COVID-19 Mitigation Health Plan

2021-2022

Church Hill Academy is a part of CHAT (Church Hill Activities & Tutoring).
SECTION 1 - School Information

A. **School Physical Address**
   2010 Carlisle Avenue Richmond, VA 23231

B. **Head of School**
   Libby Germer

C. **Persons Responsible for Health Mitigation Plan**
   Libby Germer, Head of School
   libby.germer@churchhillacademy.org
   Oldson Duclos, Campus Operations Coordinator
   oldson.duclos@churchhillacademy.org

D. **Accreditation Status**
   Church Hill Academy (CHA) is fully accredited by the Virginia Association of Independent Schools (VAIS).

E. This health plan will be developed with guidance from our local health department. As new guidance is released from the VDH and CDC, this health plan will be updated accordingly.

Section 2 – Intent to Vary

A. **Virginia Department of Health: Interim Guidance for COVID-19 Prevention in Virginia PreK-12 Schools**
   CHA has no intent to vary our health mitigation strategies from the Interim Guidance for COVID-19 Prevention in Virginia PreK-12 Schools; our school will strive to meet or exceed the guidelines specified in this publication.

Section 3 - Program Offerings

A. **In-Person Instruction Model**
   In an effort to practice social distancing, students and staff will be spaced with 3’-6’ of distance in all settings. Furniture, hallway traffic, and cafeteria planning will create opportunities for students and staff to remain physically distant by at least 3’ from all other school community members. Our planning also allows for the flexibility to pivot to an all-virtual model of instruction if community transmission levels continue to rise and/or we experience a breakout on campus.

Section 4 - Key Elements: Planning to Reopen

A. **Church Hill Academy COVID-19 Team**
   CHA’s COVID-19 team consists of the following administrators:
Libby Germer, Head of School - libby.germer@churchhillacademy.org
Oldson Duclos, Campus Operations Coordinator - oldson.duclos@churchhillacademy.org
Janae Dillard, School Counselor and Accommodations Coordinator - janae.dillard@churchhillacademy.org
Karen Holland, Administrative Coordinator - karen.holland@churchhillacademy.org

B. COVID-19 Health Department Point(s) of Contact for School Personnel's Use:
   Richmond City Health District’s Coronavirus Line: 804-205-3501
   James Upshaw: Richmond City Health District: (804) 914-2738, james.upshaw@vdh.virginia.gov

C. Monitoring Approaches and Absenteeism
   All students, staff, and visitors will engage in a mandatory symptom screening for each
   in-person instructional day. Before arriving on campus, staff and all parents/guardians of
   students should conduct a self-assessment by answering CDC COVID-19 screening questions
   about how they feel, to determine if they should stay home or not. If a staff or student
   answers “yes” to any of the screening questions, they should contact the school and plan to
   stay home. A member of the COVID-19 Team will follow up with the staff member or student
   later that day. Medical attention should be sought if a student or staff member’s symptoms
   remain the same, or worsen.

   Once on site, students and visitors will receive another health screening by a designated
   member of the COVID-19 Team. Staff will receive their screenings at the staff entrance, and
   students will receive their screening at the school’s main entrance. Temperature checks will
   be conducted via no-touch infrared thermometer. Health screening results will be recorded
   and kept on file in the School Clinic. The staff member conducting the temperature check for
   students will be masked and wear gloves. Per CDC guidelines, if a temperature is above
   100.4, the student should be considered symptomatic and must return home.

   Additionally, CHA will implement weekly testing at school for students whose families opt
   in. We participate in a program called ViSSTA, and will work with a contractor whose
   medical personnel administer PCR testing on Monday mornings during student intake.

   When a positive case is discovered, all employees and affected persons who may have been
   exposed, as well as Carlisle Avenue Baptist Church, CHAT leadership, and the Richmond City
   Health District will be notified within 24 hours of discovery of the possible exposure. After
   contact tracing efforts are made, a determination regarding school closure or exposed
   staff/student quarantining will be made by the Health District. If three or more employees
   test positive in a 14 day period, CHAT leadership will notify the Virginia DOLI. In the event
   of an extended school closure, students and staff will revert to virtual learning until further
   guidance is given from state and/or federal level.
Anyone who has had known exposure, tests positive or is experiencing symptoms of COVID-19 without an alternative diagnosis must self-isolate away from CHA until one of the following tests is passed, per the Virginia DOLI standard.

- **Symptoms based strategy**: At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and (ii) at least 10 days have passed since symptoms first appeared.

- **Test based strategy**: Resolution of fever without the use of fever-reducing medications, (ii) improvement in respiratory symptoms (e.g., cough, shortness of breath), and (iii) negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens). CHAT will pay for testing for any employee who is not covered by insurance.

- **Time based strategy**: At least 10 days have passed since the date of the employee’s first positive COVID-19 diagnostic test assuming the employee has not subsequently developed symptoms since the employee’s positive test. If the employee develops symptoms, then the symptom-based or test-based strategy shall be used.

Attendance policies are updated to be supportive of all students and staff staying home when known or suspected to be infected.

D. Communication Strategy

i) **Orientation and training for staff and students specific to new COVID-19 mitigation strategies**:
CHAT has created two COVID-19 training videos for the school community to view during Orientation. This COVID Mitigation Plan will also be posted on our website and shared with parents at Orientation.

ii) **Plans for communication with staff, parents, and students of new policies**:
The Head of School will share any changes to this policy via electronic correspondence to parents, staff and students. These policies will also be added to the 2021-2022 CHA Handbook as an addendum. The CHA Planning Team will update the school community about new policies per emerging guidance from VDH or CDC.

iii) **Plans for how to communicate an outbreak or positive cases detected at the school**:
All staff, students/families, and visitors will be notified by the Head of School when a known positive test has been confirmed at CHA. All staff and affected persons who may have been exposed will be notified within 24 hours of discovery of the possible exposure, but CHA
leadership will not publicly disclose the identity of the person who tested positive in accordance with Virginia DOLI requirements. In the event of a campus-wide outbreak, the Head of School will send a formal notice to students/families and staff that CHA will close campus for up to 14 days.

E. **Provision of health services**

CHA will provide disposable and reusable masks to all students, staff, and visitors, as necessary. Use of personal masks by staff and students is permitted, but staff must demonstrate that these masks meet the same standards as CHAT-provided masks (i.e. thread count, fabric, 3 layers, good fit). Masks must be worn upon entering the building, and must be worn throughout the school day, except for when eating/drinking or taking outdoor exercise. KN95s will be provided and are required for care of symptomatic students. Gloves and other forms of protective wear are available in the School Clinic.

CHA's procedures for typical non-COVID health services will be maintained by the school’s Planning Team. CHA employees can confidentially seek mental health services through the CHAT Employee Assistance Program.

F. **Barriers**

There are no foreseen barriers to providing the key elements listed in this section.

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**Section 5 - Key Elements: Promoting Behaviors that Reduce the Spread of COVID-19**

A. **Education & Training**

CHA will provide mandatory training to all staff and students on the COVID-19 disease, and training will be provided through a number of mediums, including written policy, live presentation, and recorded video, to address a variety of learning styles. All staff will be required to read and e-sign CHAT’s Reopening Guidelines & Safety Plan in full. This educational training is based on Virginia Health Commissioner’s issuance of a statewide masking requirement in K-12 schools on July 1, 2021: [PHE-Order_K-12_8-12-2021.pdf](https://virginia.gov)

Additionally, a video was developed and shared with all staff and students. Video topics include:

- Physical distancing & non-contact greetings
- Hand washing & sanitation
- PPE & proper mask wearing
  - How to properly put on, take off, adjust, and wear masks & gloves
  - The limitations of PPE
  - The proper care, maintenance, useful life, and disposal of PPE
- Symptom screenings & temperature checks
- Ventilation & HEPA air purification
- COVID-19 disease & spread
The characteristics, and methods of transmission, signs and symptoms of the COVID-19 disease;
- Risk factors of severe COVID-19 illness with underlying health conditions;
- Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus.

Refresher training and safety reminders will be provided as necessary. Signage will be posted throughout campus reminding all staff, students, and visitors of these policies and safety practices.

B. Physical Distancing

CHA plans to promote social distancing on campus as indicated below:

Classrooms
- All classrooms have been measured to determine safe capacity with 3 feet of social distancing in place. Seating beyond that capacity will be removed.
- Each room’s 3ft distance capacity will be posted outside the room.
- No adult should be within 6 feet of another adult or student, whenever possible.
- Student and teacher desks and chairs will be arranged with a minimum of 3 feet between them.

Communal spaces
- Use of communal spaces (gymnasium, courtyard, etc.) will be staggered to limit the number of individuals at any one time. Seating will be arranged to allow a minimum of 3 ft for masked students.
- To the extent possible, mixing groups of students & staff will be avoided.
- Physical contact will not be allowed (e.g. handshakes, hugs, etc.)

Student Transportation
- Signs about seating rules and mask wearing will be posted on the bus.
- Drivers should crack windows before beginning the route to improve air circulation.
- Drivers are encouraged to enter the building before and after driving routes to wash hands per Virginia DOLI standards, but are expected to exit the facility promptly afterwards to encourage social distancing.
- Families will be encouraged to provide their own transportation in personal vehicles, if possible. CHA transportation will be encouraged over carpooling and public transportation.
- Anyone in a CHA vehicle must wear a mask and sanitize their hands upon entering the vehicle.
- All seats, handrails, and handles in CHA vehicles must be thoroughly sanitized between each use. Driver’s seat, steering wheel, and dashboard will be sanitized in between drivers.
When possible, drivers will be scheduled to use the same vehicle rather than switching vehicles throughout the day.

**Visitors**
CHA is not accepting school visitors at this time; this includes family, friends, volunteers, alumni, and other guests who are not authorized CHAT employees. Dropping off food or non-essential items for students is not permitted until further notice.

- **For pick-ups/drop offs:** Parents/guardians will remain in their cars when dropping off or picking up a student for dismissal. If a student needs to be picked up early, parents will call the school in advance, or send a note with their student. Upon arrival parents should remain outside at the Randall Avenue entrance, and a designated staff member will release the student once it has been confirmed they are being picked up by the designated adult listed in their student profile.

**C. Healthy Hygiene, Supplies, and Signage**
All students and staff will be required to sanitize their hands upon entering and exiting campus, and shall wash their hands periodically throughout the day. The supply of soap, paper towels, and cleaning solution will be kept on hand in the school’s janitorial closet and restocked when needed. High touch surfaces must be sanitized between uses of communal spaces and at least once each day. These high touch surfaces include:

- door knobs and handles
- doorbells
- stair rails
- countertops
- light switches
- phones & printers
- sink handles
- bathrooms
- shared desks and chairs
- shared tools and equipment
- shared vehicles

In an effort to minimize sharing, each classroom will contain a cleaning kit for teachers to sanitize high-touch surfaces between classes and/or activities. Any materials used for class activities and labs will be sanitized after each use. Signage has been posted to support sanitization procedures and maximum occupancy in each classroom.

**D. Barriers**
There are no foreseen barriers to providing the key elements listed in this section.

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**Section 6 - Key Elements: Maintaining Healthy Environments and Operations**
A. **Safe Water Systems**
   In the event of a school closure, the facilities and plumbing/water at Carlisle Avenue Baptist Church (CABC) will still be in operation by its church members and staff. However, in the event that CHA and CABC closes for an extended period, CABC will consult with Tucker Plumbing to ensure water systems are safe before students and staff return to campus to resume school operations.

B. **Plan for gatherings, field trips, and volunteer restrictions**
   Field trips and other off-site activities will align with the VDH's Interim Guidance.

C. **Health monitoring of staff and students**
   Health Monitoring will be conducted daily by a member of the Planning Team. Health monitoring details can be found in Section 4C of this document.

D. **Promotion of hygiene practices**
   CHA will promote proper hygiene practices as indicated in Section 5C of this document.

E. **Ventilation systems and circulation of outdoor air**
   CHA has purchased HEPA Air Purifiers for every classroom, which will significantly enhance the ventilation of our building. HEPA air purifiers will be turned on at the beginning of each in-person instructional day. The last staff member leaving the room or facility for the workday should turn on the timer function to allow the purifier to run for 1-2 hours after they leave, to ensure continued filtration. Opening of windows is also encouraged, as weather permits, to promote the circulation of outdoor air. When the weather permits, teachers are also encouraged to take outdoor breaks with students during the school day.

F. **Training back-up staff**
   The CHA Planning Team is cross-trained in multiple areas to ensure continuity of school operations. When needed, instructions for specific duties are accessible online and/or in hard-copy form to ensure proper execution of respective duties. In the event that internal staff cannot provide substitute coverage for in-person instructional days, a list of vetted, external substitute teachers is curated and will be utilized as needed. Any external substitute teachers will go through the COVID-19 training and will be screened accordingly.

G. **Barriers**
   There are no foreseen barriers to providing the key elements listed in this section.

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**Section 7 - Key Elements: Protecting Vulnerable Individuals**

A. **Policy options to support higher risk students and staff**
   Staff: All CHA staff have agreed to deliver in-person instruction on school days five days a week. However, whenever necessary, staff have the option to potentially modify their job duties pending approval from the Head of School.
Students: Students will receive in-person instruction five days a week unless they are quarantined at home due to COVID exposure. Teachers will supply students with take-home work when this occurs, which parents will need to pick up at school when available.

B. Flexible sick leave policies and practices
   As outlined in Section 4C, CHA’s Human Resources department has adopted flexible policies and practices for staff. Per DOLI guidelines, students and staff are not expected to report to campus for known or suspected cases of COVID-19.

C. Barriers
   There are no foreseen barriers to providing the key elements listed in this section.

Section 8 - Key Elements: Preparing for When Someone Gets Sick

A. Separating and isolating those who present with symptoms
   Staff who develop symptoms consistent with COVID-19 while at CHA will need to immediately go home and contact their medical provider. Similarly, a member of the COVID-19 Team will immediately contact the parents/caregivers of students who develop symptoms consistent with COVID-19 so that they can be picked up. The student will be isolated in the School Clinic before pick up. Anyone who must interact with the student will wear a N95 or KN95.

B. Facilitating the safe transportation of those of who are sick
   If a parent/guardian cannot pick a student up, a member of the COVID-19 Team will coordinate an emergency transportation plan for the student.

C. Cleansing and disinfecting areas used by sick individuals
   The School Clinic and other facilities used by the student will be thoroughly sanitized wearing gloves and an N95 or KN95.

D. Communications plan with local health department
   In the event of a positive case of COVID-19 on campus, the CHA COVID-19 Team will reach out to the Richmond City Health District to seek consultation on next steps. The HOS will also complete the School Case Report Form, issued by the Richmond City Health District. The COVID-19 Team may also assist with contact tracing if recommended by the Richmond City Health District.

E. Barriers
   There are no foreseen barriers to providing the key elements listed in this section.

Section 9 - Key Elements: Planning to Close
### A. Conditions for reduction of in-person classes and school closure

CHA will abide by CHAT’s COVID Risk Matrix below to determine its level of operations. When there is a confirmed case of COVID-19 on campus, CHA will close for a minimum of 24 hours for sanitation, and up to 14 days if the number of persons exposed is too great to reopen sooner:

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>State &amp; Local Gov. Guidance</td>
<td>State and local authorities <a href="#">encourage</a> full reopening</td>
<td>State and local authorities recommend <a href="#">cautious</a> reopening</td>
<td>State and local authorities recommend or require <a href="#">shutdown</a></td>
</tr>
<tr>
<td>Parent &amp; Guardian Input</td>
<td>Parents express strong interest in <a href="#">full in-person</a> programs</td>
<td>Parents express interest in <a href="#">hybrid or reduced</a> in-person programs</td>
<td>Parents express strong <a href="#">disinterest</a> in in-person programs</td>
</tr>
<tr>
<td>Testing Availability</td>
<td><a href="#">Widely</a> available &amp; results are returned quickly</td>
<td>Somewhat available, or results take time</td>
<td>Not available, or results too delayed to be useful</td>
</tr>
<tr>
<td>Internal Health &amp; Safety Measures</td>
<td>We are <a href="#">confident</a> in our ability to implement health and safety measures</td>
<td>We are confident in our ability to implement <a href="#">enhanced</a> health and safety measures</td>
<td>We are no longer <a href="#">confident</a> in our ability to comply with health and safety measures.</td>
</tr>
<tr>
<td>Probability an individual comes to CHAT with COVID¹</td>
<td>Below 10%</td>
<td>Between 10-50%</td>
<td><a href="#">Above</a> 50%</td>
</tr>
<tr>
<td>Test Positivity Rate²</td>
<td>Below 5%³</td>
<td>Between 5%-10%</td>
<td>Above 10%⁴</td>
</tr>
<tr>
<td>Transmission Trend</td>
<td>Declining</td>
<td>Stable</td>
<td>Increasing</td>
</tr>
<tr>
<td>Operational Level</td>
<td><a href="#">Full In-Person Operations with precautions</a></td>
<td><a href="#">Hybrid or Reduced In-Person Operations with precautions</a></td>
<td><a href="#">Remote or Highly Distanced Operations</a></td>
</tr>
</tbody>
</table>

### B. Barriers

There are no foreseen barriers to providing the key elements listed in this section.

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### Section 10 – Submission of School Health Mitigation Plan

#### A. Is your plan (or information about your health policies) publicly available online? (This is not required). If so, please provide the link to your plan.

Our school website states that our Health Mitigation Plan has been created and copies are available upon request.