

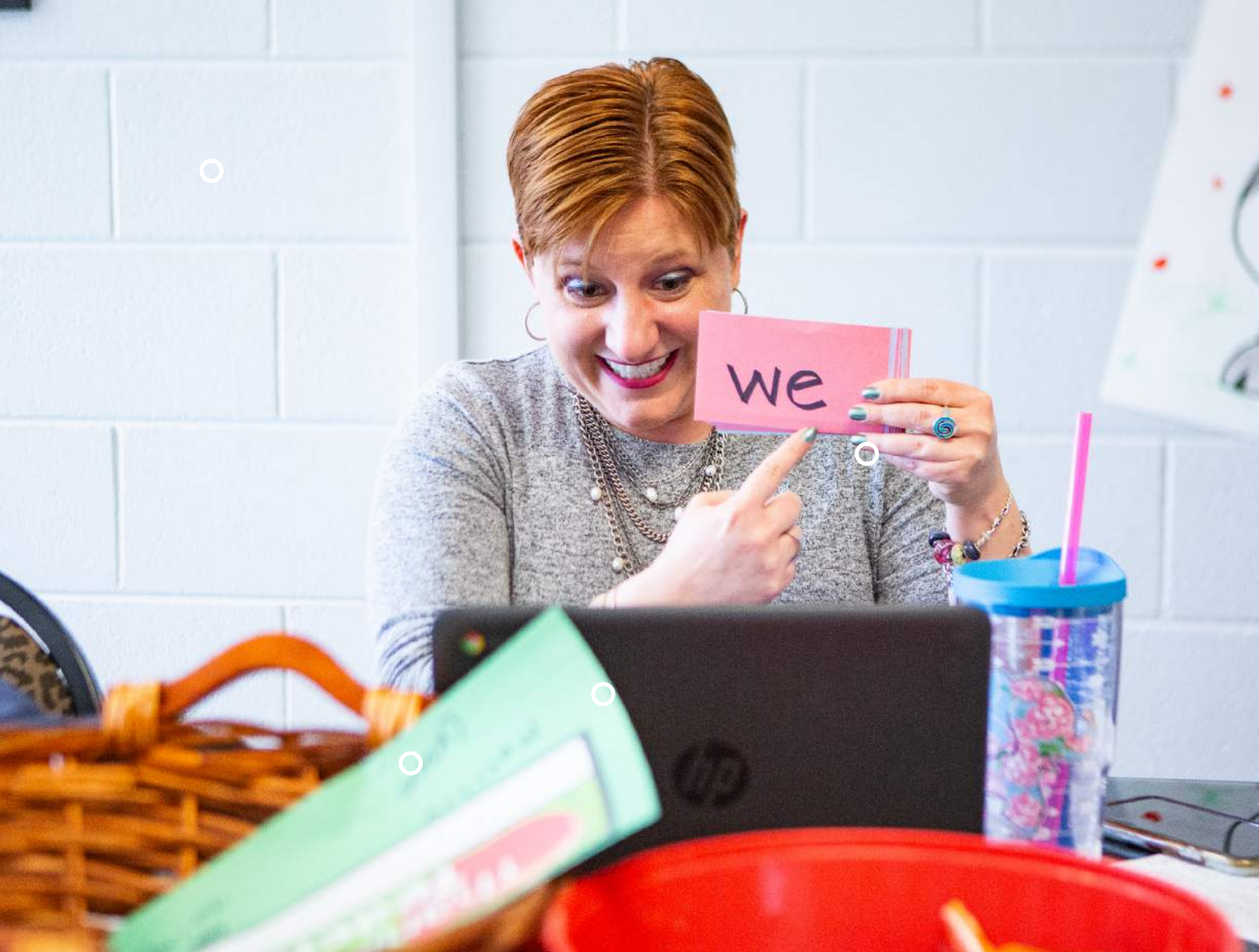


st. edward  
epiphany

# REOPENING PLAN







# TABLE OF CONTENTS

## INTRODUCTION

*A message from Mr. Hamner & Mr. Andrew*

## IMPORTANT DATES & DAILY SCHEDULE

## PHYSICAL DISTANCING

*What to expect while on Campus*

## HEALTH & SAFETY: ON-CAMPUS PROTOCOL

## WHEN TO STAY HOME

*Monitoring symptoms and reporting protocol*

## DAILY HEALTH SCREENING & MONITORING

## EXTRA-CURRICULAR ACTIVITIES, ATHLETICS & PARENT MEETINGS

## VISITORS & VOLUNTEERS

*For additional resources, visit [www.seeschool.com](http://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 excited to welcome back our students, faculty, staff and families for the 2021-2022 school year. 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 the latest 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.

As the beginning of our instructional year approaches, we are proud to offer families full time, on campus instruction for all of our students in junior kindergarten through 8th grade.

We hope that the information found here will help to clarify any questions you may have about how 2021-2022 will look different than in years past. This plan is meant to be a brief overview and a reference that you can keep.

Just as we did last year, we will communicate new and/or 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.

If you have any questions about the reopening plan or any other details as it relates to the current school year, please do not hesitate to contact one of us or the front office staff.

Sincerely Yours,

*Mr. Hamner & Mr. Andrew*



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# IMPORTANT DATES & DAILY SCHEDULE

## AUGUST 16, 2021 | TEACHER WORK WEEK

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

## AUGUST 19, 2021 | BACK TO SCHOOL DAY

As we did last year, our Back to School Night will be 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 23, 2021 | SEES BOOK DAY

We can't wait to welcome our students back to campus!

## AUGUST 24, 2021 | FIRST DAY OF SCHOOL

Instruction begins for all students in grades JK through 8th.

## DAILY SCHEDULE | 2021-2022 SCHOOL YEAR

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

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

8:25AM **Morning Prayer & Announcements**

8:25AM - 2:45PM **Regular Instructional Day**

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

8:25AM - 2:45PM **Regular Instructional Day**

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

2:45PM - 3:00PM **Afternoon Carpool**

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



# 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 are encouraged to wear masks in communal spaces such as the hallways when going to the bathroom, nurse, etc.

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 forgets a water bottle, the school will provide disposable cups.

## LOCKERS & STUDENT BELONGINGS

Students will not be using the lockers in the back of the classrooms.

Students in grades JK 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 their own classrooms.

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. Masks will be required for everyone riding the bus.

## **FOOD SERVICE**

SEES will not be providing hot lunch or milk in August. In September, we intend to resume milk and hot lunch service on Monday and Friday, and will communicate health and safety protocols as it directly relates to food services and cafeteria use at that time.

# 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 HYGIENE, 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.

In addition to our other cleaning and safety protocols, we will follow Diocesan Mask Policy. If and when we received updated information regarding masks and/or other protocols from the Office of Catholic Schools, we will promptly communicate with our faculty, staff and parents.



## 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.



## 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.

COVID Vaccines and Fall 2021 Flu vaccines for all eligible 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 during regular school hours by phone at 804-272-2881 or by email at [kkrack@seeschool.com](mailto:kkrack@seeschool.com).





# EXTRA-CURRICULAR ACTIVITIES, ATHLETICS & PARENT MEETINGS

## EXTRA-CURRICULAR ACTIVITIES

In an effort to limit contact, SEES will be offering limited 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 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, soccer, flag football and cheerleading will practice and/or compete in the fall.

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, outside or in large spaces that allow for social distancing 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.

## 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!