

SEES Phase 3 Toolkit- 7/22/2020

Dear SEES Families,

I hope everyone is having a good week. I wanted to send everyone some important information and hopefully answer some of your questions. All of the attached information is part of our "SEES Phase 3 Toolkit." This is not something that you need to read right now; it is a lot of information. This is a reference you can keep, and we will send additional information as it becomes available. Please know that guidelines are changing every day, and if there are any changes, we will send them out as soon as possible. This toolkit is only relevant for Phase 3; if we move to a different Phase, then we will distribute alternative plans.

- **Enrollment-** Over the past few weeks and especially the past two days, we have received an overwhelming amount of calls for enrollment. I want to assure everyone that we are not overloading our classes, and we are operating on a waiting list in every grade except for Junior Kindergarten (3 spots remaining). We ended last school year with an enrollment of 493 and we have 503 enrolled right now. Most of the new students applied before March, and our retention rate is over 90%. We have added a section of 6th grade to accommodate an increase in students and we have also hired a full time instructional assistant for our 4th grade class. For all of our families that decide on Virtual School, we are not filling their spot with another student.
- **Status-** The decision by Chesterfield County to start virtually does not impact our plan moving forward. We are following the guidelines of the Governor and also the Diocese of Richmond. If the Governor changes the Phase or any of the state's guidance, then we will adjust our plan accordingly.
- **Health Mitigation Plan-** The first document attached is our Health Mitigation Plan. This is the plan that was submitted to the Diocese, the Virginia Council for Private Education and the Chesterfield Health Department. This is the Phase 3 plan, and if the Phases change at any time, I will submit a new health mitigation plan to match the new guidance.
- **Phase 3 Road Map-** This document takes the Health Mitigation Plan and provides more details about how SEES will operate for Phase 3.
- **Hand Washing Fact Sheet-** This is a copy of the hand washing fact sheet provided by the CDC. This is an example of the signage and information that will be posted around the school and given to our teachers and staff.
- **CDC Considerations for School Admin Readiness and Planning-** This is a checklist provided by the CDC to help schools prepare to open safely. We are using this checklist along with guidance from the World Health Organization and the State of Virginia .

- **Phase 3 Virtual School-** This is the guidance about what Virtual School will look like while we are in Phase 3. If the Governor changes to another phase, we will adapt our Virtual School plan to best meet our students' needs. Starting in March, our teachers did a tremendous job pivoting to virtual learning with very little time to prepare. We have learned from this experience, made some adjustments, and I am confident that our teachers will provide quality instruction to all of their students.
- **AC Units-** This is a spec sheet for new air filters that we are adding to all of our classroom air units.
- **Links-** Here are a few other links from the CDC: [Community Related Exposure](#), [Quarantine Guidelines](#), [What to do if you are sick](#)

We are going to create a FAQ sheet as new questions arise. Thank you for your time and have a great day.

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Tracy Hamner, Principal
St. Edward-Epiphany Catholic School