



OUR LADY OF  
**VICTORY**  
SCHOOL

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Revised **Addendum** to the Parent/Student  
Handbook 2021-2022  
COVID-19 **Plan, Policies and Guidelines August**  
**2021**

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**Our Mission:**

**Our Lady of Victory School (OLV) partners with parents to nurture young scholars, live our faith and enrich the community.**

*Learn today and lead tomorrow*

**Purpose of Addendum**

This addendum for reopening provides procedures that relate to the safe operation of OLV and must be followed in maintaining the daily operations of OLV in direct response to the COVID-19 outbreak. Specifically, this addendum provides instructions for faculty, staff, parents and students to use in response to the COVID-19 crisis.

This addendum was created with the most current assumptions and information as of the date of issue. OLV reserves the right to amend this addendum for just cause. Parents will be given prompt notification of any changes.

**OLV COVID Task Force**

The OLV principal/pastor leadership team formed the OLV Reopening Task Force to formulate a reopening plan that adheres to the guidance and requirements of the Archdiocese of Washington, public health and local/federal guidelines. The task force worked diligently to develop resources for OLV to take into account across the following areas: Operations and Facility Logistics, Health and Safety, Catholic Identity, Academics, Creating & Maintaining Community. An executive group of this task force has continued to meet regularly to advise the pastor/principal leadership team on the plans and procedures used at OLV.

**Plan Goals**

- Protocols to keep children, staff, and parents as safe as possible
- Reduce the number of illness and deaths from COVID-19 via prevention and education
- Preserve the continuity of the school mission and operations
- Minimize the disruption of teaching and learning by developing flexible educational modalities and opportunities
- Minimize educational and economic loss
- Coordinate planning, response, and recovery efforts with ADW, public health officials, local, and federal agencies.
- Collaborate with all parish leadership to support the reopening of all OLV programs

**Reopening Decision**

OLV will follow this reopening plan to the fullest extent allowable by ADW, public health officials, local and federal guidance. OLV will continue to follow the recommendations made by the ADW & OLV Reopening Task Force utilizing the buildings to maximum potential while following the appropriate social distancing, and cleaning protocols established by the CDC.

## I. Operations and Facility Logistics

### Operational Models

The 2021-2022 school year may utilize some, or all of the following operational models during the school year:

#### Model One: Distance Learning

- Officials are most likely enforcing a mandatory stay-at-home order, mandatory quarantine, family circumstances, or phase status has changed.
- All learning and formation will take place virtually, utilizing the online platforms.
- There will be no in person gatherings for students; however, essential exchanges of necessary materials will continue, as needed, with safety procedures in place.

#### Model Two: Blended Learning

- Officials are requiring social-distancing but restrictions have been lifted enough to allow for some in-person instruction with protective measures in place.
- Enrollment and space will be the primary factor in determining the schedule.
- Blended Learning combines both in-person and distance learning instruction.
- Classroom setup will be modified to ensure safety through social distancing.
- Face masks will be required for all faculty, staff, students and all those entering the campus.
- All staff and students will have a daily arrival screening before entering the building.
- Groups should remain cohesive to avoid mixing of students throughout the day.
- Outdoor breaks are encouraged to occur multiple times throughout the day.
- Schedules reflect the appropriate instructional time per subject during the blended learning model.
- Individual or cohorts of students may participate in solely distance learning during this model (health & safety, quarantine, family needs).

#### Model Three: Modified Classroom

- OLV will open at an increased or full capacity (depending on social distancing requirements) but preventative safety measures will be in place.
- Instruction is delivered in-person, five days a week.
- Classroom set-up will be modified to meet the requirements with 3ft. social distancing.
- All staff and students will complete a daily arrival screening before entering the building.
- Grade level groups will form cohorts to avoid mixing of students throughout the day.
- Outdoor breaks are encouraged to occur multiple times throughout the day.
- Classes or cohorts of students may participate in blended or solely distance learning during this model only due to health and safety or quarantine requirements.

#### Model Four: Post-Pandemic Classroom Model

- Officials have dismissed all restrictions.
- Classroom learning/formation may resume in the traditional sense.
- All school students are required to return to school.

The following logistics will be utilized during times of a Modified Classroom model. During a Post-Pandemic model, OLV will resume logistics and operations as outlined in the Student/Parent Handbook. If Distance Learning is required, OLV will adhere to the Distance Learning Plan from spring 2020. If Blended Learning is required, OLV will adhere to the Blended Learning Plan from spring 2021.

**At this time, OLV intends to open for the 2021-2022 school year in a Modified Classroom Model.**

#### **Operational Logistics**

The following plan ensures the safety of students and staff for both arrival, dismissal and daily operations.

#### Schedule

**For opening in August 2021**, OLV will strive to:

- Ensure that the daily schedule safely meets the needs of all students based on guidance from officials
- Use current enrollment and student space per square footage to maintain **3ft.** social distancing in classrooms
- Consider implications of scheduling decisions on families
- Utilize the survey responses to determine what works best for our community

**Due to the current enrollment, space available and social distancing requirements, OLV will open in August 2021 at full capacity, five days a week in a Modified Classroom Model.**

#### Modified Learning Schedule

Teachers will move classrooms whenever possible, rather than students. **Grades PK3-5 will remain self-contained to the greatest extent possible. Students in grades 6-8 will move to subject specific classrooms throughout the day.**

In the event that students from different cohorts have to, or are allowed to, move to different classrooms, the required cleaning will take place between groups.

Some special classes may need to be put on hold for a period of time to utilize space and staff. Supplies and equipment will not be shared when feasible.

In the event that different cohorts need to/are allowed to share supplies or equipment, the required cleaning will take place between groups.

Daily cleaning schedules will be followed - high touch areas will be cleaned more frequently including bathrooms.

**Field Trips will be outside, virtual or within walking distance until bus transportation becomes feasible due to cost/social distancing requirements.**

### Arrival/Dismissal

During the Modified Classroom models, for the health and safety of the community, OLV will strive to:

- Limit in-person contact with parents or visitors
- Conduct daily screenings
- To limit exposure, restrict parents or visitors entering the school building during drop-off or Pick-up
- Permission to enter the building only under special circumstances given by the pastor/principal
- Students to enter the building through specific entrances to maintain social distancing and access their classroom as directly as possible

**Morning Care** – will resume in Hess for the 2021-2022 school year. Cohorts will maintain 6ft social distancing between groups.

### Arrival/Drop Off

ALL THOSE OVER THE AGE OF TWO ENTERING THE CAMPUS MUST BE WEARING A FACE MASK.

Due to the required arrival procedures, please allow yourself additional time to park and enter the building.

#### Arrival by Car from **8:00 am**

Students arriving in cars must enter the campus using the U Street parking lot. Students should walk, (younger children MUST be accompanied by an adult), down the alley or in front of the Church, wearing a mask and maintaining social distancing to door #6 in the playground for their daily screening & hand sanitizing. As soon as they enter the children will proceed directly to their classroom.

Parents are responsible for instituting and maintaining a parking lot procedure for arrival. Children should not be walking or worse, running through the parking lot unaccompanied by an adult.

PK3, Pre-K4 and K students need to be holding an adult's hand--even older students would benefit from this safety precaution.

**After 8:15 am, all entry and exit from the building needs to occur through the office. Please plan on saying goodbye to your child in the vestibule.**

Please discuss and review these routines with your children beforehand, so that goodbyes are made a little bit easier, especially with younger or new students.

PARENTS/ADULTS SHOULD RETURN TO THEIR CAR AS SOON AS POSSIBLE AND EXIT THE CAMPUS. PLEASE REFRAIN FROM SOCIALIZING, ETC.

Students who do not meet the daily screening requirements WILL NOT be allowed to enter the building and/or will be required to leave the campus.

#### Dismissal/Pick Up

Dismissal by car from **3:00 pm**

#### PK3

PK3 students will be dismissed at the door #5 in the playground at 2:45 pm. Parents/adults with only PK3 students need to park on the street. Parents/adults collecting PK3 & older students must park in the U street lot.

Parents/adults need to wear a mask on campus and practice social distancing.

Parents and students need to depart the campus as soon as possible.

Pre-K4-4<sup>th</sup> & 5-8 grades with younger siblings, beginning at 3:00 pm

To maintain social distancing between cohorts, students in grades Pre-K4 and K will gather on the Church patio. Students in grades 2-4 will gather in the alley behind the Church. Students in grades 1 will wait on the Church plaza and those from grade 5 will wait along the fence on MacArthur. Middle school students will wait by the Church tower during dismissal. During inclement weather cohorts will wait in the Church with 6ft. social distance between groups.

Students in grade 5-8 who have no younger siblings at OLV will be dismissed from the front doors on Whitehaven Pkwy to walk to their car maintaining social distancing.

Faculty and staff members will accompany the students to the designated cars. **Drivers should only exit their vehicle to help a younger students get into the car safely, wearing a mask.**

Dismissal to use public transport, walking, bike, etc. Beginning at 3:00 pm, student dismissal will be staggered to promote social distancing.

#### **Operational Financial/Risk Considerations**

The OLV Task Force will continue to advise the finance committee of the school advisory board, the parish finance council, and the pastor/principal leadership team with regard to the school budget, practices and policies related to COVID-19.

## **Facility Logistics**

The OLV Task Force conducted an audit of the facility to determine occupancy limitations and potential. During the Modified Classroom models, for the health and safety of the community, OLV will strive to:

- Meet 3ft. social distancing between students and 6ft. between adult guidelines
- Students will gather in cohorts for activities such as assembly in the Church
- Students will remain in self-contained classrooms to the greatest extent possible
- Rearrangement of furniture in order to create sufficient classroom space for students.
- Consider areas that could be added as optional learning spaces or isolation rooms
- Add signage to floor/walls/door for social distancing, health & safety
- Students and staff to eat lunch outside or in Hess by cohort
- Recess to be held outside in designated areas
- Students and staff to use designated bathrooms
- Educate staff, teachers and maintenance personnel regarding cleaning and disinfecting procedures to be implemented throughout each day and between internal and external user groups.
- Make sanitizing and PPE materials available throughout the school, as well as, regular opportunities for handwashing.
- Clean and disinfect according to CDC guidelines
- Collaboration with other parish groups to safely utilize shared spaces in the building.

## Procedures for Essential Visitors

During the Modified Classroom models, for the health and safety of the community, OLV will strive to:

- Limit in-person contact with parents or visitors
- Restrict Parents or visitors entering the school building to essential activities (conferences, admissions visit)
- Permission to enter the building only under special circumstances given by the pastor/principal

Parents will not be able to drop forgotten items, homework or lunches to the school office. Please call/email with questions and scan/email documents or forms.

## Extracurricular Activities

OLV will offer in-person extracurricular activities for the 2021-2022 school year. Activities will be offered by cohort group. Vendors will submit their COVID plan and guidelines to the Archdiocese of Washington for approval.

## CYO

CYO operates under the auspices of the Pastor as a Church program. Further guidance will be provided once available. Please see the weekly newsletter for updates.

## Religious Education & Sacramental Preparation

The school is working in conjunction with the Pastor and Coordinator of Religious Education to ensure the continuation of our Sacramental Preparation programs. The same or similar facility,

health & safety procedures will be followed during any Church use of the school building. E.g. the building will be cleaned in between being used by all groups/activities.

#### Resource, Speech & Language

OLV will ensure students are receiving services in a safe manner to the greatest extent possible.

#### Extended Day

Extended day will be offered in compliance with requirements and guidelines.

Aftercare will be offered by cohort, keeping groups at least 6ft apart when more than one cohort shares a space.

- Aftercare will be offered until 6:00 pm if viable (enough students).
- Students will remain with their cohorts to avoid mixing groups of students.
- Parents/Guardians will come to the designated door to pick up their child.
- Parents/Guardians should remain outside of the door and utilize face masks and maintain social distancing while on school property.
- Staff will sign students in/out.

#### **Ventilation**

OLV will ensure all ventilation systems are safe to use as follows:

Ensure ventilation systems operate properly and use increase circulation of outdoor air as much as possible, for example by opening all windows and internal doors **except fire doors**.

OLV will refrain from opening windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Air purifying units will be used in all spaces and classrooms.

#### **Water**

Before reopening OLV will ensure all water systems and features (e.g. sink faucets, drinking fountains, decorative fountains) are safe to use as follow:

Flush water systems to clear out stagnant water and replace it with fresh water.

Water fountains are not to be used during the pandemic, **students should have their own water bottle**. Students may safely refill a water bottle from the unit without using the fountain.

#### **Office Set-Up**

The layout of the front office will provide for social distancing and the health & safety of office personnel.

- OLV will have a physical barrier of protection (desk shields/dividers) that are created with material that is easily sanitized could be considered to assist with social distancing, especially for visitors/deliveries.
- Hand sanitizer will be available at the front office
- Floor markers will provide a safe distance to ensure social distancing
- Office personnel will sign in/out students, visitors, or employees. If parents or visitors are required to sign anything, pens or pencils should be sanitized.

## **Hallways**

OLV plans to ensure the safe and efficient use of the hallways that incorporate social distancing for the safety of students and staff by

- Limiting the transitions of students – teachers move, limiting the movement of students as much as possible.
- Arrange schedules to limit traffic in hallways to avoid crowds and gatherings.
- Place markers on the floor indicating 3 ft. and the direction one should walk.
- Avoid students in the hallway as much as possible.
- Avoid trips to the office when possible (utilize technology/intercom for exchange of information).
- As teachers move from one class to another - maintain social distance, wear a face mask, and use hand sanitizer when leaving one classroom and entering another.

## **Classrooms**

OLV will create plans that will examine and modify classroom layout in order to practice social distancing in the classroom.

- Students remain at least 3 ft. apart while in their classroom and throughout the building.
- Desks will not be clustered together; desks must face the same direction.
- Classrooms should be measured and desks, tables, and other furniture is placed to meet the expected social distancing guidelines.
- Students should not share any classroom equipment (pencils, books, etc.). If items must be shared, clean and disinfect frequently and between each use by groups.
- Use of study carrels or other shields/dividers created with material that is easily sanitized could be provided by parents to assist with social distancing, especially for younger students.

## **Technology**

OLV has developed plans to ensure the safe use of technology:

- Avoid sharing devices.
- Use of wipes for cleaning electronics.
- Maintain distance between users

## **Lunch**

Students will need to bring their lunch to school in a lunch box. Students will eat their lunch either outside or in Hess. Cohorts will maintain 6 ft. distance from the next group.

Students will maintain 6 ft. social distancing during eating and drinking.

Prior to eating, students wash their hands or use hand sanitizer.

Students may remove their mask while eating and drinking.

## **Cleanliness**

OLV will continue their contract with Mary Queen cleaning company. OLV staff and Mary Queen will follow the guidelines from the CDC on how to clean and disinfect various surfaces.

OLV will increase our cleaning schedule in order to disinfect all classrooms and bathrooms, as recommended by the CDC. The schedule includes, but is not limited to, the following items:

- i. After children leave for the day
- ii. Tables/desks and chairs daily

- iii. Bathroom surfaces such as sinks, faucets, and toilets regularly through the day
- iv. Supplies and materials after use by each cohort
- v. All surfaces including shelving units, doorknobs, handrails, light switches, water refill station, and other frequently touched places

Mary Queen will deep clean the school building on Mondays after weekend use.

## I. Health and Safety

The following protocols for students and staff are designed to promote good health and safety. Information and guidance has been obtained from the Centers for Disease Control and Prevention, American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), and the DC Department of Health.

### General Health Awareness and Practices

- Students and staff will participate in a daily health screening.
- If someone gets sick during the day, isolate those suspected of COVID-19 or have the individual leave immediately.
- *COVID-19 Acknowledgement Forms* must be returned before the first day of school
- Students and staff must practice health hygiene by washing hands/using hand sanitizer, avoid touching your face, wear a face mask, and maintain social distance. Children must be taught and monitored on using hand sanitizer safely.
- Any individual entering the school must wear a face mask.
- All students (and those over the age of two) should wear face masks at all times during arrival/dismissal and while inside the building. Students with sensory issues or health conditions that prevent mask wearing should submit the appropriate documentation to the school office before the first day of school.
- Students do not need to wear a face mask during snack/lunch.
- Face masks will not be used on those who are resting, have trouble breathing, is unconscious or unable to remove a mask without assistance. Identify accommodations for students with sensory issues or health conditions that prevent mask wearing require documentation.
- Children must not use disinfecting wipes without gloves due to exposure to chemicals.
- Children aged five and under should use hand wipes if soap and water is not available. Older students may use hand sanitizer.
- Minimize sharing materials/objects especially items that are difficult to clean or disinfect.
- Keep each student's belongings separated from others' and in individually-labeled containers or areas, whenever possible.

### Daily Health Screening

Families and staff members are required to do a health screening at home before coming to OLV as the first line of defense to prevent the spread of illnesses. In addition to a COVID health screening there are symptoms that would prevent your child from attending school:

- any skin rash, until it has been checked and diagnosed by a doctor.
- vomiting or had diarrhea within the last 24 hours, before leaving for or on the way to school.
- fever over 100° F within the last 24 hours.

In addition, families need to be aware of COVID symptoms that indicate a student should stay home.

**Please take your child's temperature daily, within two hours before leaving for school.**

Parents and students are encouraged to self-report symptoms of illness which could involve fever or cough.

**Please DO NOT give fever-reducing medication to your child prior to arrival.**

All parents should know symptoms related to COVID-19. Symptoms may appear 2-14 days after exposure. Any student experiencing the following symptoms that are new or unexplained (means undocumented – e.g. If your child has allergy type symptoms but the school does not have on file an action allergy plan, your child would need to stay home until cleared to return to school by a healthcare provider).

Any ONE of these symptoms:

- New or worsening cough
- New loss of taste or smell
- Shortness of breath, difficulty breathing, rapid breathing

Or at least TWO of the following symptoms:

- Fever (measured or subjective)
- Chills
- Fatigue or unusual tiredness
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Stomach ache/upset tummy
- Fussiness

OLV will conduct daily health checks (**e.g. temperature screening and/or symptoms checking**) of staff and students safely, respectfully, as well as, in accordance with any applicable privacy laws or regulations.

In addition to a fever/symptom check, parents will be asked to verify if their child:

- Since last in school, has anyone in your household knowingly had close contact (within 6ft for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (waiting on test results)?

- Since last in school, are you or anyone in your household exhibited any symptoms such as: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell?
- Since last in school, has anyone in your household been tested for COVID-19, or been instructed by a healthcare provider, employer, school or health department to isolate or quarantine?
- Since last in school, is everyone in your household in compliance with the DC travel requirements?

**If staff or students have a temperature at or above 100.4°, signs/symptoms of COVID-19, or answer “yes” to any of the daily arrival screening questions, they will not be allowed to enter the building.**

**If a student or staff member reports contact to COVID-19 case, the individual will not be allowed to enter the building.**

**Per the OSSE and DC Health requirements, students MUST provide a note from a healthcare provider OR a negative COVID test result AND be symptom free (without medication) to return to school. If the family prefers to not have a COVID test or provide a note from a healthcare provider, the child must stay home for 10 days, even if symptoms subside.**

**Exceptions will be made only for students with documented health issues. For example, OLV already has on file documentation that the child has allergies or suffers from migraines/headaches.**

Parents are encouraged to keep sick children at home.

### **Face Masks**

**OLV will require all those arriving on campus to wear a surgical mask or cotton mask (may be homemade) with multiple layers. A face mask should fit snugly over your nose, mouth and chin and be worn accordingly at all times.**

All students and staff must wear a face mask at all times while in the school/program.

OLV will have some face masks available for students but if parents should provide extra or preferred face mask.

Face masks do not need to be worn during snack/lunch when social distancing is feasible and maintained.

Students will be afforded opportunities throughout the day to have a break from wearing a mask. When students proceed to outdoor recess, a face masks should be worn until they are outside. To protect the face masks when students are not wearing it, the following options are available:

- Face mask is wrapped in a sheet of paper or paper towel and placed in a zip lock bag.
- Face mask is placed in a small paper bag then put into a zip lock bag.
- Face mask is attached to a break away lanyard.

Students should keep a supply of clean masks (at least two) in their desk or backpack.

**FACE MASKS WILL NOT BE WORN DURING SNACK, LUNCH, OR REST TIME.**

Parents should review the following points with their child before the first day of school:

- Masks must fit snugly to cover the nose bridge, mouth and chin
- Wash hands before putting on mask and when removing mask
- Only touch mask by its straps
- Avoid touching the mask while it is being worn
- Change mask if it becomes wet
- Place mask in a container when not in use
- Bring two extra masks to school daily

### **Face Shields/Goggles**

At OLV, face shields/goggles are not mandatory but encouraged, in addition to, not instead of a face mask.

### **Desk Shields, PPE, etc.**

Desk shields are not mandatory but encouraged. Parents are encouraged to consider additional PPE items for their child if preferred.

### **Hygiene**

Parents are encouraged to promote healthy hygiene in the family. Healthy hygiene includes social distancing and wearing a face mask.

Students should be encouraged to wash their hands often with soap and water for at least 20 seconds especially after school, or after blowing their nose, coughing, or sneezing.

If soap and water are not readily available, children over five years of age should use a hand sanitizer that contains at least 60% alcohol.

Students aged five and under should use a baby-wipe, NEVER hand sanitizer.

Students should be encouraged to avoid touching their eyes, nose, and mouth with unwashed hands.

Students and staff will be encouraged to wash/sanitize their hands during the school day. For example:

Students and staff must wash hands/use hand sanitizer regularly throughout the day.

- Arrival
- Before and after putting on, touching, or removing cloth face mask or touching their face
- After blowing their nose, coughing, or sneezing
- After using shared materials
- After using the restroom
- Before lunch and snack time
- Before and after recess

## **Social Distancing**

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. Parents are encouraged to teach and practice social distancing with their child before the first day of school.

To practice social or physical distancing stay at least **3 ft.** from other people.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.

## **Avoid sharing materials/objects**

Parents are encouraged to support the faculty by avoiding or discouraging the sharing of items that are difficult to clean or disinfect. Please encourage your child to keep their belongings separated from others’ and in individually labeled containers or areas, whenever possible.

OLV will make every effort to ensure adequate supplies to minimize sharing. If shared, items will clean and disinfect them frequently and between uses by different groups.

Students will not be allowed to bring toys or other personal items to school.

## **Mental Health**

The virus, the shutdowns and the changes in school procedures have had and will continue to have an impact. In order to calm fears and nurture our students’ and our communities’ mental well-being, OLV will foster a sense of connectedness, provide clear directions and communication, use playfulness and positivity whenever possible, maintain access to counseling services, and integrate social emotional skills into learning activities. Parents are encouraged to contact Kristin Short, the school counselor, with specific questions or concerns – [counselor@olvschooldc.org](mailto:counselor@olvschooldc.org). Resources will also be available in the weekly newsletter.

## **If your child becomes sick during the school day**

Students who show any symptoms of COVID-19 during the school day will be immediately isolated in a well-ventilated room.

Parents will be contacted immediately for pick-up. It is important that parents keep contact information up to date, are accessible, and respond immediately when contacted.

**Per the OSSE and DC Health requirements, students MUST provide a note from a healthcare provider OR a negative COVID test result AND be symptom free (without medication) to return to school. If the family prefers to not have a COVID test or provide a note from a healthcare provider, the child must stay home for 10 days.**

**Exceptions will be made only for students with documented health issues. For example, OLV already has on file documentation that the child has allergies or suffers from migraines/headaches.**

**OLV must notify the DC Department of Health and the Archdiocese of Washington, on the same day of being notified, if a student, visitor or employee attending in person tests positive for COVID.** These officials will determine a course of action for the individual to return to school, for close contacts and school operations.

#### **If Student or Staff Reports Contact with COVID-19 Case**

If any student or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not access the premises or enter the facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.

If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not access the premises or enter the facility until the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow DC Health Department requirements.

#### **If a student or staff member contracts COVID-19**

Student or staff member will need to follow the current guidance from DC Health and provide a doctor's note stating they are cleared to return to work/school.

#### **Maintain Confidentiality**

Parents are encouraged to help their child, in an age appropriate way, understand the confidentiality policies regarding the health status of a student, parent or employee, to ensure that this information is not inadvertently shared.

At the same time, OLV asks employees, students, families and visitors to self-report consistent with applicable laws and regulations, if they or a child have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. **Please report symptoms, a positive COVID test result or exposure to COVID-19 to the principal or med tech in the school office.**

#### **Protecting Children at Higher Risk for Severe Illness**

Individuals with underlying medical issues may be at a higher risk for severe illness from COVID-19. Underlying medical conditions include people with chronic lung disease or moderate to severe asthma, serious heart conditions, immuno-compromised, severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease and undergoing dialysis, and liver disease.

Parents of students with underlying health conditions are encouraged to discuss their child's return to school with their health care provider BEFORE the beginning of the school year. Please contact the principal regarding support for students with underlying health conditions.

### **Students with Asthma**

From the CDC: Planning and Responding to COVID-19

People with moderate to severe asthma may be at higher risk of getting very sick from COVID-19.

First, students with symptoms of COVID-19 should not attend school.

Symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath.

Therefore, students experiencing acute asthma attacks should not be attending school without approval by a healthcare provider; if an asthma attack starts at school, a student may need a bronchodilator treatment before being sent home or before an ambulance arrives.

The American Lung Association recommends using inhalers with disposable

spacers/mouthpieces and nebulizers with disposable tubing with mask/mouthpieces.

During this COVID-19 pandemic, asthma treatments using inhalers with spacers (with or without face mask, according to each student's individualized treatment plan) are preferred over nebulizer treatments, whenever possible. Based on limited data, use of asthma inhalers (with or without spacers or face masks) is not considered an aerosol-generating procedure.

Parents of students who use nebulizers, are encouraged to consult with their healthcare provider to transition to use the medication as a metered dose inhaler (MDI) and a spacer.

### **Immunizations**

Parents are required to maintain the proper schedule for immunizations. Please work with your healthcare provider to schedule appointments, attend well-child visits and make sure children are in compliance with all DC vaccination requirements.

## **II. Catholic Identity**

Catholic identity and prayer remain at the heart of OLV regardless of which operational model is being employed at any given time. During the 2021-2022 school year, OLV will strive to:

- Celebrate the Eucharist whether in person or virtually, under the guidance of the pastor
- Offer daily morning assembly whether in person or virtually
- Incorporate a variety of faith formation and prayer opportunities in Religion class
- Offer virtual or in-person service opportunities to families
- Sacramental Preparation Programs will occur in person and/or virtually

## **II. Academics**

OLV in partnership with our parents and the Archdiocese of Washington Catholic Schools Office (CSO), is committed to provide an excellent Catholic education as students are welcomed back to campus or continue to be supported through distance, blended or modified instruction.

### **Modified Learning Model**

- Teaching methodologies such as group work, labs, centers, etc. will continue, however appropriate social distancing must be maintained.
- Work for students will be available in case of sudden closing.

- Students will be prepared for distance learning during in-person sessions at the beginning of the school year.

Students that are unable to attend in person due to extended illness or individual/cohort quarantine will be offered the opportunity (if well enough/able) to participate in age appropriate synchronous and asynchronous learning designed by the teacher.

#### Structure for closing or illness/quarantine during a Modified Classroom

1. National Board of Professional Teaching Standards Recommendations:
  - a. Elementary grades and PK3-5: 1-2 hours online each day
  - b. Middle school 6-8: 2-3 hours online each day
  - c. 1 hour outside each day for recreation and physical movement
2. Synchronous learning
  - a. Existing or occurring at the same time
  - b. Teaching and activities while in the 'live' meeting
  - c. For two-way communication and interaction; students need to be on camera, with a working microphone, etc. (GoToMeeting, Google Meet, Zoom, etc.)
3. Asynchronous learning
  - a. Not existing or happening at the same time
  - b. Assignments done before or after the meeting time
  - c. One-way communication where feedback can be provided after the fact or no feedback is needed (Seesaw, Google Classroom).

#### **Expectations for Parents/Students during extended illness/quarantine**

- Technology agreement in effect, students are expected to care for devices loaned by the school
- Parents are expected to provide the time and space for students to be attend 'live' instruction
- Parents are expected to partner with and support teachers
- Parent are expected to communication any concerns or questions directly with teachers
- Teachers will troubleshoot as much as possible for devices/technology platforms
- Attendance – students are expected to attend all synchronous lessons
- School rules and uniform requirements apply
- Online meetings protocols need to be followed
- Deadlines for assignments and grading policies apply

#### **Effective Use of Instructional Time**

OLV will continue to provide spiritual development and academic instruction. OLV understands that the uncertainty of how instruction will be delivered is a challenge to teachers, students and their families.

#### **Scantron Testing**

Students must be assessed in math and reading using the Performance Series Express. This test provides a shorter, 25-question version of Scantron Performance Series computer-adaptive diagnostic assessment while still providing the same reports and measurement scores as the extended version. Students in grades 5 and 8 will also complete an assessment in Science in 2021-2022.

**Grading Policy**

The primary purpose of grading is to accurately describe a student's level of academic performance and progress. Although there may be challenges and it might be necessary to provide accommodations to some students in quarantine, it has been determined that it is in the best interest of students to maintain our assessment and reporting practices.

## V. Creating & Maintaining Community

This section is related to promotion of the school reopening plan for school year 2021-2022 for creating and maintaining community.

Purpose of the creating and maintaining community plan is as follows:

- Maintain communication with internal and external stakeholders.
- Promote a safe and healthy environment on campus by displaying appropriate signs and placards.
- Create and maintain community for new and existing students and families

**Communication**

OLV will announce the operational decisions as soon as possible:

1. Letter/email from the pastor/principal to parents.
2. Update public facing information about school operations.

**Communication with Families**

OLV strives to provide clear and consistent communication with parents during the academic year. Communication will be primarily through electronic communication due to limited face-to-face contact with parents.

OLV will communicate updates to families via the weekly newsletter and direct parent blasts/letters.

Teachers will communicate with parents weekly regarding the class schedule, assignments, etc.

For students in PK3-3 grades, teachers will contact parents to provide informal feedback about student performance and engagement in instruction.

For students in 4-8 grade, plus portals remains the primary means of communication to provide informal feedback about student performance and engagement in instruction.

Parent/Teacher conferences will occur using email, telephone, virtually or in-person as needed.

As always, parents are encouraged to reach out to their child's teacher with any questions or concerns related to their child.

### **Home and School Association (H.S.A.)**

The H.S. A. will engage parents virtually when in-person meeting and events are not permitted. Room parents will adapt parent to parent (buddy program) programs to be virtual. Room parents will endeavor to provide opportunities for social interaction among students.

### **Events and Meetings**

OLV will conduct meetings and H.S.A. events in a virtual and/or modified in-person.

For example:

Back to School Night - host the event in-person and/or virtual format.

8th Grade High School Parent Information – virtual and in-person meetings.

New Parent Orientation – in-person, sign-up.

Halloween Event – in-person, outside, sign-up, by cohort.

Gala – in-person event, with an option to participate in some aspects virtually.

Parent Conferences – in-person or virtual.

### **Behavior**

For this plan to be successful, students must be able to meet the behavior expectations in accordance with the rules and regulations of the school and this addendum. Please see the parent/student handbook for further guidance related to behavior expectations and consequences.

### **Uniform**

The uniform policy will resume for the 2021-2022 school year. Students will be expected to dress according to the expectations outlined in the parent/student handbook.

### **Right to Amend**

The pastor/principal leadership team reserve the right to amend or recall this addendum in part or entirely for just cause or due to updates to COVID-19 guidance/requirements. Parents will be informed of any updates.

### **Gratitude for the OLV Executive Task Force Members**

Our Lady of Victory thanks all who have served on the OLV Executive Task Force and participated in the formulation of this amended plan:

Pastor: Fr. Andrew Gonzalo

Principal: Sheila Martinez

Vice-Principal: Katie Sague

Chair of the School Advisory Board: Leslie Kimball

Coordinator of Home and School Association Events: Julie McLaughlin J.D.

School Advisory Board: Dr. Alex Montero M.D.

Parent: Andrea Ruthurford F.N.P.

School Advisory Board: Brian Vassallo A.I.A.