



st. edward
epiphany

REOPENING PLAN





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For the complete Phase 3 tool kit and additional resources, visit www.seeschool.com and click on the COVID-19 resources tab at the top of the home page.

INTRODUCTION

St. Edward-Epiphany Catholic School is committed to reopening the campus and welcoming back our students, faculty, staff and families. Providing our students with a faith-filled, academically-rigorous education remains at the forefront of our mission, but only after placing the health and well-being of our community first.

Our Administration and Operations team has been working tirelessly to prepare to re-open our Campus in accordance with guidance from the CDC, our state and local health officials, and the Diocese. As a result, we have created a plan that we believe will deliver the strong programs you expect for an exceptional school experience for all our students.

SEES has become known for our ability to effectively teach students in both an in-person and a virtual environment. As the beginning of our instructional year approaches, we are proud to offer families the choice of either on-campus or online instruction. Please note that as the counties and municipalities surrounding our School make the decision to begin the year with 100% virtual instruction, SEES fully intends to move forward with its plan to offer our families the choice of what works best for them.

We hope that the information found here will help to clarify any questions you may have about how the 2020-2021 will look different than in years past. All of the information included in this plan is part of our **SEES Phase 3 Toolkit**. This is a reference that you can keep, and we will send additional information as it becomes available. Please know that the guidelines are ever-changing, and if there are any updates or procedural changes that impact this plan, we will communicate that information as soon as possible.

Sincerely Yours,

Mr. Hamner & Mr. Andrew



Tracy Hamner
Principal
(804) 272-2881 x311
thamner@seeschool.com



Justin Andrew
Assistant Principal
(804) 272-2881 x312
jandrew@seeschool.com

IMPORTANT DATES & DAILY SCHEDULE

AUGUST 17, 2020 | TEACHER WORK WEEK

Our Faculty & Staff return to our campus to begin preparing their in-person and virtual classrooms.

AUGUST 20, 2020 | BACK TO SCHOOL DAY

This year, our Back to School Night will become Back to School Day. Each homeroom teacher will hold a virtual information session and tour of their classroom for parents. Look for communication directly from your student's teacher including date, time and a virtual link.

AUGUST 24, 2020 | SEES BOOK DAY

We can't wait to welcome our students back to campus! Families will sign up for individual slots to avoid over crowding hallways and classrooms during while meeting teachers and dropping off supplies. Please look for additional communication from our front office to register!

AUGUST 25, 2020 | FIRST DAY OF SCHOOL

Instruction begins for all in-person and virtual students.

DAILY SCHEDULE | 2020-2021 SCHOOL YEAR

7:00AM - 7:55AM **Morning Care**

7:55AM - 8:25AM **Morning Carpool**

8:30AM **Morning Prayer & Announcements**

8:30AM - 2:45PM **Regular Instructional Day**

2:45PM **Afternoon Prayer & Announcements**

8:30AM - 2:45PM **Regular Instructional Day**

2:45PM **Afternoon Prayer & Announcements**

2:50PM - 3:10PM **Afternoon Carpool**

3:10PM - 6:00PM **After Care**

**Until further notice, students will eat lunch in their homeroom & the schedule will be determined by the teacher*

OFFERING OUR FAMILIES A CHOICE

At SEES we aren't just educators, we are parents too. We understand the difficult decision our families face when it comes to the health and safety of their children. We have taken extraordinary measures to provide the safest space possible for our students, but we are also mindful that not everyone is comfortable with a return to in-person instruction. That is why we have made the decision to let each family make their own choice.

IS SEES ABLE TO PROVIDE THE RESOURCES, CLEANING AND PROTOCOL NEEDED TO SAFELY REOPEN CAMPUS TO IN PERSON INSTRUCTION?

YES

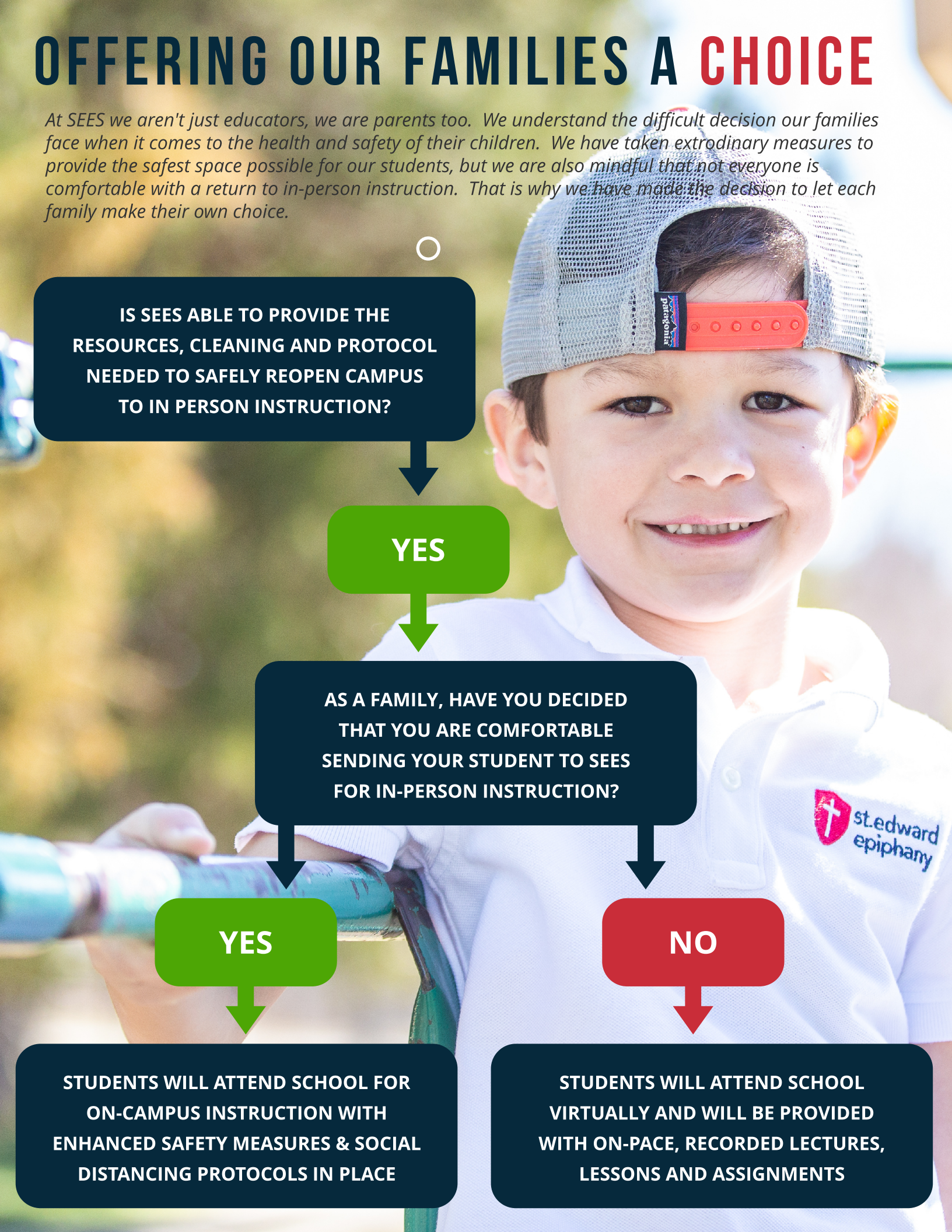
AS A FAMILY, HAVE YOU DECIDED THAT YOU ARE COMFORTABLE SENDING YOUR STUDENT TO SEES FOR IN-PERSON INSTRUCTION?

YES

STUDENTS WILL ATTEND SCHOOL FOR ON-CAMPUS INSTRUCTION WITH ENHANCED SAFETY MEASURES & SOCIAL DISTANCING PROTOCOLS IN PLACE

NO

STUDENTS WILL ATTEND SCHOOL VIRTUALLY AND WILL BE PROVIDED WITH ON-PACE, RECORDED LECTURES, LESSONS AND ASSIGNMENTS



PHYSICAL DISTANCING: WHAT TO EXPECT

IN THE CLASSROOM

Limiting the physical interactions of students is one way to mitigate exposure to infectious disease. We will physically distance our student desks as much as possible. We will remove all unnecessary furniture to allow for greater social distancing.

Our desks will be between 3 and 6 feet apart, and there will be at least 6 feet of distance between the teacher and student in the front of the classroom.

COMMUNAL SPACES

We will limit communal use of shared spaces; when using, stagger use and clean and disinfect between use of groups and make sure all students wash hands or use hand sanitizer after being in these areas.

All students must wear masks in communal spaces such as the hallways when going to the bathroom, nurse, etc.

Older students, grades 4th-8th, should wear their mask as much as possible throughout the day.

Students need to bring a water bottle. All water fountains will be turned off, but students will have access to the bottle fillers to fill up their personal water bottles. If a student forget a water bottle, the school will provide disposable cups.

LOCKERS & STUDENT BELONGINGS

Until further notice students will not be using the lockers in the back of the classrooms.

Students in grades Jr K through 4th will have access to alternative locations to hang their belongings.

Students in grades 5th-8th will be allowed to carry their back packs from class to class.





PHYSICAL EDUCATION, ART, MUSIC, SPANISH & LIBRARY

Students in grades 5th-8th will no longer change clothes for PE class. On the days when they have PE, these students will wear the PE uniform to school.

Art, Music and Library teachers will teach in the homeroom classes.

Ms. Cooper will continue to teach JK - 5th grade Spanish in homeroom classes.

Students will have outdoor recess. We will divide our outdoor space to provide for social distancing.

SCHOOL-PROVIDED TRANSPORTATION

Principals should also consider methods for physical distancing on buses, which could include assigned seating for riders. Limiting access to bussing may be required if appropriate distancing is not possible.

We will have assigned seating on the busses that maximizes social distancing.

FOOD SERVICE

SEES will not be providing hot lunch or milk for the start of the school year. We will give families ample notice when we intend to reinstate our lunch and milk services, and will communicate health and safety protocols as it directly relates to food services and cafeteria use at that time.

Students will eat lunch in their classrooms until further notice.

HEALTH & SAFETY: ON-CAMPUS PROTOCOL

CLEANING PROCEDURES: CAMPUS BUILDINGS & FACILITIES

Fox Cleaning is our contracted cleaning company. We will be increasing their time spent on campus during the school day, with a focus on wiping down and disinfecting high-contact surfaces (i.e. desks, chairs, playground equipment, door handles, sink handles, etc.). We will also increase the use of our Clorox Total 360 System Electrostatic Sprayer Clean to disinfect high-traffic areas and surfaces

Use of shared objects (i.e., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.

HAND HYGENE, RESPIRATORY ETIQUETTE & MASKS

Faculty and staff will review hand hygiene and respiratory etiquette with students and we as that these procedures be reinforced at home. Students will be reminded both verbally and through postage signage about the importance of handwashing with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Students will also be reminded that if they have to cough or sneeze they should do so in to the bend of their elbow. Students will also be discouraged from unnecessarily touching their face, eyes, nose or mouth.

Faculty, staff, visitors and volunteers must wear a mask that covers their nose and mouth at all times, when social distancing of 6 feet is not possible. Students will also be encouraged to wear a mask as much as possible. All students must wear masks in communal spaces such as the hallways when going to the bathroom, nurse, etc.



WHEN TO STAY HOME

If a member in your household tests positive for COVID-19, is awaiting test result due to direct contact, or experiencing COVID-like symptoms that can not be attributed to any other non-contagious health condition (i.e. seasonal allergies): *fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.*

If a staff member or student is exposed to someone with COVID-19 or becomes ill with COVID-19, this must be immediately reported to the School Nurse or the Principal.

PROCEDURES FOR DAILY HEALTH SCREENING & MONITORING

CONTROLLED ACCESS POINTS

Each grade level will have assigned exit and entry points for morning and afternoon carpool.

All faculty, staff, visitors and volunteers will enter and exit through the center front doors.

Entry to the building through any undesignated access points will be granted until further notice.



DAILY TEMPERATURE CHECKS

All students will have their temperature taken by a designated faculty or staff member each day before they enter the building.

Faculty, staff, visitors and volunteers will have their temperature taken each day through a facial temperature scan device located in the front office prior to entering the building.

HEALTH RECORDS & VACCINATIONS

Our student health office will work with families to insure that all student health information, including chronic conditions or allergies, are on file. This information is critical as our school nurse works to monitor COVID-19 information.

Fall 2020 Flu vaccines for all faculty, staff, students and families are strongly encouraged.



KAREN KRACK, R.N.

HEALTH OFFICE & SCHOOL NURSE

In cooperation with SEES Administration, our school health office has been monitoring and reviewing communications from the CDC, State and Local health offices. Nurse Krack can be contacted by phone at 804-272-2881 or by email at kkrack@seeschool.com.

EXTRA-CURRICULAR ACTIVITIES, ATHLETICS & PARENT MEETINGS

EXTRA-CURRICULAR ACTIVITIES

In an effort to limit contact, SEES will not be offering regularly-scheduled extra-curricular programming until further notice. This includes: Greater Richmond School of Music, SEES Choir, Kaleidoscope or PIE tutoring.

Once these and other activities resume on campus, we will modify programs and events to limit size in compliance with safety and physical distancing guidelines.

There will be no school-led field trips this fall and until further notice.



SCHOOL ATHLETICS

Our Athletics Department will continue to monitor the guidance provided by the CDC and the state as it pertains to school athletics programs.

Currently, cross country, volleyball and cheerleading will practice and/or compete in the fall. Due to varying reasons across the various leagues in which SEES participates, we will not be offering flag football or boy's soccer at this time.

Our Athletics Department has committed to remain flexible and will update our families with any changes to scheduling or programming.

PARENT MEETINGS

In an effort to limit unnecessary contact in the building, we ask that all parent-led meetings (i.e. HSA, Grade Level Reps, Room Parents, Event Committees, etc.) meet virtually whenever possible until further notice.

For virtual meeting tools and support, or assistance with Google Meet or Zoom, please contact the front office.



VISITORS & VOLUNTEERS

In order to maintain a healthy environment, we will strictly limit access to the building:

Parents/Guardians may drop off and pick up items for their students or conduct minor business via the front office, but may not enter the building without an appointment. Parents/Guardians are only permitted to visit the location of their appointment and then must return to the front office for check out. Additional stops in the school building will not be permitted until further notice.

Volunteers must check-in at the front office before proceeding to the event or scheduled meeting. At this time, only faculty, staff and students will be allowed in the classrooms during the school day. All visitors must have an appointment to enter the building.

All adults who enter the building must have a temperature check and be able to answer NO to the following three COVID-19 self-screening questions:

Are you experiencing any of the following symptoms that cannot be attributed to another health condition?

Have you taken medication to lower your temperature in the past 72 hours?

Have you been in close contact with anyone in the last 14 days who has been sick with COVID-19?



HEALTH & WELLNESS PARTNERSHIP

SEES is committed to implementing and following all the guidelines and procedures stated here. This effort must be supported by everyone in the community: faculty, staff, students, and families. With everyone's cooperation both at school and at home, there is a greater chance for success and keeping a healthy environment for all!