



*The Academy of the*  
**HOLY  
CROSS**

**UPDATED DRAFT  
FALL 2020  
REOPENING PLAN**

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**EMPOWERED**  
*girls*  
HOLY CROSS

September 24, 2020

# OVERVIEW

**While The Academy of the Holy Cross was in the midst of finishing an unprecedented spring 2020 semester of virtual learning, our COVID-19 Reopening Task Force began meeting to investigate and formulate the best options for returning to school for the 2020-2021 school year. The Task Force has met weekly since the middle of May. Its subcommittees, which include additional authorities, met regularly as well. The Task Force believes the plan balances the health and safety of our school community with the best educational outcomes.**

In all aspects of our planning, the safety of our students, faculty/staff, and families continue to be our highest priority. We remain committed to following the advice of medical, public health, risk management, educational, and legal experts throughout this process. None of the guidelines we are working with are self-generated. The feedback from our parents/guardians and faculty/staff surveys have helped our Task Force formulate the best practical applications of guidelines for our campus.

We recognize the decision to return to campus as a community cannot be finalized at this time. We present our Return to Campus hybrid in-person + virtual plan now so that our community can become familiar with the new procedures. We will continue to monitor the evolving situation in our county and state as we determine the safest learning environment scenario for the Holy Cross community. We are prepared to change course as needed and pivot to an entirely virtual return to school plan.

**This plan will be updated as needed**

*“Through prayer, faith is revived, hope is nourished,  
and love is rekindled.”*

–Blessed Basil Moreau

## COVID-19 Reopening Task Force

Katy Prebble,  
President

John Sullivan,  
Principal

Lindsey Tonks,  
Assistant Principal

Kathleen Clark,  
School Nurse

Kate Miner,  
Chief Financial Officer

Debbie Brown,  
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Ed Dayhoff,  
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### Additional Support:

Sean Hillary,  
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Natalia Darling '07,  
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Patricia Young '86,  
MSN, FNP-BC

Update  
September 2020

# PREPARATIONS AND PRECAUTIONS

## PREVENTIVE MEASURES

Holy Cross administration relies on our partnership with our families to develop a culture of safety, health and shared responsibility within our community. Multiple preventive measures have been put in place with the guidance of the Centers for Disease Control and Prevention, the Maryland Department of Health, and the Montgomery County Department of Health and Human Services along with our own medical and legal consultants.

Holy Cross strongly recommends that all faculty/staff and students refrain from nonessential travel outside of the DMV due to the recent increase in COVID-19 infections in other states. Any faculty/staff or student returning from out-of-state travel should get tested for COVID-19 promptly upon arrival home. Any faculty/staff or student who travels to a state with a COVID-19 rate above 10% must get tested and self-quarantine at home until the test result is received. A list of state COVID-19 test positivity rates can be found using the CDC COVID-19 Data Tracker at [https://covid.cdc.gov/covid-data-tracker/#testing\\_testsperformed](https://covid.cdc.gov/covid-data-tracker/#testing_testsperformed).

## DAILY HEALTH SCREENINGS

The Academy of the Holy Cross will use a screening tool in order to check-in students each morning. Kathleen Clark, School Nurse, will provide the community with instructions on how to use this screening tool. All families must complete screening tool 30 minutes prior to their student's arrival on campus. Students who do not submit their screenings before arrival will be directed to a secondary check-in to have their temperature taken and a parent/guardian will be contacted in order to complete the screening tool. The screening tool should also be completed on days the student is at home in order to track trends within our community.

The following is an example of the symptom screening tool pathway based on the Maryland Department of Health guidelines from August 28, 2020.

Screen 1: Welcome Screen

Screen 2: Preference for participation

Screen 3:

1. Since last in school, have you (if student)/your child (if parent) had any of the following symptoms?

- cough
- shortness of breath
- difficulty breathing
- new loss of taste or smell
- fever of 100.4o or higher
- chills or shaking chills
- muscle aches
- headache
- sore throat

IF YES - the student/staff member is not permitted on campus. Contact your healthcare provider for guidance on testing or whether there is another specific diagnosis.

- nausea or vomiting
- diarrhea
- fatigue
- congestion or runny nose

Screen 4:

2. Since last in school, are you (if student)/your child (if parent) waiting for a COVID-19 test result, been diagnosed with COVID-19, or been instructed by any health care provider or the health department to isolate or quarantine?

IF YES - the student/staff member should not be admitted into school. The student/staff member may return with a negative test result when waiting for results or when the health care provider/health department advises release from isolation or quarantine.

Screen 5:

In the last 14 days, have you (if student)/your child (if parent) had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (i.e., tested due to symptoms)?

IF YES - the student/staff member should not be admitted into school. The student/staff member may return after they have completed quarantine for 14 days from the date of last exposure to the person with COVID-19 or suspected of having COVID-19 unless instructed by a health care provider/health department to quarantine longer.

Screen 6: Pathway for a YES response to ANY of the 3 above

Thank you for completing The Academy of the Holy Cross COVID-19 Symptom Screener. Based on your responses, please do not report to campus and contact your medical provider. Students please notify the Attendance office at (301) 929-6457 regarding your absence from school today.

Faculty/Staff please notify your Supervisor.

Screen 7: Pathway for a NO response to ANY of the 3 above

Thank you for completing the Academy of the Holy Cross COVID-19 Symptom Screener. Please report to school as normal.

Have a Safe Day!

## **PERSONAL PROTECTIVE EQUIPMENT POLICIES**

*According to CDC Guidance*

### **The Academy of the Holy Cross Mask Policies:**

1. All students, faculty and staff will wear masks while in the building and while outside. Holy Cross maintains the right to ask a student to change masks if it is distracting or

inappropriate. Each student and faculty member will be provided with five triple-layer cloth masks courtesy of The Academy of the Holy Cross. Students, faculty and staff are permitted to wear their own mask. Masks must be closed and completely cover the nose and mouth and placed securely under the chin at all times to protect others in case the wearer has COVID-19, but doesn't have symptoms. Masks may not be placed on the forehead or around the neck. More research is needed on the effectiveness of bandanas and neck gaiters, therefore, the use of these products will not be permitted.

2. The Nurse's Office will have disposable masks available for those who forgot a mask, or whose mask becomes soiled or damaged.
3. Masks may be removed while eating lunch. There will be brown paper bags available for students to place masks in so that it is kept clean.

## **Face Shields**

A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.

## **Glove Policies**

For the general public, wearing gloves is not necessary in most situations. CDC recommends wearing gloves when cleaning or caring for someone who is sick. Gloves will be available in the classrooms for cleaning desks and electronic devices.

## **Goggle Policies**

The School Nurse and Athletic Trainers will wear goggles when caring for anyone with a fever and/or respiratory symptoms.

## **Scrub Policies**

The School Nurse and Athletic Trainers will wear scrubs.

## **Physical Barriers**

In many areas of the school building, in particular in offices with high traffic, plexiglass physical barriers will be used.

Students, faculty/staff will follow all instructions from individuals in offices that they enter in order to maintain proper physical distancing.

# RESPONSE TO A LABORATORY CONFIRMED CASE OF COVID-19 AND PERSONS WITH COVID-19-LIKE ILLNESS IN SCHOOLS

*Updated August 28, 2020*

This guidance accompanies the “Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps.”

This guidance applies to persons with a laboratory **confirmed case of COVID-19, regardless of whether they have symptoms**, and persons with symptoms of COVID-19. Exclusion, quarantine and return to school for persons with laboratory confirmed COVID-19, and persons with symptoms of COVID-19 is based on CDC and Maryland Department of Health/Maryland State Department of Education guidance and is to be implemented by schools and local school systems in collaboration with the local health department.

For the purposes of this guidance, **COVID-19-like illness** is defined as:

1. Any one of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell,

OR

2. At least two of the following: fever of 100.40 or higher (measured or subjective), chills or shaking chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose.

## **Isolation, Exclusion, Quarantine, and Return to School**

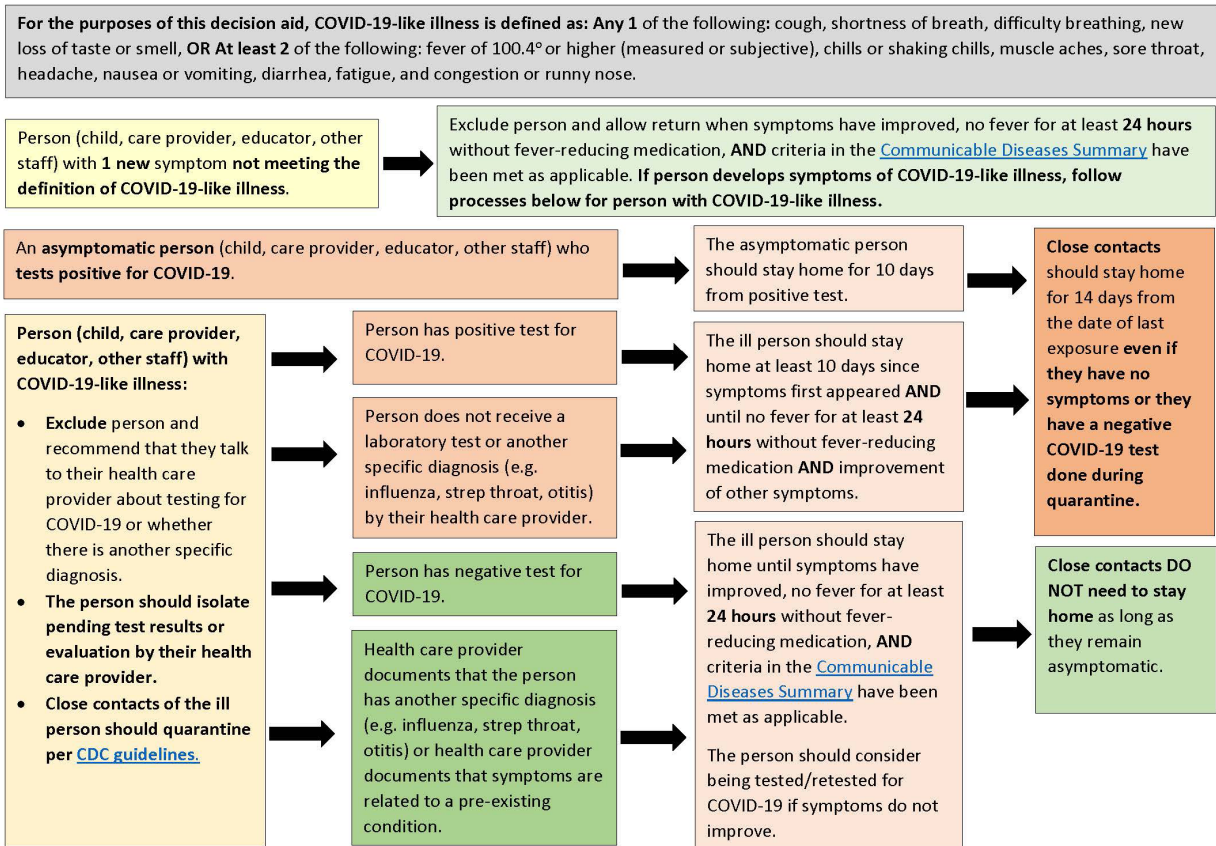
- a. If a student or school staff member develops symptoms of COVID-19 during the school day, the school will:
  - i. Safely isolate the person in the designated isolation area and place a surgical mask on the person if they are not wearing a cloth face covering as appropriate;
  - ii. Conduct the appropriate determination of the student’s condition based on presenting symptoms—this will be carried out by the School Nurse or Athletic Trainers who will don the appropriate Personal Protective Equipment (PPE);
  - iii. Begin the process for the person to leave the school as soon as possible;
- b. When the school is informed of a laboratory confirmed case of COVID-19 in a student or school staff member, regardless of whether the person has symptoms, or learns of a student or school staff member with COVID-19-like illness, the school will immediately contact the Montgomery County Health Department and work with the contact tracing staff to identify close contacts in the school setting. **Parents are asked to please cooperate with the Montgomery County Health Department in regards to contact tracing.** The school will follow the communication and notification procedures in the guidance entitled “Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like illness in Schools.” It is important that schools maintain confidentiality during the contact

tracing process in accordance with the U.S. Department of Education guidance regarding the Family Educational Rights and Privacy Act (FERPA) or individual school privacy policies as applicable.

c. The school will follow the “Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools.”

Attachment

**Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps**



Attachment for document entitled, “Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like Illness in Schools”

August 28, 2020

d. The school will also follow the instructions from the local health department for all matters regarding exclusion, quarantine, and return to school for a person with a positive test for COVID-19 or who has symptoms of COVID-19 and those who have had close contact with a person with COVID-19 or COVID-19-like illness; and

e. If the number of laboratory confirmed cases of COVID-19 or COVID-19-like illness meets the definition of an outbreak, the response decisions, including possible school closure, will be made by the local health department.

**Holy Cross Clinic Dismissals for those who become sick at school (Students or Faculty/Staff)**

Individuals who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.

- Anyone who has COVID-19 symptoms will be separated and evaluated in the designated Isolation Room, across the hall from the Nurse's Office.
  - If more than one person is in the isolation room they will be kept six feet apart and the window will be kept open.
- Masks will be worn at all times.
- Parent/guardian/emergency contact will be called to pick up the student from the loading dock door near the Isolation Room and Nurse's Office as soon as possible and within a half hour at the most. Parents/guardians will be instructed to pull around to that exit to pick up students and will call the school upon arrival so the School Nurse can accompany the student safely to her ride.
- Parents and guardians should keep a list of potential family members, friends, neighbors who can pick their child up promptly. Students will not be permitted to stay in the clinic for more than a half hour unless there are extenuating circumstances.
- Parents/guardians should contact healthcare provider to determine if an office visit is necessary, or whether to go the emergency room
- The School Nurse will follow up with the parent/guardian to see how the student is recovering

If an ambulance is needed to bring someone to the hospital, the school will alert the EMS that the person may have a COVID-19 infection.

### **Clean and Disinfect**

All areas used by a sick person will be closed off and not used until after cleaning and disinfecting.

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# COVID-19 ENVIRONMENTAL CLEANING AND DISINFECTION POLICY 2020

(SEE ADDENDUM)



# STUDENT LIFE

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## STUDENT ATTENDANCE

It is extremely important that students attend class each day, whether virtual or on campus. All students should remain in class until the teacher dismisses the students. Attendance is being recorded in all classes.

Each day that a student is absent or tardy from Holy Cross, her parent/guardian must notify the Attendance Office at (301) 929-6457 or by email: [attendance@academyoftheholycross.org](mailto:attendance@academyoftheholycross.org) as early as possible in the morning, but before 7:30 am. This includes ALL students – both on campus and distance learning. Voicemail messages may be left during the night.

Parents/Guardians are asked to leave a detailed message to include the following information:

1. Name and grade of their daughter
2. Reason for absence
3. If she has a fever
4. If their daughter been exposed to a confirmed COVID-19 patient or if their daughter has a confirmed COVID-19 diagnosis
5. If the parent/guardian has spoken to their daughter's physician or if they have a pending appointment
6. If there are additional questions or concerns, parents/guardians may call the School Nurse.

When a student returns to the physical campus, she must present a note from the parent/guardian to confirm the telephone call on the day(s) of absence. The note is to be presented to the Front Desk before school in the morning. The School Nurse may check in with any student who has been absent to have a follow up conversation or health assessment.

## MORNING SCHOOL ARRIVAL PROCEDURES

All families must complete the screening tool 30 minutes prior to their student's arrival on campus. Students who do not submit their screenings before arrival will be directed to a secondary check-in to have their temperature taken and a parent/guardian will be contacted in order to complete the COVID-19 screening. The screening tool should also be completed on days the student is at home in order to track trends within our community.

School building doors at Entrance 1 will open at 7:00 am.

- All students will use this entrance from 7:00-7:30 am.
- Upon arrival, students will have a mask on and check with the Faculty Member on Duty to ensure their COVID-19 Screening was received by the school.
- Students arriving via carpool or the Metro will continue to use Door 1 for entrance through the remainder of the day.

At 7:30 am, two additional entrances will open.

- Junior Drivers and their carpools, and Bus Arrivals, will enter through the Theatre

Courtyard. Masks will be on upon arrival. Students will check with the Faculty Member on Duty to ensure their COVID-19 Screening was received by the school.

- Senior Drivers and their carpools will enter through the Gym door. Masks will be on upon arrival. Students will check with the Faculty Member on Duty to ensure their COVID-19 Screening was received by the school.

Upon arrival, all 11th and 12th graders will report to the Gym, where they will wait to be dismissed to their classrooms at 7:45 am. All 9th and 10th graders will report to the Student Commons, where they will wait to be dismissed to their classrooms at 7:45 am. Students must report directly to their classrooms at that time.

Students in line for morning check-in by 8:00 am will not be considered tardy to class that morning.

If a student has a free period or study hall 1st or 5th period, they may arrive at school late with parental permission. Parents/Guardians must submit a signed letter giving their student permission to arrive late because she has a 1st or 5th Period Study Hall or Free Period. The letter should include the dates the student is allowed to do this, such as “For the Fall Semester.” Students can turn this letter in to the Attendance Officer, who will provide a list of excused students to teachers and the Front Desk.

Any student who arrives after 8:00 am will need to enter school through Door 1 and check in with the Front Desk. Upon arrival, students should have a mask on and have submitted their COVID-19 Screening for the day.

## **END OF THE DAY DISMISSAL PROCEDURES**

The Academy of the Holy Cross will use a staggered dismissal system. Students will remain in their last period classroom until their group is dismissed.

- Junior drivers and their carpools will be dismissed first. They will exit the building using the Theatre Lobby door
- Senior drivers and their carpools are dismissed next. They will exit the building using the gym door.
- Carpool, Metro, and Bus students will be dismissed using the hallway color-coded system. These students will exit the building using Door 1. Faculty/Staff will monitor the vestibule to prevent students from gathering and additional faculty/staff will direct traffic and students outside to ensure safety in the car loading and driving away process.
- Students participating in athletics or the theatrical production will report directly to their assigned practice areas. Please refer to the Athletic and Performing Arts protocols for additional information on these activities.
- Students who are not picked up by 3:15 pm will be directed to wait for their ride in the Student Commons. The Student Commons will be arranged so that students can work at individual tables at proper physical distance. Access to the remainder of the building will not be allowed. The building will remain open for these students until 6:00 pm.

## EARLY DISMISSALS

Parents/Guardians must notify the attendance officer of any planned early dismissal so students receive a pass to leave their class at the appropriate time. Students can drop off signed letters at the front desk upon arrival. Parents/Guardians will need to wait outside of Door 1, visible to the front desk and should call the front desk upon their arrival so the student is dismissed.

The school does not condone students leaving campus in third party car services and, specifically, ride-sharing services whose own policies explicitly prohibit minors from using them.

If a student has a Free Period or Study Hall during 4th or 8th period, they may leave school early, with parental permission. Parents/Guardians must submit a signed letter giving their student permission to leave early because she has a 4th or 8th period Study Hall or Free Period. The letter should include the dates the student is allowed to do this, such as “For the Fall Semester.” Students will turn this letter in to the Attendance Officer, who will provide a list of excused students to teachers and the Front Desk.

- Any student who leaves early for this reason must sign out at the front desk before leaving. Students participating in afterschool sponsored programs may not leave and return to campus.

Clinic Dismissals for non-COVID 19 related illnesses

- Any student who feels ill will be dismissed following standards set by the Health Clinic protocols. Parents or guardians will need to pick up students immediately.
- Parents and guardians should maintain a list of potential family members, friends, neighbors who can pick their child up promptly. Students will not be permitted to stay in the clinic for more than a half hour unless there are extenuating circumstances.
- All students dismissed from the Clinic will exit the building via the Loading Dock. Parents/Guardians should call the school upon arrival so the School Nurse can accompany the student safely to their ride.

## VISITORS ON CAMPUS

In accordance with recommendations from both the CDC and American Academy of Pediatrics, parents, guardians, and non-essential visitors will not be allowed in the school building. Parents/guardians who need to come into the school building will contact the individual they need to see to set up an appointment. Meetings with faculty, staff, and administrators can be scheduled to take place virtually or by phone call with an appointment. Parents/Guardians will be required to complete the screening tool before entering the school building.

Deliveries by USPS, UPS, FedEx and other mail and order delivery companies will be delivered to Moreau Hall.

Deliveries of food for the lunch caterer or other large items ordered by the facilities team will be delivered to the loading dock door.

All delivery personnel will be required to wear a face mask on before entering the building.

No faculty, staff or students are permitted to let visitors into the building at any time.

## **SCHOOL CLOSURES**

The Academy of the Holy Cross will make decisions related to COVID-19 openings and closures in accordance with recommendations from the Maryland and Montgomery Departments' of Health and other government agencies. These decisions are in no way related to the decisions made by Montgomery County Public Schools' announcements.

In the event of school closings or delayed openings due to inclement weather, the Academy follows the Montgomery County Public Schools' announcements.

## **SAFETY PROTOCOLS FOR FOOD AND DRINK**

Students are required to bring their own, clearly labeled, water bottle for refilling on campus. All water fountains are removed, but bottle filling stations are available. If a student forgets her water bottle, she can ask for a disposable cup to use for the day. Students may not share water bottles with one another.

## **LUNCH PROTOCOLS**

- Students have the option to pre-order a box lunch from Off the Hook Catering or bring their own lunches. Vending machines and microwaves will be unavailable.
- Students will pick up their labeled boxes from the Student Commons at the start of lunch.
- Under no circumstances will students share food/drink with one another.
- Students will eat their lunch with their advisory in a pre-determined location in outdoor spaces when available. Faculty/staff will monitor these locations.
- All students will wash their hands before eating. They will also use the available cleaning wipes to clean their eating area. Cleaning protocols will be followed after lunch.
- Students are not allowed to use food delivery services at The Academy of the Holy Cross.

## **CLASSROOM TRANSITIONS, HALLWAY USE, AND BATHROOM USE**

Class will be dismissed in a staggered fashion to allow for less students in the hallway at any given time. Additionally, students are allowed up to 15 minutes for transitions between classes.

Hallways are now one directional. Physical guides are located both on the floor and at eye level to help guide students in the appropriate directions. Additionally, stairwells are also one directional.

Bathrooms are clearly marked with how many students can be accommodated at a time. Additionally, there are markers outside of the bathrooms to promote physical distancing while a student is waiting for her turn to enter the bathroom. Each hallway of classrooms will be assigned a specific bathroom to use during the day and students will only go to those assigned bathrooms during class. Teachers will only allow one student at a time to leave the classroom. Feminine hygiene products will be available in all bathrooms. If a bathroom has run out of the

products, soap, or appear to need to be cleaned, students will notify their teacher who will contact the appropriate personnel. Bathrooms are considered high touch areas and receive frequent cleaning and disinfection throughout the day.

Classrooms will be stocked with First Aid Kits so students who need Band-Aids or other small health related products do not need to walk through the hallways or expose themselves to students in the Health Center throughout the day.

## **STUDENT ASSEMBLY AND EVENT PROTOCOLS**

Monday Morning All-School Assemblies will be student led and livestreamed into classrooms at the end of the second period on Mondays before lunch dismissal. Clubs will be assigned times to present and put together pre-recorded information presentations to be shared with the student body.

Class meetings will continue to take place virtually until recommendations allow for large group gatherings and proper physical distancing guidelines to be implemented.

All clubs will meet in virtual Google Meets. The Google Meet codes will be available on the school's club website.

The Co-Curricular Time and Monthly Cultural/Heritage Celebrations will continue to take place virtually until recommendations allow for large group gatherings and proper physical distancing guidelines to be implemented.

Large group events, both during the school day or in the evening will be evaluated on a case-by-case basis to determine if they can take place in accordance with health and safety guidelines at that time.

## **COUNSELING SERVICES**

The Academy of the Holy Cross is committed to the continued availability of all counseling services. The school believes that counseling and support services are essential to students with the COVID-19 pandemic. Faculty and staff will receive training to assist in the identification of student distress. The School Counselors will continue to be available for individual and group counseling. Counseling programs will be designed so that they may be presented virtually or in-person.

The College Counseling department has been working alongside rising seniors and their families as they begin the college application process. Regularly scheduled individual meetings will occur via video conferencing if not in person, but routine group updates will be provided through email and Naviance. Meetings with college and university representatives take place virtually. Each senior will have the opportunity to meet 1:1 with their college counselor (virtually or in-person) this fall to discuss their college list, application essays, and answer any questions they have.

The Saint Mary's Resource Program will continue to be innovative and collaborative when supporting students with documented learning differences, especially as the school continues to be flexible with the method of curriculum delivery. Students will continue to meet in their regularly scheduled SMRP Study Halls. Professional development continues to focus on learning differences and accommodations in a virtual environment, to assist in the planning of instructional units and the implementation of learning accommodations.

## **CAMPUS MINISTRY**

The spiritual life of the community is a hallmark of the Holy Cross mission. Campus Ministry continues to organize opportunities for our students to celebrate their faith. All-School liturgies will be livestreamed. Daily chapel activities will take place outside (weather permitting) and virtually.

- Monthly Liturgies will continue to take place on campus. The Mass will be livestreamed into the classrooms and virtually for those students who are not in the main meeting space.
- Morning Prayer and Meditation – available both virtually and outside, weather permitting
- Weekly reconciliation will still be available. Students will need to leave their masks on during reconciliation.
- Weekly Mass will continue to take place during lunch.

## **PERFORMING ARTS**

The Fall Production will be digital or virtual in nature. The fall production will have a deliberately smaller cast and the rehearsal schedule will be created to limit the number of students needed in the Theatre at one time. All students involved in after school performing arts activities will be expected to follow all safety protocols set forth by the Director of the show and The Academy of the Holy Cross.

No events will be held with live audiences in the theater until further notice

## **ATHLETICS PROTOCOLS FOR THE FALL EXHIBITION SEASON**

**COVID-19 Procedures:** In order to attend any athletic activity, all individuals must complete the health screening tool prior to arriving on campus or at the practice facility. The Athletic Trainer will oversee that this has been completed by all participants before practices may begin.

**Tryouts:** In order to try out for a fall team, all students must submit a physical, and have registered/completed their baseline concussion test. Tryouts will take place during the week of September 21. Information regarding dates and times for specific teams can be found on the Athletics page on the school website.

**Practices:** During all virtual learning, those who make a team will be able to attend practices as normal.

**Facilities:** Only the following individuals will have access to the campus athletic facilities: Athletic Director, Assistant AD, Athletic Trainer, Coaches, and players. Parents/Guardians will

not be permitted to attend practices or scrimmages at this time.

The gym will be limited to 25 people maximum, including players and coaches. All individuals must be masked at all times. Physical distancing of six feet will be enforced. Equipment will be cleaned at specific intervals during practice, and all individuals will take breaks to wash their hands.

The turf space will be divided into two fields, one sport per field. All individuals are required to wear a mask upon entering and exiting the facility. Coaches will be masked at all times. Players will be able to remove their mask while playing, but must wear their mask while on the sidelines.

**Scheduling:** All coaches will work with the Athletic Director to schedule practices and scrimmages.

**Transportation for scrimmages:** Pending the scheduling of scrimmages, there will be more information forthcoming on how students will be permitted to transport themselves to and from these events.

### **Hybrid School Model - Athletics Plan**

If and when Holy Cross pivots to the Hybrid In-Person + Virtual plan, athletic activities will be adjusted.

Practices will be held after school at a time that will allow students to attend.

### **CO-CURRICULAR**

Holy Cross values the importance of gathering as a community regularly. In the Hybrid In-Person + Virtual plan, we will utilize our digital technology in order to meet together. Weekly all-school assemblies will be livestreamed for our community. Club meetings, class meetings, and other co-curricular activities will continue to take place virtually or in small groups on campus when these gatherings can safely take place.



*The Academy of the*  
**HOLY  
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# ADDENDUM

September 24, 2020



# COVID-19 ENVIRONMENTAL CLEANING AND DISINFECTION POLICY 2020

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The Academy of the Holy Cross recognizes the need to follow best practices for the cleaning and disinfection of rooms or areas to prevent the spread of COVID-19. According to current Center for Disease Control (CDC) guidelines, person-to-person transmission of COVID-19 occurs via respiratory droplets and cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

This policy aims to limit the survival of novel coronavirus in key environments in school facilities. These recommendations will be updated if additional information becomes available via the [CDC's COVID-19 Guidance Webpage](#).

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HAND HYGIENE**

*For school staff and contractors charged with cleaning Holy Cross facilities*

School staff and contractors charged with cleaning Holy Cross facilities will wear disposable gloves and uniforms for all tasks in the cleaning process, including handling trash.

Holy Cross staff and contracted cleaners will immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor. All members of the school community will clean their hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, personnel will wash hands with soap and water.

The Business Manager or Director of Facilities will develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

## **PPE EQUIPMENT AND PRODUCTS**

*Product Sheets for Equipment and Products being used in the school*

Restroom Soap:

- [Daycon Brand White Pearl Hand Soap](#)

Hand Sanitizer:

- [PURELL® Advanced Hand Sanitizer Foam with touchless dispensers.](#)
- [PURELL® Hand Sanitizing Wipes](#)

Classroom and Common Space Wipes:

- [CleanCide Wipes – Wexford](#)
- [2XL Force Disinfectant Wipes](#)

Disposable Protective Mask:

- [AIRE Disposable Protective Mask](#)
- N95 Masks

## CLEANING AND DISINFECTING MATERIALS AND EQUIPMENT

If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants will be used. The manufacturer's instructions for application and proper ventilation will be followed. If appropriate for the surface, a bleach cleaning solution will be used.

The Academy of the Holy Cross will also use two electrostatic disinfection/cleaning machines that will reduce the amount of time it takes to disinfect a space compared to conventional cleaning methods.

Porous surfaces such as carpets, rugs, and drapes will be cleaned of any visible contamination if with appropriate cleaners indicated for use on these surfaces including laundering and drying as appropriate.

### Product Sheets

Disinfectant and Cleaners:

- Neutral Disinfectant Cleaner - [KBQ-32 | New Dawn Manufacturing Company](#) (hard surfaces)
- [Spray Nine's Heavy-Duty Cleaning, Degreasing and Disinfecting](#) (hard surfaces)
- Chlorinated disinfecting tablets paired with Victory machine - [Green Klean Bleach Tablets - Lcm Enviro Solutions](#)
- [Victory Electrostatic Sprayer disinfectant machine](#)

## BUILDING CLEANING FREQUENCY

### Classrooms

*Daily – To be completed in the evening by the cleaning crew.*

- Dust and clean ceiling and corners
- Clean ceiling fans
- Dust and clean walls
- Clean blinds – dust
- Wash and clean windows (inside)
- Wash and clean white boards
- Dust and clean ledges and all horizontal surfaces

- Dust and clean tops of lockers and shelves
- Remove gum and stains from floors, furniture, and walls
- Clean and sanitize trash cans / re-line with new trash liner
- Clean baseboards and corners
- Floors
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

*2x Daily - To be completed at the mid- day point, and evening by the cleaning crew.*

- Clean desks, tables, chairs, etc.
- Clean classroom doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean light switches and any other high touch areas
- Clean sinks and countertops
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

After Every Class Change – To be completed by students

Wipe down all desk surfaces after every class period using sanitizing wipes or sanitizing spray and paper towels.

## **Restrooms**

*Daily – To be completed in the evening by the cleaning crew.*

- Dust and clean ceiling
- Clean and disinfect walls / shelves
- Wash, clean and disinfect countertops sink / faucet
- Wash and clean windows (inside)
- Wash and clean screens
- Clean and disinfect soap, paper towel and toilet paper dispensers
- Clean and disinfect partitions and doors
- Clean and disinfect trash cans / re-line with new trash liner
- Clean blinds / shades
- Clean mirrors; chrome and glass
- Clean baseboards / corners
- Clean doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean and disinfect toilets/urinals; valves
- Dust and clean ledges and all horizontal surfaces
- Clean and disinfect sanitary dispensers
- Floors
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

*4x Daily - To be completed during class periods by the cleaning crew.*

- Clean walls
- Wash, clean countertops sink / faucet
- Clean and disinfect soap, paper towel and toilet paper dispensers
- Clean partitions and doors
- Clean doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean toilets/urinals; valves
- Clean dispensers

- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

## **Common Spaces – Hallways, Stairwells, Lobby & Entry Way Cleaning**

*Daily – To be completed in the evening by the cleaning crew.*

- Dust and clean walls
- Dust blinds
- Wash and clean windows (inside)
- Wash and clean screens
- Dust and clean tops of lockers and shelves
- Remove gum and debris from floors, furniture, and walls
- Dust and clean as required hanging decor, cork boards
- Dust and clean ledges and all horizontal surfaces
- Clean stairwells, under stairwells and stair treads / risers
- Clean handrails, baseboards and corners
- Clean and disinfect trash cans / re-line with new trash liner
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.
- 4x Daily - To be completed during class periods by the cleaning crew.
- Clean drinking fountains
- Clean horizontal surfaces, thoroughly (top, bottom, inside)
- Clean closed doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean handrails
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

## **Common Spaces – Cafeteria, Staff Lounge, Clinic, Kitchen**

*Daily – To be completed in the evening by the cleaning crew.*

- Dust and clean walls
- Dust blinds
- Wash and clean windows (inside)
- Wash and clean screens
- Dust and clean tops of lockers and shelves
- Remove gum and debris from floors, furniture, and walls
- Dust and clean as required hanging decor, cork boards
- Dust and clean ledges and all horizontal surfaces
- Clean stairwells, under stairwells and stair treads / risers
- Clean handrails, baseboards and corners
- Clean and disinfect trash cans / re-line with new trash liner
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.
- 4x Daily - To be completed during class periods by the cleaning crew.
- Clean drinking fountains
- Clean horizontal surfaces, thoroughly (top, bottom, inside)
- Clean closed doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

## **Common Spaces – Gym, Weight Room, Training Room**

*Daily – To be completed in the evening by the cleaning crew.*

- Dust and clean walls
- Dust blinds
- Wash and clean windows (inside)
- Wash and clean screens
- Dust and clean tops of lockers and shelves
- Dust and clean equipment
- Remove gum and debris from floors, furniture, and walls
- Dust and clean as required hanging decor, cork boards
- Dust and clean ledges and all horizontal surfaces
- Clean bleachers, under bleachers and stair treads / risers
- Clean handrails, baseboards and corners
- Clean and disinfect trash cans / re-line with new trash liner
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.
- 2x Daily - To be completed during class periods by the cleaning crew.
- Clean drinking fountains
- Clean horizontal surfaces, thoroughly (top, bottom, inside)
- Clean closed doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean handrails
- Clean equipment
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

*Offices - Must be done during the day*

*Weekly – To be completed by the cleaning contractor with an Holy Cross staff member present.*

- Dust and clean ceiling and corners
- Clean light covers/grates
- Clean exhaust and intake vents – remove grates
- Clean ceiling fans
- Dust and clean walls
- Clean blinds – take down and clean
- Wash and clean windows (inside)
- Wash and clean white boards
- Dust and clean as required hanging decorations, cork boards, and projection screens
- Dust and clean ledges and all horizontal surfaces
- Dust and clean tops of shelves
- Remove gum and stains from floors, furniture, and walls
- Clean desks, tables, chair, etc., thoroughly (top, bottom, inside)
- Clean office doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean and sanitize trash cans / re-line with new trash liner
- Clean baseboards and corners
- Floors
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

*Daily – To be completed by the cleaning contractor with an Holy Cross staff member present.*

- Clean office doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)
- Clean and sanitize trash cans / re-line with new trash liner
- Spray all cleaned surfaces with Victory Electrostatic Sprayer disinfectant machine.

## **VEHICLE CLEANING GUIDELINES AND FREQUENCY**

At a minimum, cleaning and disinfecting of commonly touched surfaces will be completed on each Holy Cross vehicle at the beginning and end of each shift in accordance with the [CDC recommendations for Cleaning and Disinfection for Non-emergency Transport Vehicles.](#)

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, the surfaces will be cleaned with detergent or soap and water if the surfaces are visibly dirty. All cleaned surfaces will be sprayed with [Victory Electrostatic Sprayer disinfectant machine.](#)
- For soft or porous surfaces such as fabric seats, any visible contamination, if present, will be removed and cleaned with appropriate cleaners indicated for use on these surfaces. All surfaces will be sprayed clean with [Victory Electrostatic Sprayer disinfectant machine.](#)

## **ELECTRONICS CLEANING GUIDELINES AND FREQUENCY**

**All students, faculty and staff have been assigned electronic devices for their own use during this period. Students will not be sharing iPads, laptops, desktops, etc.**

Disinfecting wipes will be provided appropriate for cleaning electronic devices will be available.

# COLOR-CODED LIST OF ROOMS/BATHROOMS

Room Name/Number/ Hallway Color	Number of desks in room	Assigned Bathroom
Media Center	Tables (18 people max)	Purple Bathroom @ Blume Lounge
Dining Hall	63	Purple Bathroom @ Blume Lounge
Auditorium	78	Purple Bathroom @ Blume Lounge
128	13	Purple Bathroom @ Blume Lounge
Theatre A		White Bathroom @ Gym
Theatre B		White Bathroom @ Gym
130	9	White Bathroom @ Gym
134	8	White Bathroom @ Gym
140	12	White Bathroom @ Gym
142	15	White Bathroom @ Gym
143	12	White Bathroom @ Gym
141	12	White Bathroom @ Gym
139	12	White Bathroom @ Gym
200	10	Purple Bathroom @ Blume Lounge
202	10	Purple Bathroom @ Blume Lounge
206	9	Purple Bathroom @ Blume Lounge
208	10	Purple Bathroom @ Blume Lounge
210	9	Purple Bathroom @ Blume Lounge
216	9	Blue Bathroom @ Statue
218 (SMRP)	11	Blue Bathroom @ Statue
222	11	Blue Bathroom @ Statue
224	2	Blue Bathroom @ Statue
223	11	Yellow Bathroom @Math Office
225	13	Yellow Bathroom @Math Office
230	12	Yellow Bathroom @Math Office
234	9	Yellow Bathroom @Math Office
231	16	Yellow Bathroom @Math Office
238 (SL)	18	Yellow Bathroom @Math Office
233 (SL)	18	Yellow Bathroom @Math Office
235 (SL)	15	Yellow Bathroom @Math Office
242 (SL)	18	Yellow Bathroom @Math Office
237 (SL)	15	Yellow Bathroom @Math Office
248 (MO)	6	Orange Bathroom @ Room 237
250 (music)	Not in Use	Not in Use

# DIRECTIONAL & COLOR-CODED MAP

