

ALL SAINTS CATHEDRAL SCHOOL



SCHOOL REOPENING PLAN

2020-2021



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Carla Sarauw
Head of School

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Dear Parents/Guardians:

All Saints Cathedral School, along with its Board of Trustees, has given serious thought and consideration into what shape the 2020-21 school year would take. As the world grapples with the new reality of COVID-19 and its effects, the administration and school board are ever mindful of our priorities to protect the health and safety of our entire community, while maintaining a setting that allows for effective teaching, student cultivation and engaged learning.

We are positioned to offer an excellent academic experience while supporting physical and social/emotional health and well-being during this pandemic. In support of this mission, we are presenting our School Reopening Plan for the 2020-21 school year. Our plan highlights important details about daily temperature screening, mask requirements, the implementation of social distancing in the classrooms, cleaning and sanitization, meal services, movement around campus and many other topics essential to our students and parents. In preparation for the coming school year, our teachers underwent additional professional development on the use of the Google Suite products, ActivInspire, Advanced Placement, and other ancillary training materials.

At this time, our plan is to return to in-person instruction- with strict adherence to social distancing and other Centers for Disease Control and Prevention (CDC) recommended guidelines- in a phased approach on August 31, 2020. Over several days, students will be invited back on campus by grade levels. Through all this however, we must remain vigilant in monitoring our children, and ourselves, as prevention ultimately begins at home. Parents, please make sure to monitor your children for any signs associated with COVID-19. More importantly, make sure to keep your child at home and take all necessary precautions if any symptoms present themselves. It will take us all working together collectively to ensure our children have a safe and productive learning environment. All decisions have been, and will continue to be made, in adherence with the guidelines set forth by the CDC, VI Department of Health and VI Department of Education.

All Saints Cathedral School has a long-standing enduring history as a pillar in our community. We stand committed to our mission of providing a top-quality education, promoting good citizenry, social, moral and character development, and engaged, curious learners.

Thank you for your ongoing patience and support. We look forward to working with you to achieve a safe and productive school year. God's continued blessings on us all.

Carla Sarauw
Head of School

Derek Gabriel
ASCS School Board Chair

Introduction

This plan has been established to keep our students, faculty, and staff safe and healthy while we resume school operations. It is imperative that we ALL work together to reduce the risk of spreading COVID-19 within our community. Together we must establish a culture of health and safety that focuses on a "new normal" for keeping us all safe.

No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but taken together, the following health and safety requirements can greatly reduce that risk. It is crucial that we establish a culture of health and safety that focuses on regularly enforcing these important practices.

COVID-19 is primarily spread when people are in relatively close proximity, through respiratory droplets generated through coughing, sneezing, or talking with an infected person. Among the most effective preventive measures—when used consistently and in combination—are masks/face coverings, physical distancing, hand hygiene, and cleaning and disinfecting frequently touched surfaces.

In accordance with the Virgin Islands Department of Health's Reopening of Schools Guidelines and in consultation with the Virgin Islands Department of Education and the Governor's Safe School Reopening Task Force, ASCS is preparing to shift between three (3) phases based on the escalation or de-escalation of the COVID-19 virus.

GREEN: On-Campus Learning

Students will be in-class on campus with all health and safety guidelines & procedures being followed. These guidelines and procedures are detailed in this document.

YELLOW: Hybrid Learning

Students will join all or parts of their classes virtually. They will receive the same academic instruction time and student support services as those who are learning in-person. Hybrid Learning will be available to any students whose family decides that learning from home is the best choice. For safety and consistency, this selection must be made then adhered to on a monthly basis. We recognize that extenuating circumstances may arise and we are willing to address these on a case by case basis.

RED: Remote Learning

All academic instruction will take place virtually with teachers following the established class schedule and using the many resources set up by the school. Students will receive the same academic instruction time and student support services as they would during phases Green & Yellow.



Current Revised Start of School Year

August 17 to August 21: Teacher Professional Week as Scheduled - Professional Development on the use of new online platforms & training related to COVID19.

August 24 to August 28: Continued training for teachers with a scheduled distribution of student materials to include: textbooks, devices, & passwords for school programs.

Teachers will hold introductory sessions with their students to ensure that all are able to access the necessary resources. The Administration and Teachers will also hold Virtual Parent Meetings.

August 31: Full virtual classes based on student schedules for each grade level(K-12).



Health & Safety Overview

The health & safety of our students, faculty, and staff is the top priority of the administration and the School Board. All Saints Cathedral School has worked in collaboration with the Virgin Islands Department of Health, the Virgin Islands Department of Education and the Governor's Safe School Reopening Task Force, VITEMA and the CDC to ensure that all who enter our campus will do so safely.

Masks & Face Coverings

***Please note that All Saints Cathedral School has purchased one ASCS logo cloth mask & and one clear face shield for each student and staff member. Additional cloth masks are available for purchase at the school.**

As the primary route of transmission for COVID-19 is respiratory, masks/face coverings are among the most critical components of risk reduction. Face coverings help prevent respiratory droplets from traveling into the air and onto other people or surfaces when the person wearing the face-covering coughs, sneezes, talks, or raises their voice.

Masks do not have to be school-issued however they must follow the following guidelines:

Face coverings should cover your nose and mouth, and fit snugly against the sides of your face. Cloth face coverings should have multiple layers of cloth. For additional information about face coverings, review U.S. CDC guidance on how to [make cloth face coverings](#), [wear and remove masks/face coverings](#), and [washcloth face coverings](#).

- All students and adults, including educators and staff, are required to wear a mask/face covering.
- Cloth masks must be worn at all times including arrival & departures to campus and during classes.
- Cloth masks may only be removed while eating or drinking or during scheduled breaks when safe distancing has been arranged.
- Masks are never to be shared and should be washed daily. It is recommended that each student have 5-7 cloth face masks available to them.

Student Arrival to Campus

Student arrival to campus will take place between 7:40 am - 8:05 am at three designated points of entry. Arrival prior to 7:40 am will not be permitted. Arrival after 8:05 am will require entry through the Main Gate. Students should not exit the vehicle until assigned school personnel have conducted temperature screenings at the vehicle. Students walking or driving must still enter at the designated entry point only after being screened by school personnel. All students must report directly to their classroom upon arrival. Students arriving after 8:15 am must call the Main Office to arrange for temperature before entering the campus.

Designated Points of Entry:

- 9th-12th Grade: Upper Gate between High School and the Cathedral
- 6th-8th: Main Gate by the Offices
- Jr.K-5th Grade: Lower Gate by Playground



Student Departure from Campus

There will be a staggered dismissal from school each day. Jr.K-5th Grade will be ready for pick up at 2:30 pm, while 6th-12th Grade will be ready for pick up at 3:00 pm. Older students with younger siblings will be allowed to leave with their sibling(s) at 2:30 pm. They will need to have their belongings prepared and be ready to leave when paged.

Parents who are picking up students will be issued a small sign with the student(s) name(s) that they are picking up. This sign will be displayed and visible to the assigned school personnel at the Main Gate. The students will then be paged. All students must be prepared to leave and will exit promptly when called. Walkers or students who drive will be dismissed by grade level using the intercom system and must adhere to social distancing during their exit.

It is very important that students be picked up and are off campus as scheduled. All students must have departed campus by 3:15 pm.

- Jr.K-5th Grade: 2:30 pm - 2:45 pm
- 6th-12th Grade: 3:00 pm - 3:15 pm

Symptom Screening

Families and caregivers can help mitigate the transmission of COVID-19 in their school communities by keeping their children home from school if they are sick or have had close contact with a person diagnosed or suspected of having COVID-19. Checking for symptoms each morning by families and caregivers is critical and will serve as the primary screening mechanism for COVID-19 symptoms. Home symptom checking and reporting are crucial for the prevention of spreading of COVID-19.

If your child is exhibiting any of the following symptoms, they should be kept at home until they are free of symptoms for 72 hours (without fever-reducing medications) or until you can produce a negative COVID PCR test (7 days after symptoms appeared):

- Fever of 100.4 or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea with or without vomiting
- Diarrhea

Temperature Checks

Any student or staff member with a fever of 100.4 degrees or greater, exhibiting symptoms of possible COVID-19 virus infection, or taking any fever-reducing medicine in the past 24 hours should not be present in school. Staff & students will have their temperatures checked each morning upon arrival.



Designated staff members will be stationed outside each gate to check students' temperatures as they are being dropped off. Staff & students with a temperature of 100.4 degrees or higher will not be permitted on campus. An isolation room will be prepared for students who exhibit COVID-19 symptoms during the school day until they can be picked up.

Physical Distancing

Physical distancing is another important practice that helps mitigate the transmission of the virus. Schools should aim for six feet of distance between individuals where feasible. As a result, classrooms will be set up with desks to be spaced six feet apart. Tabletop partitions that extend above the seated height of the students have been installed in some Kindergarten classrooms. Schedules will be in place to drastically limit student interaction outside of their designated classrooms.

Stable Cohorts

To minimize the number of students who would potentially be exposed in the case of a COVID-19 event, we plan, to the greatest extent feasible, to keep students in the same group throughout the day. ASCS is developing schedules that will drastically reduce student movement when on campus.

Food Service

ASCS food service personnel will be participating in formal training sessions to be held by the Department of Health and the Department of Education. A packaged breakfast & lunch will be provided for those who indicate their intended participation in the School Lunch Program. In an effort to limit student movement on campus, all meals will be served in classrooms or other designated areas where proper distancing is in place. All students will be required to wash their hands before and after meals. The heating of food brought from home will not be allowed at this time. Additionally, there will be no food deliveries allowed by parents or others.

Hand Hygiene

Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands. **Handwashing stations and hand sanitizer dispensers are being installed throughout the school campus. Touchless faucets and flush valves are also being installed.** All students and staff will receive training on proper hand hygiene. Additional information will be shared and signage will also be displayed.

Facilities

Hand washing stations, hand sanitizer, and all appropriate cleaning and disinfecting supplies will be in place prior to the opening of the campus. Handwashing stations are being installed in the Jr. K & Sr. K classrooms, along with each level of the three-story Elementary Building, and outside of the Gym Room. Touchless faucets and flush valves are being installed campus-wide. New soap and sanitizer dispensers are also being installed. The drinking fountain attached to the bottle refill station will be closed. Only the bottle refill feature will be available. Staff and students should bring reusable water bottles daily. Bottle refill stations and water bubblers will be cleaned and disinfected daily and have signage with instructions for individuals to wash hands after use.



The flow of foot traffic in hallways and stairways has been modified and will be clearly marked with signage. Hallways will be divided with directional arrows in place and stairways will accommodate one-way pedestrian traffic. Signage will be in place at entrances and throughout buildings alerting staff and students of physical distancing requirements, face-covering policies, and hand hygiene protocols. Finally, plexiglass barriers will be installed in the Main Office.

Cleaning and Disinfecting

Procedures for increased cleaning and disinfection of frequently touched surfaces are in place. All cleaning supplies used in this process are approved by the CDC and EPA. The custodial and maintenance staff will be participating in formal training sessions to be held by the Department of Health and the Department of Education. Our staff will take all reasonable and necessary measures to ensure high traffic, high touch areas are cleaned and sanitized multiples times per day.

Shared Objects

Per CDC recommendations, we strongly discourage sharing items that are difficult to clean or disinfect. As a result, students will only be handling objects, utensils, and materials that belong to them.

Technology Use & Availability

ASCS has ordered wipeable keyboard & mouse covers for our computer labs. They will be sanitized &/or replaced after each use. Students who do not have an adequate device for Virtual Learning may opt to sign out a school device. These devices will be needed during On-Campus Learning as well. Students who have their own devices will be able to bring them to school for in-school learning. Cell phones will not be collected each day but must remain powered off and stored in a bag during school hours.

**Adequate devices should be either a laptop computer or iPad. Laptops need to have a microphone, camera, and up-to-date versions of Google Chrome. iPads must be able to update to the most recent iPadOS 13.6. A list of required apps will be provided. Several of these apps require iPadOS 13.6 or up-to-date web browsers on the laptop.*

Personal Protective Equipment

Per CDC Guidelines, ASCS will have a well-stocked and maintained inventory of standard healthcare supplies and personal protective equipment (PPE) including masks, gloves, and touchless thermometers. School staff will undergo training on the appropriate use of PPE and the CDC guidance on infection control measures. In the event that a child's cloth face covering is damaged or lost, we will provide a temporary replacement for use. Please refer to the section above for Masks and Face Coverings for more information and guidance.

After School Program

To start this school year there will be no after school program or on-campus school-sponsored clubs. We recognize the many benefits these programs provide our students and their families and we will seek guidance from the Department of Health in hopes of initiating these programs in the future.



Physical Education, Recess, & Sports

Until advised otherwise by the Department of Health, physical education(PE) and recess will be limited to activities that do not involve close contact with other students or shared equipment. Lesson plans for PE will include creative ways for students to be active, even with these restrictions. Recess will be staggered and structured like a PE class to ensure that students can be active for a period of time every day. Team sports are currently prohibited. The IAA is exploring the possibility of a fall Cross Country season.

Gatherings, Visitors, and Field Trips

Instead of in-person events, guest speakers, or field trips, we are planning for these to occur virtually. School meetings, including PTSA & student assemblies, will be conducted virtually. We encourage the use of guest speakers using our virtual platforms and many interactive field trips to museums and national parks are available to our teachers. Field trips are suspended at this time. ASCS will limit nonessential visitors, volunteers, and activities involving external groups or organizations.

Return from Off-Island Travel

Following travel off-island, prior to returning to campus all students & staff members must quarantine for a 14 day period or show a negative COVID19 PCR test after 7 days of quarantine. Blood antigen tests will not be accepted as proof of non-infection.

ASCS will support phases **RED**, **YELLOW**, & **GREEN** using these educational programs:

