



**Holy Family Catholic School  
COVID-19 Mitigation Health Plan  
2020-2021 School Year**



# COVID-19 Mitigation Health Plan

## Section 1: Local Public Health Conditions

- a. Prince William County has one of the highest confirmed case rates per 100,000 residents in the State of Virginia. This data was confirmed by the Prince William County Health Department at [coronavirus.pwcgov.org](https://coronavirus.pwcgov.org).
- b. Holy Family Catholic School will not seek to vary from the Phase Guidance.

## Section 2: Planning to Reopen

- a. **COVID 19 Team:** A COVID-19 team comprised of 13 staff members has been formed with the point of contact being the school's principal. A written report will be provided to the Pastor with all recommendations made by the team. The Pastor will have the final determination on all decisions made by the team.
- b. **Health Department Contact:** School health personnel will follow the Prince William County Health Department guidance for reporting, quarantines, readmission, and sanitization requirements.
  1. Prince William County Health Department: 9301 Lee Avenue, Manassas, VA 20110, (703) 792-6300.
- c. **Health and Absenteeism Monitoring:** Holy Family Catholic School will maintain appropriate health and attendance records through PowerSchool and will 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 contact the school office and homeroom teacher for a regular absence due to illness or injury. Parents will notify the Principal for an absence due to COVID-related or COVID-suspected illness of their students or any member of the immediate household.

1. Data collection procedures regarding absences for COVID will be established with an emphasis on confidentiality (standardization of question, i.e., symptoms, length of illness, etc.).
  2. Procedures will be implemented and followed by the office staff and in collaboration with the Principal and Health Department.
- d. **Communications Strategy:**
    1. Faculty and staff will receive virtual and in-person information and training on the 2020-2021 School Implementation Plan. Students and parents will be provided with a training video explaining the effects of COVID-19, effective preventative measures, and ways to mitigate outbreaks in the school.



## COVID-19 Mitigation Health Plan

2. Faculty, staff, and parents will be provided with the new policy and procedures along with the 2020-2021 School Handbook. Students and parents are required to sign an acknowledgment that they understand the new policies and procedures. Any updates, changes, or modifications to the plan will be sent out from the Principal. The school will maintain its regular weekly communication with parents for normal class and curriculum information
  3. In the event of a COVID-19 outbreak, or a positive test detected at the school, all parents will receive notification from the administration through the current communication channels (School Messenger, text, email, and an update on the School App). Information and response will be coordinated with the Prince William Health Department and the Office of Catholic Schools.
- e. **Community Response:** Holy Family Catholic School will participate in all community response efforts and will assist in all ways possible.
- f. **Student Health Services:**
1. The clinic aide will be provided with the proper personal protective equipment (PPE), including masks, gloves, non-contact thermometers, etc.
  2. All non-COVID-19 health service procedures will remain in place. The school will provide a clinic office, apart from the student population, where children who become ill or injured can be cared for following Virginia School Health Guidelines.

### Section 3: Promoting Behaviors that Reduce the Spread of COVID-19

- a. **Education Plan:** All faculty and staff, including substitute teachers, will be properly trained on the effects of COVID-19, effective preventative measures, and ways to mitigate outbreaks in the school, in accordance with guidance from the CDC, AAP, and VDOE. All faculty, staff and school families will be provided with a copy of the 2020-2021 School Implementation Plan, and will be required to read and implement all procedures.

During Phase III, the following School Schedules will be followed:

1. Students in Kindergarten through Third Grade will attend in-person classes, Monday through Friday, from 8:00am – 3:00pm. Depending on enrollment



## COVID-19 Mitigation Health Plan

numbers, some grades may be split between two classrooms to maintain social distancing requirements.

2. Students in Fourth Grade through Middle School will participate in a hybrid in-person/online class schedule. Students will attend in person on alternating days (i.e. Monday/Wednesday or Tuesday/Thursday) with alternating Friday in-person attendance. With the alternating schedule, all students will participate in classes, Monday through Friday, from 8:00am – 3:00pm, either in person or online from home. Students at home will be required to be online, in their uniforms, the entire school day.
  3. All students in Kindergarten through Middle School have the option of attending school entirely online, through HFCS E-Learning. Students will be taught the same grade level curriculum, but with a separate teacher and in small group sessions. All online students are expected to complete their work during the regular 8:00am – 3:00pm school day.
- b. **Supplies:** All faculty and staff will be provided with PPE but may also bring their own supplies from home. Students will need to bring three masks labeled with their name and grade (two of the masks can remain in their classrooms). Extra disposable masks will be provided and stored in the classrooms and clinics if anyone needs a replacement. All faculty, staff, and students must always have a mask on them. Face shields are not to be used as a replacement for a mask but can be used in conjunction with a mask. Hand sanitizing stations will be placed in the classrooms and entrance areas, and students will be given specific times during the day to wash their hands.
- c. **Signage:** Signage will be placed in the appropriate areas throughout the building as reminders of social distancing procedures, healthy hygiene practices, and to identify hand sanitizing station locations.
- d. **Physical Distance:**
1. Classrooms will be redesigned using the social distancing guidelines with student desks six feet apart. Desks will have all students forward facing. Tape will be used to mark off the appropriate distance for each desk and to mark the six-foot separation from the teacher's desk. Faculty, staff, and students will wear masks to the greatest extent possible, and at all times in the hallways and when social distancing cannot be maintained. Students will adhere to teacher/staff guidance regarding mask wearing in the classrooms, hallways, common areas, etc. The school will label common areas to increase awareness of safety procedures, including appropriate hygiene practices, water refill station usage, and mask reminders. Signage will also be used to create physical/social distancing in all common areas.
  2. Lunches will be brought from home and eaten in the individual classrooms. Milk will be brought to the classrooms. Recess will be held outside (weather



## COVID-19 Mitigation Health Plan

permitting) for individual grades. Each grade will have their own recess equipment box that they will bring to and from the playground area. The equipment and box will be cleaned after each use. Students will not be allowed to bring toys or other personal recess equipment to school.

3. Until further notice, students will not take part in large group assemblies or gatherings, including field trips. Schools Mass participation will be under the direction of the Pastor and Principal and will include school students only.
4. There will be no in-person extracurricular activities, clubs, or sports programs in the school or on the school grounds until the school is past Phase III as designated by the Governor.

### Section 4: Maintaining Healthy Environments

- a. **Daily Health Screening:** Holy Family is encouraging faculty, staff, and school families to do a health screening at home before coming to school as a first line of defense to prevent the spread of illness. Anyone who is sick is asked not to come to school. When first arriving at the school, each student's temperature will be taken by a staff member. If anyone shows any signs of COVID-19 or has a fever of 99.7F or higher, they will be sent home with their parent/guardian. In addition, our staff will check each child periodically throughout the day for symptoms of illness. Teachers and staff will be asked to self-report on their own health during the school day.
- b. **Cleaning and Disinfection Protocols:** Holy Family will promote a safe and healthy environment in accordance with the CDC guidelines.
  1. Holy Family contracts with Clean Choices Cleaning Company. Clean Choices will use electrostatic cleaners and deep cleaning procedures throughout the school. We will increase our cleaning schedule to disinfect all classrooms more frequently as recommended by the CDC and regulated for childcare programs in the state of Virginia. Teachers will be supplied with an adequate amount of cleaning supplies on hand to clean during the day to ensure that their room remains clean.
  2. **Hand Sanitizing Stations:** Hand sanitizing stations have been set up at each school entrance and in each classroom to allow students to clean their hands throughout the day.
  3. **Supplies:** Students will be given a separate container for all their supplies and may not share supplies with other students. Each student will be issued their textbooks, classroom materials, manipulatives, leveled readers, and an iPad or Chromebook that will stay with them or in their container. Teachers are encouraged to use laminated materials that can



## COVID-19 Mitigation Health Plan

be sanitized and digital subscriptions when possible. The school will ensure adequate supplies of high touch materials (e.g., art supplies) or assign supplies to a single student to minimize sharing.

- c. **Ventilation Systems:** The ventilation system is regularly maintained and is on a service contract to ensure proper function. System filters are changed quarterly.
- d. **Water System:** The church and school building water lines are county maintained. Water fountains will not be used, except as water bottle refill stations using the no-touch sensors.
- e. **Volunteer Restrictions:** To limit exposure, no parents or non-staff will be permitted in the building. While we continue to believe that enrichment activities and parent involvement are key to student learning and a vital piece of the partnership that is needed for a successful school, we must eliminate parent volunteers and guests from the curriculum until further notice. We will provide parent/teacher conferences through video conferencing and telephone.
- f. **Substitutes:** Any substitutes will be from the established list of substitutes and will receive the same information and training as current faculty. Substitutes will be required to complete the same before-school health screenings as other faculty/staff.

### Section 5: Protecting Vulnerable Individuals

- a. **High Risk:** Students at higher risk for severe illness will be offered learning experiences consistent with the law and their medical conditions. Parents of medically fragile students are urged to discuss their needs, confidentially, with their healthcare provider, and the school administration prior to the start of the school year. All students in Kindergarten through Middle School have the option of attending school entirely online, through HFCS e-Learning. Students will be taught the same grade level curriculum, but with a separate teacher and in small group sessions. All e-Learning students are expected to complete their work during the regular 8:00am – 3:00pm school day. For high risk faculty and staff, the school will strictly adhere to the policies and procedures set by the Human Resource Department for the Diocese of Arlington for those situations where FMLA or other strategies may need to be used by an employee. There will be an attempt to reassign employees who may be unable to work because of concerns for their health. Telework opportunities are still being identified and will be offered to qualified employees who cannot come into the building.
- b. **Absence/Sick Leave Policy:** It is recognized that there may be higher incidences of student and staff absences this year due to elevated concerns regarding symptoms of COVID-19 and comorbidity symptoms. An important part of keeping schools safe is



## COVID-19 Mitigation Health Plan

actively encouraging sick staff and students to stay home if they are ill. Teachers and staff are asked to stay home and notify school administration when not feeling well or showing any signs of COVID-19.

- c. **Return to Work Policy:** In the case of a Holy Family school community member being diagnosed with COVID-19, the individual may return to the school when all the following criteria are met.
  1. At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications); **and**
  2. Respiratory symptoms have improved (e.g. cough, shortness of breath); **and**
  3. Ten days have passed since symptoms first appeared or positive test results,

If the person has symptoms of COVID-19 but is not evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three step criteria above. Holy Family cannot allow a member of our staff or a student with known close contact to a person with COVID-19 related illness to return to school until the end of the 14 day self-quarantine period from the last date of exposure.

### Section 6: Preparing for When Someone Gets Sick

- a. **Isolation Plan:** If a student or staff member is found to have any of the symptoms of COVID-19 or MIS-C during the school day, the individual will be sent to an isolation site in a designated area near the office. Parents will be notified immediately to come and pick up the student. If the parent cannot be reached, an emergency contact will be notified.
- b. **Transportation Plan:** The parent or guardian will arrive at the school entrance and call the school office to say they have arrived. A staff member will escort the student (and any siblings) to the parent waiting outside.
- c. **Cleansing and Disinfection Procedures:** After the individual has left the school building, the isolation room will be sanitized in accordance with CDC guidelines. The school will immediately close off areas used by the individual, open outside doors and windows to increase air circulation in the area, and then begin cleaning and disinfection. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



## COVID-19 Mitigation Health Plan

- d. **Communication Plan:** All COVID-19 related illnesses will be reported to the Prince William County Health Department by the School Office Manager. The school will follow Health Department guidance on quarantines, readmission, and sanitization requirements. The Principal will notify the school community as per the Health Department's guidance if a communicable disease outbreak has occurred in the school.

### Section 7: Planning to Close

- a. **Reduction in In-person Classes:** If a staff member or student is diagnosed with COVID-19, there is the possibility that the school would have to initiate a grade level reduction of in-person classes. This might require the grade level to go to a hybrid or alternate day model for Kindergarten through Third Grade students or an e-Learning model for Middle School. This situation would be temporary and would be initiated only if there were no other alternatives.
- b. **Complete School Closure:** If the school experiences multiple cases or an outbreak of COVID-19, the school would be required to close. Depending upon the circumstances, the school may adopt a distance learning model.
- c. **Division Closure:** Division closures would be determined by the Governor, Prince William County, and/or the Office of Catholic Schools. Holy Family would follow all guidance in such situations.