BENEDICTINE SCHOOLS OF RICHMOND
RETURNING STRONGER TOGETHER
OUR PLAN TO REOPEN CAMPUS | 2020-21
The 2020-21 school year will be our first opportunity to gather our two schools as a single community. Gators and Cadets will be living, learning, praying, and growing on the same campus, and this brings us all great joy and reassurance. To sustain this, we must commit to strict and sometimes difficult routines and significant changes. Our Benedictine values of humility, work, prayer, obedience, and care for others are perfectly suited to our present reality.

In order to launch and maintain our school year, every student, parent, coach, teacher, staff member, administrator, volunteer, and visitor must understand and fully apply every element of this plan. The following content is constructed to not only mitigate spread and infection but to prevent the need for more disruptive and intrusive measures. As important as it is to protect against the virus, it’s just as important to exercise daily precautions, so that if you or any member of our community is diagnosed with COVID-19, we can continue school because the measures we have put in place for daily school limits incidents of “contact.”

Our greatest ask of you as a supporter and participant in our community is that you commit to making this plan work with your personal behavior and habits and to exercise patience if the virus causes disruptions to our normal calendar of events and programs. You have our commitment, that no matter what may come this year, your children will receive a high-quality education that continues to prepare them well for college and beyond. Administration has invested heavily in new equipment, supplies, human resources, and programs to make this re-opening succeed, made possible by the generous support you provide through your prayers, your donations, and your time.

See you on campus for an excellent school year!

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President, The Benedictine Schools of Richmond

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Head of School, Benedictine College Preparatory School

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Principal, The Benedictine Schools of Richmond

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Head of School, Saint Gertrude High School
The Benedictine Schools of Richmond will approach the challenge of returning to school in a characteristically Benedictine way.

**Prayer** is an integral part of daily life but also a critical element of any challenging time or personal trial.

**Discipline** will be required as we implement new, even difficult practices.

**Patience** will be tested when we grow tired of precautionary measures and long for an “easier” future.

**Care** is evident as we prioritize the needs of those most affected by the disease and other effects of the pandemic.

The Benedictine Schools of Richmond will implement protocols and practices to prioritize our community’s health and safety, mitigate disease transmission, and maintain a healthy environment. We will adhere to health and safety protocols in accordance with the Centers for Disease Control and Prevention (CDC) guidelines for physical distancing, face covering, hand-washing, and surface cleaning.

**B.L.O.C.K. COVID-19**

**B=BARRIERS** - - Shielding and face masks help in every situation and will be used when L, O, or C are compromised, for instance, at times students are closer than six feet. Common hygiene practices like covering mouths/noses when coughing and sneezing will be an expectation of all students and staff.

**L=LENGTH OF TIME** - Do not spend more than 15 minutes at a time within six feet of others unless you have a mask or can make positive changes to B, O, or C.

**O=OUT OF REACH** - Stay six feet from others and wash hands for at least 20 seconds. Shared surfaces and items will be cleaned and disinfected. B, L, and C won’t matter if physical contact occurs between individuals.

**C=CONTEXT COUNTS** - Ventilation, the type of talking/breathing or an accumulation of brief interactions might require adjustments to B, L, or O. For example, choral singing will only be done outside with 10 feet distance between students.

**K=KNOWLEDGE OF THE DISEASE** - Knowing the facts about how virus transmission happens will enable us to make decisions when the choices are not all black and white.
HEALTH AND SAFETY PROCEDURES

FACE COVERINGS
A mask over the nose and mouth will be worn on campus by all students, faculty, staff, parents, and visitors and must be donned before entering a building. Everyone must wear a mask while on campus and keep a spare in their bag, locker, or office. SGHS students will use reusable cloth masks of uniform color. The school will help students acquire their first masks, but future maintenance and upkeep will be the student’s responsibility. BCP students will use masks that are sold in bulk at local pharmacies or through Amazon, often called “blue masks,” or “3 ply, ear loop, disposable safety masks.” They are expected to bring a supply pack to keep in their lockers. They can be re-used through properly timed rotations of three or more days.

TEMPERATURE SCREENINGS
Any individual arriving to school will need to present either confirmation of a home self-check (format TBD) or perform the self-check at the main school entrance. An acknowledgement of the self-assessment will be required for all employees. Front office, clinic personnel, and student deans will welcome students and help facilitate this self-check process. Information regarding self-check procedures and forms will be communicated to families before the start of school.

VISITORS ON CAMPUS
We will strictly limit access to campus by visitors, parents, volunteers, alumni, and vendors throughout the school year. All visitors, including parents, are allowed on campus by appointment only and must wear proper face covering and sign-in at the front office. They must also follow self-screening protocols upon entering. Parents and guardians are asked to remain in their cars for pick-up and drop-off.

LUNCH
Each lunch will be shortened with assigned seating and more than three feet of distancing between students. Outdoor seating will be expanded and encouraged to increase social distancing. Masks will be worn once students are finished eating. Due to the limits of our facilities, microwaves will not be available for student use. The buffet will no longer be self-serve, and the salad bar will not be in use. Water fountains designed for mouth drinking will be turned off or covered. Water refilling stations will be available for students to re-fill clear water bottles clearly marked with the student’s name. More information regarding lunch options will be sent closer to the start of school.
HEALTH AND SAFETY PROCEDURES

WELLNESS
We understand and acknowledge that this school year will look much different, which may cause uncertainty and anxiety. Our guidance office and academic dean are collaborating with external organizations to provide an ongoing program geared at mental health awareness. We are also pursuing a part-time social/emotional learning coach for professional development and referral services for students. Additionally, in order to reduce extra visits to clinic, classroom teachers will be supported to provide general health aids to students.

TRANSPORTATION AND LARGE GATHERINGS
Religious ceremonies will take place in large indoor spaces with ample social distancing, and remote access will be available. Field trips and school events are currently under review, and no field trips will occur during the first semester. We will update students and parents as event decisions become final. Bus transportation will include a health check protocol and riders must sit one person to a bench. Bus drivers will be trained on cleaning frequency and the use of appropriate cleaners and disinfectants.

ATHLETICS
We are committed to providing an enriching, competitive, safe, and fun athletic experience for all students in any/all sports in which they choose to participate. While the VISAA will not be sanctioning championships in Fall 2020, we will continue with fall athletic teams and practices. We will continue to work with our conferences and opponents to determine competitive play. Students will continue to have access to the weight room and the strength and conditioning coach. There will be no waivers for physicals or immunizations.

DISTANCE LEARNING
Distance learning is available for any student who wishes to do so, and each of the two schools will provide more specific remote learning instructions by the time school begins. Classroom video solutions will be implemented across campus in order to allow for distance learning. The primary tools for communication between teachers and families will be the school’s Learning Management System (Blackbaud/GatorNet), student email addresses, and parent-provided email addresses.
HEALTH AND SAFETY PROCEDURES

HALLWAYS AND LOCKERS
All movement between class periods will require masks since six foot spacing is not possible at those high traffic times. Locker use will be accessed in such a way to avoid students having sustained time in the hallway closer than six feet from others. For example, no two students are able to access adjoining lockers at the same time. One will have to wait six feet behind the other.

CLASSROOM CHANGES
Excess furniture has been removed from classrooms in order to allow for proper distancing between students and desks. Large non-classroom spaces (gymnasium, auditorium, library, lecture hall, etc.) and outdoor areas will also be utilized. Students will depart classrooms one at a time with space allowed between exiting students, and extra time will be allowed for passage between classes.

VENTILATION
Our HVAC system is actively maintained and cleaned within industry standards. The ventilation system has been inspected and modified to increase circulation of outdoor air as much as possible. Systems have been upgraded as necessary. To further increase airflow, fans may be used and windows may be opened.

CLEANING AND SANITATION
All common spaces, including bathrooms, frequently touched surfaces, and doors shall be cleaned and disinfected at the end of each day. Some areas with heavier and changing use will have cleaning during the day. All shared tools, equipment, workspaces, and vehicles shall be cleaned and disinfected prior to transfer from one person to another. Items with porous surfaces that cannot be reliably disinfected will not be used by more than one individual. Hand sanitizer stations will be available throughout the campus. Cleaning and disinfecting products will be readily available to students, employees, and visitors. Gloves will be provided for custodial workers and those who serve and handle food and drink will be required to wear gloves while on grounds. Gloves will be replaced/rotated as per CDC guidelines.
PROPER MASK USAGE

FOLLOW THESE GUIDELINES TO PROPERLY WEAR YOUR FACE MASK

1. Wash your hands before and after touching the mask.

2. Touch only the bands or ties when putting on and taking off your mask.

3. Make sure the mask fits to cover your nose, mouth and chin. If you adjust the mask to cover those areas, wash your hands before and after.

4. Try to fit it snugly against the sides of your face. Make sure you can breathe and talk comfortably through your mask.

5. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

6. Wash reusable masks after each use. If the mask is disposable, discard it when visibly soiled or damaged.

TO PROTECT YOURSELF AND OTHERS, AVOID THESE FIVE COMMON MASK-WEARING MISTAKES

1. Don’t touch your mask while it is being worn.

2. Don’t wear the mask under your chin with your nose and mouth exposed.

3. Don’t leave your nose or mouth uncovered.

4. Don’t remove the mask while around others in public.

5. Don’t share your mask with family members or friends.
**UNDERSTANDING QUARANTINE**

**COVID-19 ISOLATION AND QUARANTINE**

**ISOLATION**
The separation of people with COVID-19 from others. People in isolation need to stay home and separate themselves from others in the home as much as possible.

**QUARANTINE**
The separation of people who were in close contact¹ with a person with COVID-19 from others. People in quarantine should stay home as much as possible, limit their contact with other people, and monitor their health closely in case they become ill.

**WHEN IS IT SAFE TO RETURN TO NORMAL ACTIVITIES?**

**I was sick with COVID-19**
It is safe to end home isolation when:

- **At least 10 days** have passed since your symptoms first appeared
  AND
- You haven’t had a fever for at least **24 hours** (without the use of medication) and other signs of illness are improving

**I was diagnosed with COVID-19, but never became sick**
It is safe to end home isolation when:

- **At least 10 days** have passed since your positive diagnostic test

**The person I was in contact with lives outside my home**
It is safe to end quarantine when:

- **At least 14 days** have passed since your last contact with the person with COVID-19
  AND
- You remain healthy

**The person I was in contact with lives with me**
If you are able to separate completely² from the person with COVID-19, it is safe to end quarantine when:

- **At least 14 days** have passed since your last contact with the person with COVID-19
  AND
- You remain healthy

If you are unable to separate completely², it is safe to end quarantine when:

- **At least 14 days** have passed since the person with COVID-19 was allowed to end home isolation
  AND
- You remain healthy

¹ Close contact means being within six feet of a person with COVID-19 for at least 15 minutes or having exposure to the person’s respiratory secretions (e.g., coughed or sneezed on; shared a drinking glass or utensils; kissing) while they were contagious. A person with COVID-19 is considered to be contagious starting from two days before they became sick (or two days before they tested positive if they never had symptoms) until they meet the criteria to discontinue isolation.

² Separate completely means no contact, no time together in the same room, and no sharing of any spaces (including a bedroom and bathroom).
We acknowledge that many of the changes and protocols outlined in our reopening plan will be an adjustment. We also understand how challenging some of the requirements may be; however, when we all stay committed to the plan, it provides the best opportunity for keeping our schools open. Please remain vigilant, long after the first two weeks of school. And just as we are doing our best to mitigate spread and infection, we hope you will partner with us by doing the same after the school day ends. Treat any symptoms, even slight symptoms, as reason to isolate and seek medical guidance. In the end, we all want the same thing -- to keep our community healthy and to have an in-person educational experience for our students.

We strongly encourage all families and employees to get tested for coronavirus before school begins and to restrict travel and other exposure risks beginning August 24.

Thank you, in advance, for your flexibility, cooperation, and reinforcement in helping our schools remain on campus as long as possible. So please, remember to wash your hands frequently, wear a cloth face covering when in public, and maintain physical distance.

We are in this together.

We realize this continues to be a very stressful time. Please do not hesitate to reach out to one of our many resources should you or your child need it.

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A full list of our faculty and staff can be found online.
saigntgertrude.org/about-us/faculty-and-staff
benedictinecollegeprep.org/about-bcp/directory