

St. Francis of Assisi Pre-Kindergarten, Elementary & Middle School

Triangle, VA
2021-2022 Academic Year

Section 1: Plan for Returning to School

- a. **Continuity of Mission Task Force (COVID 19 Team):** A Continuity of Mission Task Force (COVID-19 Team) will be comprised of six members of the SFS staff and Parish administration. The school principal will serve as the Task Force Leader and point of contact. All planning efforts and recommendations will be shared with the Pastor who will have the final determination on all decisions made by the Task Force.
- 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.

Prince William County Health
District 8470 Kao Circle
Manassas, VA 20110-1702

703-792-6310 (Phone)
703-257-5138 (Fax)

- c. **Health and Absenteeism Monitoring:** St. Francis of Assisi 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 a 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. Any individual showing any symptoms of COVID-19, or a fever of 100 degrees Fahrenheit or higher, will be sent to the COVID-19 isolation room and will be sent home promptly. The individual will be excluded from school activities while in that condition, in accordance with Virginia Department of Health regulations.

- d. **Communications Strategy:**
 1. Prior to returning to school, faculty, staff, and parents will be provided with the new policy and procedures outlined in the *2021-2022 Parent-Student Handbook*. Students and parents will be required to sign an acknowledgment that they understand the policies and procedures outlined in the Parent-Student Handbook.

2. In the event of a positive COVID-19 test within the school community, the school response will be coordinated with the Prince William County Health District and the Office of Catholic Schools.

e. **Student Health Services:**

1. Prior to the opening of school, a complete inventory of all medical grade Personal Protective Devices (PPE) will be conducted to ensure that an adequate supply is available.
2. All non-COVID-19 health services will remain in place. The school will provide a health office apart from the student population where students who become ill or injured can receive care in accordance with the Virginia School Health Guidelines and policies of the Office of Catholic Schools of the Diocese of Arlington. Student health services will be coordinated and managed by a full-time school nurse.

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

- a. **Education Plan:** Upon returning to school, students will be provided in-person instruction explaining COVID-19 effective preventive measures and ways to mitigate spread in the school. Training will include:
 - i. Hand washing
 - ii. Face covering
 - iii. Physical Distancing
 - iv. Cover your cough/sneeze
- 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 will be set up in all classrooms and at locations throughout the building to allow students to properly clean their hands throughout the day. Handwashing times will be slotted into student schedules to allow students extra time to wash their hands.
- c. **Signage:** The required Centers for Disease Control (CDC) signage promoting healthy hygiene will be posted throughout the building. Signage will include information regarding the requirement for face coverings, frequent handwashing, and physical distancing.
- d. **Physical Distance:**
 1. Classroom layouts have been modified for desk placement to allow students to be 3 ft. apart.
 2. To provide physical distancing while eating, students will have lunch periods in dining facility/classrooms.

Section 3: Maintaining Healthy Environments

- a. **Daily Health Screening:**
 1. All faculty and staff will complete the SFS home health screening questionnaire before arriving to work each day.
 2. Parents are responsible for completing the SFS home health screening questionnaire for students before arriving to school each day.
 3. All faculty, staff, and students are expected to remain at home if answering yes to any items on the questionnaire.
- b. **Cleaning and Disinfection Protocols:** Following the closure of the St. Clare Extended Care Program, a 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 for use throughout the school day. The St. Francis maintenance team will be cleaning bathrooms and common areas on a schedule throughout the day.
- c. **Protective Face Coverings:** St. Francis of Assisi School will require faculty, staff, students, and visitors to wear facial cloth masks.
- d. **Hand Sanitizer Stations:** Additional hand sanitizer stations will be provided in all classrooms and throughout the building to allow students to clean their hands during the school day. Students will be required to sanitize their hands each time they enter or exit their classroom.
- e. **Student Supplies:** All students will use parent provided school supplies to minimize cross contamination. All supplies will be stored in their desk. Any equipment that is shared among students will be sanitized between uses by the teacher or staff member.
- f. **Ventilation Systems:** The ventilation system is regularly maintained, and is on a service contract to ensure proper function. Classrooms will open a minimum to two windows to promote ventilation.
- g. **Water System:** Two water bottle refilling stations with filters are available to ensure adequate water for the students throughout the day.

Section 4: Maintaining Healthy Operations

- a. **High Risk Members of the Community:** Working together with the local health department, St. Francis of Assisi School has an important role in slowing the spread of disease and in protecting vulnerable students, faculty, and staff. Older adults and persons with severe underlying health conditions are at increased risk of more serious illness after contracting COVID-19. Priority will be given to ensuring the safety of these groups of people by encouraging them to stay home if any school community members are showing any signs of COVID symptoms and by reminding them of the importance of frequent handwashing, consistent mask usage and physical distancing. St. Francis of Assisi School administration and faculty will work closely with all high risk students to ensure that they experience continuity of instruction.

- b. **Executive Order:** St. Francis of Assisi School will strictly adhere to all published Executive Orders. All face covering and social/physical distancing requirements will be strictly enforced.
- c. **Sick Leave Policy:** In the event that a member of the St. Francis of Assisi School community is exposed to COVID-19, he/she is expected to follow all guidelines set by their health care professional and the Centers for Disease Control (CDC). St. Francis of Assisi School will follow the sick leave policy and procedures established by the Diocese of Arlington.
- d. **Return to Work Policy:** In the event that a member of the St. Francis of Assisi School community is exposed to COVID-19, he/she is expected to follow all guidelines set by their health care professional and the CDC. St. Francis of Assisi School will follow the sick leave policy and procedures set by the Arlington Diocese.

Section 5: Preparing for When Someone Gets Sick

- a. **Isolation Plan:** All faculty, staff, and students will be health screened at intervals using a non-touch forehead thermometer. Any individual showing any signs of COVID-19 or a fever of **100** degrees Fahrenheit or higher, will be sent to the isolation room and will be sent home promptly. During that time the individual will be excluded from school while in that condition, in accordance with 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. Students and staff who exhibit signs of COVID-19 will not be permitted to return to the main area of the school.
- c. **Cleansing and Disinfection Procedures:** After an individual has utilized the COVID-19 isolation room, the room will be sanitized to ensure the safety of future students. All CDC guidelines will be followed for the sanitation of the COVID-19 isolation room.
- d. **Communication Plan:** When a confirmed case has occurred within the school, regardless of community transmission, the Prince William County Health District and the Office of Catholic Schools will be notified.

There may be a need to implement short-term building closure procedures regardless of community spread if an infected person has been at school. If this happens, CDC recommends the following procedures:

1. St. Francis of Assisi School will coordinate with local health officials. Once learning of a COVID-19 case on campus, the school nurse will immediately contact the Prince William County Health District to determine the proper course of action.
2. The principal and school nurse will work closely with local health officials to determine if a closure 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. Through consultation with local health officials, school administration will determine the appropriate steps, including whether an extended closure is needed to stop or slow the further spread of the virus.

Section 6: Planning to Close

- a. **Reduction in in-person classes:** When a confirmed case has occurred in school, or if local health officials report that there are multiple cases in the community, St. Francis of Assisi School may need to implement additional strategies in response to prevent spread. These additional strategies include:
 1. Coordination with local public health officials. This will be the first step in making decisions about responses to the presence of COVID-19 in the community. Health officials will help the school determine which set of strategies will be most appropriate for their specific community's situation.
 2. Implementation of multiple social distancing strategies. The Task Force will select strategies to further slow the spread within the community based on feasibility given the unique space and needs of the school. St. Francis of Assisi School may consider strategies such as cancellation of large gatherings.
- b. **Complete School Closure:** Additional strategies will 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. Continued coordination 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 action for St. Francis of Assisi School. Mitigation strategies are expected to extend across organizations within the community, as they are not necessarily tied to cases within St. Francis Assisi School.
 2. In consultation with local public health officials, the school administration may implement an extended school suspension and event/activity cancellations. This longer-term and likely broader-reaching strategy is intended to slow transmission rates of COVID-19 in the community. During extended class suspensions all extracurricular group activities and large events will be cancelled with all students participating in eLearning.