



# CONSORTIUM OF CATHOLIC ACADEMIES

Washington, DC

## **Reopening Plan 2021**

*DRAFT: June 21, 2021*

## Introduction

We have created this addendum to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this addendum are based on guidance from the Centers for Disease Control and Prevention (CDC) , DC Health Department, OSSE (Office State Superintendent of Education), and the Archdiocese of Washington. Regular updates will be made to this plan based on information provided by the CDC, the DC Health Department, and other local jurisdictions.

Our needs are different from those of public schools. Because we are a part of the Consortium of Catholic Academies, an independent network of private Catholic schools, we can more readily require things of students and staff regarding procedures and materials. Our populations are relatively small, and we do not face other complications like bussing, large special needs populations, and ADA funding mechanisms.

Our priorities are:

1. **Safety:** We will work to ensure the safety of all students and staff. We will adhere to guidelines set forth by the Archdiocese of Washington, DC Health and OSSE to provide a safe environment that minimizes the risk of COVID-19.
2. **Student Well Being -** We will provide an in person learning environment that supports student growth in both academics and faith formation. We will support children's social and emotional well being by partnering with our school counselors and providing opportunities for connection, prayer, and healing.
3. **Family Support:** We will partner with our families to ensure our children's various needs are met. We will continue to provide support to families negatively impacted by COVID-19.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school messaging system.

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# **Health and Safety**

## **Community Agreement**

All families must sign a copy of the COVID-19 Handbook Addendum and agree to partner with the school to keep all students and staff safe and healthy. Parents must agree to keep children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed to an individual with COVID-19 infection.

## **Preparation for Illnesses**

People with COVID-19 have had a wide-range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2 - 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever and/or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

## **Health Questionnaire**

Students and staff will complete a daily, digital health questionnaire/screening prior to arriving at school.

- Parents should complete a temperature check using a thermometer at home.
- Complete a health questionnaire including a series of questions:
  - After taking your child's temperature, does he/she have a temperature of 100.4 or higher?
  - Since last in school, have you had any of the following symptoms? cough - difficulty breathing - new loss of taste or smell - fever of 100.4\* or higher- new onset of severe headache (esp. with fever) - sore throat - diarrhea or vomiting?
  - Since last in school, have you been in close contact with someone diagnosed with COVID-19 or suspected of having COVID-19?
  - Have you not completed quarantine per health department guidance, are you waiting for a COVID-19 test result, or have you been diagnosed with COVID-19 and not completed isolation?

## **Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Administrators, teachers, staff, students, and (limited) visitors must practice the CDC's recommended distance from one another and eliminate contact with others.

Our Consortium schools, in compliance with the District of Columbia's *Health and Safety Guidance for Schools: Recovery Period (updated 5/21/2021)*, will:

- Ensure three feet of distance between students in the classroom.
- Maintain six feet of distance between adults.
- Create a pattern for traffic flow in the building and practice with students how to move, when permitted, in the building.
- To the greatest extent possible, group the same children and staff together each day and throughout each school day.
- Assign each student an area in the classroom where he/she will complete work and store supplies.
- Turn desks to face the same direction (rather than facing each other) to reduce transmission of the virus.
- Ask and remind students not to share any supplies, toys, etc.
- Allow students to eat lunch and recreate in their classrooms.
- Limit non-essential visitors.
- Minimize mixing between groups during the school day.
- Avoid large group gatherings and activities that require children to sit or stand in close proximity.
- Monitor bathroom usage to ensure that bathrooms are cleaned according to CDC guidelines.
- Reduce congestion in the main office and other typically crowded areas of the school.
- Review with staff and students best practices for social distancing.

## **Face Coverings**

Wearing coverings may help prevent the spread of COVID-19 and is ***required*** for staff, students, and essential visitors when inside the school. Face coverings are ***not required*** when students are outdoors.

Students and staff will be trained on how to properly wear face coverings.

Any individual who is unable to wear a face covering will not be permitted to participate in in person learning.

## **Hygiene**

- Students will be provided with frequent opportunities for hand washing and the use of hand sanitizer.
- Students will be instructed on the proper respiratory etiquette including covering their mouth when coughing or sneezing to prevent the spread of respiratory droplets.

## **Required Supplies**

Caregivers are asked to send the following items, in addition to traditional school supplies, to school each day with their child:

- Two (2) face masks.
- A filled water bottle
- One (1) bottle of hand sanitizer

## **Protocols for Identified Illness**

- Sick staff members or students are not to return to school until they have met CDC's [criteria to discontinue home isolation](#).
- If a student or staff member has been in close proximity to a person who is positive for COVID-19, the student or staff member should not come to school until evaluated by a healthcare provider or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
- If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, the student or staff member should not enter the school until the close contact tests negative. If the close contact tests positive, then the student or staff member should seek guidance from their healthcare provider and not return to school until cleared by that provider. A written note must accompany the student or staff member upon his/her return to school.
- Staff and children with temperatures at or above 100.4 and/or exhibit one or more symptoms of COVID-19, will be immediately isolated to a designated area in the school until they can be transported from the school safely by a relative/emergency contact.

In the event that a student or staff member has tested positive for COVID-19, the school will:

- Notify the DC Health Department.
- In consultation with the DC Health Department, notify staff and families regarding the positive test result and the procedures that will be followed.

### **Essential Visitors**

Non-essential visitors will not be allowed to enter the school buildings during school hours. Non-essential visitors should contact the office to set up an appointment in order to ensure a safe visit.

### **Communication Plan for Campus Closure**

Immediately following notification of a decision to close the campus, the principal, in coordination with the President of the Consortium of Catholic Academies, will notify faculty, staff, and families via email. The Principal will also communicate plans for virtual instruction.

### **Frequent Cleaning and Disinfection**

- Required cleaning and disinfectant supplies needed to decrease the presence of virus on surfaces and objects will be provided to all schools.
- Implement a routine to clean and disinfect surfaces and objects that are frequently touched.
  - Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Cleaning and disinfection of high-touch surfaces at least daily, and as often as possible especially any shared objects or equipment will be cleaned, disinfected and when appropriate sanitized between uses.
- High touch surfaces will be cleaned frequently including:
  - Door Knobs and handles
  - Stair railings
  - Bathroom Faucets and fixtures
  - Classroom desks and chairs
  - Light switches
  - Shared equipment (athletic equipment)
  - Shared toys
  - Classroom sinks/handles
- When possible, students will have individual materials and will not share. This includes
  - Writing utensils
  - Notebooks
  - Technology devices (ipads or Chromebooks)
  - Art Supplies - crayons, markers, and paints
  - Preschool Toys - play doh, blocks, legos, and sensory bins (kinetic sand, rice, etc)

- Place signage in every classroom/bathroom reminding staff of cleaning protocols.
- Each group will be assigned to a particular bathroom and have a bathroom schedule in order to clean and disinfect bathrooms after each group has finished.



## **Routines and Schedules**

### **In Person Learning**

Consortium of Catholic Academies schools will open with a 5 day per week schedule for in person learning. Virtual Instruction will not be provided while in person classes are being held. In the event of a pre-existing medical condition that prohibits a student from participating in in-person learning, the family should contact their school principal to discuss what options are available within the Archdiocese of Washington. In the event of a campus closure, school principals will communicate with parents regarding the plan for transitioning to virtual instruction.

### **Lunch Protocols**

Lunch will be eaten in the classroom. Physical distancing will be implemented when students are eating their lunches. Students should bring their own bagged lunch each day. Any lunches provided by the school will be delivered to the classroom.

### **Recess Protocols**

Recess will be held outdoors when possible. Students will not be required to wear a mask when outdoors.

### **Arrival of Students**

Students and staff (ONLY) will enter through an assigned entry point at the school.

- Drop off times will be staggered to allow for physical distancing.
- Staff and students entering the building must have a face mask.
- To avoid mixing and crowding, students will report directly to their classrooms or to their assigned designated space for the day.
- To assist students, arrow indicators will be clearly displayed on walls and on floors, outlining the correct flow of traffic.

### **Dismissal of Students**

Students and staff (ONLY) will exit through an assigned exit door at the school.

- Pick up times will be staggered to allow for physical distancing.
- To assist students and families, arrow indicators will be clearly displayed outlining the correct flow of traffic.

## **Extended Care**

Extended Care students may be grouped in a new cohort which may include students from various grades. Extended Care will follow the same health and safety protocols.

## **School Masses**

In person masses and prayer services will be held in accordance with the safety guidance of the Archdiocese of Washington, including physical distancing between cohorts and increased ventilation and cleaning.

## **Communal Areas**

Spaces like cafeteria, gymnasias, art rooms, and theatres may be used for instructional and recreational purposes. Communal spaces will be cleaned and disinfected between use by different cohorts.

Students will be assigned to use a particular bathroom. Bathrooms will be cleaned and disinfected after each group's use. Guidelines for hand washing will be placed over each sink in every bathroom.

## **Field Trips**

Field Trips that can be hosted in accordance with the health and safety guidelines will be permitted. The school will provide information to families about which activities will be available and the health and safety precautions that will be followed.

## **General Communication**

School administration will continue to communicate with families on all matters related to school life.

- Individual schools and the Consortium of Catholic Academies will continue to share projects, academic highlights and shout outs through their social media feeds.
- Weekly newsletters will be sent from each school principal.
- Alerts and reminders will be sent through our school messaging systems.

## **Curriculum and Instruction**

### **Individualized Approach**

Our teachers will assist with the creation of individualized learning plans based off of standardized assessment data, reading and math assessments, and child readiness. Instruction in core academic subjects will be prioritized during in-school hours and supplemental resources will be provided for at-home learning.

### **Technology**

Technology is an integral part of instruction. If possible, students are encouraged to bring their own Chromebook or iPad to school.

### **Social and Emotional Learning**

The Consortium of Catholic Academies prioritizes our students' and families' social, emotional, and spiritual health, and we are committed to providing support to our teachers, families, and students.

Our school counselors are available to support our students and families with individual consultations, small group peer support groups, and connecting families with social services.

### **Grading**

Students will be graded based on the Archdiocese of Washington grading scale. Teachers will utilize a variety of instructional strategies and assessment practices to determine a students' mastery of content.

### **Distance Learning**

In the event of an unexpected school closure, all instruction will be transferred to distance learning.

## **More COVID-19 Information and Resources**

Stay up to date on the current COVID-19 situation in Washington, DC, and Maryland, symptoms, how it spreads, and how and when people should get tested. The risk of COVID-19 is not connected to race, ethnicity or nationality. Stigma will not help to fight the illness. Share accurate information with others to keep rumors and misinformation from spreading.

- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Guidance from DC Health and OSSE](#)
- [Archdiocese of Washington Coronavirus Response](#)

# #34

**COMPLETE**

**Collector:** Principal (Web Link)  
**Started:** Tuesday, June 22, 2021 2:43:58 PM  
**Last Modified:** Tuesday, June 22, 2021 3:40:29 PM  
**Time Spent:** 00:56:31  
**IP Address:** 23.30.12.18

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**Q1** **St. Francis Xavier School (CCA)**

Please select your school, sorted by ESPA region.

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**Q2**

Contact Information

Name	<b>Harold Thomas</b>
Email Address	<b>harold.thomas@catholicacademies.org</b>

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**Q3**

Please indicate if your school can meet the following assurances by the start of the upcoming school year:

Students have the ability to attend 5-days per week for the 2021-22 school year.	<b>Yes</b>
Students have a virtual option.	<b>No</b>
The school has procedures for essential visitors accessing the building.	<b>Yes</b>
The school has a plan to have extracurricular activities, band, and other 3rd party vendors in the school.	<b>No</b>
The school can ensure a 3rd party vendor is approved by the CSO before inviting them for extracurriculars.	<b>Yes</b>
The school has clearly defined lunch procedures.	<b>Yes</b>
The school has clearly defined recess procedures.	<b>Yes</b>
For any no above, please take a moment to explain::	A virtual option will not be available unless there is an absolute need for one (i.e., school closure). The school is in the process of developing a plan for having extracurricular activities and 3rd party vendors in the school.

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**Q4**

**At Home**

How will your school conduct daily screenings for students and staff?

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**Q5**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for the use of face masks:

Except for specific circumstances like eating, will your school require face masks for all students, staff, and visitors while in the school. **Yes**

The school can ensure masks are worn correctly (e.g., providing images, videos, demonstrations, etc). **Yes**

There is a policy or procedure established for someone unable or unwilling to wear a face mask at all times. **Yes**

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**Q6**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for physical distancing:

The school is able to ensure appropriate physical distancing throughout the building. **Yes**

The school requires physical distance for students in the classroom, as feasibly possible. **Yes**

The school can keep cohorts together, as feasibly possible. **Yes**

The school can take steps to minimize interactions between cohorts. **Yes**

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**Q7**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for handwashing and respiratory etiquette:

The school has policies and procedures to support frequent, proper handwashing. **Yes**

The school has policies and procedures to support respiratory etiquette such as covering coughing and sneezing. **Yes**

The school has adequate supplies available (e.g. soap, paper towels, hand sanitizer, tissues) to support handwashing and respiratory etiquette. **Yes**

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**Q8**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for personal protective equipment (PPE):

The school is able to provide and distribute appropriate PPE including gowns, gloves, surgical masks, eye protection (face shield or goggles), and N95 masks, as relevant and necessary. **Yes**

For any no above, please take a moment to explain::

We have only found surgical masks necessary to date, that, is the only PPE we have supplied.

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**Q9**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for maintain clean and healthy facilities:

The school can schedule routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., phones, light switches, keyboards, railings, doorknobs, etc.). **Yes**

The school has cleaning and disinfecting protocols established in the event someone develops symptoms while in the school or tests positive. **Yes**

The school has sufficient and appropriate cleaning and disinfection supplies available with the requirement to wear gloves when handling products. **Yes**

The school can maintain necessary maintenance to ventilation and water systems so they are ready to use. **Yes**

The school has provisions available for students and staff to safely access drinking water. **Yes**

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**Q10**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for response to a confirmed or suspected COVID-19 case:

- |   |            |
|---|------------|
| The school has procedures in place if someone gets sick with COVID-like illness.                                  | <b>Yes</b> |
| The school has procedures in place to dismiss any student or staff potentially exposed within the school setting. | <b>Yes</b> |
| There is a dedicated isolation room for someone suspected of COVID.   | <b>Yes</b> |
| The school has a plan if a student or class needs to quarantine.  | <b>Yes</b> |
| The school has a plan to protect those at higher risk for severe illness.   | <b>Yes</b> |
| There is a staff member responsible for reporting a positive case.  | <b>Yes</b> |
| There is a process for notifying the school community about a positive case and appropriate actions taken.        | <b>Yes</b> |
| The school can cooperate with contact tracing efforts.  | <b>Yes</b> |
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**Q11**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for training and monitoring:

- |   |            |
|---|------------|
| The school can train students and staff regarding safety protocols.   | <b>Yes</b> |
| The school can communicate on key health and safety policies be communicated to students, families, staff and visitors. | <b>Yes</b> |
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**Q12**

Please upload your current reopening plan

**CCA Reopening Plan.pdf (215.3KB)**

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