

July 22, 2020

Dear Viking Families,

Thank you very much for your participation in the parent survey sent out last week. In addition to your feedback, we have also used the guidance provided by the Governor's Office, the boards of health at the state and county level, the Cleveland Catholic Diocese, the CDC, and the American Academy of Pediatrics to help us better prepare for the 2020-2021 school year.

Our number one priority is the health and safety of our students, families, faculty and staff. We rely on the entire Viking community to fully support all health and safety protocols. Without that cooperation and support, any plan that is put in place will ultimately fail. All of us must follow these policies and procedures to provide VASJ with the best chance of returning to school safely.

As you read through the plan for reopening, please keep a few things in mind. One, this plan is temporary and subject to change. How long that "temporary" turns out to be is anybody's guess. We will most likely adapt the plan several times throughout the year to meet with any student needs, mandates, guidelines, or changes to the pandemic situation.

-Two, we know that this plan is not going to calm all fear and anxiety, it is not perfect, and will not meet with 100% approval. Please know we used the most updated information we had to make our decisions that we felt would best keep all our families, students, faculty and staff safe, while also delivering a quality Catholic education and meeting the Mission of Villa Angela-St. Joseph High School.

The schedule for the beginning of the year has been altered. Class level orientation days have been added to the schedule and the first day of school has been pushed back. The schedule is as follows:

Monday, Aug 24th-	Senior Orientation
Tuesday, Aug 25th-	Junior Orientation
Wednesday, Aug 26th-	Sophomore Orientation
Thursday, Aug 27th-	FreshmanOrientation
Monday, Aug 31st-	First Day of School

Details regarding times and program layout for orientation will be sent out a week or so before the scheduled orientation day.

**VASJ Hybrid School Model**

## ***2 days in school, 2 days synchronous distance learning, 1 day asynchronous learning***

- **Students will be divided into two groups: 'Red' and 'Blue'**
  - Groups are determined by numbers of students in each class to ensure proper social distancing in each class and throughout the day. Each in person class will be approximately 50% reduced for an average of 15 students in each class at a time.
  - Students will not be allowed to 'switch' groups. We will do our best to ensure siblings are in the same group.
- **Red Students**
  - ...will be expected to be in the building for class on Mondays and Wednesdays, these students will be expected to log into the class live stream remotely from home on Tuesdays and Thursdays during the **exact time** of their classes (synchronous distance learning).
- **Blue Students**
  - ...will be expected to be in the building for class on Tuesdays and Thursdays, these students will be expected to log into the class live stream remotely from home on Mondays and Wednesdays during the **exact time** of their classes (synchronous distance learning).
- **Fridays will be asynchronous** (*Asynchronous learning is a general term used to describe forms instruction and learning that do not occur in the same place or at the same time*) learning remotely for all students.
  - This is what was done during last Spring distance learning.
  - Students will be required to log in remotely for their course work but work will be asynchronous as opposed to the other two distance days during the week being *synchronous learning (Synchronous learning refers to a learning event in which a group of students are engaging in learning at the same time)*.
- **Building Schematic Changes**
  - Lockers
    - Students will be given lockers in wings designated by their grade level.
    - Red students and Blue students lockers will alternate to maximize social distancing when students go to their lockers.
    - In order to reduce the amount of time students need to be in the hallway at their lockers and to reduce the amount of times students touch surfaces, students will be encouraged to carry books for multiple classes to their classes. Backpacks will not be permitted into classrooms.
  - Teacher Classroom Location
    - Teachers that teach a common grade level will all be located in the wing in which the grade level lockers are located.
    - This will reduce the amount of places students need to travel and reduce even further the amount of others they encounter during the day.

**Please note: If a student is ill, needs to be quarantined, or cannot attend their scheduled “in-school” days for any reason, they will be able to remotely learn all 5 days.**

### **Returning to School Safely: VASJ Policies and Procedures**

- 1. Social Distancing:** The “Red” and “Blue” days schedule will ensure fewer students in the classroom, hallways, and all other areas of the building. Since students will be “housed” by grade in a specific wing, there will be less hallway travel and less interaction between classes. These steps will assist us in making sure social distancing guidelines are being met. In addition to the schedule change, the following steps will be taken:
  - Within each classroom, students will practice social distancing of 3-6 feet.
  - Desks will be spread out as far as possible, all facing the same direction and dividers will be provided for all classroom tables.
  - Any extra, unnecessary furniture will be removed, to allow for greater social distancing.
  - Hallways will be divided in half, with arrows directing traffic flow, and staircases will be labeled specifically “up” stairs or “down” stairs.
  
- 2. Wearing of Masks/Face Coverings:**
  - Per state mandate, all VASJ Faculty and Staff will wear non-medical grade face coverings.
  - All VASJ students are also expected to wear face coverings at all times. To counter the heat, each school day from August 24 through October 2, will be Viking Dress Down Days. The top, outermost layer must be a Viking top (or be predominantly Viking colors). Please see the student handbook for all dress down day requirements. Beginning October 5, students will be expected to be in full uniform.
  - Families are expected to provide their students with a face covering. VASJ will have extra face coverings available at school for purchase in the event that a student forgets their face covering. Disposable coverings will be available for \$1 and cloth ones for \$2.
  - Masks purchased by students must be appropriate for the Catholic school environment. They cannot include political statements, foul language, or inappropriate images. Administration has final say in determining if a mask is appropriate.
  
- 3. Cleaning/Sanitization:**
  - A sanitizing schedule will be created for our maintenance staff to follow involving classrooms, hallways, stairwells, restrooms, cafeteria, gym, athletics, and all other areas of the school. Special attention will be given to all high traffic areas.
  - Classroom doors will remain open throughout the day, fans will be on, and weather permitting, windows will remain open to provide fresh air.
  - Hand sanitizer will be available throughout the building and in all classrooms and should be used frequently.
  - Student desks will be sanitized throughout the day.
  - Water fountains will not be in use. Students may bring their own water bottles and may refill them using the bottle filling stations.
  - Students should wash hands frequently throughout the day.
  
- 4. Lunch Procedures:**
  - There will still be 2 lunch periods.

- During the lunch periods, students will eat in either the cafeteria or the gym, depending on grade. Social distancing will be in place in both areas.
- Food service will be altered per AVI (VASJ's lunch provider) protocols. Some examples of the changes are:
  - ❖ \*There will be no self-service.
  - ❖ \*There will be no salad bar. Individual, pre-packaged salads will be available for purchase.
  - ❖ \*Individual condiments will be made available.
  - ❖ \*Pizza slices will be pre-packaged and sold individually.

#### **5. Health and Safety Measures:**

- All students, faculty and staff members will be expected to take their temperature at home before coming to school each day.
- All students, faculty and staff members will self-screen for COVID-19 symptoms before coming to school each day.
- Anyone who has a temperature of 100 degrees or higher, or is experiencing COVID-19 symptoms should remain at home.
- All students, faculty and staff will have their temperature taken when arriving at VASJ. If anyone has a temperature of 100 degrees or higher will be sent home as soon as possible.
- If a student shows symptoms of COVID-19 during the school day, they will be placed in a separate room from the nurses' office, away from others, and monitored by school personnel until they can be picked up by a parent or guardian. If the student drives to VASJ, the parent can give permission for the student to drive themselves home.
- If a faculty or staff member shows symptoms of COVID-19 during the school day, they will be sent home immediately.
- VASJ will contact the Cuyahoga County Board of Health to report the matter and get guidance on next steps.

#### **6. Student Lockers:** Students will be issued lockers in the wing in which most of their classes are located. Since travel is limited due to proximity of classes, students will only be able to visit their lockers before school, at lunch, and after school.

#### **7. School Supplies:**

- Students must have their own individual supplies for all core classes and most electives. Teachers will no longer be allowed to provide extra pens, pencils, etc. to students. In addition, students should not plan on borrowing supplies from classmates.
- Students are encouraged to bring their own hand sanitizer, kleenex, and wipes for their own personal use. Students do NOT HAVE to provide these items to the school, but if anyone is interested in donating any of these items, please contact VASJ.
- Students will not be allowed to borrow any ties, belts, sweatshirts, etc. from VASJ if these items are forgotten.
- All VASJ students will be issued their own chromebook. Just as with textbooks, chromebooks can be taken back and forth, and are the responsibility of the student to return in good condition at the end of the school year. Students are not to share chromebooks or any other electronic device with classmates.

#### **8). Visitors:**

- a). Visitors to the building will be limited. In person meetings between parents/guardians and School personnel should be the exception. Instead, all necessary communication should take place via email, phone calls, or virtual meetings.
- b). No guest speakers will be scheduled for classroom visits.
- c). All visitors will enter the building through the main doors located on the Lake Shore side of the building and proceed to the front desk. If they are not immediately leaving (eg- picking Up their child), the visitor will have his/her temperature checked before proceeding.

**9). Before school/After school:**

- a). VASJ will open its doors to students at 6:45. Any students that arrives between 6:45 and 7:45 will have their temperature checked and then report to either the gym or the cafeteria, at the discretion of the before school monitors and remain there with mask on and practicing social distancing, until 7:45.
- b). All students must be picked up after school by 4:00pm. The school will be closed to all students after 4:00pm with the exception being students attending extra-curricular activities under the direct supervision of a coach or moderator.
- c). Any student waiting for a ride home must wait in the cafeteria. Masks must be worn and social distancing measures must be followed. Students may not wait in the main foyer or gym foyer.
- d). Transportation will run as usual, with drivers picking up and dropping off at regularly Scheduled times. Details on times will be sent by transportation director in August.

**10). Quarantine for Individuals (Faculty, Staff, Students) Diagnosed with COVID-19**

- a). Pursuant to Ohio Department of Health guidelines, students, faculty and staff should notify VASJ if they have been diagnosed with COVID-19.
- b). VASJ will contact the Cuyahoga County Board of Health if a student, faculty or staff member tests positive for COVID-19.
- c). VASJ will notify the school community of a positive case of COVID-19.
- d). In the case of an individual who was diagnosed with COVID-19, according to the CDC, the individual may return to school when ALL three of the following criteria are met:
  1. 72 hours with no fever
  2. respiratory symptoms have improved (e.g. cough, shortness of breath)
  3. 10 days have passed since symptoms first appeared.
- e). If a student is quarantined, they will continue their education by signing in each day from home at the time their class is offered.

**11). Quarantine for Individuals (Faculty, Staff, Students) Exposed to COVID-19**

- a). Students, faculty and staff should notify VASJ if an immediate family member has been diagnosed with COVID-19. In addition, students, faculty and staff with known exposure to someone with COVID-19, even if outside of one's immediate family, should inform VASJ.
- b). Students, faculty and staff with known exposure to someone with diagnosed COVID-19 must self quarantine at home for 14 days. The person quarantining should stay home for 14 days after his/her last contact with the person who has COVID-19

