

CONNELLY SCHOOL OF THE HOLY CHILD

CONNELLY SCHOOL OF THE HOLY CHILD REOPENING PLAN

According to guidelines from the state of Maryland, the school reopening plan must:

1. Address COVID-19 mitigation strategies and processes
2. Address policy and procedures as recommended by the Maryland Department of Health, local health department, and the CDC.
3. Post their reopening plan on its website and make that information available to parents and guardians, educators, staff, the Maryland Department of Health (MDH), or local health departments upon request.

This plan will be continually updated. Additional changes/restrictions may happen at any time for the safety of the students and staff. None of these measures are completely without risk but taken together will drastically reduce risk and allow for the continuing of learning in as safe an environment as possible.

MITIGATION POLICY AND PROCESSES

Below are the steps Connelly School of the Holy Child is taking to mitigate the spread of SARS-CoV-2

Holy Child Continuous Learning Plan Delivery Models

Full e-learning is an option for all students for the foreseeable future.

• Phase 1 – E-Learning

- o All students learn remotely
- o Five full days of instructional blocks each week within a 10-day rotation schedule
- o Synchronous (live) and asynchronous (non-live) teaching and learning
- o New student virtual protocols for enhanced learning
- o Community and prayer time, advisory, and committees/clubs will continue to meet during Personal Growth Time (PGT)

• Phase 2 – E-learning with Campus Experiences

- o Students learn remotely with activities on campus
- o Students e-learning during the day
- o Opportunities for student to come on campus for activities such as physical fitness, yoga,

CONTINUOUS LEARNING PLAN DELIVERY MODELS

PHASE I: E-LEARNING MODEL

- All students learn remotely
- Five full days of instructional blocks each week within 10-day rotation schedule
- Synchronous (live) and asynchronous (non-live) teaching and learning
- New student virtual protocols for enhanced learning
- Community & prayer time, advisory, and committees/clubs will continue to meet during Personal Growth Time (PGT)

PHASE II: E-LEARNING WITH CAMPUS EXPERIENCES

- Students learn remotely with activities on campus
- Students e-learning during the day
- Opportunities for students to come on campus for activities such as physical fitness, yoga, sport specific workouts, service, etc.
- Possibility for parent engagement opportunities during this time

PHASE III: HYBRID MODEL

- Create cohorts to reduce campus and class size numbers
- Students able to access virtual seats
- Instruction will be in person, modified school environment to meet health and safety guidelines
- Convert large school events to virtual events
- Guidelines for service providers, deliveries, and guests

PHASE IV: TYPICAL MODEL

- Typical learning model with no changes to operations and events with health and safety precautions in place
- Includes learning in the classroom, experiential learning with field trips and in-person community service, athletics, visual and performing arts, etc.

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o Possibility for parent engagement opportunities during this time

- **Phase 3 – Hybrid Model**

- o Create cohorts to reduce campus and class size numbers

- o Students able to access virtual seats

- o Instruction will be in person, modified school environment to meet health and safety guidelines

- o Convert large school events to virtual events

- o Guidelines for service providers, deliveries, and guests

- **Phase 4 – Typical Model**

- o Typical learning model with no changes to operations and events with health and safety precautions in place

- o Includes learning in the classroom, experiential learning with field trips and in-person community service, athletics, visual and performing arts, etc.

HEALTH AND SAFETY PROTOCOLS AT HOLY CHILD

These protocols remain in place for all phases in the Continuous Learning Plan for the foreseeable future.

Masks

- Masks are required in buildings and outside when social distancing is not possible. Holy Child provided each member of its community (students, faculty, and staff) two masks.

- Masks should be worn [as recommended by the CDC](#). Face coverings must be worn in schools according to the [MDH/MSDE guidance](#). The specific requirements are below:

- o All students age 5 years and above, school staff or other adults, and bus drivers must wear a cloth face covering while on a school bus or school-provided transport, while in the school building, and on school grounds when not contraindicated due to a medical condition, developmental immaturity, disability, or other health or safety concerns as indicated by the CDC;

- o Other adults must wear cloth face coverings when they must enter the school building or school grounds when not contraindicated due to a medical condition, disability, or other health or safety concerns as indicated by the CDC; and

- o The use of cloth face coverings is most important at times when physical distancing measures cannot be effectively implemented, especially when indoors.

- o Every member of our faculty and staff and all students will be provided two masks.

- o Face shields have been provided for every faculty member. Face shields should be worn in addition to masks, not in place of them.

Hygiene

- Hand sanitizer dispensers are located outside every classroom and throughout campus
- Frequent handwashing encouraged. Restrooms are now equipped with no-touch hand dryers.
- Signage is posted throughout the school, reminding our community to wash their hands for 20 seconds and use hand sanitizer when hand washing is not possible
- High touch areas (copying machines, coffee machine, etc.) will have signs nearby asking users to sanitize the touched equipment when finished. Each of these areas will have sanitizing wipes and trash cans nearby.

Classrooms

- Students and teachers must “scrub in/scrub out” when they enter and leave the classroom.
- All desks will face the same direction
- Wheels will be removed from the desks to keep them stationary, ensuring social distancing.
- Doors should remain open for enhanced ventilation.
- Open windows, even if only slightly.

Social Distancing

- Social distancing measures implemented throughout campus
- Desks spread 6 feet apart
- Stickers placed on designated seating throughout campus to ensure social distancing
- When outside, teachers/employees will ensure that students adhere to social distancing guidelines
- Installation of plexiglass partitioning at the front reception desk in the Main Building and for teachers who requested them
- Hallways will have passage in only one direction, minimizing crowding.

Tents

- Tents will be used during lunch time on our front field for students to eat outside unless there is inclement weather
- After school Learning Lab will be held outside whenever possible.

Lunch

Ordering food to be delivered to campus is not permitted.

- All students must eat outside in a few locations:
 - o Hanley Courtyard
 - o Front field under tents
 - o All grades will pick up their lunch orders in the Hanley Courtyard.
- MS lunch locations:
 - o 8th grade: Hanley Courtyard
 - o 7th: Spiritual Garden
 - o 6th: Front Field

- US lunch locations: Any of the available outside locations:
 - o Hanley Courtyard
 - o Spiritual Garden
 - o Front field

On days when there is inclement weather, students will eat inside in their homeroom locations.

- Parent Volunteers at lunch
 - o Pick up locations for food
 - o Each entrance to monitor students going in and out of the building
 - o Lunch areas

Free Periods

Students who have a free period must sign in with Mrs. Batluck in the McShain Library. During their free period they may be outside in the spiritual garden or stay in the library. All students must check in at the beginning of the block and let Mrs. Batluck know where they will be. If they only meet with a teacher for part of the block they must return to the library.

COHORT	BLOCK	# OF STUDENTS
A	A	12
A	B	9
A	C	5
A	D	9
A	E	4
A	F	4
A	G	7
A	H	11

COHORT	BLOCK	# OF STUDENTS
B	A	13
B	B	10
B	C	7
B	D	19
B	E	9
B	F	2
B	G	5
B	H	16

Arrival and Dismissal Protocols

- Students arriving prior to the stated arrival time will not be allowed into the building. Families with students in multiple grade levels should all arrive with the youngest sibling. If students arrive early, they will be asked to remain in the car until their designated arrival time.
- Families must arrive within the arrival window given in order to make drop off as seamless as possible. We acknowledge the short arrival window, and appreciate your cooperation and support in getting our students back to campus in the safest way possible
- Each car must have the last name & advisory in the windshield
- All people in the car should have their masks on when they pull on campus
- Students must sanitize hands when entering the building and classrooms.

- Students must adhere to social distancing and adhere to entrance and exit door locations when entering and exiting the building, and at all times while on campus.
- Students who arrive late must check in at the front desk of the main building then proceed to their classroom
- Police support posted at entrance/exit to help with traffic flow
- Faculty & Staff posted at each entrance will confirm each student has completed their daily symptom check on the Magnus Health App before letting them into the building
- Once students enter the building, they should proceed directly to their first block class

Arrival times:

- 11th & 12th: 7:30-7:40AM
- 9th & 10th: 7:40-7:50AM
- 6-8th: 7:50-8:00AM

Students will enter the building at these assigned entrances: (the day of the cycle and first block will be posted on the jumbotron each morning)

- There are two lanes as you enter campus:
 - o Left lane: MS students & US students who have first block in CH (Connelly Hall)
 - o Right lane: US students who have first block in MB (Main Building)
 - o Right lane: 11th & 12th grade students driving themselves should use this lane to proceed to the parking lot to park in their designated space, then to their designated entrance
- Entrance points: all doors will be propped open at arrival times to avoid opening doors
 - o CH #1: second door on the rear of Connelly Hall for all students who have first block in CH
 - o MB: #2: doors near the chapel & gym for all students who have first block in classrooms 7-15, in the gym or on the stage
 - o MB #3: doors at the main entrance for all students who have first block in classrooms 1-6 OR 20-24

Faculty/Staff check points inside to direct traffic and enforce protocols:

Connelly Hall:

- Outside admissions office/bottom of main stairwell
- Top of stairwell 2nd floor
- Bottom of stairwell/outside MS locker room on LL

Main Building:

- Main lobby/top of stairwell
- Inside chapel/gym door
- Bottom of stairwell next to reception desk
- Outside Tigers Den

Faculty/Staff checkpoints outside during arrival & departure: (need 7 walkie talkies, one for each location)

- Top of driveway where lanes split behind CH
- Behind CH where lanes merge
- Spiritual garden where lanes merge
- CH#1 entrance: 1 person
- MB#2 entrance: 1 person
- MB#3 entrance: 1 person
- Floater outside: 1 person

Dismissal Protocols

- Students will be picked up at the same location they were dropped off.
- Parents picking up their students should have the same sign from drop off in their windshield, proceed to the pickup location, and remain in their cars.
- Students will wait in the area where they were dropped off that morning.
- Faculty/Staff supervision posted at each location to enforce protocols and coordinate pick up
- Students must remain in their masks until they get in the car and maintain social distancing while waiting to be picked up

MOVEMENT THROUGH THE BUILDINGS

- Signage is placed throughout the campus to remind students and staff of proper physical distancing, mask wearing, and personal hygiene.
- Students will bring all their belongings with them to the classroom. No lockers will be used. Student lunches should be something that they can carry with them throughout the morning, there will be no fridges available for student use.
- Students belongings for after school activities should be put in the gym first thing in the morning on the bleachers in the spot designated for their grade level
- All hallways have one-way traffic during arrival, dismissal, and class transition. Hallways are marked with arrows accordingly.
- Students should always maintain social distancing.
- Students should not use keypads on entrance doors. Doors will be unlocked during passing time only. If students need to enter a building outside of passing times they will need to go to the front entrance in the main building or the entrance on the back of CH
- Teachers will control entry and exit in classrooms as best as possible to maintain social distancing.
- Students should utilize the hand sanitizers placed in the hallway before entering each classroom.
- Bathrooms have occupancy limits. Students should follow signage for sinks and stalls to use.
- Elevators will only be used by students and staff who have a medical condition and are authorized to use it. Only one person at a time, two people if a caregiver is necessary.

VOLUNTEERS

- Volunteers must complete health screening each day.
- Volunteers must attend an information session
- Volunteers must be fingerprinting and submit to a background check
- Volunteers must be tested for COVID-19
- Volunteers must attend on-campus training and complete Safe Schools Training

ACADEMIC SUPPORT

- **Coakley Center for Innovative Learning:** In the Hybrid Model only two Academic Support classes will be held in the Center at a time. Other courses will be spread out among the classrooms in the lower level of Connelly Hall. This will ensure small class sizes and that students and specialists remain 6 feet apart.
- **Academic Support Courses:** Learning specialists will continue to provide short, directed study skills lessons in a small group setting both in-person and virtually. They will also offer regular 1:1/ small group support in targeted areas of need. They will continue to monitor student progress and create interventions when necessary. Appointments with learning specialists outside of class time will be conducted virtually.
- **Writing Center:** Due to space constraints, the Writing Center will remain virtual even within the Hybrid Model. The writing specialist will continue to provide: 1:1 virtual writing consultation, written and recorded auditory feedback on writing assignments, push-in support in academic classes to aid teachers and students as well as push-in support in the academic support classes to aid learning specialists and students. Writing Center hours have been adjusted to provide evening hours.
 - **Hours of Operation**
 - o Mon, Tues, Thurs – 9:00am – 5:00pm
 - o Wed – 12:00 pm – 8:00pm
 - o Fri – 8:00am – 3:45pm
- **Math Lab:** The Math Lab will offer both on campus and virtual support sessions. The math specialist will continue to provide 1:1 and small group review of math concepts , practice materials posted for student use to prepare for math assessments, push-in support in the academic support classes to aid learning specialists and students. The Math Lab has extended its hours of availability to provide evening support.
 - **Hours of Operation**
 - o Mon-Thurs – 8:00am – 5:30pm
 - o Fri – 8:00am – 3:45pm
- **Learning Lab:** Learning Lab will have both on-campus and virtual opportunities. The learning specialists have also added evening and weekend hours of availability.
 - **Hours of Operation – On-Campus**
 - o Mon-Thurs – 4:15pm – 5:15pm
 - **Hours of Operation – Virtual**
 - o Mon-Thurs – 4:30pm – 6:00pm
 - o Sun – 3:30pm – 5:30pm

COUNSELING

- Counselors deliver classroom counseling lessons and meet with students individually or in small groups.
- Counselors are available for collaboration and consultations with parents, faculty and community services.

ELEVATORS

- Permission must be granted from the school nurse to use the elevator
- No more than one person is allowed on the elevator at any given time.

BATHROOMS

- Only three people allowed in a bathroom at a time
- Will sinks/stalls be taped indicating they cannot be used
- The bathroom near the Health Room is reserved for students/staff visiting the Health Room
- Occupancy signs and do not use signs are posted on bathroom doors

BUSES – waiting for info about who needs transportation in which cohort

- School buses will be cleaned according to the [CDC's bus transit guidelines](#).
- Buses will be cleaned in between cohorts.
- Masks are required.
- Bus operators will not use the recirculated air source in the vehicle.
- Windows will be kept open even if AC or heat is running.
- Mark seats where students are not allowed to sit.

VISITORS / MEETINGS

- Masks are required to be worn for all visitors in Holy Child's buildings.
- Whenever possible, all meetings will be held via Zoom or Teams.
- Visitors with previous scheduled appointments on campus must complete a health screen upon arrival and have their temperature taken.
- Vendors making service calls will have their temperature taken when they arrive on campus.
- A table will be placed in outside front door of the Main Building for items that need to be dropped off for students.
- Students are not permitted to have outside food delivered to campus.

SUPPLIES

- Supply closet will be kept locked.
- If a faculty or staff member needs supplies from the closet (pens, paper, post-its, etc.), they should email Maureen Koch and she will collect them for pickup at the front desk.
- Supplies may be ordered through each faculty and staff member's Holy Child Amazon account.
- Students are not permitted in the photocopy rooms.

CLEANING PROTOCOL

- The school will be professionally cleaned in between cohorts and in the event of a positive test.
- All commonly touched areas and bathrooms will be cleaned throughout the day by facilities personnel.
- Teachers will clean all desks and chairs in between classes.
- Cleaning will follow the [CDC guidelines](#).

HEALTH DESCRIPTORS

- **Isolation** is used to separate people **infected** with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
- **Quarantine** is used to keep someone who might have been **exposed** to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
- **Close contact** relates to exposure to individuals with COVID-19 and is defined by the Centers for Disease Control and Prevention (CDC) as being within 6 feet of a person with COVID-19 for at least 15 minutes regardless of whether face coverings are being worn.
- **COVID-19-like illness** is when a person has any 1 of the following:
 - o cough
 - o shortness of breath
 - o difficulty breathing
 - o new loss of taste or smell
- **OR At least 2 of the following:**
 - o fever of 100.4° or higher (measured or subjective)
 - o chills or shaking chills
 - o muscle aches
 - o sore throat
 - o headache
 - o nausea or vomiting
 - o diarrhea
 - o fatigue
 - o congestion or runny nose.

Identification of persons with COVID-19-like illness is used to exclude persons from school, to identify who should be tested for COVID-19, and to identify persons who may need close contacts quarantined.

COVID-19 SICK POLICY

- Holy Child follows the MDH guidance entitled [Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like illness in Schools](#) for exclusion, isolation, quarantine, communication and notification processes.
- Holy Child has created an additional and separate room for the isolation of persons who become ill during the day.
- After a COVID-19 diagnosis, a student or employee can return to school 10 days after symptom onset AND all symptoms have resolved.
- Parents/Faculty/Staff must notify the school nurse about COVID diagnosis.
- Holy Child will notify the Montgomery County Health Department if there is a confirmed case of COVID-19 and provide information necessary for them to conduct contact tracing.
- Based upon MDH guidance, Holy Child will inform contacts who then must quarantine for 14 days.
- If your child has any symptoms listed on the [CDC website](#) as possible COVID-19 symptoms, she must be seen by the doctor AND get a doctor's note clearing her to return to campus.
- If parents suspect the symptoms are related to another issue, Holy Child must have confirmation from her doctor in writing indicating that it is safe for her to come to campus.
- Returning to school/work. The person with laboratory confirmed COVID-19 or COVID-19-like illness may return to work or school when he or she has met the CDC criteria for discontinuation of home isolation:
 - o At least 10 days have passed since symptom onset, AND
 - o At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, AND
 - o Other symptoms have improved.
 - o If the student, educator or other school staff member with COVID-19-like illness receives a negative test result or has a specific alternative diagnosis, they may return to work or school once they are fever-free for 24 hours without the use of fever-reducing medication, their symptoms have improved and the criteria in the [Communicable Diseases Summary](#) have been met as applicable.
 - o If there is a suspicion or concern that the negative test is not accurate, or symptoms are not improving, the person should work with their health care provider to determine if retesting or a longer period of isolation is required.
- Students/employees who quarantined at home due to a household member with laboratory confirmed COVID-19 or COVID-19-like illness return to school policy:
 - o Close contacts of a person with COVID-19 or COVID-19-like illness who was in the school building should not attend school, work in, or visit a school building for 14 days after the date of their last exposure according to CDC and MDH guidance.
 - o Persons who have a household contact who is a confirmed case of COVID-19 or who has COVID-19-like illness may return to work or school 14 days after the household contact is released from isolation according to [CDC guidance for discontinuation of isolation for persons with COVID-19 not in healthcare settings](#). The person must undergo this additional 14-day quarantine because the person could have been infected on the final day of the household member's isolation.
 - o The above guidance assumes that close contacts do not develop symptoms of COVID-19 at any time during their quarantine. If a person develops symptoms, the person may be

considered to have COVID-19-like illness and the person should contact their health care provider to obtain a COVID-19 test and to determine how long the person needs to remain excluded from work or school.

Holy Child will provide regular updates to parents and guardians on the school's COVID-19 status and will inform students, parents and guardians, and staff in a timely fashion about COVID-19 cases and outbreaks in the school while following federal and state confidentiality laws.

If indicated, a classroom or the entire school may need to be closed as part of the quarantine procedure instructions. The Montgomery County Department of Health will work with Holy Child to determine if a school must close and the length of closure according to the MDH guidance.

HEALTH SCREENING/CONTACT TRACING

- MDH recommends daily temperature checks and symptom screening of all students and staff prior to the start of the school day. This may be done onsite or by staff and parents at home. Schools should identify and choose the most feasible strategy to conduct these activities.
- Students and employees are required to use the Magnus Health app for daily symptom check procedure. The app will notify each faculty/staff or parent if the student or faculty/staff member is required to stay home.
- Based on information from the daily symptom check, if extended quarantining is required the staff medical professional will identify the number of days of quarantine and that will be entered into our school information system (Veracross) for attendance and contact tracing.
- Holy Child will send written notification to everyone who was exposed.
- School should follow up with infected students/employees every few days to check on them.

GETTING SICK WHILE AT SCHOOL

- If a student becomes sick or develops a fever during the school day, they will be evaluated by the nurse and will be kept in an isolation room separate from other students, until they are picked up.
- If a faculty or staff member develops COVID-19 symptoms during the day, they must vacate the premises as soon as possible.
- The isolation room has an updated ventilation system. The nurse will have proper PPE while evaluating the student, and the student will be expected to wear a mask while in the health room.
- Once the nurse notifies the student's family of the illness, and the need for the student to go home, the student must be picked up from school by a parent or emergency contact within one (1) hour.
- Students that need first aid or medication from the health room, will be evaluated in a separate room from the sick student.
- If a student has a simple first aid issue, classroom teacher should manage it
- Students who require medication must still come to the Health Room
- Bathroom near front desk reserved for Health Room

TRAVEL – THIS REFERS TO MARYLANDERS

This guidance was issued by the State of Maryland for its residents who attend Maryland Schools. We ask that residents of the District of Columbia and Virginia follow this guidance as well.

- MDH strongly recommends that all Marylanders refrain from nonessential travel outside of Maryland due to the recent increase in COVID-19 infections in other states.
- Any Marylander returning from out-of-state travel should get tested for COVID-19 promptly upon arrival in Maryland.
- Any Marylander who travels to a state with a COVID-19 test positivity rate above 10% (not including DC or VA) should get tested and self-quarantine at home until the test result is received. A list of state COVID-19 test positivity rates can be found using the [CDC COVID-19 Data Tracker](#).
- Essential workers are exempt from the quarantine recommendation if they are returning or traveling to Maryland to perform essential work, as well as employee commuters who leave/enter the state on a daily basis and have work-based COVID-19 screening procedures.
- Please refer to the [MDH Travel Advisory](#) for additional details.
- CDC recommends that travelers avoid all nonessential international travel because of the COVID-19 pandemic. Persons returning from international travel should follow CDC guidance regarding quarantine following travel.
- Holy Child will communicate to parents the expectation that they follow this advisory and to communicate with the school regarding travel and COVID-19 test results after travel.

COMMUNITY RESPONSIBILITY PLEDGE

Students, parents, and employees must sign the community responsibility pledge.

As a school community, we must work together to limit the spread of the virus and we must acknowledge our individual and collective responsibility to mitigate risk. All members of our school communities must lead by example, embrace accountability, implement best practices, and make personal sacrifices for the welfare of students, employees, and families. Both on and off campus, wearing face coverings, conscientious physical distancing, and limiting group interactions are necessary steps to increase the chances that we may continue to offer the meaningful, in-person educational experiences for which our Holy Child schools are known. There has never been a more critical time for partnership and cooperation. We are counting on you. In order to come to campus, Holy Child is asking families to sign this pledge.

RESOURCES:

[COVID-19 Guidance for Maryland Schools](#)

[CDC - Coronavirus](#)