

COVID-19

School Reentry Planning Guide

Updates for 2021-2022

St. Ambrose Catholic School, Annandale, VA

This document is designed to update the St. Ambrose Catholic School reentry planning guide established for the year 2020-2021. St. Ambrose Catholic School will continue to provide traditional face-to-face classroom instruction, disinfecting campuses, and ensuring the safety of students, faculty, staff, and visitors following the COVID-19 pandemic response. *These updates balance Virginia Health Department recommendations and are subject to change.* St. Ambrose Catholic School will continue working with the Center for Disease Control and Prevention (CDC), State of Virginia and Health officials to establish thorough implementation of classroom instruction that meets the current requirement of 183 days of instruction time per school year (K-8).

Updates of this plan have been made with the guidance of Father Andrew Fisher, St. Ambrose School faculty, staff, Administration, Mrs. Shawn Camargo, parents, the Office of Catholic Schools, and the Virginia Council for Private Education, current Virginia Health Department guidance, and The Center for Disease Control and Prevention (CDC).

The primary purpose of this process is to honor our mission to provide a strong education in a faith-based environment while considering the health and safety of our students, faculty and staff to be of prime importance while dealing with the COVID-19 virus.

St. Ambrose Catholic School will continuously monitor three sources of data to make necessary adjustments to the guidelines and protocols used throughout the school year. It is possible that as the data changes, specific requirements, could be loosened or removed. However, at this time we will require all students, faculty, staff and visitors to wear face covering at all times due to our *high population of unvaccinated students.*

The three sources of data are as follows:

1. **School Metrics** - *School Metrics* is located on the Virginia Department of Health website, and evaluates the level of community disease transmission in our community. The *Metrics* categories include low, moderate, substantial, and high. Two measures are used to establish each category: the total number of cases in the past seven days and the percentage of nucleic acid amplification tests that are positive in the past seven days. Categories of Substantial and High Transmission level in our community will require mandatory face coverings and social distancing. Additionally, limits on athletics and other extracurricular activities may be necessary until transmission levels decline.

Indicator	Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Total new cases per 100,000 persons in past 7 days	0-9	10-49	50-99	>=100
Percentage of NAATs that are positive in past 7 days	<5.0%	5.0%-7.9%	8.0%-9.9%	>10.0%

<https://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/school-metrics/>

2. **Vaccine Data Dashboard** - Vaccine data on the Virginia Department of Health website helps us understand community and locality level vaccination coverage. Age-group vaccination coverage at the local level will provide important data regarding estimated vaccination coverage at St. Ambrose Catholic School. Because children under the age of 12 are not yet eligible for the Covid-19 vaccine, there may be protocols that are necessary for younger students while not necessary for older middle school students. However, most guidelines and protocols will remain consistent across all grade levels, as all students interact with each other during recess, Mass, and other school-wide activities and events.

<https://www.vdh.virginia.gov/coronavirus/covid-19-vaccine-demographics/>

3. **School Impact Data** - Just as important as the local data, information specific to St. Ambrose Catholic School will help monitor the effectiveness of our protocols. Criteria we will consider is transmission within the school, student absenteeism, and staff capacity. We will regularly evaluate the impact that Covid-19 transmission is having on our school community and adjust protocols accordingly. For example, if the level of school impact is low and other local data mentioned above is at or below the moderate level, school protocols may be loosened. For example, the face covering requirement may be removed. On the contrary, if the level of school impact is worsening, protocols will be adjusted to provide a higher level of protection (i.e. required face coverings and increased social distancing) which may include a transition to remote learning.

Criteria	Level of School Impact		
	Low	Medium	High
Transmission Within School	Zero or sporadic cases with no evidence of transmission in school	Two breakouts within a short time period or sporadic outbreaks in school. Size of outbreaks remains small.	Several outbreaks in school within short time period; size of outbreaks is large or scope of outbreaks is significant (i.e. multiple classrooms or grade levels impacted)
Student Absenteeism	At baseline/low	Slightly above baseline	High
Staff Capacity*	Normal	Strained	Critical

*The school’s ability to maintain adequate staff for facility operation, teaching, and administrative functions. www.vdh.virginia.gov

Updates to School Reentry Plan

The following provides updates to last year's (2020-2021) actual plan for the reopening of St. Ambrose Catholic School. For the academic year 2021-2022, reopening with face-to-face instruction for all students has been deemed safe with COVID- 19 precautions instituted.

Morning Carpool and Dismissal (see maps at end of re-entry plan)

Morning Carpool:

We will not limit access to the building or **limit the number of students** coming in every morning through the carpool. Four to five faculty members will be assigned to carpool each morning. Morning carpool will start at 7:50 am.

Our carpool will be operating as follows:

1. Cars will enter at the main entrance to the parking lot and immediately turn left. Drive through Area I, bear right and continue through Area II. Stop at Door #2 (gym entrance).
2. All cars should form a double carpool line along the sidewalk and island, starting at door #2.
3. Once the junction is closed and all cars come to a complete stop, we will blow the whistle so that our students can safely exit their cars. No student should leave the car before the whistle.
4. Students should be prepared with all belongings to exit cars promptly.
5. Parents should remain in their cars.
6. No temperature checks or health assessment forms will be expected
7. Students will exit their cars wearing a face covering. Once all students have entered the building, we will signal the cars to leave.
8. Students will enter the building at the same time using doors 1 and 8.
9. Kindergarten will use door 8 only.

Morning Carpool Protocols for Parents:

1. Children will exit vehicles wearing face coverings. Children without face coverings will not be allowed in the school building until face covering is provided to them by the parents.
2. Parents may not leave school property until carpool staff give the signal to exit.

Afternoon Dismissal:

We will not limit dismissal from the building or limit the number of students going out in the afternoon through carpool. We ask parents' cooperation by being ready and forming a carpool line to facilitate the flow of cars. Please make sure that your engine is turned off. Students will be dismissed at 3:10 pm.

Our afternoon carpool dismissal schedule will be as follows:

1. Junction will be open from 2:50-3:08 so parents can enter Areas I and II.
2. Gr K-4 parents will form carpool lines in the parking lot in front of the school (Area I). Please make sure you form lines facing the street.
3. Gr 5-8 parents will form carpool lines in the lower parking lot (Area II). Please make sure you form lines facing the school.
4. For the safety of all students cars should come to a complete stop by 3:08
5. At 3:10 we will blow the whistle for students to walk to their cars. When all students have entered their cars, we will signal the cars to leave. Please wait until a faculty member gives you the signal to exit the parking lot.

6. Older siblings will be dismissed with younger siblings in grades K-4 to Area I. These parents need to park in Area I.

Afternoon Dismissal Protocols for Parents:

1. Parents will exit and stand next to their cars so that your children can locate you.
2. Parents may not leave school property until carpool staff give the signal to exit.
3. In the event that a parent needs to pick up a child prior to dismissal, the office must be notified either by email or phone. Upon arriving at school, parents must come into the front office to sign out their child. No loitering at the exit doors is permitted.

Health Screening

Protecting students and faculty is of the utmost importance. A protocol for the identification and tracking of any faculty or student that exhibits COVID-19 symptoms, or those with confirmed diagnoses, are included in this plan.

1. At the beginning of the year, parents will be required to sign a Health Screening Questionnaire Agreement, indicating, that parents agree to perform the daily assessment.
2. All families must perform a health screening of every child in their household before drop off. **This form will not be turned into the school each day.** However, no child should be sent to school with either a fever, not feeling well, or have been given fever reducing medication. If this should happen, a meeting with the Principal, the nurse, and our Pastor will be scheduled to discuss the next steps.
3. St. Ambrose Catholic School will be screening students and faculty during the day for symptoms and temperature as recommended by the CDC.
4. Parents will be contacted if their child is exhibiting any symptoms associated to COVID-19. Parents will be asked to pick up their sick child immediately. In addition, any student, faculty, or staff member that is identified with symptoms after the start of the school day, will not be allowed into the school building until he or she is cleared by a physician and a physician's note is provided.
5. **Siblings of a sick child will be permitted to stay at school unless a positive COVID-19 test is received in the household. Siblings will be asked to quarantine per CDC guidelines and until a physician clears them to return.**
6. Students will always be asked to wear a face covering while in school. Students will be responsible for bringing their own masks to school.

Protocols:

1. Students with a temperature over 100 degrees Fahrenheit will not be permitted to stay in school.
2. Students, Faculty and Staff must have a written clearance from their Primary Healthcare Provider (PHP) to return to school. If the health care provider deems a COVID-19 test is needed, a negative test result must be turned in into the school prior to returning.
3. Parents will be responsible to keep their child at home if any Covid-19 symptoms arise (fever, cough, sore throat, nausea, vomiting, diarrhea, chills, muscle pain, headache, and loss of taste or smell, shortness of breath, etc.).
4. Identified sick students, faculty or staff members will be isolated immediately and sent home.
5. Parents will be allowed to enter the school building to pick up their sick child in the clinic.

Faculty, Staff and Students Stay Home Policy

Faculty, staff, and students will stay home when sick or have a close contact with a confirmed case of COVID-19.

Protocols for when to stay home

1. If student, faculty, and staff have a fever (100), cough, or another symptom, or if you think any member of your household may have been exposed to COVID-19, contact your healthcare provider. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea

Please be aware that this list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Please check that list regularly.

Faculty, staff and students who are suspected or confirmed positive for COVID-19, including who are asymptomatic, are prohibited from returning to school until:

Option 1: If, in consultation with a health care provider and local public health authorities knowledgeable about locally available testing resources, it is determined that a faculty, staff or student **will not have a test** to determine if they are still contagious, the employee or student can leave home and return to school after these three conditions have been met:

1. They have been fever-free for at least 24 hours without the use of fever-reducing medication
2. They have improvement in respiratory symptoms (e.g. cough and shortness of breath)
3. At least 10 days have passed since the date of their first symptoms

Option 2: If, in consultation with a health care provider and local public health authorities knowledgeable about locally available testing resources, it is determined that a faculty, staff or student **will be tested** to determine if they are still contagious, the employee or student can leave home and return to school after these three conditions have been met:

1. They have been fever-free for at least 24 hours without the use of fever reducing medications
2. They have improvement in respiratory symptoms (e.g. cough and shortness of breath)
3. They have a note from their health care provider or the Virginia Department of Health releasing them to return to everyday activity.

For students only: If your child has any COVID-19 symptoms, cold symptoms or any other virus:

1. They must remain home until cleared by a physician.
2. **Siblings will be permitted to be at school unless the sick child does receive a positive COVID-19 test.**
3. If the physician states that the sick child has a virus or cold not related to COVID-19, the student may return to school immediately if fever free.
4. The sick child will have to remain home until they are fever free/symptom free for 24 hours without the use of fever-reducing medications.
5. Should the physician have concerns, and not sign off to clear the sick child, the sick child and all siblings will have to remain home until the physician provides a clearance.
6. **All physician notes must be received prior to bringing your students back to school.**
7. **If a physician** orders a COVID-19 test that includes rapid and a PCR, the PCR results must be submitted to school prior to returning.

Quarantine is defined by CDC to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Close contact is defined by CDC as an individual who has had close contact (3 to 6 feet) for ≥ 15 minutes.

If Student or Faculty becomes sick while in school

In the event a student, faculty or staff become sick or show any symptoms of COVID-19 while in school, they will be sent home immediately. If we have a confirmed case of COVID-19 in a classroom the following protocols will take place.

Protocols

1. St. Ambrose Catholic School will contact the Fairfax County Health Department to report a suspected and/or confirmed case of COVID-19. The local health officials determine who else in the school setting will need to quarantine.
2. Families will be notified if there is a confirmed and/or suspected case of COVID-19 at the school. Due to HIPAA Laws, we will not be able to identify the grade level, or the student/staff member by name.
3. All exposed students, faculty and staff will be required to stay home (quarantine) per CDC/Fairfax County Health Department (FCHD) guidelines, if FCHD determines to do so.
4. Affected areas of the school will be disinfected immediately.

Safe classroom spaces

Physical distance will continue to play an important role in school safety to prevent a second wave of infection. While requirements to physically distance can be disruptive, they are the most effective. All efforts to maintain distance, while continuing educational settings, should be made.

1. A minimum distance of three feet apart will always be maintained. Desks in classrooms will be spaced facing the same direction.
2. **Specialty teachers (e.g., music, art, physical education, and library) will not be rotating to individual classrooms. Students are expected to travel through common spaces.**

3. Physical education classes will be held in the gym and outside (weather permitting). All participants will wash their hands after physical education classes.
4. Students will mix with other pods and will change from one group to another.
5. Middle school students will move from class to class.
6. **Virtual online learning will be offered** in the following situations:
 - Online learning will be offered **only** when school is out for an extended period of time.
 - Online learning will be offered **only** to students who become sick with COVID-19 and are asked to quarantine. Parents must provide to the school a positive COVID-19 test result or a letter from their health care provider/FCHD stating they are a close contact and must quarantine.
7. **No virtual online learning for regular sick students,** daily lessons will be posted in Schoology so students can have access to lessons and classwork.
8. Each child will have their own supplies.
9. Classroom materials will not be limited for use by one person only. All students will be able to share materials.
10. Recess will be in the back field, (if unavailable due to construction, then it will be in the lower parking lot). Recess will be by groups: K-2, 3-5 and middle school.

Common Areas

Common areas in educational settings do not pose a significant risk to the population any longer. Common areas are lunchrooms, restrooms, water fountains, student common areas or hallways.

1. Water fountains in schools will be turned on and students will only be able to fill water bottles.
2. Meals will be consumed in the gym or outside (weather permitting) and students will have the option to buy or bring lunch from home.
3. Restrooms will be open for all students. Proper hand washing will follow CDC guidelines.
4. Hand sanitizer stations will be accessible and located throughout the school and at a minimum in each classroom.
5. When students leave a classroom, they will be instructed to wash their hands or apply hand sanitizer before going to the next location.
6. In the instance hand washing is not easily accessible, hand sanitizer should be used by all students and personnel.

UVC Lighting

Saint Ambrose Catholic School purchased UVC lighting technology for use in the school. We intend to use two different UVC methods to protect our students.

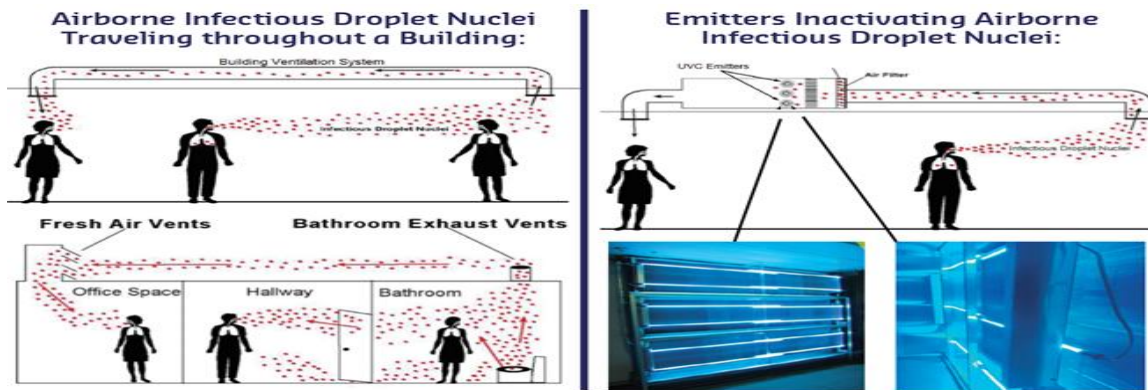
Airstream measures are designed to address the HVAC (heating, ventilation, and air conditioning) systems and treat the air prior to its arrival in the classroom or Library spaces. Devices are installed on the downstream side of the cooling coil to prevent the buildup of contaminants on the coil and combat contaminants within the airstream. This airstream technology represents a more permanent approach to kill germs and mold.

We have purchased four HVAC-UVC Lighting ESE Fixtures, EGTS Emitters for the Air Exchange systems in the Library, Annex, Pre-School, Stage, and Kindergarten and stage office. This technology of UVC (ultraviolet light - c spectrum) has been used for the past 100 years to fight against viral, bacterial, and fungal species. Viruses that are airborne can be safeguarded against with high doses of UVC in the Airstream or through the HVAC system.

What: HVAC -UVC Lighting for Inside Air Quality

Why: Person-to-person infectious virus spread is thought to occur mainly via respiratory droplet nuclei produced via coughs or sneezes. If droplets are hearty enough to survive in the air, they can be spread in a building by the air handling system.

How: Devices are installed on the downstream side of the HVAC system to prevent the buildup of contaminants on the coil and combat contaminants within the airstream.



2. To protect the other areas of the school we have purchased a Mobile UVC RIDS system that can be moved from classroom to classroom. HVAC units are self-contained and can run 24 hours a day in our most vulnerable areas of the Pre-School and Kindergarten. To our knowledge only 12 public school districts in the country used this technology because of costs. The general process will be as follows:
 - a. Every night the custodians will clean and disinfect the classrooms and then place the mobile unit in the center of the classroom and activate it after they exit the space.
 - b. The unit can be controlled by a handheld device which will turn on/off the unit so that no one will be exposed to the UV light.
 - c. In St. Ambrose's classrooms, most germs can be killed within 5 minutes, but we will double that time as the custodian cleans another classroom before the mobile unit is moved.
 - d. For large areas like the gym we will move the unit around and will extend the time to be most effective.
 - e. The Mobile unit will only be used at night as this cannot be used where or when people could be exposed to the light. We will have to close the window blinds. We will have to cover the door windows and add warning signs when cleaning the rooms.



Student Mixing

CDC guidelines emphasizing the importance of physically distancing throughout the school day cannot be overstated. A typical school setting has students and faculty mixing throughout the day and St. Ambrose Catholic School will operate having students and faculty mixing this academic year 2021-2022. **CDC guidelines do not recommend avoiding mixing persons any longer.**

1. Students will be rotating throughout the day.
2. Extracurricular activities will required face covering.
3. Field trips will be offered and face covering will be required.
4. School assemblies/rallies will be offered.
5. Parents will be allowed on campus and will be required to wear face covering and to wash hands or apply hand sanitizer immediately upon entry.
6. Any adult experiencing any COVID-19, cold or flu like symptoms will not be permitted to enter the building.
7. Extended Day services will be offered following all school guidelines.

Staff and Student Protective Equipment

To maintain a safe environment due to the need to move about in the school, face coverings will be utilized to prevent the spread of disease from asymptomatic vectors.

1. **Faculty, staff and students are required to wear a face covering at all times while in school (cotton or surgical). Students will be required to bring face coverings from home.**
2. Reusable face covering need to be cleaned nightly, and disposable face covering need to be changed daily.
3. Students are expected to have one extra face covering in their backpacks.
4. Staff will be provided with cleaning supplies to clean touchpoint surfaces throughout the day as needed; gloves should only be worn when cleaning.
5. **Faculty and staff will be required to wear face coverings throughout the day.**

Sanitation/Disinfection Guidelines

Daily Cleaning

St. Ambrose faculty and staff will be cleaning multiple times a day. Our maintenance crew will be doing a deep cleaning every night according to the CDC guidelines to keep students and faculty safe. Daily cleaning of the school environment will include:

1. Touch point surfaces (doorknobs/handles, rails, lights, etc.)
2. All desks, chairs, windows
3. All work areas
4. Restrooms to be cleaned a minimum of twice a day, following CDC guidelines.
5. Maintenance crew will wear masks, gloves, and gown while cleaning restrooms when appropriate.
6. Hand sanitizer stations will be placed throughout the school, including each classroom and each building entrance/exit.
7. Spill/Body Fluid kits will be strategically placed in common areas.
8. Cleaning will be performed regularly in common spaces, and after children leave for the day.

Teaching and Learning

1. For students joining us from public schools -Faculty will identify which standards were not covered due to COVID-19 and remote learning and will individualize instruction as needed to address gaps that may be present.
2. Scantron standardized testing will be facilitated early on to establish a baseline for where students are academically. Teachers will be required to create plans to close any gaps that exist.

Grading and Assessment

- Students will be assessed in all subject areas, including specials and electives, and in all developmental categories whether students are back in the building or participating in distance learning.
- Teachers will be flexible and reasonable if we are mandated to return to full e-learning for any reason.
- Our plan is to be teaching all the diocesan standards, to the extent we are able.

Final Thoughts

1. This plan will remain fluid throughout the 2021-2022 academic year.
2. This plan will be modified as needed, and additional updates will be disseminated to all school families.

Saint Ambrose Preschool School Reentry Plan

2021-2022

Morning Carpool: We will follow the same plan as Saint Ambrose School with the following modifications.

Parents will park their vehicle in the parking lot in front of the school (Area 1), and walk their child to the preschool entrance, where a preschool staff employee will escort the child into the school building. Parents and children must wear a face covering during this transition.

Dismissal: We will follow the same plan as Saint Ambrose School with the following modifications.

Full day preschool students will be dismissed at 3:05 pm at the preschool door number 2. Parents must wear a face covering when picking up their child at the door. Preschool parents are expected to follow the same procedure as the K-4 program and join the carpool line in Area 1. It is important that preschool children are picked up promptly at 3:05 so parents can secure children into car seats before the K-4 program is dismissed.

Health Screening: We will follow the same plan as Saint Ambrose School with the following modifications.

Faculty and staff will be asked to wear face coverings at all times while in school. Preschool children will have to wear a face covering. The face covering will be required to be worn during all times of the day with the following exceptions: During snack/lunch and during rest time (full day students only). Students, faculty and staff are responsible for bringing their own face covering to school.

Protocols for Parents: We will follow the same plan as Saint Ambrose School.

Safe Classroom Spaces: We will follow the same plan as Saint Ambrose School with the following modifications.

- The 3 year old class will have no more than 10 students to 2 teachers.
- The 4 year old class will have no more than 12 students to 2 teachers.
- Specialty teachers will rotate into preschool classrooms.
- **Virtual learning will not be available** unless Saint Ambrose School closes for a long period of time.
- We will sanitize tables, chairs, doorknobs, cubbies etc. daily in preschool classrooms

Common Areas: We will follow the same plan as Saint Ambrose School.

Student Mixing: We will follow the same plan as Saint Ambrose School.

Personal and Students Protective Equipment: We will follow the same plan as Saint Ambrose School.

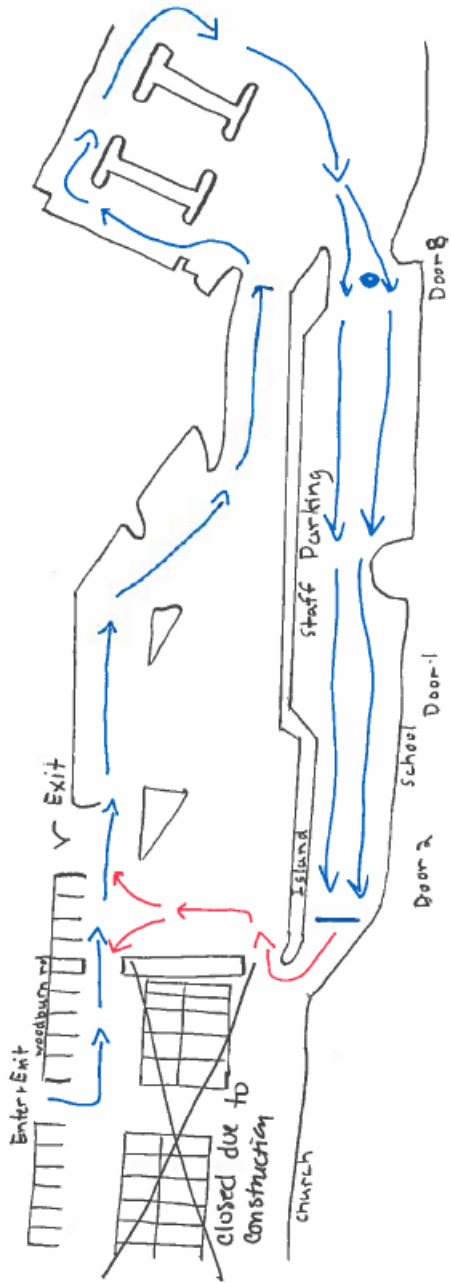
Sanitation/Disinfection Guidelines (Daily Cleaning): We will follow the same plan as Saint Ambrose School.

Appendix

1. Morning Carpool Map
2. Dismissal Map
3. Health Assessment Questionnaire Form (must be signed and return prior to the first day of school)

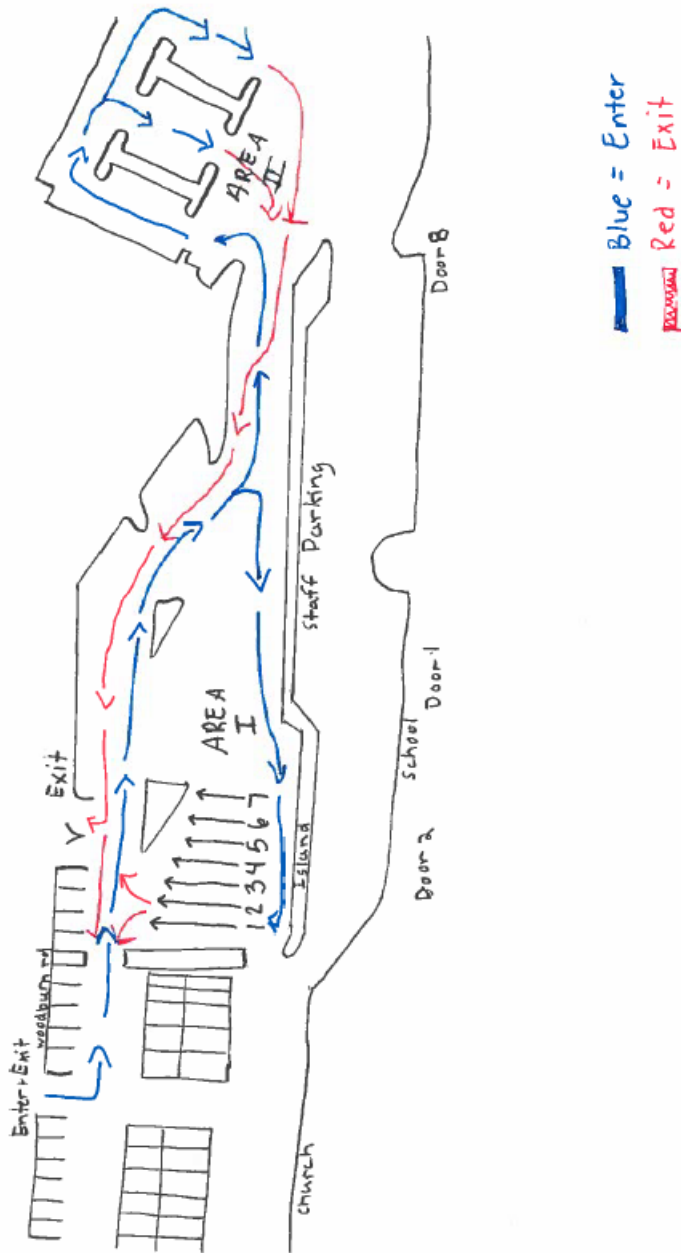
Morning Carpool Map

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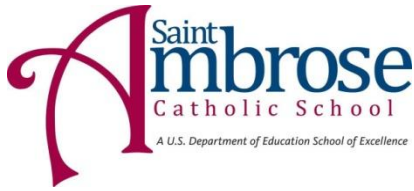


Blue = entry
Red = Exit

Dismissal Map



Health Assessment Questionnaire Form



Self-health screening to be done before entering school each day. If any of these questions have a response of yes, please do not come to school and contact the nurse as soon as possible.

1. Since your last day of school, have you had a new fever of or greater than 100 F or a sense of having a fever?
2. In the last 24 hours, have you used any fever reducing drugs?
3. Since your last day of school, have you had a new cough that cannot be attributed to another health condition?
4. Since your last day of school, have you had a new shortness of breath or difficulty breathing that cannot be attributed to another health condition?
5. Since your last day of school, have you had new chills that cannot be attributed to another health condition?
6. Since your last day of school, have you had a new sore throat that cannot be attributed to another health condition?
7. Since your last day of school, have you had new muscle aches that cannot be attributed to another health condition or specific activity? (Physical Exercise)
8. Since your last day of school, have you had a new loss of taste or smell?

9. Since your last day of school, have you had nasal congestion or a runny nose?

10. Since your last day of school, have you had abdominal pain, nausea, diarrhea or vomiting?

11. Have you traveled internationally in the last 14 days?

12. In the last 14 days, have you been in close contact with someone who is suspected or confirmed to have had Covid-19?

I agree to answer the above questions each day prior to drop off for each child attending school. I agree to keep my child home and contact the nurse for further instructions prior to returning to school if any of the responses are yes.

Parent Signature

Parent Name Printed

Date