



## **Virginia Private Schools COVID-19 Mitigation Health Plan**

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# ST. WILLIAM OF YORK

## CATHOLIC SCHOOL

*OVER 25 YEARS OF AUTHENTIC CATHOLIC EDUCATION*

### Virginia Private Schools – Phase II & III COVID Mitigation Health Plan

## Section 1: Planning to Reopen

- a. **COVID 19 Team:** A COVID-19 team will be comprised of twelve staff members, with the point of contact being the school's principal. A written report will be provided to the Pastor with all recommendations made by the team. The Pastor will have the final determination on all decisions made by the team.
- b. **Health Department Contact:** School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
  1. Stafford County Healy Department: 1300 Courthouse Road, P.O. Box 27 Stafford, VA 22554 Phone: (540) 659-3101 Fax: (540) 659-7176
- c. **Health and Absenteeism Monitoring:** St. William of York Catholic School will maintain appropriate health and attendance records and be prepared to provide on a timely basis any reports requested by an appropriate governmental agency or the Office of Catholic Schools.

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

All faculty, staff, and students will be health screened each morning. If anyone shows any signs of COVID-19, or has a fever of 100 or higher, they will be sent to the COVID-19 isolation room and will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations.

- d. **Communications Strategy:**
  1. During teacher welcome week, all faculty and staff will be properly trained on the effects of COVID-19, and affective preventative measures, and ways to mitigate outbreaks in the school. Faculty and staff will be required to complete a quiz and sign a statement that they understand their responsibilities in helping in mitigating COVID-19 at St. William of York Catholic School.

Prior to re-opening, students will be provided with a video training explaining the effects of COVID-19, and affective preventative measures, and ways to mitigate outbreaks in the school. Students and parents will be required to sign a statement that they understand their responsibilities in helping in mitigating COVID-19 at St. William of York Catholic School.



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2. Prior to the re-opening of school, faculty, staff, and parents will be provided with the new policy and procedures outlined in the 2020-2021 Handbook. Students and parents are required to sign an acknowledgment that they understand the new policies and procedures outlined in the student handbook.
  3. In the event of a COVID-19 outbreak, or a positive test detected at the school, all parents will receive notification from the administration via multiple communication avenues (robo-call, text, email). Information and response will be coordinated with the Stafford County Health Department and the Office of Catholic Schools.
- e. **Community Response:** St. William of York Catholic School will participate in all community response efforts, and will assist in all ways possible.
- f. **Student Health Services:**
1. Prior to the opening of school, a complete inventory of all medical grade Personal Protective Devices (PPE) will be conducted, and ensured that the proper amount of all PPE is available.
  2. All non-COVID-19 health services will remain in place. The school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following Virginia School Health Guidelines.
  3. The school will provide a part time counselor to provide mental health services, and will provide parents with a report of student's mental health when required.

## Section 2: Promoting Behaviors that Reduce the Spread of COVID-19

- a. **Education Plan:** During teacher welcome week, all faculty and staff will be properly trained on the effects of COVID-19, and affective preventative measures, and ways to mitigate outbreaks in the school. Faculty and staff will be required to complete a quiz and sign a statement that they understand their responsibilities in helping in mitigating COVID-19 at St. William of York Catholic School. Training will include:
1. WHAT IS A NOVEL CORONAVIRUS?
  2. WHAT IS THE SOURCE OF THE VIRUS?
  3. TRANSMISSION AND SYMPTOMS
  4. WHAT TO DO IF YOU GET SICK?
    - i. Handwashing
    - ii. Face coverings
    - iii. When in doubt stay home!
    - iv. Social Distance



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Prior to re-opening, students will be provided with a video training explaining the effects of COVID-19, and affective preventative measures, and ways to mitigate outbreaks in the school. Students and parents will be required to sign a statement that they understand their responsibilities in helping in mitigating COVID-19 at St. William of York Catholic School. Training will include:

- WHAT IS A NOVEL CORONAVIRUS?
  - WHAT IS THE SOURCE OF THE VIRUS?
  - TRANSMISSION AND SYMPTOMS
  - WHAT TO DO IF YOU GET SICK?
    - i. Handwashing
    - ii. Face coverings
    - iii. When in doubt stay home!
    - iv. Social Distance
- b. **Supplies:** A weekly inventory will be conducted to ensure that an adequate supply of hand sanitizer and hand soap is available. Additional hand sanitizer locations have been set up at locations throughout the building to allow students to properly clean their hands throughout the day. Extra handwashing times have been slotted into student schedules to allow students extra time to wash their hands.
- c. **Signage:** The required Centers for Disease Control (CDC) signage has been posted throughout the building promoting healthy hygiene. Signage includes, face coverings required, frequent handwashing, and social distance requirements.
- d. **Physical Distance:**
1. Classroom layouts have been modified to ensure that all desks maintain a 6-foot separation. A red square has been marked off around each desk to help teachers keep students desks at the 6-foot separation.
  2. An intent to vary will be submitted to assist those rooms where a 6-foot separation would make it impossible for continuity of instruction to continue.
  3. To ensure students remain 6-feet apart, and to reduce communal eating, all lunches will be held in the individual classrooms. Recess time will be conducted at the classroom level, and only 50 students or less will be allowed at recess at one time.
  4. Until further notice, NO SCHOOLWIDE SOCIAL GATHERINGS WILL BE PERMITTED. Social gathering will be limited to the individual class size, where social distancing can be strictly enforced.
  5. St. William of York Catholic School will follow the guidance set forth by the Virginia Catholic Athletic Association regarding all decisions on recreational sports.



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### Section 3: Maintaining Healthy Environments

- a. **Daily Health Screening:** All faculty, staff, and students will be health screened each morning. If anyone shows any signs of COVID-19, or has a fever of 100 or higher, they will be sent to the COVID-19 isolation room and will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations.
- b. **Cleaning and Disinfection Protocols:** Each afternoon, the schools contracted cleaning company will clean and disinfect all frequently touched surfaces to include light switches, desks, chairs, and door knobs. Teachers will be supplied with an adequate amount of cleaning supplies on hand to clean during the day to ensure that their room remains clean. All cleaning supplies will be stored, and locked in the maintenance storage closets located in the classroom hallway wings.
- c. **Hand Sanitizer Stations:** Additional hand sanitizer stations have been set up throughout the building to allow students to clean their hands throughout the day. Students will be required to sanitize their hands each time they enter the front door of the school prior to entering their classroom.
- d. **Student Supplies:** All students will be provided with individualized supply kits to minimize cross contamination. A buddy bag will be placed on the back of each student's chair to hold individualized supplies. All math manipulatives will be individualized or digitized. For any equipment that must be shared (i.e. computers), each student will be provided with a computer keyboard cover, to assist with contamination control. For any lab equipment that must be shared (i.e. microscopes), students will be required to wash eye pieces and focus knobs prior to using the device.
- e. **Ventilation Systems:** The ventilation system is regularly maintained, and is on a service contract to ensure proper function. During school operation, the system will remain in fan mode to ensure that outdoor air is constantly being circulated into the building.
- f. **Water System:** St. William of York Catholic School currently is on the county water supply line. In the event of a prolonged shutdown, all water features will be sanitized, water lines will be flushed, and the water will be tested for impurities.



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### Section 4: Maintaining Healthy Operations

- a. **High Risk:** Working together with local health departments, we have an important role in slowing the spread of diseases, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment. Older adults and persons with severe underlying health conditions are at increased risk of more serious illness after contracting COVID-19. Priority should be given to ensuring the safety of these groups of people to stay home if showing any signs of COVID symptoms, washing hands often, and maintain social distance. The St. William of York Catholic School Administration will work closely with all high risk students to ensure they have a continuity of instruction.
- b. **Executive Order:** St. William of York Catholic School will strictly adhere to all Executive Orders that are published. All face covering, and social distance requirements will be strictly enforced.
- c. **Sick Leave Policy:** In the event that a member of the St. William of York Catholic School community is exposed to COVID-19, they are expected to follow all guidelines set by their health care professional and the CDC. St. William of York Catholic School will follow the sick leave policy and procedures set by the Arlington Diocese.
- d. **Continuity of Instruction:** Prior to their shift, all back up staff will be trained on the COVID-19 response plan. All substitute teachers, and volunteers will be properly trained on the effects of COVID-19, and affective preventative measures, and ways to mitigate outbreaks in the school. Faculty and staff will be required to complete a quiz and sign a statement that they understand their responsibilities in helping in mitigating COVID-19 at St. William of York Catholic School. Training will include:
  - WHAT IS A NOVEL CORONAVIRUS?
  - WHAT IS THE SOURCE OF THE VIRUS?
  - TRANSMISSION AND SYMPTOMS
  - WHAT TO DO IF YOU GET SICK?
    - i. Handwashing
    - ii. Face coverings
    - iii. When in doubt stay home!
    - iv. Social Distance

### Section 5: Protecting Vulnerable Individuals

- a. **High Risk:** Working together with local health departments, we have an important role in slowing the spread of diseases, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment. Older adults and persons with severe underlying health conditions are at increased risk of more serious illness after contracting COVID-19. St. William of York Catholic School supports telework and distant learning for at risk staff and students. The school will strictly adhere to the policies and procedures set by the Diocese of Arlington regarding sick leave and telework





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opportunity. For students who require distant learning, the school administration will work closely with the family to ensure continuity of instruction is being maintained.

- b. **Flexible Sick Leave Policy:** In the event that a member of the St. William of York Catholic School community is exposed to COVID-19, they are expected to follow all guidelines set by their health care professional and the CDC. St. William of York Catholic School will follow the sick leave policy and procedures set by the Arlington Diocese.
- c. **Return to Work Policy:** In the event that a member of the St. William of York Catholic School community is exposed to COVID-19, they are expected to follow all guidelines set by their health care professional and the CDC. St. William of York Catholic School will follow the sick leave policy and procedures set by the Arlington Diocese.

## Section 6: Preparing for When Someone Gets Sick

- a. **Isolation Plan:** All faculty, staff, and students will be health screened each morning using a non-touch forehead thermometer. If anyone shows any signs of COVID-19, or has a fever of 100 or higher, they will be sent to the COVID-19 isolation room and will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations.
- b. **Transportation Plan:** Students will be escorted from the COVID -19 isolation room directly to either their personal vehicle or an emergency vehicle. The COVID-19 isolation room is located at the entrance of the school to assist in the quick exit with the least amount of exposure possible. Student and staff who exhibit signs of COVID-19 will not be allowed to enter into the main section of the building.
- c. **Cleansing and Disinfection Procedures:** After an individual has utilized the COVID-19 isolation room, the room will be totally sanitized to ensure the safety of future students. All CDC guidelines will be followed for the sanitation of the COVID 19 isolation room.

The school will immediately close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- d. **Communication Plan:** When a confirmed case has been at school, regardless of community transmission the Stafford County Health Department and the Office of Catholic Schools will be notified. There might be a need to implement short-term building closure procedures regardless of community spread if an infected person has



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been at school. If this happens, CDC recommends the following procedures, regardless of level of community spread:

1. Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been on the campus, immediately reach out to local public health officials. These officials will help administrators determine a course of action.
2. Work with local public health officials to determine cancellation of classes and closure of buildings and facilities. School administrators will work closely with their local health officials to determine if a short-term closure (for 2-5 days) of all school buildings and facilities is needed. In some cases, administrators, working with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19. This allows the local health officials to help the administrators determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

## Section 7: Planning to Close

- a. **Reduction in in-person classes:** When a confirmed case has been in school, or if local health officials report that there are multiple cases in the community, St. William of York may need to implement additional strategies in response to prevent spread. These additional strategies include:
  1. Coordinate with local public health officials. This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help the school determine which set of strategies might be most appropriate for their specific community's situation.
  2. Implement multiple social distancing strategies. Select strategies based on feasibility given the unique space and needs of the school. The school administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings. St. William of York Catholic School may consider strategies such as:
    - i. Cancel large gatherings. Cancel activities and events such as athletic events or practices, or special performances for groups of 250 people or more. Cancel events for groups of 20 people or more if attendees are at increased risk for severe illness from COVID-19
    - ii. Increase space between desks. Where possible, rearrange desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- b. **Complete School Closure:** Additional strategies should be considered when there is substantial transmission in the local community in addition to those implemented when there is no, minimal, or moderate transmission. These strategies include:
  1. Continue to coordinate with local public health officials. If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of





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action for St. William of York Catholic School. Mitigation strategies are expected to extend across organizations within the community, as they are not necessarily tied to cases within St. William of York Catholic School.

2. In collaboration with local public health officials, implement extended school suspension and event/activity cancellations (e.g., suspension/cancellations for longer than two weeks). This longer-term, and likely broader-reaching, strategy is intended to slow transmission rates of COVID-19 in the community. During extended class suspensions, also cancel extracurricular group activities and large events.