Dear School Administrators, Faculty, Staff, and Parents,

Following the Aug. 12, 2021, announcement by Virginia’s State Health Commissioner, we are updating our policy on the wearing of masks indoors in our diocesan schools. The statewide public health emergency order requires the wearing of masks in K-12 schools when indoors regardless of vaccination status.

This Order was effective immediately and shall remain in full force and effect until the CDC guidelines for K-12 schools change, or unless this Order is sooner amended or rescinded.

- **Indoors**: Masks are required for all individuals aged 2 years and older, including students, teachers, staff, and visitors, regardless of vaccination status.
- **Outdoors**: Masks do not need to be worn when outdoors.
- **School Buses**: Passengers and drivers are required to wear a mask on school buses.

Masking indoors and on buses is subject to the exclusions and exemptions allowed by the CDC, including but not limited to when eating, drinking, exercising, and playing musical instruments.

In keeping with our mask policy from this past school year, supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place.

Any person with a medical condition that prohibits wearing a mask should contact the school nurse or principal for a medical accommodation form that will need to be completed and signed by a medical health care provider.

The previously given guidance of schools utilizing multiple layers of prevention strategies, everyone monitoring their health and staying home when sick, and our schools monitoring exposure and positive cases will remain in place.

We will continue to monitor all guidance from the CDC, VDH, and the Commonwealth of Virginia and notify you of any changes. We appreciate your ongoing support and patience during this continued time of uncertainty. We remain steadfast in our desire to provide the same excellent education our Catholic schools are known for, one that focuses on the academic, social, emotional, and spiritual growth of our students.

Yours in Christ,

**Kelly M. Lazzara**

Kelly M. Lazzara
Superintendent of Schools
Our Lady of Lourdes Catholic School
· Creating disciples of CHRIST·
MITIGATION HEALTH PLAN

Opening Statement
The safety and health of both students and staff is the first priority at Our Lady of Lourdes School. The following document includes procedures and protocols that have been planned to mitigate and respond to the spread of COVID-19 at Our Lady of Lourdes Catholic School for the 2021-22 school year. Our Lady of Lourdes School is a Catholic school in the Diocese of Richmond and directives regarding school opening are provided by the Office of Catholic Schools, Diocese of Richmond. Each school in the Diocese of Richmond has varying capacities and student enrollments, thus creating its own mitigation plan. Our Lady of Lourdes and the Diocese of Richmond will follow relevant Virginia Phase Guidelines for schools and CDC and Health Department guidance. Every effort is being made to ensure the safety and wellness of those in our buildings and to continue with instruction.

1. Planning to Reopen
   a. COVID-19 Response Team
      - Carey Jacobsen-principal, Angi Hamer-assistant principal, Krystina Stansberry-lower school teacher representative, Laura Hall-upper hall teacher representative, Beth Forbes-school social worker, TBD, LPN-school nurse
      - School phone number: 804-262-1770; Point of contacts- Carey Jacobsen or Angi Hamer
   b. Contact Information for the Local Health Department
      - Henrico Health Department 804-501-4651; initial contact made on Monday, July 27, 2020; Point of Contact-Karen Carle 804-482-5492; karen.carle@vdh.virginia.gov; Rebecca Lewis, MPH & and Kelli Dunnavant, RN 804-501-5216
      - Henrico COVID-19 Hotline 804-205-3501
      - It is recommended that families monitor transmission in our area of Henrico County.
   c. Health and absenteeism monitoring/approaches
      - All health and absenteeism information will be recorded and tracked using our school learning management system, FACTS SIS. All staff and response team members will have access to this information, it will be kept current, and will be monitored daily.
      - The school will utilize a contact tracing protocol where all teachers maintain a seating chart that will be submitted electronically before the first day of school. Any changes made to the seating arrangements will be documented.
   d. Develop a communications strategy that includes:
      - All faculty and staff will participate in an updated COVID-19 Training the week of August 16, 2021 led by the Principal and Assistant Principal. This training will recall proper hygiene and safety protocols.
      - Communication and information of the plan will be shared to families & students through email/electronic document. Parents will sign a document indicating that they have received and reviewed a diocesan Acknowledgement Form related to mask-wearing and the Parent/Student Handbook, which reviews the COVID plan and procedures.
      - In the event of a positive COVID case or outbreak, we will communicate immediately with the Diocese of Richmond. We will then communicate all necessary information to stakeholders, while adhering to the privacy of students and families.
   e. Our Lady of Lourdes School will participate in all community response efforts that are appropriate for our school community.

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f. Prepare your school’s student health services:
- All necessary PPE for the school nurse and any other faculty has been ordered.
- A full-time nurse will be staffed by the school and our clinic will remain open with health services for all students.
- Our school social worker, Beth Forbes, will work to address social and emotional learning for all students on a daily and as needed basis. All students, faculty, and staff will have access to mental health support. The faculty and staff can access counseling services through the diocesan Employee Assistance Program.
- Classroom teachers will be provided with materials and resources to support the mental and emotional needs of their students while the school is under COVID-19 restrictions.

2. Promoting Behaviors that Reduce the Spread of COVID-19
a. Education
- All faculty and staff will participate in an updated COVID-19 Training the week of August 16, 2021 led by the Principal and Assistant Principal. This training will recall proper hygiene and safety protocols, as well as annual Universal Precautions training:
  i. Hand hygiene and respiratory etiquette,
  ii. Proper use of cloth face coverings,
  iii. Staying home when sick,
  iv. Encouraging physical distancing,
  v. Cleaning and sanitization of classrooms and supplies,
  vi. Restroom protocols,
  vii. Procedures if a student or adult presents a COVID symptom,
  viii. Daily procedures, including drop off, dismissal, lunch
  ix. Audit trail utilized to document compliance with all guidelines
- Orientation, communication, and information of plan will be shared to families & students through email/electronic document. Communication and information of the plan will be shared to families & students through email/electronic document. Parents will sign a document indicating that they have received and reviewed a diocesan Acknowledgement Form related to mask-wearing and the Parent/Student Handbook, which reviews the COVID plan and procedures.
- Education as part of staff and student orientations and to be shared with all stakeholders before reopening schools will include:
  i. Hand hygiene and respiratory etiquette,
  ii. Proper use of cloth face coverings,
  iii. Staying home when sick,
  iv. Encouraging physical distancing
  v. Cleaning and sanitization of classrooms and supplies,
  vi. Restroom protocols,
  vii. Procedures if a student or adult presents a COVID symptom
  viii. Daily procedures, including drop off, dismissal, lunch.
- Faculty, staff, students, and visitors will follow masks requirements as indicated by the Diocese
b. Our Lady of Lourdes School will reinforce and utilize when required use of cloth face mask coverings.
- Teachers, staff members, students and visitors are to follow the mask requirements as indicated by the Diocese: [Updated guidance 8/13/21](#)
- Masks will be required by everyone when attending school mass.
- Medical grade PPE will be available for COVID-19 isolation area in the clinic for someone who is experiencing COVID symptoms or faculty and staff as needed.
c. Our Lady of Lourdes School has obtained and will maintain adequate supplies to promote healthy hygiene. This will include soap, hand sanitizer, and cleaning materials.
d. Our Lady of Lourdes School has provided signs and messaging to promote healthy hygiene and physical distancing. These are posted in the hallways, classrooms, bathrooms, and in other areas throughout the building.

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e. Our Lady of Lourdes School will promote physical distancing in a variety of ways.
- Most classroom, learning spaces, and communal areas have modified layouts to ensure physical distancing between 3-6 feet is maintained.
- Classroom furnishings have been limited.
- All desks/students are facing the same direction or sitting on one side of tables.
- A student restroom protocol will be used that includes a limited number of students in a restroom at once (3), reminders of handwashing, and hand sanitizing before reentering the classroom. Only one student will be permitted to leave any classroom at a time.
- Gathering or events will utilize social distancing guidelines dependent upon the nature of the event.

f. Our Lady of Lourdes School will provide lunch options during a socially distant lunch period
- Students will eat lunch in their homeroom to support physical distancing 4 days a week. Specific homerooms will utilize designated lunch areas on a rotating basis. Outdoor lunches will be encouraged when weather permits.
- Pre-packaged lunches can be purchased through a vendor. These will be delivered to lunch areas by school staff practicing proper precautions.
- No parents can be present at lunch or in classrooms for any reason. Birthday treats cannot be distributed.
- Volunteers and visitors will not be permitted during lunch or any other time of the school day unless there is a specific event or gathering specified by the school.

3. Maintaining Healthy Environments
a. Students will need to register for morning and after care prior to the first day of school to ensure that physical distance can be maintained during this time. Space in both morning and afternoon care will be limited and will be on a first come first serve basis when registration opens. Drop-ins will not be permitted.
b. Our Lady of Lourdes has committed to precautionary hygiene practices.
- PM Building Maintenance Corporation is our contracted regular cleaning service. Cleaning and disinfecting protocols have been reviewed and updated with our day porter, faculty and staff, and cleaning service to include frequently touched surfaces, increased routine cleaning and disinfection, and ensuring adequate cleaning supplies with correct usage and storage. Cleaning and sanitizing supplies have been secured and the school has a 6 month supply.
- Additional hand sanitizing stations will be available inside the classrooms and throughout the school.
- Students have been provided adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).
- Only water bottle filling can be used on water fountains.
c. Our Lady of Lourdes has had all HVAC systems serviced and filters changed to ensure proper ventilation throughout the building. Maintenance and regular service is scheduled through Harris Mechanical Services and eTec Mechanical Corporation. Teachers will be encouraged to use open window and door ventilation in classrooms, as well as take students outside to utilize the outdoor classroom and other outdoor areas for teaching when appropriate and weather permitting.
d. All water systems have been checked and are operational. This has been verified by our maintenance staff.

4. Maintaining Healthy Operations
a. Our Lady of Lourdes School will not permit field work due to an inability to physically distance on buses.
d. Our Lady of Lourdes will not permit any volunteering in the building.
c. Our Lady of Lourdes School has sick leave policies and practices for faculty, staff and students when quarantining is necessary or a positive case has been identified.
d. Our Lady of Lourdes School has four instructional aides and other support staff as back-up to ensure continuity of daily operations.

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5. Preparing for When Someone Gets Sick
a. Our Lady of Lourdes School has sick leave policies and practices for faculty, staff and students when quarantining is necessary or a positive case has been identified.

b. Our Lady of Lourdes School will provide an isolation area in the clinic with appropriate supplies, such as PPE and sanitizing agents, for any student or staff member displaying COVID-19 symptoms. This isolation area will be cleaned and disinfected after each use. Students will be monitored in this isolation area by a COVID Response Team staff member.

- Parents will be notified if their child is displaying COVID-19 symptoms while at school. Students exhibiting COVID-19 symptom(s) will be required to be picked up by an adult on the his/her pick up list in FACTS SIS within 30 minutes of notification.

d. In the event of a positive contraction of COVID-19 in our community, the principal, assistant principal, or school nurse will communicate with the Diocese of Richmond and follow guidance provided by the diocese related to contact tracing and communication. The school is required to notify the diocese and follow specific protocols which are issued on a case-by-case basis. Any person or student who may have experienced possible exposure in the event of a positive case will be contacted directly. Our Lady of Lourdes School will notify the appropriate members of the community in the event of a positive case within 24 hours without releasing confidential information. Our Lady of Lourdes School is committed to following all procedures and protocols issued by the Health Department and the Diocese of Richmond.

- Henrico Health Department 804-501-4651
- Henrico COVID-19 Hotline 804-205-3501
- Diocese of Richmond 804-359-5661

6. Planning to Close Due to Severe Conditions, If Necessary
a. Our Lady of Lourdes School will work with local health departments and the Diocese of Richmond if severe conditions arise. These institutions will assist in the decision making to close down the school completely or isolate specific grade levels or classes.

b. Our Lady of Lourdes and the Diocese of Richmond will follow and adjust to any Executive Orders that change the operational phase or requirements from the state of Virginia (ie-a return to Phase I).
Our Lady of Lourdes Catholic School

Reopening Communication for the 2021-22 School Year
Updated August 13, 2021
Based upon the recent statewide public health emergency order that requires mask-wearing in K-12 schools when indoors regardless of vaccination status, the Diocese of Richmond has updated its policy. Please read this statement from the superintendent: [Diocesan Mask Update 8/13/21](#). All students, faculty, staff, and visitors are required to wear masks while indoors. Mask breaks and time outside will be provided to our students throughout the school day.

Please also see the updated quarantine guidelines from the Virginia Department of Health. Mask wearing may prevent quarantining in the event of an exposure. [VDH Quarantine Guidelines](#)

We will maintain physical distancing in most classrooms of at least 3 feet. All students will be assigned a specific desk in the classrooms for contact tracing purposes. We are also intentionally keeping class sizes under capacity to support distancing and mitigation strategies.

The protocols and procedures in the following slides will be utilized and assessed throughout the first quarter of the school year. Protocols and procedures may change after the close of the first quarter.

Parents should continue to monitor the health of their students. Students should not come to school if they are not feeling well or running a fever.
Morning Drop-off is from 7:40-7:55am each morning.

- Students in Grades JK-Grade 1 and older siblings will be dropped off in the front carline in the morning.
- Students in Grades 2-8 will be dropped off in the church carline.
- Temperature checks and health screening will not occur in parking lot this school year; however, students should not arrive to school if they are sick.
- Parents may not exit their cars and walk children into school except for morning care. Students participating in Run Club (regardless of grade level) should be dropped off in the Church parking lot at 7:30. If parents are participating or volunteering for Run Club, please drop off your student(s) through the carline FIRST, then park and walk to the track. Information about the start date for Run Club is forthcoming.
Morning Drop Off

Before Care Drop off is from 7:00 AM until 7:29 AM- Students must be pre-registered each day in order to use this service. It will not be a drop in service at this time. Parents will walk students up to the MPR doors and sign their student in. Parents may leave after this is completed.

At 7:30 AM, regular morning drop off begins in the Church parking lot ONLY. Students who arrive between 7:30-7:40 AM will go to the MPR. At 7:40 AM, regular morning drop off will begin in both the front and the Church parking lots.
JK-Grade 5
In the Classroom

All students will be assigned to a specific desk in their homeroom for the purpose of contact tracing. Students will leave the classroom for Mass, recess, all resource classes, and restroom breaks or other structured breaks.

- Morning Prayer and the Pledge will be done in homeroom at 8am followed by a classroom meeting to prepare for the day. Tardies will be given according to the policy in the Parent/Student Handbook.
- All resource classes will occur and students will travel to the resource classrooms, sitting in a similar seating chart as homeroom.
- All students will attend Mass weekly on Wednesday. Students in JK, K, and Grades 1 will watch Mass live-streamed in the classroom for the first Mass as to learn expectations and procedures with their teachers. House meetings will be held after Mass outside, weather permitting.
- A restroom protocol will be utilized so that no more than 3 students are in the restroom at a time. Each student will have an individual restroom pass.
- Small group instruction will occur with 3 feet or more physical distancing and/or with barriers between students. Any shared supplies or books will be properly sanitized before use by another student.
- Students in JK-Grade 2 will have a morning and afternoon recess period each day. Students in Grades 3-5 will have 30 minutes of recess each day; however, teachers are encouraged to provide breaks, teach outside, and/or take students outside as often as possible.
Middle School

In the Classroom

Middle School students will change classes this year, but classrooms are set up for physical distancing and all teachers are maintaining a similar seating arrangement for each class for contact tracing purposes.

- Morning Prayer and the Pledge will be done over the PA at 8am, then students will attend their first class at approximately 8:05 AM. Tardies will be given according to the policy in the Parent/Student Handbook.
- Students in middle school will attend Mass each Wednesday. House meetings will be held after Mass outside, weather permitting.
- A restroom protocol will be utilized so that no more than 3 students are in the restroom at a time. Each student will have an individual restroom pass.
- Students in middle school will have at least a 45 minute lunch and recess period; however, teachers are encouraged to provide breaks, teach outside, and/or take students outside as often as possible.
- Middle school classes will have staggered release times as to limit the students in the hallway and at lockers between classes.
Lunch Protocols

- Students will eat lunch in their classrooms, but will have a day each week to eat in the MPR (JK-Grades 3) or Social Hall (Grades 4-8) to establish lunch expectations for later in the school year.
- We are using same vendor this year, “Yay Lunch!”. Parents can order on a daily, weekly or monthly basis. Individual lunches will be delivered directly to the classroom, MPR, or Social Hall.
- Bringing lunch from home is also allowed.
- We request that lunches not be dropped off at the front office during the school day to prevent more individuals and further potential exposure coming into the school.
- Desks/eating areas will be wiped down before and after lunch and snack.
- Parents or visitors will not be permitted to eat lunch with students at this time; however, upon returning to more normal lunch procedures, visitors may be invited back for lunch with students one day a week.
- Birthday treats for students in JK-Grade 3 can be distributed this school year by the classroom teacher. Parents should make arrangements with the teacher to send these in with the student on a specified day.
Health & Safety

Cleaning

Ventilation

Sanitation

- Our nightly cleaning crew, PM Building Maintenance Corporation, will clean our school nightly and disinfect high-touch surface areas.
- Students, faculty and staff will also help cleaning during class transitions. Classroom cleaning supplies will be COVID-approved and botanically based. Desks will be cleaned before and after lunch and when students change classrooms.
- Our air filtration systems have been serviced throughout the building this summer and all filters replaced. We have a service agreement with regular maintenance through eTec Mechanical Corporation and Harris Mechanical Services. Each classroom and other spaces throughout the building have air purifiers. Teachers will continue to keep windows open throughout the day.
- Students will be encouraged to practice good hygiene regularly throughout the day, including the use of hand sanitizer.
- Hand sanitizing stations are found at various places in the school building and available in the classrooms.
- No visitors will be permitted in the school building at least for the first quarter of the school year to ensure the safety and integrity of the protocols we have in place.
Student Pick Up at the front of the school will begin at 2:45 PM. Back Carline Pick Up will begin at 2:50 PM.

Each family will be given a sign at Supply Drop Off with their last name to post during carline pick up.

Front Carline Pick Up Schedule
- 2:45 PM JK and siblings
- 2:50 PM K and siblings
- 2:55 PM 1st Grade and Siblings

Back Carline Pick Up in the Church Parking Lot
- Students/Families will begin being called at 2:50 PM on the intercom and leave through the MPR doors. This will be similar to a rainy day dismissal, but students will not congregate in the MPR. They will be called to leave from their homerooms.
- Remaining students will be picked up to go to Aftercare after dismissal. All students not picked up by 3:10 PM and not registered for Aftercare will go to the MPR and wait for parent pick up. We cannot allow drop ins for Aftercare due to our social distancing guidelines.
- No extracurricular activities or sports will be offered until restrictions are lifted.
- Any student leaving for an early dismissal will not be permitted to return to the school building.

Dismissal Procedures
- The front carline serves JK-Grade 1, while the Church parking lot serves Grades 2-8.
- Students/Families will begin being called at 2:50 PM for dismissal in both parking lots. We will use a number system for dismissal and students will be called to leave from their homerooms. You will receive your family/student number at Supply Drop Off or the first day of school.
- Remaining students will go to Aftercare. All students not picked up by 3:10 PM and not registered for Aftercare will go to the office/MPR and wait for parent pick up. We cannot allow drop ins for Aftercare due to our number restrictions guidelines; however, students who are not picked up from carline on time may incur a charge for late pick up.
- Extracurricular activities or sports will be offered and information/registration will be available on FACTS. All extracurricular activities and sports will follow COVID protocols based upon the activity.
- Students leaving for an early dismissal will be permitted to return to the school building this school year.
Aftercare

Aftercare staff and students will follow the same safety and hygiene protocols and procedures as during the school day.

- Registration for before school and aftercare will be closed once the program is at capacity in order to assure appropriate adult to student ratios and physical distancing. Drop ins will not be permitted until restrictions are lifted.
- Snacks will be provided for aftercare, but will be individually wrapped. No drinks or water will be provided. Students should have their own water bottles that can be filled at the water bottle filling stations in the building.
- Students will have the opportunity for outside play as often as the program schedule allows.
What if a student or adult in the building is displaying COVID-19 symptoms?

- An isolation room will be utilized for any student or faculty member displaying COVID-19 symptoms.
- Appropriate PPE will be available for students or staff in the isolation room.
- Parents of a student displaying any symptom(s) will be notified and are required to pick up their student within 30 minutes of notification. Parents are not permitted in the building, so the student will be walked out to meet the parent by a faculty member.
- Any student in the isolation room will be monitored by a COVID Response Team staff member.
What Happens if there is a confirmed case of Covid-19 at Lourdes?

- In the event for a positive contraction of Covid-19 in our school, we will communicate with the local health department to initiate a public health investigation, contact tracing and consultation.
- The Diocese of Richmond will also be notified.
- We are required to notify these agencies and follow specific protocols dictated by these agencies which will be issued on a case-by-case basis.
- Any person or student who may have experienced possible exposure in the event of a positive case will be contacted directly by the Health Department, not the school.
- Our Lady of Lourdes Catholic School is committed to following all procedures and protocols issued by the Health Department and the Diocese of Richmond.
- Our Lady of Lourdes will notify appropriate members of the community in the event of a positive case within 24 hours without releasing confidential information.
- Should mandates change in the state of Virginia, the Diocese of Richmond and Our Lady of Lourdes Catholic School are required by law to follow updated mandates.
What’s Next?

- Before and Aftercare registration is available on FACTS SIS. Please register ASAP if you need this service. We have reduced our enrollment in aftercare and cannot accept drop ins due to capacity restrictions.
- Athletic and extracurricular activities registrations will be available on FACTS soon.
- Supply Drop Off Day will occur on Monday, August 23. A schedule will be sent to families on August 2nd.
- Please continue to have your child work on his/her summer work. The summer work website can be found here: [Summer Work Website](#).
- We will have virtual orientations for new families and will share these dates and times on August 2nd. Back to School Night on August 30th will be held in-person with a virtual option.
- Homeroom assignments and middle school schedules will be available in FACTS on August 2nd.
- If you have any further questions regarding opening school for the 21-22 school year, please share these in the following Google Form: [Reopening Questions 21-22](#). We will release a video before the start of school that reviews these protocols and answers questions from this form.

Thank you for your continued support of our school!! We are looking forward to a great school year!!