



*Recover, Redesign, Restart*

*Saint Luke Catholic School  
2020-2021*

July 15, 2020

As of the publication of this document version 1.a, we follow the guidance of federal, state, diocesan, and local officials. As events unfold and guidance changes, this document will evolve and will be republished with a different version number and date.

**Section 1 - Contact Information**

St. Luke Catholic School, 7005 Georgetown Pike, McLean, VA 22101

Mrs. Tanya Salewski, Principal (Person responsible for Health Mitigation Plan)

Accredited by the Virginia Catholic Education Association

Fairfax County Health Department:

The contact information for Fairfax County Health Department is: 703-246-2411, email is [health@fairfaxcounty.gov](mailto:health@fairfaxcounty.gov), address is 10777 Main St., Fairfax, VA 22030, the Director of Health is Gloria Addo-Ayensu, M.D., M.P.H.

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

St. Luke Catholic School does intend to vary from the Phase Guidance for Virginia Schools. We will be using the 3-6 foot physical distancing guidelines in all classrooms and student communal areas. Our plan has been approved by the Office of Catholic Schools and filed with the Virginia Council on Private Education.

## **Section 3 - Phase 3 Program Offerings**

St. Luke Catholic School will offer 3 separate programs for our students.

Program #1 - Preschool for 3 and 4 year olds. The three year old program offers families a choice of 2, 3, or 5 days per week. The four year olds will attend preschool five full days a week, Monday - Friday from 8am - 3:00pm.

Program #2 - Extended Day for students in grades PreK4 - 8th. This program is available from 7am - 7:45am, Monday - Friday and from 3:20pm - 6pm, Monday - Friday.

Program #3: This program is available Monday-Friday 8:00am-3:00pm. Students will attend in person classes.

Modified Program #3: Should a child in grades K-8 need to stay home for an extended period of time, teachers will provide work for the child to continue our educational programs.

## **Section 4 -**

Our COVID-19 team consists of:

Father Richard Guest, Pastor, Tanya Salewski, Principal, Kristine Carr, Guidance Counselor, Elaine Poplestein, School Nurse, Sunny Lake, Director of Admissions and Enrollment Management, Kevin Cyron, Middle School Team Leader, Maggie Siker, Lower School Team Leader, David Kranking/Karin Weber, Business Manager, AnneRyan Craig, Preschool Director

## **Plan for health and absenteeism monitoring/approaches**

Absenteeism for faculty, staff, and students is recorded in the Health Office. All faculty and staff will be required to have their temperature recorded at the start of each day.

Every student will have their temperature taken upon admittance to the building.

The goal of the plan is to give our school nurse daily information on the health conditions of faculty, staff and students and track any faculty, staff or students who are absent due to COVID-19 symptoms. This information will be considered confidential unless there is a reason to contact the Fairfax County Health Department.

## **Orientation and training for staff and students specific to new COVID-19 mitigation strategies:**

Faculty and staff return to school on Monday, August 17, 2020. Orientation for our faculty and staff specific to new COVID-19 mitigation strategies will take place beginning on Tuesday, August 18th and continue to the opening of school on the 26th. This in- person/virtual training will focus on the best practices outlined by the VASN (Virginia Association of School Nurses) and the CDC (Center for Disease Control) for mitigation.

Training for students will take place in the classroom environment beginning on Wednesday, August 26th. This training will be conducted by the classroom teacher and focus on the mitigation strategies developed by VASN and the CDC. This training will be reinforced every day through the 2nd week of school so students will know what the protocols related to COVID-19 mitigation are within their specific classroom and in the larger school environment.

## **Plans for communication with staff, parents, and students of new policies:**

New policies will be communicated with staff through a series of Zoom meetings beginning the first week of August. New policies will also be provided to faculty and staff through email communication. New policies will be communicated with parents and students through a series of email communications beginning on July 15. The schools reopening plan will also be available to all school community members via the school website: [www.stlukeschool.com](http://www.stlukeschool.com)

### **Plans for how to communicate an outbreak or positive cases detected at school:**

The school will follow the guidance from the VASN document, pages 21-23. Positive cases will be communicated via email and telephone with affected parents of potentially exposed students as soon as a positive diagnosis is reported to the school. The school will notify the Fairfax County Health Department to implement recommendations to dismiss affected students and staff for 2-5 days. This will all allow FCHD to work with the school to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19, VASN, pg. 22,

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.

### **Participate in community response efforts:**

The school will participate with any community response efforts suggested by the CDC, Fairfax County Health Department and the Diocese of Arlington, Office of Catholic Schools.

### **Prepare your school's student health services:**

1. Assure provision of medical-grade PPE for health services staff: the school will follow the recommendations from the VASN document, pages 31-32 regarding the type of PPE necessary for our health services staff. Appropriate PPE will be purchased prior the beginning of school and will be replenished as appropriate throughout the school term.
2. Assure and maintain typical (non-COVID-19) health services: the school will continue to offer non-COVID 19 health services through our health office. It may be necessary to hire additional staff to assure all aspects of our reopening plan are sufficiently staffed.
3. Provision of mental health services: Mental health services will continue to be provided through our school counselor.

### **Provide signs and messaging to promote health hygiene:**

Appropriate signage will be purchased prior to the start of school and will be posted in all of the common areas, the classrooms and restrooms of the school.

## **Promote Physical Distancing:**

**Modify layouts of classrooms, communal areas to ensure social distancing is maintained:** Prior to the start of school all classrooms will be measured and 3-6 feet of separation will be determined for all students. These areas will be marked with appropriate signage and the desks will be placed in that space. Hallways will be marked to allow for social distancing when moving throughout the school.

**Develop strategies for food/dining services: these should be consistent with plans to optimize physical distancing:** Students will eat lunch within their classrooms or outside if weather permits. Milk cartons/juice will be delivered to each classroom and distributed to students who order. All students will be responsible for bringing lunch and snacks from home.

**Limit size of gatherings consistent with Executive Orders and impose strict physical distancing places during gatherings:** Use of the parish hall will be determined by the number of students, staff and faculty that can maintain social distancing. We will also employ this in the attendance of classes at Mass. We will follow the guidelines consistent with the Phase the Commonwealth is in at the time.

**Follow relevant Virginia Phase Guidance for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities:** The school participates in CYO in the fall. As of now, it is unclear if this will be available to students. Any extra-curricular sports activities on school grounds will have to comply with the Phase guidance from the state for school sports.

## **Section 5: Hygiene Practices:**

**Create cleaning and disinfection protocols that include frequently touched surfaces; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage:** The school will utilize the recommendations of the CDC regarding the cleaning protocols and products which will be used. A protocol and schedule of cleaning will be developed with the cleaning company. This schedule will allow for a twice daily cleaning of frequently

touched surfaces throughout the school. This will also include the cleaning of classroom surfaces such as student desks. Cleaning will also take place in the evening after any parish group, such as religious education utilizes school classrooms. All classrooms will contain spray bottles filled with an appropriate bleach solution which may be used by faculty if needed prior to the arrival of cleaning personnel. All cleaning supplies will be stored in accordance with the regulations of the Fairfax County Fire and Health Departments.

**Provide additional hand sanitizer/handwashing stations:** There are currently hand sanitizer dispensers in each classroom. Each classroom will also have several hand sanitizer bottles for student use. We will also encourage students to have their own bottle of hand sanitizer available on their classroom desk. Students will be required to use hand sanitizer prior to and directly after anytime they leave the classroom.

**Ensure adequate supplies to minimize sharing to the extent possible (e.g., dedicated student supplies, lab equipment, computers):** Students will be required to have a bin of their own school supplies.

**Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible:** The building manager will insure the proper operation of the school's air conditioning and heating systems. Any problems will be dealt with immediately and if there is a prolonged issue, students may need to participate in distance learning until they are resolved. Teachers will keep the windows open, as much as possible, and keep the classroom doors open, as much as possible to afford the best circulation of outdoor air. In any space where windows are not present, the school will purchase and use air purifiers.

#### **Information about separating and isolating those who present with symptoms.**

The school will utilize the information found on the VASN document, pages 15-23 regarding determining students and staff that need to be separated and isolated for COVID-19 symptoms.

The school currently has one health office. We are going to utilize this office for the treatment of non-COVID-19 students/staff. Faculty will help by triaging students before they come to the health office.

The school is opening another room to serve as an isolation room for students/staff

suspected of having COVID-19. This room will be equipped with necessary materials for triaging COVID-19 patients. Students/staff entering this area for treatment will need to wear a mask. Any staff entering this room to work with the student/staff need to wear the correct protective equipment for working with a COVID-19 patient. We will follow the CDC guidelines for this protective wear.

### **Procedures for facilitating the safe transportation of those who are sick to home or a healthcare facility.**

The school nurse will contact the parent(s) immediately and they are required to pick up their sick child as soon as possible. Parent(s) will be required to wear a mask and enter the isolation room through the PSR hallway door. Students/staff with non-life threatening symptoms will be directed to follow up with their personal physician asap. 911 will be called for any student/staff that presents with symptoms that include: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay aware and bluish lips or face.

### **Procedures for cleansing and disinfecting areas used by sick individuals.**

The school will utilize the recommendation from the CDC regarding cleaning and disinfecting areas used by sick individuals:

#### **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct usage and storage of cleaning and disinfection products. The area where the sick individual was located will be closed for 3-5 days until it is determined that the individual has tested positive for COVID-19.

### **Procedure for communicating with local health department to initiate public health investigation, contact tracing and consultation on next steps:**

The school will implement the CDC guidance on communicating.  
Notify Health Officials and Close Contacts

In accordance with state and local laws and regulations, school administrators should notify Fairfax County Health Department officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

Inform those who have had close contact, less than 6 feet distance, with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

The area where the ill individual was will be closed for 3-5 days to allow for the Fairfax County Health Department to begin their investigation, initiate contact tracing and consult with the administration on the appropriate next steps.

The Arlington Diocese Office of Catholic schools will be notified immediately of any suspected cases of COVID-19 within the immediate school community. Communication will also take place with any parish stakeholders who also use the closed area. This communication will take place while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

#### **Section 6: Information about which conditions will result in the reduction of in-person classes.**

A reduction in in-person classes will automatically occur if the Governor issues an Executive Order changing guidelines that Fairfax County may operate under.

We will depend on the guidance of the Fairfax County Health Department for recommendations on a local school level regarding closing affected classes for a COVID-19 outbreak within the school community. The Arlington Diocese Office of Catholic schools will be involved in any decision to close the school.

**Information regarding the condition which will result in a complete school closure:** The school will immediately close if there is a failure to any of the building major environmental systems, i.e., air conditioning, water, or heating. School will not resume until those systems are functioning in a satisfactory manner.

The school will close immediately if the Governor issues an Executive Order closing all



public and private Virginia schools, or if that order is issued for all public and private schools within Fairfax County.

The school will close immediately if, after consultation with the Fairfax County Health Department, it is determined that there is an outbreak of COVID-19 within our student/staff population. School will not resume until the Fairfax County Health Department is satisfied that in-person instruction may safely resume.

### **Section 7 - Submission of School Health Mitigation Plan**

Our plan is not currently available online. There are plans to make this available to parents via the secure parent page on the school website, [www.stlukeschool.com](http://www.stlukeschool.com)

#### **Is there anything else that you want us to know about your health mitigation plan:**

Our preschool and extended day programs will adhere to the school's health plan. In addition, both entities will adhere to the provisions from the Virginia Department of Social Services regarding COVID-19. VDSS recommended staffing and distancing will take place within those programs.

Our plan relies on maintaining appropriate social distancing for students and staff. All students will be required to wear a mask in the classroom when necessary. The wearing of a mask will depend on the developmental level of the student. Students who have difficulty wearing a mask for the majority of the school day will be afforded more than 6 feet distance in the classroom.