:m.riley@cvillecatholic.org)
    - 2. 434-964-0400 ext. 305
  - ii. Vada Fallica, Assistant Principal
  - iii. Frank Murphy, Facilities and Business Manager
  - iv. Matias Seibert, IT
  - v. Michelle Weber, School Nurse
  - vi. John Garland, Teacher and parent
  - vii. Gary Albert, Board Chair
  - viii. Michael Bruscia, STEAM Discovery Academy Director
  - ix. Beth Quartra, DNP, RN, CMSRN, ACNS-BC
  - x. Stephanie Raymond, Parent 4th, 6th, Alumni
- b. Thomas Jefferson Health District
  - i. Ryan McKay, Senior Policy Analyst
- c. Grow substitute list
  - i. Mrs. Fallica will work on finding and hiring substitute teachers
  - ii. Mrs. Weber will log and keep track of sickness and potential quarantine needs
- d. Reinstate CCS Communications Plan
  - i. August 24 - PD for staff on reopening plan
    - 1. Include physical distancing
    - 2. Increased hygiene

3. Movement throughout the building
4. Lunch
5. Recess
6. Synchronous learning (plan TBD)
7. Use of nurse
8. Masks
- ii. Rework handbooks to include COVID-19 reopening changes
- iii. Positive Tests
  1. Contact TJHD
  2. Contact OCS
  3. Have letter, ie Head Lice, to send to parents
    - a. To be provided by TJHD
- e. Work with agencies
  - i. TJHD
  - ii. OCS
  - iii. Charlottesville Area Independent Schools
- f. Student Health services
  - i. Mr. Murphy will work with Mrs. Weber to purchase and have available all needed PPE
  - ii. Regular Services
    1. Better first aid kits for classrooms
    2. Increased training to take care of minor injuries in the classroom
    3. Plan for schedule meds
      - a. Nurse to the classroom
      - b. Hipa needs
    4. Isolation Room
    5. Plan for non-COVID sick children
- g. Counselor
  - i. Option 1: contract with Commonwealth Catholic Charities
  - ii. Option 2: hire a counselor
  - iii. Budget implications

## **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.

a. Education Plan

i. Plan for hygiene

1. Restroom usage

2. Additional handwashing

a. JK-5 sinks in classrooms

b. Ensure soap and paper towels are available

c. Middle School has dedicated areas based on their location

ii. Face coverings

1. Faculty and staff

a. Required in all common spaces

b. Required when 6' social distance is not possible, i.e. walking around the classroom, working with individuals, etc.

2. Students

a. Face coverings are to be worn by all students in grades 4-8.

i. They will be worn at all times when they are at a distance of less than 6 feet and in communal spaces such as hallways.

ii. We will start the year in classrooms where desks are 6 feet apart.

b. Face coverings may be more difficult for our younger students in Junior Kindergarten through 3rd grade.

i. All JK - 3rd grade students must bring face coverings to school and will be encouraged to wear them when they are at a distance of less than 6 feet, especially in communal spaces.

iii. Strict guidelines

1. Temperature screening before entering the building

a. 100.4 degrees or higher will not be permitted to enter the building

2. Screen for COVID-19 related symptoms

- a. [Screening for employees](#)
      - b. [Symptoms](#)
    - 3. Questionnaire for staff to answer daily
    - 4. Share questionnaire with families
    - 5. Set return guidelines
      - a. 72 hours fever free without medication
        - i. Students
        - ii. Teachers
      - b. Minimum of 10 days since symptom onset
      - c. Reporting to nurse
    - 6. Substitute policy
  - iv. Social distancing
    - 1. Six feet markings in hallways
      - a. Including directional flow
    - 2. Set up classrooms
      - a. 6' distance between desks
    - 3. Transitions
    - 4. Dedicated seating charts
- b. Mr. Murphy and Mr. Wetheral will ensure that supply levels are kept available
  - i. Order more than usual to ensure not running out
  - ii. Check daily to ensure that soap and paper towels are stocked
- c. Signage
  - i. Face covering requirements
  - ii. Hand washing signage
  - iii. Social distance markings
  - iv. Post questionnaire questions on the doors and provide digitally for parents
- d. Physical distancing 3'-6'
  - i. Classrooms
    - 1. 6' distance between desk
    - 2. Students stay, teachers move
    - 3. Communal spaces
      - a. 6' in hallways
      - b. Use of cafeteria, performance space, specialist classrooms as classroom space for instruction
  - ii. Food services
    - 1. Meet with Yay lunch
      - a. Individual packaging
        - i. They are working to see if pizza is possible
    - 2. Lunch in classrooms
      - a. Allergies
      - b. Cleaning after
      - c. Forks and spoons not provided

- iii. Masses
  - 1. Phase three is a max of 200 people in the gym but physically distanced
  - 2. Meeting with Monsignor Keeney
    - a. Video Masses in classrooms Fridays at 8:15
    - b. Distribution of Communion
- iv. Sports
  - 1. Postponed until further notice
  - 2. Follow Phase guidance
  - 3. AD to plan events, practice schedule, capacity for fans
    - a. Plan for alternative schedule in the spring

### **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.

- a. Daily Screenings
  - i. Staff
    - 1. Staff Questionnaire
    - 2. Temperature checks
    - 3. 100.4 is the threshold
    - 4. [Symptoms](#)
    - 5. Staff, trained person to test staff by 7 am
  - ii. Students
    - 1. During carline
    - 2. Training for staff administering
    - 3. 100.4 threshold
    - 4. [Symptoms](#)
    - 5. 6' spots at carline dropoff
    - 6. Traffic control
- b. Hygiene
  - i. Cleaning

1. Increased deep cleaning of highly touched areas
2. Sanitization plan
3. Cleaning protocols
4. Supplies maintained
5. Plan for positive test
  - a. TJAD to facilitate contact tracing
  - b. Families to report to Mrs. Weber
6. Plan for deep cleaning/sanitizing before opening/re-opening
  - a. Use sanitizing fogger
- ii. Additional sanitizer/handwashing stations
  1. Purchase of free standing sanitizer stations for hallways, doors
  2. Purchase sanitizer for classrooms
- iii. Supplies to minimize sharing
  1. Art
  2. Computers
  3. Classroom supplies
- c. Ventilation
  - i. Work with Riddleberger
  - ii. Open windows as much as possible
  - iii. Outdoor classrooms when possible
- d. Water systems
  - i. Have system checked
  - ii. Water fountains
    1. Safety
    2. Potential change to bottle fills

#### **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.

- a. High risk populations
  - i. Synchronous learning plan
  - ii. Quarantine room
- b. Gatherings, field trips, volunteers
  - i. Masses
    1. Phase three is a max of 200 people in the gym but physically distanced

- 2. Meeting with Monsignor Keeney
  - a. Video Masses in classrooms Fridays at 8:15
  - b. Distribution of Communion
- ii. Field trips
  - 1. Postponed until further notice
  - 2. Video trips when available
- iii. Volunteers
  - 1. Severely limited
  - 2. No guest speakers
  - 3. No guest readers
- c. Sick leave
  - i. See guidelines in EPIM from DoR
- d. Substitutes
  - i. Training and hiring
  - ii. Administrative back-ups
  - iii. Nurse substitutes

#### **Key Element #5 - 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 of 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

- a. Creation of quarantine room
  - i. Elementary workroom to be transformed
  - ii. Mrs. Weber to provide needs
  - iii. Window put in door
- b. Transportation
  - i. Parents into the building
    - 1. Wait outside for students
    - 2. Movement
- c. Work with CDC/TJHD approved procedures for disinfection
- d. Reinstallation of CCS communication plan

#### **Key Element #6 - 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

a. Phase 2 plan

i. JK-3 in building

1. Digital for 4-8

a. Google Classroom

b. Packets as needed

2. Positive test

a. Information shared from TJAD

i. Quarantine needs of others

ii. Whole class

b. Hallway

3. Ensure reduction of cross pollination of groups

b. Phase 1 plan

i. Digital learning for all

ii. Packets as needed