



St. Catherine's School
Opening School Plan
2020-2021

JULY 23, 2020



Dear St. Catherine's Community,



Terrie Scheckelhoff

Terrie Hale Scheckelhoff, Ph.D.

*Head of School
through July 31, 2020*



Lila B. Lohr

Lila Lohr

*Interim Head of School 2020-2021
beginning August 1, 2020*

Throughout the spring and summer, we have been laser-focused on preparations to return safely to campus. Our Opening School Task Force members have partnered with experts in various fields to establish new health and safety practices, and we have reimagined how in-person teaching and learning can flourish. Our campus will look different, and we will need the full cooperation and support of all members regarding the new procedures to help us maintain a healthy environment. Please know that we base every decision on what is best for the girls while prioritizing the health and safety of all students, faculty, staff, and families.

In the following pages, we have outlined many details of our plans to return to campus for in-person teaching and learning in August. This guide is intended to help you better understand how we are preparing, community expectations for being on campus, new health procedures, and more. One thing that the pandemic has taught us is that we must plan for multiple scenarios and be ready to pivot should the need arise. Our academic leadership team has created a learning model and decision matrix that will guide us through the ebbs and flows of this global health crisis. As things change, we will continue to share regular updates.

No matter how the pandemic unfolds, St. Catherine's will continue to provide an exceptional girl-centered education through vibrant programs and rigorous academics — all supported by our dedicated and talented faculty and staff, as part of our caring community. Thank you for your continued partnership and support during these challenging times.

We are excited to have the girls back on campus!

WAYS WE ARE PREPARING OUR CAMPUS

Modifications are being made on our campus to mitigate the spread of the COVID-19 disease. Listed below are highlights of some of our recent and ongoing efforts.



Conducting more frequent disinfecting and sanitizing throughout campus with designated cleaning staff for specific locations



Installing additional water bottle refilling stations



Playgrounds closed until further notice



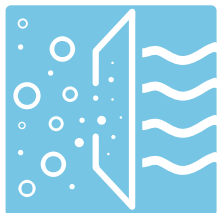
Increasing handwashing and hand sanitizer stations and developing new hygiene training and signage



Turned off all water fountains



Restricting access to lockers throughout campus and strictly limiting access to locker rooms (in the Kenny Center)



Adjusted HVAC/air filtration systems for increased fresh air mix and added new filters



Reconfiguring main office entrances



Suspending biometric sensors (thumbprint door openers) for building access



Building two Contained Care Units for people who become symptomatic during the school day



Purchased robotic cleaning machine with atomizer capabilities



Designating seats on buses for physical distancing



KEY DATES FOR FACULTY AND STAFF

July 20: 12-month employees work on campus at 50% capacity

August 10: All 12-month employees return to campus; teachers begin preparing classrooms

August 21, 24: Lower School Faculty Meetings

August 24: New Employees' Orientation

August 25-31: Middle School Faculty Meetings

August 25-28: Upper School Faculty Meetings

2020-2021 START OF SCHOOL DATES

August 25: Lower School (EL-Grade 4)

August 31: Upper School (Grades 9-12)

September 1: Middle School (Grades 5-8)

Each division will share back-to-school details in early August communications.

2020–2021 SCHOOL HOURS

To promote the health and safety of our School community, the daily schedule has been adjusted to stagger carpool drop-offs and pick-ups. Students will go directly from carpool to their classroom or first period class. Families with daughters who span different divisions should drop off all of their daughters during the earliest drop-off time. Please note that this schedule is subject to change.

LOWER SCHOOL HOURS 2020–2021

GRADE LEVEL	CARPOOL DROP-OFF	CLASS TIME	CARPOOL PICK-UP	
EL-JK	7:45 – 8 a.m.	Mon.-Thurs. 8 a.m. – 2:45 p.m. Fri. 8 a.m. – 2 p.m.	Mon. – Thurs 2:45 p.m. Fri. 2 p.m.	<i>EL after-school care and JK Extended Day until 6 p.m. is optional</i>
K-Grade 2	8 – 8:15 a.m.	Mon.-Thurs. 8:15 a.m. – 3 p.m. Fri. 8:15 a.m. – 2:15 p.m.	Mon. – Thurs. 3 p.m. Fri. 2:15 p.m.	<i>Extended Day until 6 p.m. is optional</i>
Grades 3–4	8:15 – 8:30 a.m.	Mon.-Thurs. 8:30 a.m. – 3:30 p.m. Fri. 8:30 a.m.– 2:45 p.m.	Mon. – Thurs. 3:30 p.m. Fri. 2:45 p.m.	<i>Extended Day until 6 p.m. is optional</i>

MIDDLE SCHOOL HOURS 2020–2021

GRADE LEVEL	CARPOOL DROP-OFF	CLASS TIME	CARPOOL PICK-UP	
Grades 5-6	7:45 – 7:55 a.m	7:55 a.m. - 3:15 p.m.	3:15 p.m.	<i>Extended Day until 6 p.m. is optional</i>
Grades 7-8	8 – 8:10 a.m.	8:10 a.m. – 3:30 p.m.	3:30 p.m.	<i>Extended Day until 6 p.m. is optional</i>

UPPER SCHOOL HOURS 2020–2021

GRADE LEVEL	CARPOOL DROP-OFF	CLASS TIME	CARPOOL PICK-UP	
Grades 9-12	7:45-7:55 a.m.	7:55 a.m. – 3:30 p.m.	3:30 p.m.	

Families with daughters who span different divisions should drop off all of their daughters during the earliest drop-off time.

ST. CATHERINE'S TEACHING AND LEARNING SCENARIOS

OUR LEARNING MODELS

Assuming Virginia and the City of Richmond continue Phase III openings, St. Catherine's plans to begin the school year with in-person teaching and learning five days a week. This decision matrix outlines how we intend to pivot as needed to enable teaching and learning to continue throughout the school year. This plan prioritizes the health and safety of our students, faculty, staff, and families.

IN-PERSON LEARNING

Campus and School Buildings Open

Implement preventative practices and additional proactive processes/protocols. This may include a small number of girls whose families elect concurrent virtual learning at home for a specified duration.

HYBRID LEARNING

Limited Use of Campus

Adjust schedules as needed for a mix of on-campus, in-person learning and some distance learning from home. Variations could differ by grade or division.

DISTANCE LEARNING 2.0

Campus Closed

Enhanced Distance Learning Program commences through synchronous and asynchronous methods at home.



WAYS WE ARE PREPARING CAMPUS: SCHOOL COMMUNITY EXPECTATIONS

In accordance with the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), and the Governor, St. Catherine's is implementing new procedures and following best practices to maintain a healthy school environment and to mitigate the spread of the COVID-19 disease. These practices include strict limitation of visitors, self-screening guidelines, wearing masks, washing and disinfecting hands frequently, and respecting physical distancing guidelines. Training will be administered to students, faculty, and staff, and signage will be displayed throughout campus to remind community members of the School's expectations.

Visitors

St. Catherine's is strictly limiting visitors to campus until further notice. Parent meetings, volunteer meetings, group events, and special programming will be conducted as virtual sessions or postponed.

Before Coming to Campus

To maintain a safe and healthy campus environment we ask the full cooperation and support of every person in our School family — students, parents, faculty, and staff — to actively follow all health and safety practices on a daily basis, especially wearing face masks, washing hands frequently, and maintaining physical distancing. This commitment is integral to protect one another and to help reduce the spread of COVID-19. By coming to campus, each person/family affirms that daily self-screening guidelines have been conducted at home and that she/he/they will refrain from coming to campus when symptomatic or if exposed to positive or presumptive COVID-19 cases.

Again, to exercise an abundance of caution, we request that families, faculty, and staff vigilantly practice physical distancing, wash hands frequently, wear masks, and limit travel during the two weeks prior to school starting.

What if you are symptomatic?

In the event that a student, faculty, or staff member exhibits any COVID-19 symptoms or comes into close contact with an individual who is presumptive positive or who has tested positive for COVID-19, the student or employee should not come to campus and should consult with their health care provider. If symptoms present at School, that person must leave campus immediately with the help of the nurses. Per the CDC, close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated. The parent should notify the division office or divisional school nurse about the illness and absence. All employees should notify their Division Director, School Nurse, or Director of Human Resources.

Self-Screening Criteria

COVID-19 related symptoms may include the onset of new and unexplained symptoms such as:

- cough
- shortness of breath or difficulty breathing
- fever of 100 F or greater
- sore throat
- chills
- muscle pain
- gastrointestinal symptoms such as nausea, vomiting, or diarrhea
- sudden loss of taste or smell
- exposed to someone who is presumptive positive or has tested positive for COVID-19



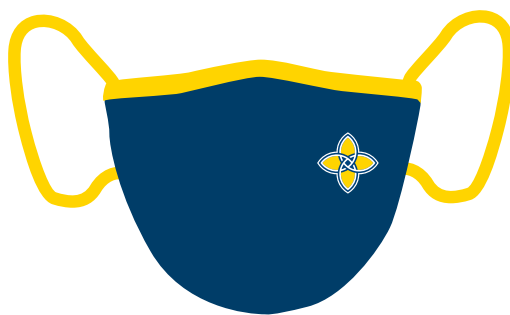
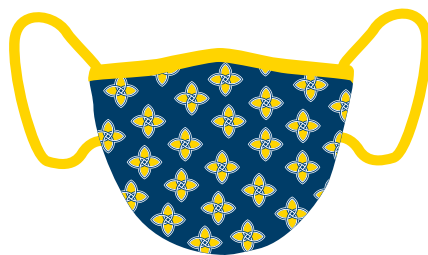
Masks are required on campus

Face Covering Expectations

Face coverings are required on campus at all times unless otherwise authorized by the School (e.g., lunch, athletics/physical education, maintenance work – all with physical distancing). In the two weeks prior to starting school, families are encouraged to have their daughters practice mask-wearing for longer periods of time to prepare the girls for wearing masks daily at school. The School will provide one two-ply cloth mask with a filter pocket to each student and a two-ply cloth mask and face shield to every faculty and staff member; these masks will be distributed during the first weeks of school.

What to Wear:

- Two-ply cloth masks or disposable masks are required on campus until further notice.
- Double-layered or two-ply gaiters are acceptable; bandanas and masks with valves are unacceptable.
- Students, faculty, and staff may wear a face shield in addition to a mask but not in lieu of a mask unless otherwise authorized by the School.
- Mask designs and images should be appropriate for school.
- All community members should have an ample supply of additional masks in order to use a clean mask daily and should keep a clean, spare mask at school.



How to Wear:

- Masks must have a proper fit in which the nose and mouth are covered and be worn in that manner.
- Early Learners must wear masks from car to classroom and vice versa; Early Learners may remove masks under a teacher's supervision in the Early Learners' classroom.
- Adults who work alone in an office may remove their masks while working independently.



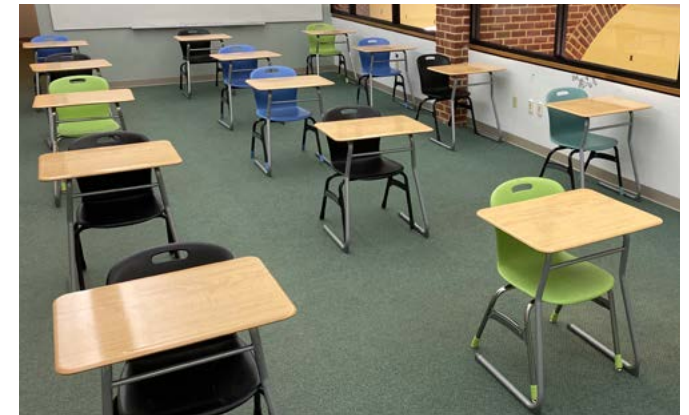
Health Checks

St. Catherine's reserves the right to conduct health checks for screening of COVID-19-related symptoms on campus. The School plans to conduct daily health checks upon arrival to campus (and if needed during the school day) until further notice. The School will conduct multiple temperature checks and a more comprehensive health assessment as needed. Health checks performed by School personnel on campus should not replace the self-screenings for students, faculty, and staff that families are asked to perform daily.



Physical Distancing

We encourage our School community to maintain physical distancing to the greatest extent possible. The majority of our classrooms will have at least 6 feet physical distancing with no classroom being fewer than 5 feet physical distancing.



On Campus

In addition, we will remind students, faculty, and staff to avoid touching their faces to avoid sharing classroom items and devices, and to do the following upon entering/exiting classrooms and other learning spaces:

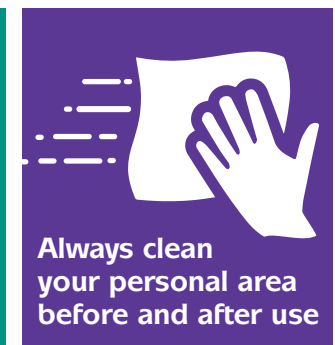




PHOTO: Board Room in Turner Hall reconfigured as an Upper School classroom with physical distancing of desks

CAMPUS MODIFICATIONS

St. Catherine's Opening School Task Force has leveraged every inch of the campus at 6001 Grove Avenue to enable our students, faculty, and staff to return for in-person teaching and learning. To the greatest extent possible, classrooms are being reconfigured for physical distancing with the majority of classrooms set up for at least 6 feet distancing, with some classrooms measuring no less than 5 feet distancing.

While physical distancing configurations are in place, students may be in new spaces and may move with a designated peer group. Special subject area teachers, especially in the Lower School, likely will come to the students' classrooms rather than the students traveling to various spaces around campus.

In addition, classrooms have been arranged in ways that minimize the mixing of groups as much as possible. To promote health and safety, coordination between St. Catherine's and St. Christopher's will be limited until further notice.



CAMPUS MODIFICATIONS: CLASSROOM CONFIGURATIONS

Libraries

Each of our two libraries on campus will become classrooms and will be closed for other uses. Students will be able to check out books through a new procedure established by the School librarians. The library will be closed after school until further notice.

Dining Hall and Café 2010

These spaces are being configured to accommodate classrooms. Due to the need for physical distancing in those instructional spaces, lunch will not be served to students on campus through December 2020. Parents will receive a lunch credit. The School will reassess at the end of the calendar year to determine if lunch services can be provided for the spring semester.

Lower School Assembly Room and Kenan-Flagler Auditorium

Both of these common areas are being converted into classrooms to support the Lower School and Middle School divisions respectively.

Mobile Classrooms

In addition to the new configurations specified above, we are installing multiple mobile classrooms for temporary use. They will be located in the South parking lot, Lower School parking lot, and the Maple/Grove parking lot. These specific locations are dependent upon permit approval and may change.

Bannard Chapel

Our Chapel in Turner Hall is being converted into an Upper School classroom and/or study hall space. Our Episcopal identity is an important part of the St. Catherine's experience; Rev. Becky McDaniel will continue to lead chapel services in virtual ways. More details will be shared soon.

Outdoor Spaces

We are fortunate to have a beautiful 16-acre campus. We will use all natural spaces, outdoor seating areas, the Green, Performance Park, and Julie Dayton Field for classes, recess, lunchtime, and fresh air breaks.





CAMPUS MODIFICATIONS:

THE SCHOOL DAY AND PROGRAMS

Carpool

Faculty and staff at carpool locations will monitor the flow of students upon arrival and dismissal to minimize the mixing of students and to maintain physical distancing. The school day schedule has been adjusted with staggered arrival and dismissal times.

Morning Shuttles

Off-site shuttles and the sibling shuttle between St. Catherine's and St. Christopher's campuses are suspended until further notice. We will re-evaluate these offerings as the school year progresses.

Bathrooms on Campus

All bathrooms on campus will be closely monitored for numbers, as well as disinfected and sanitized on a frequent basis throughout the school day. Lower School students will be assigned bathrooms by proximity to their classroom or the location of the bathroom within the classroom. Middle School students will have dedicated bathrooms by grade level. In bathrooms where multiple sinks exist, some sinks will be blocked for usage in order to maintain physical distancing.

Lunch

Since we must use the dining hall for additional classrooms, lunch will not be served on campus for students through December 2020. Students will need to bring their lunch and a water bottle from home. Families will receive a lunch credit through December 2020; we will reassess the lunch program for early 2021. All students will eat lunch in classrooms, outdoors, or other designated areas with at least 6 feet physical distancing. Students may bring lunchboxes. Refrigerators and microwaves will not be available for students. In order to strictly limit visitors to campus, we cannot accept lunch deliveries on campus. If a student forgets her lunch, a parent should contact the divisional office. Our nurses will have access to food items for children who have a lunch emergency.

CAMPUS MODIFICATIONS:

THE SCHOOL DAY AND PROGRAMS

Health Clinics

We will have four health facilities on campus — our standard two clinics for daily health operations plus two Contained Care Units (CCU). The CCUs are being built to handle situations in which a community member may experience the onset of COVID-19 symptoms on campus. Our School nurses have protocols in place for assessing and communicating situations, which include contacting a designated person in Epidemiology at the Virginia Department of Health.

Academic and Elective Courses

As modifications to the school schedule are made in order to mitigate the spread of disease, the School is prioritizing core academic classes and will continue to offer the arts, physical education, and electives (in Middle School and Upper School) to the greatest extent possible.

Physical Education

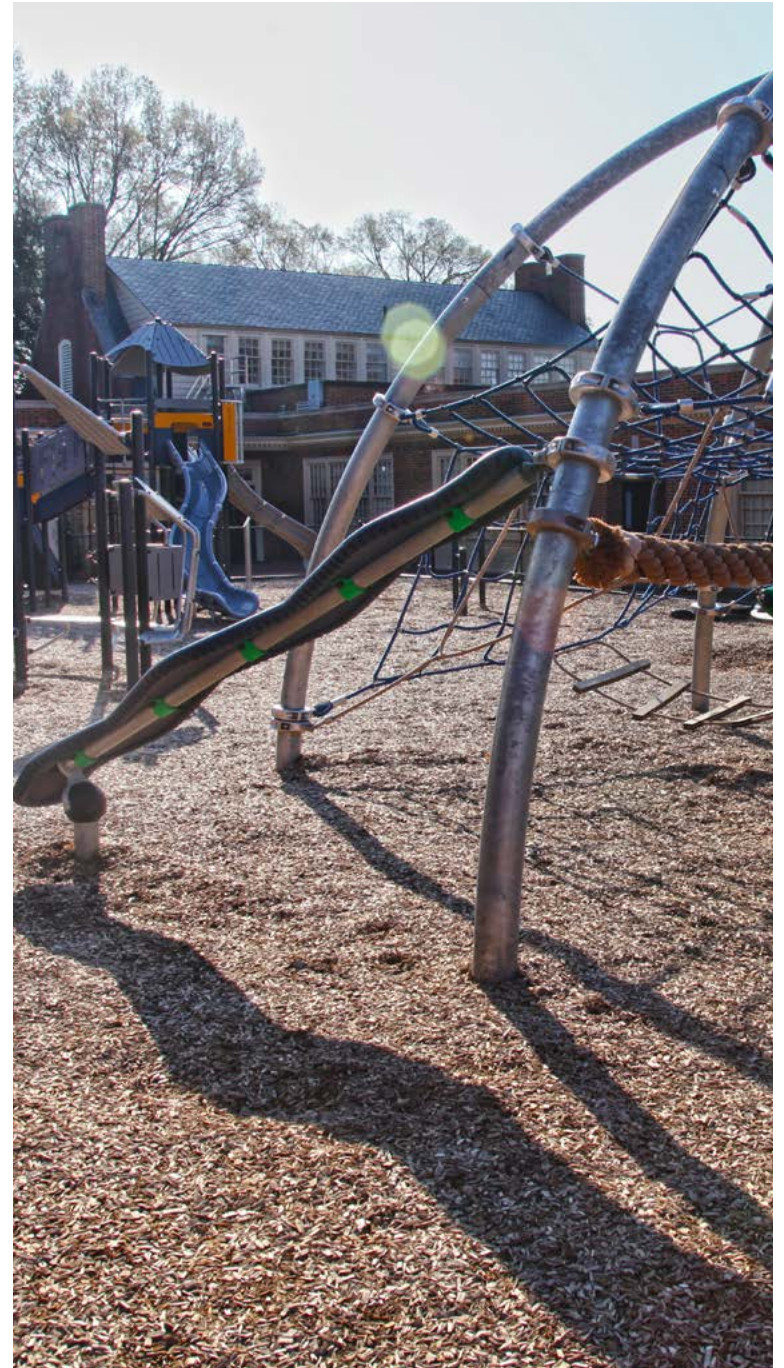
Physical education will be offered to the greatest extent possible with some adjustments to curriculum and schedule to maintain small groups of students with physical distancing and to limit the mix of students. Whenever possible, outdoor spaces will be used.

Recess

Our students and teachers will leverage every inch of outdoor space for recess, fresh air breaks, exercise, and other wellness activities. Physical distancing will be maintained to the greatest extent possible. These activities will take place in small groups in order to limit the mixing of students. The playgrounds are closed until further notice.

Chapel and Special Services

Divisional chapels and services will be reimagined for the 2020-2021 school year to include adjustments to the weekly chapel schedule. Each division will communicate details as the school year progresses.



CAMPUS MODIFICATIONS:

THE SCHOOL DAY AND PROGRAMS

Visual and Performing Arts

Visual and performing arts will continue to be offered with modifications as needed. In some cases, teachers will travel to classrooms instead of having their own designated classrooms. Schedules may be modified in order to maintain small groups of students with physical distancing and to limit the mix of students. Large gathering performances are suspended for the time being. The Arts Department is reimagining opportunities for student performance opportunities and will provide updates through each division.

Private Music Lessons

We continue to assess whether or not private music lessons on campus will be possible for the fall semester. Details will be shared at a later date from the Chair of the Music Department.

Athletics

It is our hope that student-athletes in grades 7-12 will return to athletic activity with modifications to mitigate the spread of the COVID-19 disease, in accordance with guidelines of St. Catherine's, city, state, and athletic associations. Athletic competition has not been determined at this point. This is a complex situation and the Director of Athletics will provide updates once decisions have been reached.

After-School Care and Programs

Early Learners After-School Care Program will continue to be offered as an optional service until 6 p.m. located in Miss Jennie's in the Center for Early Childhood Development. Extended Day at St. Christopher's is offered for JK-grade 8 girls and boys. We will provide bus transportation from St. Catherine's to Extended Day with modified bus seating and an increased number of buses to minimize the mixing of students with physical distancing seating on buses. Lower School and Middle School Clubhouses will not be offered for the 2020-2021 school year.

Group Activities, Special Events, and School Dances

To the greatest extent possible, we will reimagine how to create meaningful experiences for students through various group activities and special events including school traditions. Some of these activities may be changed to a virtual format for this school year and some may be postponed. School dances will be suspended until further notice. Please watch for specific updates from each division.

Field Trips and Overnight Student Travel

We will reimagine how to create meaningful experiences for our students. Overnight student travel and Upper School X-Term travel are suspended until further notice.

Parent Meetings And Parents' Association Meetings

Parent meetings, conferences, and Parents' Association meetings will be held virtually for the time being.

School Volunteer Opportunities

We love and miss our volunteers! While on-campus volunteer opportunities are suspended, we will suggest ways that families can volunteer from home. Stay tuned for more information as the school year progresses.

School Bookstore

The on-campus bookstore remains closed to the public at this time. The Bookstore is preparing for scheduled visits by appointment only to begin in mid-August. The Director of Upper School will share information about textbook orders in August. In the meantime, if you need any help with school supplies, please contact Melanie Horner at mhorner@st.catherines.org.



IN THE EVENT OF CAMPUS CLOSURE:

DISTANCE LEARNING 2.0

If we have to close campus, St. Catherine's will pivot to our Distance Learning 2.0 program. Throughout late spring and summer, enhancements were made to the Distance Learning Program that was administered during spring semester 2020. Faculty and staff in all divisions are completing a minimum of 10 hours of distance learning professional development, with a specific focus on capabilities and best practices to build connections and assess student performance online. In addition, the SeeSaw platform, a student-driven digital portfolio platform, was selected for use in the Lower School. The Distance Learning 2.0 schedule will be different than the version used in spring 2020.

Distance Learning 2.0 Core Platforms



Distance Learning 2.0 Supplemental Tools



IN THE EVENT OF CAMPUS CLOSURE

DISTANCE LEARNING HALLMARKS



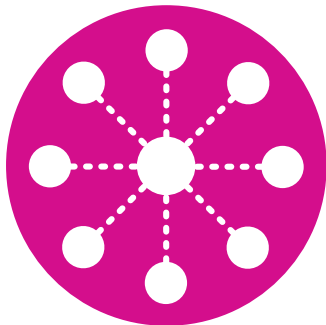
Synchronous Classes

Real-time learning occurs among a group of students and their teacher using virtual tools.



Asynchronous Learning

Guided by our expert teachers and the School's curriculum, students work at an individual pace.



Advisory Group Meetings

Girls in grades 5-12 regularly meet with their advisor and peers.



One-on-one Support

Teachers, advisors, counselors, and nurses are available to students and parents.



Frequent Communication









We will communicate with transparency through multiple channels such as COVID-19 updates, e-newsletters, emails, virtual meetings, blogs, and more.



Virtual Chapels & Meditations

Offered several times a week, we are committed to nurturing the whole girl in age-appropriate ways.

WAYS WE WILL COMMUNICATE WITH YOU

-  Each divisional director will provide additional back-to-school details in early August.
-  Divisional directors will share ongoing information with students and families through routine email communications.
-  Teachers and advisors will communicate with students and parents on a regular basis.
-  Starting August 23 and continuing each Sunday that school is in session, St. Catherine's will send weekly "At-A-Glance" e-newsletters with details for the week ahead.
-  The Interim Head of School will share school updates and other major decisions as the school year unfolds.
-  SAINTSNET Resource page has additional information about school life. Login is required to access this information.
-  Campus signage for health and safety messaging and campus wayfinding is available.
-  Glimpses of school life will be posted on social media to help feel connected while visitors are strictly limited.



For the most up-to-date information on ever-evolving pandemic conditions and school plans, please go to www.st.catherines.org.



St. Catherine's School

www.st.catherines.org

6001 Grove Avenue, Richmond, Va. 23226

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twitter.com/StCatherinesRVA

Follow Director of Athletics: [@jdaytonSTC](https://twitter.com/jdaytonSTC)



The seal of St. Catherine's School is a circular emblem. It features a central shield with a cross, a crown on top, and a banner at the bottom. The shield is surrounded by a circular border containing the text "ST. CATHERINE'S SCHOOL" at the top and "RICHMOND VIRGINIA" at the bottom. The seal is rendered in a light blue color against the dark blue background of the page.

SCHOOL MOTTO

“What we keep we lose;
only what we give
remains our own.”

SCHOOL MISSION

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership and service in a global community.

OPENING SCHOOL TASK FORCE

Established in April, our Opening School Task Force collaborates with national, regional, and local organizations, including educational leaders, medical professionals, health departments, and government agencies to develop processes and plans. The Team has been working diligently to conduct research, analyze information, and present options that have enabled us to make key decisions and preparations for a safe return to campus. They are closely monitoring all of the appropriate sources of information, and, as requested by the Governor, following all health and safety guidelines to the greatest extent possible. Many have worked extra hours in the evenings and weekends and gave up vacation time to make all of this happen.

Dr. Terrie Hale Scheckelhoff

Head of School (through July 31, 2020)

Lila Lohr

*Interim Head of School 2020-2021
(beginning August 1, 2020)*

Jenn Vermillion

*Director of Innovation
and Educational Technology,
Task Force Co-chair*

Dr. Pontus Hiort

*Director of Academics,
Task Force Co-chair*

Sue Baldwin

*Assistant Head of School and
Chair of Diversity, Equity and Inclusion*

Dr. Annie Kapetanis

Director of Lower School

Frances Doyle '85

Interim Director of Middle School 2020-2021

Dr. Lara Wulff

Director of Upper School

Peter Pastore

*CFO/COO,
Logistics/Operations Committee Chair*

Stacia Schoeffler, RN

*Middle/Upper School Nurse,
Health/Safety Committee Co-chair*

Elizabeth Blanton '97, RN

*Lower School Nurse,
Health/Safety Committee Co-chair*

Tiffany Bernstein, RN

Upper School Health Instructor

Sherrie Page, RN

Health and Wellness Coordinator

Kendall Neely

*Arts Coordinator and
Chair of Theatre and Dance Department*

Julie Dayton

Director of Athletics

Jennifer Cullinan

*Director of Admissions,
Enrollment and Auxiliary Programs
Chair of Community Engagement Committee*

Anna Hatfield

Director of Special Projects

Scott Meyerhoffer

Director of Security

Carroll Keiger '72

Director of Residents and Special Events

Lea McCormick

Director of Human Resources

Lori Fuller

Director of Finance

Theodora Miller

Director of Marketing and Communications

Lin Bottoms

Facilities Manager

Bill Stovall

Director of Transportation

Corey Lewis

Housekeeping Manager