



## Villa Madonna Academy Elementary School

### Reopening Plan

Updated August 14, 2020

The Villa Madonna Academy Elementary School Faculty, with input and support from our staff members, IT professionals, facilities professionals, health professionals, school attorney, Parent Advisory Committee, Board members, and the Diocese of Covington, met weekly beginning in June to create the reopening plan. Each meeting focused on our goal – reopening our elementary school as safely as possible for the students and faculty. Below is the plan that was developed.

**Summer Parent Grade Level Meetings:** Informational parent meetings were held for each grade level on July 27. Information about arrival, classroom schedules, lunch, dismissal, and the Diocesan Return to School Requirements were discussed.

**Student Orientation:** Student Orientation meetings are scheduled for August 17. Students at each grade level will practice arrival, visit their homeroom, meet their teachers, hear information about safety procedures, and practice the dismissal routine.

**First Day of Classes:** August 19, 2020 is the first day of classes for Villa Madonna Academy.

**Campus Health and Safety Measures:** The health and safety measures reflect the requirements and guidelines from the Diocese of Covington, Centers for Disease Control, Kentucky Department of Education, and the Northern Kentucky Health Department.

- TDG Facilities Services will implement their enhanced cleaning plan that involves increasing the frequency of cleaning and disinfecting routines around high-touch areas, using pump sprayers with approved EPA disinfectant and after each day, and additional cleaning during the day of entrances, common spaces, stairs and stairwells, classrooms, restrooms, office areas, hallways, gym, and cafeteria.
- The facility will be treated *weekly* with an electrostatic disinfectant treatment. An electrostatic sprayer and EPA approved disinfectant will be utilized to bring the treated area to a disinfected state. The negatively charged particle wraps around the treated area covering all surfaces.
- The facility will be treated *daily* with a pump sprayer and EPA and FDA approved organic disinfectant surface cleaner. The cleaner is specifically formulated to sanitize 99.9% of dangerous pathogens on hard, non-porous surfaces. The treatment is safe, effective, and required no wiping.
- Hand sanitizer dispensers are installed inside each classroom. Students will use hand sanitizer as they enter and exit the school building and their classroom. Teachers have extra bottles of liquid hand sanitizer for students to use as needed. Extra bathroom breaks will allow students to wash their hands with soap and water. Touch less water faucets are installed in the restrooms.

- Students may begin arriving on campus at 7:30 AM, entering through the Holy Spirit doors of the main building for temperature scanning. Students will go directly to their homeroom for attendance.
- Signs are posted throughout the building including restrooms reminding everyone of the importance of sanitizing and cleaning hands.
- Disinfecting products are available in each classroom for teachers to clean desks and other surfaces as needed. Faculty and staff will clean high-touch surfaces periodically in their respective areas during the day. The facilities staff will clean high-touch areas in shared spaces through the day.
- Students are encouraged to bring their own personal water bottles labeled with their name each day. Water fountains will only be available to fill a personal water bottle.
- Posters with pandemic guidelines are posted throughout the school building. Stairwells have directional signs and students will walk on the right side of all hallways.
- Each grade level has been divided into small groups and desks have been spaced in each room six feet apart. All desks are facing the same direction. Teachers will rotate to each of the small groups vs. students.
- Masks are required and must be on a student as they exit their car to enter the school building. Students should wear a mask that they feel comfortable wearing. The best type is a cloth mask with elastic ear loops that covers the nose and mouth. Students must label their mask with their name. School will have extra masks on hand for emergencies.
- All large group assemblies have been suspended. Grade levels may gather for lunch, etc. when outside observing social distancing. Each grade level has a designated area on campus for their use only.
- Field trips and other events are either suspended or will take place virtually.
- Clubs and other groups may take place virtually or in person if social distancing can be observed.
- Visitors to campus will be limited. Parents are discouraged from bringing in forgotten items. If this is necessary, please place the item in one of the block windows by the main office and notify the main office.
- The school elevator use is for ADA access only with no more than two people permitted with masks on at a time.

**Monitoring Student and Staff Health:** Prior to the start of the school year, parents and employees will be required to sign an “Acknowledgement to Perform a Personal Health Assessment” that requires a basic health screening and temperature check of the student each day before leaving home. Up to date immunization records must be on file for each student in the main office. The school will notify those who are not in compliance. Elementary students will be required to enter the building through the Holy Spirit doors of the main building. Students, faculty, staff, and visitors, will have their temperature taken as they enter the building via thermal scanner or hand-held infrared thermometer. In the event of a temperature measuring at or above 100.4 degrees Fahrenheit, the person’s temperature will be re-taken within 7 to 11 minutes. If the person is confirmed to have a fever, he or she will be sent home with the carpool driver. A separate room will be available to isolate anyone who has a temperature or any other symptoms of sickness during the school day until he/she can be picked up. The room will be stocked with sanitizing equipment and personal protective equipment. Communication will

be sent home regarding any positive COVID-19 cases that are confirmed in the school and the school will work with the local health department.

**Cafeteria:** Students have the option of purchasing a packaged lunch from the cafeteria or bringing a lunch from home. Lunch will be brought to the classrooms for students in grades K-3. Students in grades 4 – 6 will pick their packaged lunches up from the cafeteria. Lunch will be eaten in homerooms or in designated outside grade level locations.

**Infection Procedures:** Please note the following *Frequently Asked Questions Specific to COVID-19* provided to our school by the Diocese of Covington:

- **What are the symptoms of COVID-19?** The Centers for Disease Control (CDC) has identified several symptoms of COVID-19, including high fever (above 100.4°F), sore throat, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and a new, uncontrolled cough that causes difficulty breathing.
- **What should a parent do if a child has symptoms of COVID-19?** If your child shows symptoms of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You must alert your school's main office and do not send your child to school. If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school.
- **My child had COVID-19-like symptoms, but not COVID-19. When can he/she return to school?** If your child does not have COVID-19, but has another illness, you must keep your child home until he/she is fever and symptom free for 24 hours without fever reducing medication. A negative COVID-19 test or doctor's note will not be required for return.
- **What should I do if my child tests positive for COVID-19?** You should immediately contact your doctor for additional instructions. You must contact your school's main office. You must not send your child to school.
- **When can a student return to school after receiving a positive COVID-19 test?** If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation. This includes:
  - ✓ At least 10 days have passed since symptoms first appeared; and
  - ✓ At least 24 hours have passed since the last fever without the use of fever reducing medications; and
  - ✓ Other symptoms have improved.
  - ✓ Any decision to return to school must be cleared by a physician who has evaluated the student and will not rely solely on a negative test.
- **What should I do if a member of my household (who is not my child) tests positive for COVID-19?** You must immediately contact your school's main office. Your school will ask that you keep your child home for at least 14 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child shows no COVID-19 symptoms for the 14-day period, your school may allow your child to return.
- **What happens if my child's teacher tests positive for COVID-19?** Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.

- **What happens if another student in my child’s class tests positive for COVID-19?** Your school will make all parents aware that a student has tested positive for COVID-19. All students in the class (es) will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire class (es) will be isolated (sent home) for at least 14 days. Students will be allowed to complete work at home while the cohort is away from school.
- **Could my child’s school building be closed down due to COVID-19 this year?** We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to Non-Traditional Instruction for a time (in consultation with NKY Health Dept.). Parents will be updated regularly should that need arise.

**Villa Madonna Academy School Procedures for a Positive COVID-19 Case:** Immediately upon learning of a positive COVID-19 case within the school community, the school principal will call the local health department and the Department of Catholic Schools to report the case.

- Department of Catholic Schools – 859-392-1500
- Boone, Campbell, Kenton counties - Northern Kentucky Health Department: 859-391- 5357
- Harrison County - Wedco District Health Department: 866-759-3326
- Mason County - Buffalo Trace District Health Department: 606-564-9447 (After business hours: 606-584-5540)

The school response will follow the instructions provided by the local health department and the Department of Catholic Schools. This will include contact tracing, proper disinfection techniques, communications, school closure, and other preventative actions.

The school principal will keep the school community informed of the action steps to be taken.

Individuals in the school community who have been identified as close contacts to a positive case of COVID-19 may receive additional instructions from the Health Department.

**CDC Guidance on Exposure to COVID-19:** If you have been exposed to someone with COVID-19 you must:

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Note: People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

For more information on possible exposure or how to quarantine visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**COVID-19 Monitoring and Evaluation of Requirements:** In order to mitigate the spread of the coronavirus and keep our school communities safe, the Diocesan Coronavirus Task Force has developed procedures to monitor and evaluate the implementation of the “COVID-19 Return to School Requirements.” This oversight is necessary to ensure strict adherence to the requirements and to determine if procedure changes are needed to keep all those in our communities safe.

- School Visits – Members from the task force team will conduct drop-in visits to evaluate school procedures.
- Weekly Evaluations – Principals and selected teachers will complete a weekly evaluation of the requirements and submit their findings to the Department of Catholic Schools. This data will be used to provide additional guidance and/or make changes to procedures.
- Attendance Monitoring – Schools will submit weekly attendance reports to the Department of Catholic Schools to monitor absenteeism.
- Parent Feedback – A parent survey will be distributed after the second week of school to gather parent input on the school procedures.
- Reporting Concerns – Schools will communicate the procedures for reporting COVID-19 implementation concerns.
  - Parents – Each school will notify parents/guardians of the person they should contact with any COVID-19 questions or concerns. The contact’s name, email, and phone number should be provided and listed on the school website. The contact for our elementary school is Mrs. Bosley. She can be reached at [sbosley@villamadonna.net](mailto:sbosley@villamadonna.net) or 859-331-6333 ext. 127.
  - Students – Each school will develop procedures to allow students to report COVID-19 concerns. These procedures should be communicated to students upon their return to school. Each school will create an environment where students feel safe expressing their feelings, personal challenges, or concerns regarding the implementation of COVID-19. Students having questions or concerns should first meet with their homeroom teacher. If there are additional concerns the student may meet with our school counselor, Mrs. Wuebben ([gwuebben@villamadonna.net](mailto:gwuebben@villamadonna.net)).
  - Contacting Office – If you are calling to report an absence that is COVID-19 related, please ask to speak directly to our elementary secretary, Mrs. Eileen Junker.

**Virtual Learning/NTI Option During In-Person Instruction School Time:** In designing our schedule for this school year, we have included the ability to provide an at home option for students if needed. Students will be asked to join class via a Google Meets link throughout the school day. We know it won’t quite be the same as being in the classroom, but students will be able to hear all of the instruction, follow along with their class, and ask questions as needed. The teacher will also be able to check in on the student as they would during a normal class period. Expectations are in place and include:

- **Attendance:** Students must commit to be online each day during regular school hours and will participate with their instructors and peers as directed. Students will be held to the same attendance standards and will be marked absent if not logged on at designated times.
- **Grading:** Students will be held to the same grading and performance standards as traditional learners.
- **Classes:** Students will be required to commit to the virtual learning program on a trimester basis. The first trimester runs August 19 – October 30. While virtual learning is an option for students in unique situations, virtual learning does not serve as an equitable alternative to the traditional classroom setting. A request to return to the traditional program must be made to the principal one week in advance of intent to return.
- **Expectations:** Students will use the online learning management system, Google Classroom as well as other components of the Google Suite including Google Meets for classes. Students are expected to be dressed (uniform or Villa Spirit wear) and ready for school each school day and logged onto Google Meets by 8:00 AM. Students need to complete learning activities for each class by the date identified by the teacher. Students should establish a good work space at home (Separate space, clean and organized,

have all the tools/items you need, distractions set aside, etc.). Behavior expectations for student interaction virtually with students and staff are the same expectation as if in the classroom. Written assignments, online quizzes, reading, or other work to be completed mostly independently may be included.

- **Extra-curriculars:** Students may not participate in school-sponsored extra-curriculars per the Diocese.
- **Class Schedule:** The normal school day class schedule will be followed. Grade level teachers will provide this information.
- **How to pick up books/papers, etc.:** Please plan to pick items up for the upcoming week from the green bucket at the Holy Spirit Doors. Items for the each week will be placed in the bin by Friday at 4:00 PM. All items will be in a clearly marked folder or bag for the student.
- **How to return work:** Hard copies of work can be dropped off each week in the bucket at the Holy Spirit Doors between Friday at 4:00 PM and Monday at 8:00 AM. All items should be returned in the marked folder for the student. Anything that can be sent via Google Classroom should be turned in that way. The teacher may ask you to take a photo of the work and email it via the students @appsvillamadonna.net email account.

**NTI Requirements during School-Wide Closure:** If the school is forced to close, students will log into their classes via Google Meet every day, on time, and ready to learn. The following expectations are in place:

- **Attendance:** Students must commit to be online each day during regular school hours and will participate with their instructors and peers as directed. Students will be held to the same attendance standards and will be marked absent if not logged on at designated times.
- **Expectations:** Students will use the online learning management system, Google Classroom as well as other components of the Google Suite including Google Meets for classes. Students are expected to be dressed (uniform or Villa Spirit wear) and ready for school each school day and logged onto Google Meets by 8:00 AM. Students need to complete learning activities for each class by the date identified by the teacher. Students should establish a good work space at home (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.). Behavior expectations for student interaction virtually with students and staff are the same expectation as if in the classroom. Written assignments, online quizzes, reading, or other work to be completed mostly independently may be included.
- **Class Schedule:** The normal school day class schedule will be followed. Grade level teachers will provide this information.
- **Tuition:** All tuition will remain the same for NTI as for in person education.