

Saint James Catholic School
Addendum to Parent-Student Handbook

COVID-19

Health Screenings

Every morning before drop-off, parents will submit a **digital report using the rSchoolToday app** to the homeroom teacher regarding the health of the child. If the rSchoolToday app is not working, a paper health screening may be submitted. The form can be found under “Nurse’s Office” on the St. James School website. If a student answers “yes” to any of the health screening questions, they should stay home and contact the school nurse for guidance. No child will be admitted to school if they present with ill symptoms. A student with a temperature of 100 degrees Fahrenheit or higher and/or any of the COVID-19 symptoms listed below will not be admitted into the school building. All sicknesses should be reported to Nurse Campbell Ext. 107 (nurse@saintjamesschool.org) before the start of school. If someone displays symptoms of COVID-19, that person, (students and staff) must be cleared by a licensed independent healthcare provider (to include a physician, physician’s assistant, or nurse practitioner) and be fever free for **24 hours** without medication. If the healthcare provider orders a COVID-19 test, the results must be back before the student or staff member returns to school and documentation for return to school must be submitted to the school nurse.

Symptoms of COVID-19:

- Fever (100.0 degrees F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

Family Screenings

Before sending your child to school, please assess the health of everyone in your home. If your child has been exposed to someone with COVID-19 or someone exhibiting COVID-19 symptoms, please keep your child home and contact the school nurse. If someone in the home exhibits any COVID-19 symptoms, notify the school nurse and keep students home until the family member tests negative or is cleared by a healthcare provider.

Failure to adhere to these reporting guidelines may result in disenrollment of your child/ children from the school.

Hand Hygiene

Students will be required to use hand sanitizer upon entering a classroom, office, and using water fountains. All rooms are equipped with hand sanitizer as well as at the entrances of all the doors to the classrooms. Students in grades 2-8 may bring in individual hand sanitizers to keep at their desk. Washing with soap and water will be encouraged whenever possible.

Masks

Per the Virginia Governor's recent Mask Mandate, students, staff and visitors will be required by law to wear a CLEAN, dry mask over their nose and mouth while inside school buildings. Students must wear a properly fitting St. James mask or 3-ply, plain, surgical mask. Please make sure a lanyard is attached so the mask can be worn around the neck during eating, drinking and recess. St. James masks may be purchased at Meet and Greet before school starts. We recommend each student have at least 2 so they can be washed daily. Masks with valves will not be allowed at any time. If a student is dropped off at school without a mask, they will be provided with a surgical mask. If this happens frequently, the parents will be contacted. The mask will be considered part of the St. James uniform this year.

From the Virginia Department of Health in the *Interim Guidance to K-12 Re-opening*: “VDH and the Virginia Department of Education (VDOE) strongly recommend that elementary schools (including PreK classrooms) implement a requirement that students, teachers, and staff wear masks indoors, regardless of vaccination status, until vaccination is available for children under 12 years old and there has been sufficient time to allow for children younger than 12 years old to be fully vaccinated.”

Masks will be required throughout the day including class instruction, during arrival, and hallway travel. Students will receive a break from the masks during lunch while eating and outside during recess. No extra recesses will be mandated this year but teachers will be encouraged to bring students outside more often. Because St. James educates PreK to 8th grades, we are requiring face masks for the safety of all. If you have any medical concerns regarding your child wearing a mask at school, please contact the School Nurse.

We will continue to monitor the [CDC County Tracker](#) and [Johns Hopkins Coronavirus Resource Center](#) for up-to-date information. We will follow the guidance of the Virginia Department of Health and our local health department. If the Mask Mandate is discontinued AND the county tracker shows transmission levels are “low” for at least a week in Fairfax and Arlington counties AND we do not have any current cases quarantining within the school, we will make masks optional for vaccinated students and staff only. If you would like your child to opt out of masks during these low transmission times, we ask that you provide proof of vaccination to the school clinic. If the CDC and Virginia Department of Health decide at any time that masks are not required for any students, regardless of vaccination status, we will follow their guidance.

Cleaning Protocols

Regular cleaning and sanitizing of high-touch surfaces will take place throughout the school day. Each classroom will be equipped with child-safe wipes. The students and teachers will wipe desks and chairs throughout the day. The position of “facilities attendant” will remain as school staff during the day. The role of the “facilities attendant” will be to clean and sanitize high-touch areas and restrooms throughout the school day. A thorough cleaning of the school and classrooms will be done in the evenings.

COVID-19 Diagnosis Procedure

In the event that a student, staff member or teacher is diagnosed with COVID-19, families with students that may be close contacts* will be notified. Saint James Catholic School will then follow the guidance of the local health department. At this time, the guidance is to place a “Pause” on potentially exposed students and staff. The Health Department will then perform an investigation to determine who will need to quarantine. If your child is placed on a “Pause,” it is recommended to remain home and not participate in any activities until cleared. The investigation can take 24 to 72 hours. Any student or staff member placed on “Pause” or quarantine should isolate themselves from others at home, if possible, until cleared. If your child is found to be a close contact,* the quarantine requirement is 14 days even with a negative test result. This is the requirement from the Fairfax County Health Department. If the student or staff member has been vaccinated and has provided proof of vaccination to the school

clinic, they will not have to quarantine or “pause” as long as they remain asymptomatic. Please continue to monitor for symptoms a full 14 days after exposure. If a vaccinated student tests positive for COVID-19, the same procedure is followed.

*A close contact in K-12 school according to the *Interim Guidance to K-12 Re-opening* is defined as: “In indoor K-12 settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as **both students are wearing masks** and the school has other prevention strategies in place. This exception does not apply to teachers, staff, or other adults in indoor K-12 settings. Having direct exposure to respiratory secretions of someone with COVID-19 (e.g., being coughed or sneezed on) is also considered close contact in any setting.”

If a child is home for any reason, all assignments will be posted through Schoology. If an entire class is quarantined the teacher will provide eLearning to the students and use Schoology for assignments. If the sibling of a quarantined student must stay home, they also will continue their assignments through Schoology. All teachers will be using Schoology for assignments and school related information.

If a child does not feel well, a medical mask will be placed on the child. The child may have to answer triage questions for the teacher before being sent to the clinic. If the child presents with any COVID-19 symptoms or reports he/she has been exposed to a person with COVID-19, they will be placed in isolation. The nurse or another qualified staff member will tend to the child as needed with appropriate PPE until the parents pick up the child. The child must be picked up through door 12 (the exit closest to the clinic) within an hour of calling the parents.

A COVID-19 diagnosis of a student, family member, or staff should be immediately reported to the school principal and school nurse. This information is HIPAA protected. The identity of the person will be protected, and the entire school will be notified of a positive case on campus.

Lunch

Students will enjoy lunch in Heller Hall and the cafeteria while spaced 6 feet apart. We will encourage teachers to have snack outside, weather permitting, but snack may be in classrooms while at their desks. Yay Lunch will also be available for students. Milk, juice and other lunch amenities will be available for purchase as usual. Please be mindful of those with nut allergies during snack time. Students will wash their hands before and after lunch. **Reusable lunch bags are permitted this year, but please clean them regularly. Brown bags may also be used.** Students may bring in thermoses or tupperware that can be cleaned each night. Ice cream birthday treat is available.

Specials

Specials will occur in their designated Specials classroom this year. Students will travel to these classrooms. Shared supplies will be limited between students. Teachers will sanitize before and after each class. Students will distance 6 feet apart while singing with masks on in the music room. Physical Education will be taught

indoors or outdoors. Masks will be worn in the gym unless the students are participating in a distanced activity. Masks will not be worn if PE is outside.

Ventilation

In order to decrease viral spread, we will continue procedures to increase the ventilation in classrooms. Windows will be open in most classrooms, weather permitting. Box fans will be used to blow air out of the classroom in order to circulate fresh air. Classrooms that are not able to open windows will use a portable True HEPA air filter to assist air flow. New filters are being placed in the air conditioners and cleaned frequently, where possible MERV-13 filters will be used. Doors of the classrooms will also be opened to increase air flow.

Bathrooms

Bathroom use will continue as before with staggered use to minimize crowding and unruly behavior.

Social Distancing

CDC recommends distancing students in the classroom between 3-6 feet, but bringing all students back to in-person education takes precedence over distancing guidelines. In order to support in-person learning for all students, we will not be able to distance everyone at least 3 feet in the classroom. We will continue to encourage distancing when possible.

Morning drop off

Students will begin arriving at 7:35 am. Students will be directed to enter the school building and proceed directly to their classroom. Students will enter by grade through the following doors:

Kindergarten and 1st – Door 12

2nd grade – Door 11

3rd grade – Door 17

4th grade – Door 18

5th grade – Door 21

6th grade – Door 16

7th and 8th grade – Door 15

*See map for door locations

Afternoon Pick Up

We will return to a normal dismissal procedure this year beginning at 3:03 PM. To avoid congestion in the office area, children may only be dismissed for a medical appointment no later than 2:30 pm. We will have Extended Day available for families that would like to utilize it.

Backpacks

Students will return to using a normal backpack. Middle School students will use the cubbies in their classrooms and backpacks instead of using the lockers. Students will be able to transport books, folders and supplies as they normally would prior to COVID restrictions.

Field Trips

Field trips will resume this year. Students will be required to wear masks on buses and while indoors. Masks will not have to be worn while outdoors on field trips unless it is required at the location.

Visitors/ Volunteers

All visitors to the school are required to wear masks and fill out a COVID-19 questionnaire. No masks with valves will be allowed. Visitors may not be allowed beyond the front office during school hours. At this time, no volunteers will be allowed in the building. We will continue to volunteers during recess. We appreciate your understanding and patience at this time.

Extended Day

Extended Day will resume this year. Students will be strategically cohorted with siblings and certain class members. There will be more information to come concerning extended day.

After School Programs

In-person Band will resume this year. Students will be distanced at least 9 feet apart during practice and instrument covers will be utilized to filter air. Mrs. Findley will share more information about these at the band meeting in the beginning of the year. Clubs, tutoring and enrichment options will be explored when it is deemed safe.

COVID-19 Vaccination

Per the Virginia Department of Health and CDC recommendation, we encourage all eligible students to receive the COVID-19 vaccine. The vaccine is effective in decreasing transmission and preventing serious illness. If a student or staff member is vaccinated, we ask them to provide a copy of their vaccination record (not required) to

the school clinic. This will allow for the student or staff to be exempt from quarantine if found to be a close contact in school and in any extracurricular activity.

Encouraging Mitigation Outside of School

Providing safe and healthy in-person education is our priority. Studies have shown for decades that if a child feels safe and healthy in their environment, they will easily learn and succeed. We encourage St. James families to prioritize in-person education over social events and extra curricular activities that may put their child at risk of becoming sick and spreading COVID-19. High-risk activities include but are not limited to:

- Traveling to an area with a positivity rate over 10% or substantial transmission per the [CDC tracker](#). The positivity rate can be found on the [Johns Hopkins Coronavirus Resource Center website under Regional Map](#) or on the State's own website.
- Attending a public indoor event where unvaccinated persons are not wearing a mask.
- Attending a crowded indoor or outdoor event without wearing a mask.
- Traveling internationally.

The COVID-19 addendum is subject to change and notifications of changes will be sent out via email through Constant Contact.

Saint James Pre-K-8th Grade COVID-19 Agreement Form

PARENT/GUARDIAN

I have read the COVID-19 Addendum to the Handbook. In doing so, I acknowledge and agree to the policies obtained therein, and will comply with the policies which have been stated.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

Parent's Signature

Printed Name

Date