BSH REOPENING PLAN 2020-21
MISSION

Our mission is to provide a broad, values-based curriculum in a supportive Catholic environment that celebrates individual talents, challenges academic intellect, supports and nurtures growth, builds character, instills confidence, and prepares students for success at the university level and in life.

VISION

School:
BSH attracts diverse, motivated, independent-minded students seeking a broad, values-based college preparatory curriculum.

Students:
BSH students value and demonstrate honor, passion for learning, independent thinking and service to others.
Welcome back Knights! After an unexpected end to the last school year, we can’t wait to welcome back our faculty, staff, and students. This will certainly be an unprecedented year, but our reopening task force has worked diligently this summer to ensure a safe reopening. We are committed to continuing to provide a quality educational experience, whether in-person or virtually. I cannot say enough how much we value your commitment to BSH. In a world where much is uncertain, we know it is important for our children to be in an environment where they are not only receiving a quality education in academics, but where they are also being shaped and encouraged to become the best version of themselves. With God, all things are possible. I am confident that together we will be able to handle any challenges that come our way this year, and that the spirit of our BSH family will continue to flourish. Blessings to all of you,

Paula Ledbetter

BSH HEAD OF SCHOOL
REOPENING GOALS

1. Reopen BSH so students can return to campus for in-person instruction five days a week to support their academic growth and social/emotional health.
2. Prioritize student and faculty health by following all COVID-19 reopening guidelines and recommended precautionary measures.

Evidence to Support Reopening

1. American Academy of Pediatrics (AAP)
   - Pediatricians, Educators and Superintendents Urge a Safe Return to School This Fall (News Release)
2. Virginia Department of Health (VDH)
   - COVID-19 Site
     - Daily Metrics Spreadsheet
3. Campus Advantages
   - Outdoor campus where students routinely have access to fresh air
   - New windows installed last summer (2019) in every classroom that easily open and allow for fresh air to circulate
   - Every classroom is its own unit (i.e., no interior hallways connecting classrooms)
   - Individual heating/cooling system in classrooms
   - Smaller class sizes makes it easier to adhere to social distancing guidelines

Guidelines to Support Reopening

1. Office of Catholic Schools (OCS) Diocese of Richmond Road Map for Reopening
2. Commonwealth of Virginia Phase Guidance for Virginia Schools (July 1, 2020)
3. The Centers for Disease Control and Prevention (CDC)
TOPICS ADDRESSED IN THIS PLAN

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I. Campus Hours
7:30 AM-6 PM (all indoor spaces throughout campus will be cleaned each evening)

II. Visitors
Until further notice, no visitors (e.g., parents, vendors, alumni) are allowed on campus. If anyone needs to come to campus, they must first call the main office.

III. Personal Protective Equipment (PPE)
1. All faculty and staff will receive a fabric face covering to be worn everyday when on campus. There will also be 200 face shields for optional staff/faculty use.
2. We will have 5,000 disposable face masks for individuals who forgot to bring a mask to campus. Please note: we will keep track of students who continually forget to bring a mask to campus and call home to partner with families to help students remember to bring a mask.
3. We will have 1,000 pairs of vinyl gloves for individual use.
4. We will have 16 contactless thermometers, five will be set aside for bus transportation. We will also have back-up thermometers to take a second reading for students who may register 100.4-degrees Fahrenheit to verify the initial temperature reading.
IV. Face Coverings

Please note: BSH will make developmentally appropriate or medically necessary accommodations. Individuals requesting a medical accommodation must provide a doctor's note.

1. Faculty & Staff

**Required**

All staff are required to have a mask on hand throughout the school day

When unable to maintain a six-foot distance from other individuals, indoors and outdoors

When moving through communal spaces such as office hallways, restrooms, work rooms, etc.

**Not Required**

When able to maintain a six-foot distance from other individuals, indoors and outdoors

When working alone in a classroom or office space
### IV. Face Coverings

Please note: BSH will make developmentally appropriate or medically necessary accommodations. Individuals requesting a medical accommodation must provide a doctor’s note.

#### 2. Students (face covering requirement)

- Face coverings should display a solid color or simple pattern to avoid possibly creating a distraction to the learning environment.

<table>
<thead>
<tr>
<th></th>
<th>Early Childhood</th>
<th>Lower School</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When instructed by a teacher or another</td>
<td><strong>All students are required to have a mask on hand throughout the school day. Masks should be labeled in some way.</strong></td>
<td>When first arriving at school (reversing the process when leaving for the day)</td>
</tr>
<tr>
<td></td>
<td>staff member</td>
<td></td>
<td>When unable to maintain a six-foot distance from other individuals, indoors and outdoors</td>
</tr>
<tr>
<td></td>
<td>When first arriving at school and moving to the classroom (reversing the process when leaving for the day)</td>
<td></td>
<td>When changing, entering, and exiting classes (will be allowed to remove masks once settled and able to maintain six-foot distancing)</td>
</tr>
<tr>
<td></td>
<td>When unable to maintain a six-foot distance from other individuals, indoors and outdoors</td>
<td></td>
<td>When entering and exiting the cafeteria for lunch</td>
</tr>
<tr>
<td></td>
<td>When leaving and returning to the classroom for library rotation, lunch, physical education class, and recess (will be allowed to remove masks once settled and properly distanced)</td>
<td></td>
<td>When moving through communal spaces such as restrooms, main office, lockers, etc.</td>
</tr>
<tr>
<td></td>
<td>When instructed by a teacher or staff member</td>
<td></td>
<td>When instructed by a teacher or staff member</td>
</tr>
</tbody>
</table>
IV. Face Coverings

Please note: BSH will make developmentally appropriate or medically necessary accommodations. Individuals requesting a medical accommodation must provide a doctor's note.

2. Students (when a face covering is not required)

<table>
<thead>
<tr>
<th>Early Childhood</th>
<th>Lower School</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a majority of the day</td>
<td>When able to maintain a six-foot distance from other individuals, indoors and outdoors</td>
<td>When able to maintain a six-foot distance from other individuals, indoors and outdoors</td>
</tr>
<tr>
<td><strong>Not Required</strong></td>
<td>After entering a class and the entire class gets settled</td>
<td>After entering a class and the entire class gets settled (applies to six-foot distanced classrooms)</td>
</tr>
<tr>
<td><em>Note: Students can choose to wear a mask all day</em></td>
<td>When sitting at their desk working individually</td>
<td>When sitting at their desk working individually (applies to six-foot distanced classrooms)</td>
</tr>
<tr>
<td></td>
<td>When eating lunch</td>
<td>When eating lunch</td>
</tr>
<tr>
<td></td>
<td>When participating in physical education class</td>
<td>When participating in physical education class (if applicable)</td>
</tr>
</tbody>
</table>
IV. Face Coverings

Please note: BSH will make developmentally appropriate or medically necessary accommodations. Individuals requesting a medical accommodation must provide a doctor's note.

2. Students (face covering enforcement)

Regarding all things related to our reopening processes, we will strike a balance between education and compliance. Individual teachers will be the first line of defense in enforcement with face covering requirements; however, BSH administration will actively support teachers and oversee consequences accordingly. If a student fails to comply with the face covering requirement: the first time will result in a warning, any subsequent time will result in a student being placed on disciplinary probation (treated as case-by-case basis).

V. Social Distancing

- All individuals will adhere to six-foot social distancing when feasibly possible.
- Classroom spacing between student desks/tables will be three-feet to six-feet spacing as directed by the OCS, Virginia Department of Education, and AAP.

V. Daily Health Screenings/Temperature Checks

<table>
<thead>
<tr>
<th>Faculty/Staff</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to entering any building on campus, every morning all faculty and staff will receive a temperature check and answer health screening questions.</td>
<td>Prior to entering any building on campus or the school bus, every morning all students will progress through a temperature check station.</td>
</tr>
<tr>
<td></td>
<td>On campus, there will be two outside temperature check stations for students who are dropped off in the morning or drive to school: Early Childhood/Lower School and Upper School.</td>
</tr>
<tr>
<td></td>
<td>If riding the bus, the bus driver will conduct a temperature check prior to students boarding the bus.</td>
</tr>
</tbody>
</table>
VII. Environmental Cleaning

1. Late Afternoon–Evening Cleaning
   ○ This will occur every day, all campus indoor spaces.

2. COVID–19 Disinfectant Program
   ○ On Saturday, August 15 Thistle Environment will disinfect the entire campus in preparation for the start of the school year.

3. Early Childhood and Lower School Classrooms
   ○ Teachers will disinfect classrooms throughout each school day.

4. Between Classes (Upper School)
   ○ Teachers will disinfect desks, chairs, door handles, sink handles (if applicable) in between classes. Students may help.

5. Restrooms
   ○ At least twice a day, our Director of Facilities will disinfect restrooms.

6. Water Station
   ○ Students may only use the contact–less water refill station that is located in Parker gym next to the boy’s locker room or classroom sinks. Water fountains cannot be used. Signs will be posted on water fountains indicating their no use status.

7. Office/Communal Spaces (e.g., Konvicka cottage, Alumni House, main office)
   ○ Staff will disinfect their individual space during the day.

VIII. *Lunch/Cafeteria Use

<table>
<thead>
<tr>
<th>Early Childhood</th>
<th>Lower School</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch in classroom</td>
<td><em>When students finish eating lunch, they will wear their mask.</em></td>
<td></td>
</tr>
</tbody>
</table>

*Kafeteria procedures: assigned seating for students to help with contact tracing, zigzag seating at tables to adhere to social distancing, clean and disinfect the cafeteria after each student group use*

K-2: First student group to have lunch in the cafeteria, followed by recess for each separate classroom group

3-5: Second student group to have lunch in the cafeteria, followed by recess for each separate classroom group

Middle School (6-8): Third student group to have lunch in the cafeteria

High School (9-11): Fourth student group to have lunch in the cafeteria

Senior Class: Per senior privileges, the senior class can eat lunch in Warwickshire and/or a senior advisor’s classroom

When students finish eating lunch, they will wear their mask.
IX. Recess
1. Only one grade level group at each recess location.
2. Recess times will be staggered between Early Childhood and Lower School classes in order to clean and disinfect the playground equipment. Teachers and staff will disinfect the playground after recess.
3. For the start of the school year, no use of equipment (e.g., balls, gloves, bats).

X. Campus Signage
Signs created by the CDC will be posted throughout campus (e.g., in restrooms, school offices, Parker gym) that promote everyday protective measures and describe how to stop the spread of germs such as properly washing hands and wearing a cloth face covering.

XI. Student Training
- During the first week of school, all students will receive instruction regarding our reopening plan and the procedures being put in place.
- Students will be introduced to BSH’s 3 W campaign to help promote preventative practices. This campaign will be reinforced throughout the school year.
  - WASH hands
  - WATCH distance
  - WEAR a mask
I. Assumptions of Symptoms and Risk
Prior to students returning to campus, all BSH families are required to read and sign the OCS’s Assumption of Symptoms and Risk consent form.

II. Health Protocol Faculty/Staff Training (week of August 17)
1. Our school nurse will train faculty and staff on proper hygiene and new safety protocols.
2. Our Director of School Counseling and College Advisor will train faculty and staff on social/emotional health for staff and students, including a focus on how to help students cope in a fluid COVID-19 environment.

III. Clinic/Isolation Rooms
1. The clinic, which is located in the main office, will remain in place for non-illness related health situations (e.g., daily medications, lost tooth, injury)
2. In the event that a student starts to feel unwell (e.g., headache, sore throat, feverish), the pertinent teacher will contact our nurse. The nurse or an administrator will meet the student in the classroom and escort them to one of our isolation rooms. One isolation room will be located in Lower School near parent carpool and the other will be located in the middle cottage between the middle and high school buildings. Parents will be notified to pick up their child/ren directly from the isolation room; they will have to do so within a timely manner.
3. In the event that a teacher or staff member starts to feel unwell (e.g., headache, sore throat, feverish), they will contact administration who will then find coverage for the remainder of their classes.

IV. BSH Community Member Positive COVID Diagnosis
1. In the event of learning about a positive COVID case with one of our community members, BSH administration will consult immediately with the Diocese of Richmond’s Office of Preparation and the local Department of Health. The next step will be to communicate with all stakeholders while adhering to privacy laws.
2. If/when a student or students need/s to quarantine due to learning they have been exposed to COVID, instruction will continue remotely for those students as long as they remain healthy throughout the 14-day quarantine time period. This information will be outlined in the Instruction section of our plan. Please note: definition of exposure is if an individual was within six-feet of someone who tested positive for COVID-19 and was around them for at least 15 minutes without wearing the appropriate PPE as defined by the CDC.
I. Buses

1. Buses will transport students at half-capacity (approximately 20 students) to allow for adherence of social distancing. Only the largest buses will be used.
2. Students will be assigned a seat to help with contract tracing.
3. Siblings from the same household may sit together.
4. Students who are 16 years of age and under will need a parent/guardian to wait with them until after the bus driver completes the daily temperature check and students can board the bus. If a student’s daily temperature check reads 100.4, they will have to go home with their parent/guardian.

III. Carpool

1. Morning Carpool
   - Early Childhood and Lower School drop-off can begin at 7:45 AM.
   - Upper School drop-off can begin at 7:45 AM.
2. Afternoon Carpool
   - Early Childhood and Lower School pick-up will begin at 2:45 PM.
   - Upper School student groups will be dismissed starting at 2:45 PM via the phone system. Student groups will include: 1) Lower School carpool (for students who have a sibling/s in Lower School also getting picked up), 2) bus riders, 3) Upper School carpool, and 4) student drivers.
INSTRUCTION

Early Childhood

In-person instruction will remain the same as previous school years with the exception of some resource rotations coming to the classroom: art, music and STEAM.

Lower School

In-person instruction will remain the same as previous school years with the exception of some resource rotations coming to the classroom: art, music and STEAM.

Students will receive a baseline assessment in math and reading to determine current academic standing.

After reviewing baseline data for all their students, teachers will intentionally review content (if needed) from the previous year prior to moving into current year content.

For students who are absent due to having to quarantine and remain healthy during the duration of the quarantine period, teachers will create hardcopy academic packets to keep them academically engaged until they return to campus. They will also receive a loaner Chromebook (grades 2-4).

Upper School

In-person instruction will remain the same as previous school years.

Students will follow a seven-period master schedule and continue to transition between classes. The master schedule will include different times for grade level cohort groups to access lockers together, one group at a time.

After reviewing baseline data for all their students, teachers will intentionally review (if needed) content from the previous year prior to moving into current year content.

For at least the first month of school, students will not dress out for physical education.

For students who are absent due to having to quarantine and remain healthy during the duration of the quarantine period, they will receive weekly instruction via Educre in conjunction with streaming into classrooms (if feasible) to keep them academically engaged until they return to campus. They will also receive a loaner Chromebook (grades 6-8).
Phase 2

**Early Childhood**

Same as Phase 3 approach: Students continue to receive in-person instruction on campus, five days a week.

For parents who may not feel comfortable sending students to school, teachers will send home hardcopy academic packets that include hands-on activities.

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**Lower School**

Same as Phase 3 approach. Students in kindergarten through third grade continue to receive in-person instruction on campus, five days a week.

BSH will submit a variance to the state guidance to allow for 4th and 5th grade students to remain on campus and continue to receive in-person instruction, five days a week following BSH’s Phase 3 instructional plan. If the variance is denied for any unforeseen reason the variance is denied, remote learning would then take effect (see Phase 1).

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**Middle School**

BSH will submit a variance to the state guidance to allow for middle school students to remain on campus and continue to receive in-person instruction, five days a week following BSH’s Phase 3 instructional plan. If for any unforeseen reason the variance is denied, remote learning would then take effect (see Phase 1).

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**High School**

Remote learning takes effect.

Weekly work will be assigned on Sunday and captured on BSH’s Remote Learning Weekly Work Layout document to achieve consistency for students.

Teachers will use Google Classroom in conjunction with Google applications.

Remote Learning Student Schedule:
- 4 days a week = virtual instructional sessions following a revised master schedule
- 1 day a week = student work days/teacher office hours
- Sat = all work due by 11:59 PM

Students will comply with BSH’s Expectations for Virtual Instructional Meetings.

Student work will be graded and a late work policy will be in effect.

Accommodations will be offered for students to access the school for critical instructional needs (e.g., secure testing, use of BSH’s wifi).
**Phase 1**

Remote Learning takes effect for all levels

**Early Childhood**

On scheduled drop-off days, teachers will send home hard copy academic packets that include more hands-on activities. Teachers will consider including a breakdown of work for each day of the week on the weekly calendar. Teachers will consider offering some optional virtual connection options.

**Lower School**

K-2: On scheduled drop-off days, teachers will send home hard copy academic packets.

Teachers will hold virtual instructional sessions with students. Depending on class preference, these sessions may be whole-group, small group, individual, or a combination of both.

3-5:

Students will receive a loaner Chromebook for remote learning. Teachers will use Google Classroom in conjunction with Google applications.

**Middle School**

Students will receive a loaner Chromebook.

Weekly work will be assigned on Sunday and captured on BSH’s Remote Learning Weekly Work Layout document to achieve consistency for students.

Teachers will use Google Classroom in conjunction with Google applications.

Remote Learning Student Schedule:

- 4 days a week = virtual instructional sessions following a revised master schedule
- 1 day a week = student work days/teacher office hours
- Sat = all work due by 11:59 PM

Students will comply with BSH’s Expectations for Virtual Instructional Meetings.

Student work will be graded and a late work policy will be in effect.

Accommodations will be offered for students to access the school for critical instructional needs (e.g., secure testing, use of BSH’s wifi).

**High School**

Same as Phase 2 approach.
I. Chromebooks

1. Kindergarten-1st Grade:
   - Students will have access in the classroom to iPads. Please note: if remote learning occurs, iPads will not go home with students.

2. 2nd-12th Grades:
   - Each student will be assigned a personal Chromebook. High School students will take their Chromebooks home each day. If remote learning impacts second through eighth grade, students will receive a loaner Chromebook. All students will be required to read and complete BSH’s Acceptable Use Policy.

II. Interactive Boards
All classrooms will have an interactive board.

III. Technology Help Center
If remote learning takes effect, families can contact our technology help center via it@bshknights.org for troubleshooting or any technology needs.
I. VISSA

The Virginia Independent Schools Athletic Association (VISSA) has not decided on a plan for student sports in light of COVID-19 reopening. We will keep families updated with the information we learn.
I. Communication

1. BSH will continue to operate using the variety of communication methods already established: email, school website, social media, phone calls, FACTS, and weekly Monday folders (Lower School).

2. Each Friday, BSH administration will communicate with BSH families. Messaging will include health data (e.g., absence numbers, potential illness trends, COVID-19 reporting) and regular reminders about behaviors that prevent the spread of COVID-19 (BSH 3 W Campaign).

3. If a student will miss school due to traveling, families must complete BSH’s Arranged Absence Form at least one week prior to traveling. Students can submit the signed form to their classroom/homeroom teacher.

II. Student and Staff Social/Emotional Support

Our Director of School Counseling and College Advisor will be the primary point of contact for social/emotional support. Throughout each school day, all students will have access to counseling services. Konvicka cottage will be the primary location for students to visit who are feeling emotionally distressed or anxious for any reason.

III. Finance

Per OCS policy, “In the event that virtual instruction is necessary at any point of the 2020-21 school year, tuition will not be reduced or refunded” (OCS, Acknowledgement of Symptoms).
Final Notes

This document will remain in electronic form so we can update it as potential new guidelines emerge. We truly appreciate your support, patience, and flexibility as we navigate together this challenging time. It is during these unexpected times that we can find comfort in Franklin Delano Roosevelt’s indelible advice during World War II, another unsettling time period: "The only thing we have to fear is fear itself." Thousands of years earlier, Jesus Christ continually comforted his followers by reminding them to "be not afraid." Together we can approach this school year resting in the peace that the Lord provides.

God bless you and your entire family.