

After careful review of the governor's Phase II and Phase III guidelines for reopening schools and resuming in-person instruction (Appendix 1), Cardinal Newman Academy plans to implement in-person instruction for the 2020-2021 school year beginning on Monday, August 17. The COVID-19 Readiness and Review Working Group, comprised of parents, faculty, administration, board members, and community partners, has reviewed the following document and believes that it ensures that all constituencies at Cardinal Newman Academy are best served and protected under this plan. The following guidelines balance the physical and mental health, and the personal, spiritual, professional and educational development of our constituencies with the risks that are undeniably inherent in any communal space or setting. Our mission at Cardinal Newman Academy is to form young people in mind, body, and spirit by means of a liberal arts education that values dialogue between teachers and students, a robust mentoring program, and daily attention to spiritual life as a school community. Our time together as a community is integral to our mission. The COVID-19 pandemic has challenged us to seek new ways to educate our students and preserve the unique character of our school community while also ensuring that all our constituencies are protected from unnecessary risks that might expose them to the Coronavirus.

In order to properly ensure the implementation of the protocols outlined below, the COVID-19 Working Group, the School Nurse, and the Administration will conduct a one-day training seminar for faculty and staff on August 14, 2020. This training session will cover the following topics:

- Plan for daily health screening questions of staff and students.

- Cleaning and sanitization protocols for high touch and shared surfaces and restrooms, transport vehicles; cleaning and sanitization schedules for the all school facilities, and correct usage and storage of cleaning supplies.

- Protocols for sanitizing shared use devices and other classroom-based technologies.

- Strategies to increase circulation of fresh (outdoor) air as much as possible.

- Review protections for constituents at higher risk for severe illness from COVID-19.

- Review social distancing protocols for lunch, spiritual life events, and field trips.

- Implement and review sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

The plan detailed below addresses changes to Cardinal Newman Academy's **academic calendar, instructional model, interior design, facilities usage** and/or designations, **people flow, custodial, transportation, and health screening procedures**. Cardinal Newman Academy is able to offer in-person

instruction while meeting both the guidelines from the Virginia Governor’s Office and the CDC guidelines (Appendix 2) because our school community is small. Our administration, faculty, staff and students together are projected to be about 35 people. This includes all part-time faculty and staff and the sponsors/moderators of extracurricular or co-curricular clubs as well as athletics coaches.

#### ACADEMIC CALENDAR AND INSTRUCTION METHODS

Our academic calendar (Appendix 3) had been designed to start the school year in mid-August, allowing us to complete four nine-week quarters and 1044 instructional hours by Friday, May 21, 2021. However, our last possible day of school is Friday June 4, 2021, enabling Cardinal Newman Academy to shut down for a two-week quarantine and deep cleaning period should a case of COVID-19 occur in a member of our school community. In addition, faculty will maintain a Google Classroom site for each class that will allow any student(s) to switch to a distance learning model should the need arise.

#### INTERIOR DESIGN AND FACILITIES USAGE

Our interior spaces have been redesigned to ensure that in each classroom students will maintain a minimum of six (6) feet of distance during classes and that teachers will be a minimum of six feet from all students while teaching. This will allow the teachers to teach without a cloth face covering if they so choose. In classrooms where students sit at individual desks, the desks will face the same direction. In science laboratories, students will sit one to a lab station, rather than with a partner. In other classrooms where tables are used – such as art classrooms or seminar rooms, social distancing requirements will be in place and unambiguous markers, such as pieces of tape, will be placed on tables and floors to maintain social distancing. Shared spaces and common areas have been redesigned to ensure social distancing requirements are met and people flow guidelines will be used in these areas to ensure that class cohorts do not mix unnecessarily.

#### PEOPLE FLOW

New people flow guidelines have been drawn up for the following areas: hallways with lockers, bathrooms, the student suite, the Enrichment room, and lunch tables. Students in the grades 9&10 cohort will be able to access lockers twice a day at appointed times between classes, and students in the grades 11&12 cohort at two different times between classes. Lockers will be assigned in such a way as to ensure that social distancing can be maintained as the cohorts move to and from their lockers. Course classroom assignments will be made with these cohorts in mind and with an eye toward limiting the amount of movement to different areas of the building and between cohorts. The bathrooms off the student suite will be limited to one person at a time. The bathrooms near the classrooms will be limited to two people at a time. Water fountain usage will be generally discouraged and students should plan to bring their own water bottle each

day. The main office will provide assistance in refilling water bottles as needed. The student suite, the Enrichment room, and the lunch tables will be set up to enable proper social distancing. Some furnishings in the student suite will be changed to ensure that they can be easily cleaned on a regular basis. Furthermore the cohorts will remain further separated in these spaces to limit potential spread of disease between the two cohorts. Should an all school gathering or assembly be necessary, the two cohorts would be gathered in separated spaces for this purpose, in areas no closer than fifteen feet apart.

### TRANSPORTATION

The school will change transportation guidelines in order to best safeguard the health and safety of our constituencies. Out of state field trips for the 2020-2021 school year will be restricted. If a trip is determined to be necessary, the travel guidelines will follow the all the CDC and local safety guidelines for the destination area as well as Virginia guidelines. Local field trips, particularly those integral to the Natural History course and for Mass attendance will include a health screening, spaced seating in vehicles, and masks must be worn. Windows will be rolled down whenever possible. Hand sanitizer will be made available to all those being transported, and the vehicles sanitized after each trip.

### CUSTODIAL PROCEDURES

Custodial procedures have been modified as follows: door handles will be sanitized with a product whose active ingredient is CDC approved to kill coronavirus once in mid morning and once in mid afternoon. Desks, or other classroom surfaces, and chairs will be wiped down twice a day with a commercial cleansing wipe, such as Clorox Wipes or Lysol Wipes, also once in the morning and once in the afternoon. Any shared technology within classrooms will be wiped down with a commercial cleansing wipe by the teacher when he or she ends class and leaves the classroom. Hand sanitizer will be available in common areas and classrooms. CDC and/or VA Department of Health educational posters on hand washing, cloth face coverings, and disease prevention (Appendix 4) will be displayed at school to ensure that all community members have access to correct information.

### HEALTH SCREENINGS

The school will conduct regular health screenings on faculty, staff, administration, students, and visitors, in accordance with health information privacy laws, overseen by the school nurse. The daily screening will include a temperature check and a computer-based symptom screening tool based on the symptoms of COVID-19 as outlined by the Centers for Disease Control. The Office of the School Nurse is tasked with (1) reporting to local public health authorities, the administration, and school community any

instance of a COVID-19 case within the school community or an immediate household member thereof; (2) coordinating the mandatory isolation (quarantine period) and (3) facilitating contact tracing within our constituencies.

If a member of the school community is suspected through the screening process, they will be excluded from on-campus school activities, instructed to self-isolate at home, and cleared for return to school through a COVID-19 PCR test. The Office of the School Nurse will report all suspected and confirmed cases to local public health authorities.

## APPENDIX 1 - GOVERNOR'S GUIDELINES FOR PHASED RE-OPENING

### Phase II

#### *Programmatic Recommendations*

- ✓ Extended school year and special education services that are allowed in Phase I may continue to operate.
- ✓ Emergency child care for working families which are allowed in Phase I may continue to operate.
- ✓ Summer camp in school settings may be offered to children of all ages. Programs should ideally be limited to children in the local geographic area.
- ✓ Schools may offer limited in-person instruction to preschool through third grade and English Learner students given the unique challenges of providing remote academic and social emotional support to young learners and English language learners.
- ✓ Divisions should notify VDOE of their intent to provide in-person instruction or programming that varies from the phase guidance. This notification is only required when exceeding the recommended programmatic offerings, or significantly deviating from the recommended health mitigation strategies in any phase.
- ✓ Schools may continue to ensure provision of student services such as school meal programs.
- ✓ Extracurricular activities (such as clubs) may be offered if social distancing mitigation strategies can be implemented.
- ✓ Athletics should be limited to individual or team-based practice, skill-building drills or conditioning activities that allow maintenance of physical distancing at all times.
- ✓ It is not recommended that youth recreational/school sports competition take place in Phase II, unless physical distancing can be maintained at all times (e.g. individual swimmers showing up at scheduled times to have their event timed, etc). Competition that involves contact with other athletes should be avoided.
- ✓ If socially distancing competitions are taking place, the following conditions should also be met:
  - Outdoor recreational sports are allowable if 10 feet of physical distance can be maintained by all participants and spectators at all times and all shared items can be disinfected between uses. The total number of attendees (including both participants and spectators) cannot exceed the lesser of 50% of the occupancy load of the venue (if an occupancy load exists) or 50 persons.

- Indoor recreational sports (including practices and classes) may occur if 10 feet of physical distance can be maintained by all participants at all items and all shared items can be disinfected between uses. The total number of attendees (including participants, referees, coaches, etc.) cannot exceed the lesser of 30% of the occupancy load of the room in which the sport is being held or 50 persons. Spectators may not be present except parents or guardians who are supervising children. Spectators must wear face coverings consistent with any active Executive Orders and due to behaviors which may bring greater risk (e.g. cheering), it is recommended that spectators be separated by 10 feet of distance from other persons.

### *Health, Safety and Physical Distancing Recommendations*

- ✓ Schools should follow operational guidance from the CDC, including enhanced social distancing measures, physical distancing, and cleaning, disinfecting and other mitigation strategies.
- ✓ Physical distance should be created between children on school buses when possible (e.g. seat children one per seat, every other row) limiting capacity as needed to optimize distance between passengers. Children (such as siblings) living together may sit together on the bus.
- ✓ Physical distancing of at least 6 feet should be maintained to the greatest extent possible in all buildings. Other social distancing precautions should include, but are not limited to:
  - Restrict mixing classes/groups of students.
  - Close communal spaces.
  - Limited athletics and extracurricular activities.
  - Limit outdoor activities/recess to 50 people, with a priority on social distancing and restricting mixing of classrooms.
  - No gatherings (assemblies, graduations, etc) of more than 50 people (indoor or outdoor). Indoor gatherings should be held only as necessary, and be limited in duration.

## **Phase III**

### *Programmatic Recommendations*

- ✓  In-person instruction may be offered for all students, however social distancing measures should be implemented.
- ✓ Remote learning exceptions and teleworking should be options for students and staff who are at a higher risk of severe illness.
- ✓ Mitigation strategies may impact operations and capacity limits. A multi-faceted instructional approach may need to be planned for Phase III.

### *Health, Safety and Physical Distancing Recommendations*

- ✓ Divisions should notify VDOE of their intent to significantly deviate from the recommended health mitigation strategies in this phase too.
- ✓ Social distancing and other measures will remain important prevention strategies. Additional operational requirements will include measures such as physical distancing, gathering limits and other mitigation strategies (e.g. face coverings, class size limitations, etc). Schools should follow all guidance from the CDC.
- ✓ Physical distance should be created between children on school buses when possible (e.g. seat children one per seat, every other row) limiting capacity as needed to optimize distance between passengers. Children (such as siblings) living together may sit together on the bus.
- ✓ Physical distancing of at least 6 feet should be maintained to the greatest extent possible in all buildings. Other social distancing precautions should include, but are not limited to:
  - Consider restricting mixing classes/groups of students.
  - Consider closing or staggering the use of communal spaces.
  - Limit outdoor activities/recess to 50 people, with a priority on social distancing and restricting mixing of classrooms.
  - Large gathering limits to be determined by Executive Order in effect at that time.
  - Athletics and extracurricular activities may continue with some mitigation measures. More guidance will be forthcoming.

## APPENDIX 2 - CDC SCHOOLS' DECISION TOOL

### SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

#### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY  
NO



#### Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Encourage [social distancing](#) through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY  
NO



#### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY  
NO



ALL  
YES

ALL  
YES

ALL  
YES



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



APPENDIX 3 - CARDINAL NEWMAN ACADEMY ACADEMIC CALENDAR



**Cardinal Newman Academy**  
— Richmond, Virginia —

**ACADEMIC CALENDAR 2020 – 2021**

Wed., August 12 – Fri., August 14	Staff Days
Monday, August 17	Classes begin
Monday, September 7	Labor Day (no classes)
Monday, October 12	Columbus Day (no classes)
Wednesday, October 14	St. John Henry Newman Feast Day Picnic 5-7 PM
Friday, October 16	Testing: PSAT – students in grades 10 & 11
Friday, November 1	End of the First Quarter
Wednesday, November 25	Feast of All Saints (Holy Day)
Monday, November 30	Thanksgiving Holiday begins (No classes)
Wednesday, December 16	Classes Resume
Thurs., Dec., 17 – Mon., Dec. 21	End of Second Quarter
Tuesday, December 22	Semester I Exams
Tuesday, January 5	Christmas Break (no classes)
Monday, January 18	Classes Resume
Friday, January 29	Martin Luther King, Jr.'s Birthday (no classes)
Monday, February 15	March for Life - Washington, DC (no classes)
Tuesday, February 16	Presidents' Day (no classes)
Wednesday, February 17	Staff Day (no classes)
Friday, March 5	Classes Resume (Ash Wednesday)
Thursday, April 1	End of the Third Quarter
Monday, April 12	Easter Break (no classes)
Friday, May 21	Classes Resume
Mon., May 24 – Wed., May 26	End of the Fourth Quarter
Wednesday, May 26	Semester II Exams
Monday, June 1 – Wed., June 3	Last Day of School
Friday, June 4	Staff Days
	Final Grades Posted

The 2020-2021 Academic Calendar ends early, thus allowing for an additional two weeks of school should we need to extend the academic year due to any unforeseen complications concerning COVID-19. We would ask, therefore, that parents do not schedule any vacations until after Friday, June 4<sup>th</sup>, which could possibly be our last day of school.

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



## How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

### Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### Everyone should

#### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

### Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Face Covering Do's and Don'ts:

### DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

### DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)