



## **Virginia Private Schools** **Phase III COVID Mitigation Health Plan**

The design of this COVID Mitigation Health Plan affirms the two-fold commitment of All Saints Catholic School: 1) to ensure the safety and well-being of our students, faculty, and staff and 2) to provide an exemplary educational experience rooted in our Catholic faith that fosters the development of the whole child.

The information in this plan is based on guidance provided by the Centers for Disease Control and Prevention (CDC), state and local health officials, and the Office of Catholic Schools of the Diocese of Arlington. Additionally, the Virginia Council for Private Education (VCPE) continues to assist and advocate for private schools in the state and regularly issues guidance to private schools on how to proceed/comply with state mandates (e.g. regarding reopening plans.) As circumstances continue to change, this plan will be updated accordingly in order to ensure compliance with the guidance provided by these agencies.

### **Section 1: Contact Information**

**Name of School:** All Saints Catholic School

**First and Last Name of Principal:** David E. Conroy, Jr.

**Physical Address:** 9294 Stonewall Road

**City and Zip Code:** Manassas, VA 20110

**Accreditation Status:** Accredited (Virginia Catholic Education Association)

**Person Responsible for School's Health Mitigation Plan:** David E. Conroy, Jr.

**Email Address:** [dconroy@allsaintsva.org](mailto:dconroy@allsaintsva.org)

**Consultation with the Health Department:** The plan conforms to guidance from the health department with a request for consultation having been communicated.

### **Section 2: Intent to Vary**

All Saints Catholic School does not wish to apply for an "intent to vary" regarding implementation of health mitigation strategies from the Phase Guidance for Virginia Schools.

### **Section 3: Phase 3 Program Offerings**

#### **A. Instructional Schedule**

Since the school will be adhering to the 6-foot physical distancing requirement, it will not be feasible for the entire student body to be present on campus at the same time due

to both building and staffing limitations. After review of research and the guidance provided by state and educational officials, the school has prioritized in-person instruction for our youngest learners.

### **In-Person Learning: Grades K-2**

Students in grades K-2 will receive four days of in-person instruction per week, i.e. Monday - Thursday.

By dividing each class in half and assigning them to two classrooms, the school will be able to adhere to the 6-foot physical distancing requirement. The homeroom teacher and instructional assistant will work closely as a team with the teacher providing instruction and the assistant offering reinforcement and support to the students. With the classrooms co-located, the teacher and assistant will travel between two rooms throughout the day to meet the needs of their students. To accomplish this goal, six classrooms in the new and old wings of the building have been identified that will now serve as additional classrooms for K-2. In support of this change, grades 4-5 will move to the middle school wing for the 2020-2021 academic year.

### **Blended Learning: Grades 3-8**

Students in grades 3-8 grades will receive two days of in-person instruction per week.

Each class will be divided into two groups. The Blue Cohort will attend school on Mondays and Wednesdays. The White Cohort will attend school on Tuesdays and Thursdays.

### **eLearning Fridays: Grades K-8**

All students in grades K-8 will participate in eLearning (distance learning) every Friday. The time will be allocated for completion of independent work that reinforces learning that has occurred earlier in the week. Faculty members will participate in lesson planning, assessment of learning, collaboration and professional development activities designed to sustain the complexity of hybrid learning.

### **Virtual Learning Option: Grades K-8**

We understand that some families are not yet ready for their child to return to school and would prefer an eLearning option. We look forward to providing additional details in the weeks ahead about our virtual learning program option for families who prefer not to participate in in-person instruction.

## **B. Special Subjects & Middle School Program**

In an effort to minimize the mixing of student groups within the building, special subject teachers will provide instruction in the homeroom classrooms rather than the special subject rooms. Additionally, middle school teachers will rotate from class to class throughout the day with students remaining in their homeroom.

## **C. Technology**

All students in grades 3-8 will be provided a Chromebook for use at home and in school. Additionally, All Saints will be utilizing Schoology, a learning management system that will allow for a more seamless transition between in-person and distance learning. We are currently exploring ways that we can further leverage technology to provide for

synchronous learning for all of our students by allowing students who are at home to view and participate in live lessons occurring in the classroom.

#### **D. Classrooms & Materials**

Each class will remain as a cohort in their homeroom throughout the day. Teachers will move from classroom to classroom. There will be no use of shared supplies. Instead, students will have access to their own supplies at their desks. Classroom doors will be left open but keyed to the lock position in order to minimize the touching of door handles while allowing the teacher to quickly close and secure the classroom if necessary.

Students will be seated 6-feet apart. Classrooms will be emptied of all unnecessary furniture and storage units in order to make maximum use of the space for desks. Painter's tape will be used to designate placement of desks as well as markings to guide students when lining up. Students will keep all belongings, including coats, backpacks, and lunches in their own personal space.

#### **E. Social/Emotional Learning**

Recognizing the impact that the pandemic may have had on our students, it will be very important that the school implement new procedures that foster the mental health and well-being of the children.

The school counselor will coordinate the implementation of a systematic approach by which faculty/staff will be trained to monitor students for signs of stress and respond accordingly. Additionally, the faculty/staff will receive training in response to trauma and social/emotional learning strategies during the in-service week in August.

#### **F. Pre-Kindergarten Program**

Due to the decreased demand for the program and the challenge of providing eLearning for preschool aged children, the reopening of the Pre-Kindergarten Program has been deferred until conditions are such that families may be assured of a predictable schedule of five days of in-person instruction each week.

#### **G. Extended Day Program**

The school will continue to offer before and after school care for students in grades K-8. The program will be available from 6:30 a.m. until the start of the school day and from dismissal until 6:30 p.m. The program will operate in accordance with the Phase III guidance provided by the Virginia Department of Social Services.

## **Section 4: Planning to Reopen**

**A. Continuity of Mission Task Force (COVID 19 Team):** A Continuity of Mission Task Force (COVID-19 Team) is identified and consists of eight members of the faculty, staff and administration. The school principal serves 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 approval on all decisions made by the Task Force.

Mr. David Conroy (Principal) - [dconroy@allsaintsva.org](mailto:dconroy@allsaintsva.org)

Mrs. Stefanie Horgan (Assistant Principal) - [shorgan@allsaintsva.org](mailto:shorgan@allsaintsva.org)

Mrs. Patrice Snowden (Nurse) - [psnowden@allsaintsva.org](mailto:psnowden@allsaintsva.org)

Miss Stevie Morga (Teacher) - [smorga@allsaintsva.org](mailto:smorga@allsaintsva.org)

Mrs. Vickie Bill (Teacher) - [vbill@allsaintsva.org](mailto:vbill@allsaintsva.org)  
Mrs. Samantha Pryor (Resource Teacher) - [spryor@allsaintsva.org](mailto:spryor@allsaintsva.org)  
Mrs. Tina Pettyjohn (Technology Coordinator) - [tpettyjohn@allsaintsva.org](mailto:tpettyjohn@allsaintsva.org)  
Mrs. Janis DeVore (Director of Marketing) - [jdevore@allsaintsva.org](mailto:jdevore@allsaintsva.org)

**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.

(Note: Contact information was revised on August 23, 2020 to reflect current staffing.)

Prince William County Health District  
9301 Lee Avenue  
Manassas, VA 20110

Point of Contact: Linda L. Woods, RN, MS (Nurse Manager Sr.)  
703-792-6320 (Office)  
571-382-8811 (Mobile)  
703-257-5138 (Fax)  
[Linda.woods@vdh.virginia.gov](mailto:Linda.woods@vdh.virginia.gov)

Rapid Reporting: Nurse of the Day (NOD).  
703-792-6300

**C. Health and Absenteeism Monitoring:** All Saints 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 (COVID-19, flu, etc.) or had any exposure to a positive case of Covid-19 within the past 24 hours. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child within two hours of being 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 such as 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.

The school nurse will monitor the rate of student illness and absenteeism as well as any related health information on a daily basis.

**D. Communications Strategy:**

1. During the in-service week in August, all faculty and staff will be properly trained on the effects of COVID-19, effective preventive measures, and ways to mitigate the risk of spread in the school. Faculty and staff will be required to complete an assessment

and sign a statement confirming that they understand and will adhere to their responsibilities in helping to mitigate COVID-19 at All Saints Catholic School.

2. Prior to re-opening, students will be provided with a video training explaining the effects of COVID-19, effective preventive measures, and ways to mitigate risk of spread in the school. Students in grades 4-8 and parents will be required to sign a statement that they understand and will adhere to their responsibilities in helping to mitigate COVID-19 at All Saints Catholic School.
3. Prior to the reopening of school, faculty, staff, and parents will be provided with the new policy and procedures outlined in the 2020-2021 *Parent-Student Handbook*. Students and parents will be required to sign an acknowledgment that they understand and will adhere to policies and procedures outlined in the *Parent-Student Handbook*.
4. In the event of a positive COVID-19 test within the school community or outbreak, the administration will notify all faculty, staff, and parents via email. The school response will be coordinated with the Prince William County Health District and the Office of Catholic Schools.

**E. Community Response:** All Saints Catholic School will participate in the community (All Saints Catholic Church, Diocese of Arlington, City of Manassas, Prince William County, etc.) response efforts, and will assist as required.

#### **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 to ensure that an adequate supply is available for use by the nurse as well as faculty/staff.
2. All non-COVID-19 health services will remain in place. The school will provide a well health office for daily medications and procedures, as well as injuries, and a separate sick health office for any student showing symptoms of illness. The care given will be 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.
3. The school will employ a full-time counselor to provide mental health services and will provide parents with a report of a student's mental health when required.
4. The mental health and well-being of the faculty/staff will similarly be a high priority for our community. School administration, the counselor and nurse will work in tandem to monitor the staff and provide on-going support services designed to promote self-care, coping with working in a high stress environment, and the fostering of positive morale among the entire team.

## **Section 5: Promoting Behaviors that Reduce the Spread of COVID-19**

**A. Education/Training Plan:** During the in-service week in August, all faculty and staff will be properly trained on the effects of COVID-19, effective preventive measures,

and ways to mitigate risk of spread in the school. Faculty and staff will be required to complete an assessment and sign a statement confirming that they understand their responsibilities in helping to mitigate COVID-19 at All Saints Catholic School. Training will include:

1. What is a novel coronavirus?
2. What is the source of the virus?
3. How is the virus transmitted and what are the symptoms?
4. How do we prevent the spread of the virus?
  - Hand hygiene and respiratory etiquette
  - Use of cloth face coverings
  - Staying home when sick
  - Encouraging physical distancing
5. What do you do if you become ill?
6. What does it mean to self-isolate and to quarantine?
7. When is it safe to return to work after having Covid-19?

Prior to reopening as well as in the first days of school, students will be provided a video training explaining the effects of COVID-19, effective preventive measures, and ways to mitigate the risk of spread in the school. Students in grades 4-8 and parents will be required to sign a statement that they understand and adhere to their responsibilities in helping to mitigate COVID-19 at All Saints Catholic School. Training will include:

1. What is a novel coronavirus?
2. What is the source of the virus?
3. How is the virus transmitted and what are the symptoms?
4. How do we prevent the spread of the virus?
  - Hand hygiene and respiratory etiquette
  - Use of cloth face coverings
  - Staying home when sick
  - Encouraging physical distancing
5. What do you do if you become ill?
6. What does it mean to self-isolate and to quarantine?
7. When is it safe to return to school after having Covid-19?

## **B. Physical Distance:**

1. Classroom layouts have been modified to ensure that all students are seated 6-feet apart. Blue tape will be used to mark the placement on the floor of each desk to help students and teachers maintain a 6-foot separation. Taped arrows will also be placed along the floor in the hallways to direct students.
2. In grades 6-8, students will remain in the same space and teachers will travel to the students.
3. To ensure students remain 6-feet apart and to reduce communal eating, all lunches will take place in the individual classrooms. Recess time will be conducted at the classroom level with only 50 students or fewer in one designated play area at a time, i.e. playground behind the school, courtyard in front of school.
4. Until further notice, no school wide social gatherings will be permitted. Social gatherings will be limited to individual classes in order that social distancing may be

strictly enforced. Faculty and staff will encourage group distancing, i.e., avoiding co-mingling of classes/students.

**C. 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 integrated into student schedules to allow students extra time to wash their hands.

**D. 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 temperature checks before entering the building, face coverings, frequent handwashing, movement throughout the school, and physical distancing.

## **Section 6: Maintaining Healthy Environments and Operations**

**A. Water System:** All Saints Catholic School is currently on the City of Manassas water supply line. In the event of a prolonged shutdown, all water features will be sanitized and water lines will be periodically flushed. Students will be encouraged to bring water bottles to class rather than using the communal water fountains. Water bottle refill stations will be installed throughout the school.

**B. Gatherings, Field Trips & Volunteers:** All Saints Catholic School will closely adhere to any published Executive Order related to COVID-19. Until further notice, no school wide social gatherings will be permitted. Social gatherings will be limited to individual classes in order that social distancing may be strictly enforced. Faculty and staff will encourage group distancing, i.e., avoiding co-mingling of classes/students. Any field trips will be conducted virtually. Visitor limitations will be in place to minimize contact between students, faculty, staff and volunteer parents.

**C. Daily Health Screening:** All faculty, staff, and students will be health screened each morning. Any individual showing any signs or symptoms of COVID-19 such as a fever of 100 degrees Fahrenheit or higher, or who has been in contact with someone who is Covid-19 positive within the past 24 hours, will be sent to the COVID-19 isolation room and sent home within 2 hours of being contacted. During that time the individual will be excluded from school while in that condition in accordance with Virginia Department of Health regulations.

Visitors to the building will be limited with a similar requirement that they complete a health screening and wear a face-covering prior to entering the school.

The school nurse will coordinate the screening of students, faculty, and staff. Faculty and staff will be screened upon arrival at the front entrance of the school each morning. The school nurse, with the assistance of support staff, will screen students as they exit their vehicle during morning arrival. Any students who walk or ride a bicycle to school will similarly be screened prior to entering the building.

**D. Cleaning and Disinfection Protocols:** Each afternoon 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. Disinfectant wipes will be made available to all teachers in the classroom and stored in a locked cabinet. Additional cleaning supplies will be stored and locked in the maintenance storage closets located in the classroom hallways. Every Friday the maintenance staff will complete a thorough disinfection of the building using an electrostatic application.

**E. Hand Sanitizer Stations:** Additional hand sanitizer stations will be installed 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.

**F. Student Supplies:** All students will use parent provided school supplies to minimize cross contamination. All supplies will be stored either in the desk or seat sack on the back of the chair. All curriculum manipulatives and supplies will be individualized or digitized to the greatest extent possible. Any equipment that is shared among students will be sanitized between use by the teacher or staff member. Students will be required to wash eye pieces and focus knobs prior to using microscopes or similar science equipment.

**G. Ventilation Systems:** The ventilation system is regularly maintained and is on a service contract to ensure proper functioning. During school operations, the HVAC system will remain in fan mode to ensure a sufficient exchange of air in each classroom with the system configured to allow for the greatest amount of intake of outdoor air possible. Filtration will be increased to a minimum of MERV-12 after consultation with the HVAC contractor regarding equipment specifications.

**H. Continuity of Instruction:** Additional substitute teachers and nurses will be identified to ensure redundancy and continuity of operations. All substitutes as well as volunteers will be properly trained on the effects of COVID-19, effective preventive measures, and ways to mitigate the risk of spread in the school. Support and back-up staff will be required to complete an assessment and sign a statement that they understand and adhere to their responsibilities in helping to mitigate COVID-19 at All Saints Catholic School. Training will include:

1. What is a novel coronavirus?
2. What is the source of the virus?
3. How is the virus transmitted and what are the symptoms?
4. How do we prevent the spread of the virus?
  - Hand hygiene and respiratory etiquette
  - Use of cloth face coverings
  - Staying home when sick
  - Encouraging physical distancing
5. What do you do if you become ill?
6. What does it mean to self-isolate and to quarantine?
7. When is it safe to return to work after having Covid-19?

**I. High Risk Members of the Community:** Working together with the local health department, All Saints Catholic 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 wearing a mask/shield, frequent handwashing and physical distancing. The All Saints Catholic School administration and faculty will work closely with all high risk students and their parents to ensure that they experience continuity of instruction.

**J. Transfer of New Students:** The school will restrict attendance to those from limited transmission areas (other Phase 3 areas) only and conditionally admit students transferring from another school in the U.S. dependent on the student's current health and travel history. At the school's discretion and in collaboration with local health department recommendations, a 14-day quarantine period may be required. The school may conditionally admit students transferring from another country dependent on CDC travel guidelines, the student's current health status, and travel history. At the school's discretion and in collaboration with local health care department recommendations, a 14-day quarantine period may be required.

**K. Sick Leave Policy:** In the event that a member of the All Saints Catholic 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). All Saints Catholic School will follow the sick leave policy and procedures established by the Diocese of Arlington.

## Section 7: Protecting Vulnerable Individuals

Special care and consideration must be given to Vulnerable Populations. Individuals who are considered at high-risk for severe illness due to COVID-19 include people who:

Are 65 years of age and older

Have a high-risk condition that includes; chronic lung disease or moderate to severe asthma, heart disease with complications, and/or a compromised immune system

Severe obesity (a body mass index of 40 or higher)

Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease.

**A. Policy Options for High Risk Employees & Students:** Working together with the local health department, All Saints Catholic School has an important role in slowing the spread of disease and in protecting vulnerable students, faculty, and staff. Older adults and persons with underlying health conditions are at increased risk of more serious illness after contracting COVID-19.

A process will be established for faculty/staff to self-identify as high risk for severe illness due to COVID-19. Modification of job responsibilities that limit risk exposure, including teleworking, will be considered on a case-by-case basis in consultation with the Office of Human Resources for the Diocese of Arlington.

Prior to reopening, the school nurse will review health plans to identify students with special health care needs in order to update their plans in an effort to decrease their risk for exposure to COVID-19.

A process will be established for parents/families to self-identify as high risk for severe illness due to COVID-19 prior to reopening. Families in this category will be provided the option to participate solely in eLearning.

- B. Flexible Sick Leave Policy & Student Absenteeism:** In the event that a member of the All Saints Catholic School community is exposed to COVID-19, he/she is expected to follow all guidelines set by his/her health care professional and the Centers for Disease Control. All Saints Catholic School will adhere to the sick leave policy and procedures established by the Diocese of Arlington. Per the training and education provided prior to the opening of the school year, faculty, staff and students will understand their responsibility in communicating any symptoms of COVID-19 with the school nurse as well as their obligation to self-isolate if they are sick and/or exposed to the virus.

## Section 8: Preparing for When Someone Gets Sick

- A. Isolation Plan:** All faculty, staff, and students will be health screened each morning; however, if someone is showing any signs or symptoms of COVID-19 such as a fever of 100 degrees Fahrenheit or higher, they will be sent to the isolation room to be assessed by the school nurse. If there is a possibility of Covid-19 and /or an infectious disease, the individual will remain in the isolation room wearing a mask until he/she is picked up. The isolation room can accommodate up to four students. If additional space is needed, the well room will be utilized as a secondary isolation room with the assistant principal's office becoming the temporary well-check/medication distribution room. A parent/guardian is required to arrive within two hours of being contacted. During that time the individual will be excluded from school in accordance with 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 adjacent to the school clinic next to the old breezeway entrance, allowing for an easy exit with the least amount of exposure possible. Students and staff who exhibit signs of COVID-19 will not be permitted to return to the main area of the school and will be required to exit via the old breezeway doors.
- 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 Interim Guidance for Schools guidelines will be followed for the sanitation of the COVID 19 isolation room.

The school will immediately close off areas used by the patient. Windows in the isolation room will be opened to increase air circulation in the area. If possible, staff will wait up to 24 hours before beginning cleaning and disinfection. Facilities staff and contracted employees will clean and disinfect all areas (e.g., clinic, restroom, and common areas)

used by the COVID-19 patient focusing especially on frequently touched surfaces. Prior to disinfection, unclean surfaces will be treated with a soap and water solution.

- D. Communication Plan:** When a confirmed case of COVID-19 has been identified within the school community, the school nurse will notify the Prince William County Health District and the Office of Catholic Schools.

The principal and school nurse will work closely with local health officials to initiate a public health investigation, contact tracing and any additional steps that may be appropriate, including the potential for a short-term closure (2-5 days) of all school buildings or an extended closure. In some cases, administrators, in consultation with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

## Section 9: Planning to Close

- A. Reduction in in-person classes:** When a confirmed case has occurred in the school, or if local health officials report that there are multiple cases in the community, All Saints Catholic School may need to implement additional strategies to prevent the spread of the virus. These additional strategies will be determined through consultation with the Prince William County Health Department and the Office of Catholic Schools. Health officials will help the school determine which set of strategies will be most appropriate for the specific situation, including the option of discontinuing in-person instruction for some or all students with an increased implementation of eLearning.
- 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. In the event that local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to the school administration regarding the best course of action for All Saints Catholic School. In consultation with the Prince William County Health Department and the Office of Catholic Schools, the school administration may implement an extended school closure 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 suspension of in-person instruction, all extracurricular group activities and events will be cancelled and all students will participate in eLearning.

## Section 10: Submission of School Health Mitigation Plan

A copy of the All Saints Catholic School COVID Mitigation Health Plan will be available for review on the school website: [www.allsaintsvaschool.org](http://www.allsaintsvaschool.org).