

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
 - 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
- ii. Ryan.McKay@vdh.virginia.gov
- iii. (434)972-6295 work
- iv. (434)365-0027 cell

c. Grow substitute list

- i. Vada work on finding and hiring substitute teachers
- ii. Michelle 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 social distancing
 - 2. Increased hygiene
 - 3. Movement throughout the building
 - 4. Lunch
 - 5. Use of nurse
 - 6. 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
- e. I'm not sure what they mean here... will get clarification
 - i. Charlottesville Area Independent Schools
- f. Student Health services
 - i. Frank work with Michelle 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. Hippa needs
 - 4. Isolation Room
 - 5. Plan for non-COVID sick children
- g. Counselor
 - i. Still contract with CCC?
 - ii. Find an employee?
 - iii. Cost?

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 (see addendum)

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 plans?

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. Highly recommended
 - b. Cannot be required

iii. Strict guidelines

1. Temperature screening before entering the building
2. Screen for COVID-19 related symptoms
 - a. [Screening for employees](#)
 - b. [Symptoms](#)
3. Questionnaire for staff to answer daily
 - a. Paper
 - b. Digital
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
 - 2. Set up classrooms
 - a. 6'
 - b. 4'
 - 3. Transitions
 - 4. Dedicated seating charts
- b. Frank and Mark to 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. Perhaps questionnaire questions on the doors
 - v. Other?
- d. Physical distancing 3'-6'
 - i. Classrooms
 - 1. 6'
 - 2. 4'
 - 3. Students stay, teachers move
 - 4. Communal spaces
 - a. 6' in hallways
 - b. Use of cafeteria, performance space, specialist classrooms
 - ii. Food services
 - 1. Meet with Yay lunch
 - a. Individual packaging
 - b. Pizza
 - 2. Lunch in classrooms
 - a. Allergies
 - b. Cleaning after
 - iii. Masses
 - 1. Phase three is 250 but distanced
 - 2. Work with Monsignor
 - 3. Video Masses in classrooms Thursdays at 8:15
 - 4. Communion?
 - iv. Sports
 - 1. Follow Phase guidance
 - 2. AD to plan events, practice schedule, capacity for fans

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 be testing 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. Get plan from cleaning company
 - 2. Sanitization plan
 - 3. Cleaning protocols
 - 4. Supplies maintained
 - 5. Plan for positive test
 - 6. Plan for deep cleaning/sanitizing before opening/re-opening
- 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. Bootle 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. Digital learning plan (see addendum)
 - ii. Quarantine room
- b. Gatherings, field trips, volunteers
 - i. Masses
 - 1. Phase guidance
 - 2. Work with Monsignor
 - 3. Video?
 - ii. Field trips
 - 1. Canceled
 - 2. Video trips
 - 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. Michelle to provide needs
 - iii. Window put in door
- b. Transportation
 - i. Parents into the building
 - 1. Wait outside?
 - 2. Movement
- c. Michelle to give CDC/TJHD approved procedures for disinfection
- d. Reinstallation of CCS communication plan
 - i. TJHD
 - ii. DoR OoP
 - iii. OCS

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?
 - ii. Positive test
 - 1. Quarantine needs of others
 - a. Whole class?
 - b. Hallway
 - 2. Ensure reduction of cross pollination of groups
- b. Phase 1 plan

- i. Digital learning for all
- ii. Packets