

St. Edward-Epiphany Catholic School
10701 W. Huguenot Road, Richmond, VA 23235
Phase III Reopening Plan

1) Contact Information

- a. St. Edward Epiphany School
- b. Tracy Hamner, Principal
- c. 10701 W. Huguenot Road, Richmond, VA 23235
- d. Accredited through AdvancED/ Cognia
- e. Responsible for health mitigation plan- Tracy Hamner, thamner@seeschool.com
- f. Yes, we consulted with the Chesterfield Health Department when creating the plan

2) Intent to Vary

- a. 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.

3) Phase 3 Program Offerings

- a. We will be offering full-day instruction five days a week for students in grades Jr Kindergarten through 8th grade.
- b. We will be offering morning and afternoon care for those students that need it.
- c. We will be offering cheerleading, flag football, soccer, cross country and volleyball.

4) Planning to reopen

- a. COVID-19 Response Team
 - i. Kelly Lazzara (Superintendent of Schools), Tracy Hamner (Principal), Justin Andrew (Assistant Principal), Karen Krack (School Nurse), Cynthia Duke (Admissions Coordinator)
 - ii. School Point Person- Tracy Hamner- thamner@seeschool.com 804-272-2881
- b. Local Health Department Contact: Chesterfield Health Department- Mary Church- 804-706-2535
- c. All health and absenteeism information will be tracked using our FACTS student information system. All staff and response team have access to this information and this will keep the information current and up to date.
- d. We will continue to operate using our communication plan that is in place. We will communicate with all stakeholders using a variety of communication methods. We will use email, our website, social media, phone calls, text messages and weekly Tuesday folders to disseminate information.
 - i. Teachers will be trained during the week of August 17th on proper hygiene and new safety protocols
 - ii. Teachers will also be trained on Social and Emotional impacts of reopening.
 - iii. We will continue to communicate with all stakeholders using FACTS, phone calls, emails, videos and letters.

- iv. In the event of an outbreak, we will communicate immediately with the Diocese and the Department of Health. Then, we will communicate with all stakeholders while also adhering to all privacy laws.
- e. St. Edward Epiphany School will participate in all community response efforts that are appropriate for our school community.
- f. We have a full-time school nurse, Karen Krack, who has been working with Diocesan staff as well as state and local medical officials.
- g. We will order all necessary PPE for the school nurse, as well as all staff members.
- h. We will continue with full-time nurse services.
- i. Our school counselor, Adam Burgess, is working on a plan to address social and emotional learning for all students. All students and teachers will have access to counseling services.

5) Promoting Behaviors That Reduce Spread of COVID-19

- a. During teacher work week, all staff will be trained on our COVID-19 prevention. On the first day of school, all students will be trained on the new safety protocols and proper hygiene. Packets and videos will be sent home to families to discuss our plan. Our plan will include:
 - i. Hand hygiene and respiratory etiquette,
 - ii. Use of cloth face coverings,
 - iii. Staying home when sick,
 - iv. Encouraging physical distancing.
- b. St. Edward Epiphany School will maintain adequate supplies to promote healthy hygiene. This includes soap, hand sanitizer and cleaning materials.
- c. Signs will be posted around St. Edward Epiphany School promoting proper hygiene and hand washing. This includes all bathrooms.
- d. We will promote physical distancing in a variety of ways.
 - i. Classrooms will be modified to maximize space between students. All extra furniture will be removed from the room. Students will not congregate at lockers which will allow more spacing. We will use extra classrooms and space to allow for students to spread out.
 - ii. Art, music, library, Spanish classes will take place in their homeroom class to minimize movement.
 - iii. Buses will be spaced to only allow one student per row unless members of the same family. We will try to leave one row between students as much as possible.
 - iv. All students will bring their lunch for the first few weeks of school. We will not be providing milk or any lunch. Students will eat lunch in their classrooms.
 - v. We will not have any gatherings of students or parents over 250 people and we will maintain social distancing.

6) Maintaining Healthy Environments

- a. All staff will be checked prior to entering the building by self-service kiosk that checks temperature. Students will be checked for temperature and medical history questions by staff members as they arrive to school.
- b. Hygiene Practices:

- i. Fox Cleaning is our contracted cleaning service. We have reviewed and updated our 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. We will provide additional hand sanitizer/handwashing stations outside and inside of each classroom.
- iii. We will ensure that all students have necessary supplies and avoid sharing as much as possible.
- c. ETec Mechanical maintains our AC system and they have checked and cleaned filters. They will continue per their contract.
- d. All water systems have been checked and are operational.

7) Maintaining Healthy Operations

- a. We will have a Virtual Learning options for all students and staff at higher risk for severe illness from COVID-19.
- b. We will not be hosting any gatherings over 250 and there will be no field trips. We will limit the amount of volunteers in the building, and all volunteers will be given a medical check before entering the building.
- c. The Diocese of Richmond has implemented 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.
- d. We have instructional aides and other staff that have been trained as back-up staff to ensure continuity of operations.

8) Protecting vulnerable individuals (e.g. 65+, underlying health conditions):

- a. We will have a Virtual Learning options for all students at higher risk for severe illness from COVID-19. We will also offer telework options when possible.
- b. The Diocese of Richmond has implemented 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.
- c. The Diocese of Richmond has developed the policies for return to class/work after COVID-19 illness.

9) Preparing for When Someone Gets Sick

- a. We will separate and isolate those who present with symptoms in the nurse's office.
- b. We will call the parents of any students who show symptoms. If needed, we will facilitate safe transportation of those of who are sick to home or healthcare facility.
- c. We will clean and utilize our Clorox hydro static machine for areas used by sick individuals.
- d. The principal or assistant principal will communicate with local health department to initiate public health investigation, contact tracing and consultation on next steps.

10) Planning to close down if necessary, due to severe conditions.

- a. We will work with the Diocese of Richmond and local health authorities if severe conditions arise. We will decide if we need to shut down the school completely or isolate certain grades.