

Re-Opening Plan for St. Mary's Elementary School, Lancaster 2020-2021 School Year

Name of COVID-19 Administrator: Kim Kwitowski, Principal

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Intended date of the arrival of the first students: Wed., Sept. 9, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan: Kim Kwitowski, Principal

Part One: Repopulating the Campus (Full School Reopening for in-Person Instruction Model)

Category	Items to Include
Classrooms	<p>The combination of our classroom and small class size allows for social distancing of 6 feet between the students' desks.</p> <p>All middle school students will carry backpacks with all of their belongings. Students will be assigned to every 3rd locker and will only be allowed to the lockers in the beginning and end of the day (teacher supervised)</p> <p>Each class will be a Cohort as defined New York State Education Guidelines. They will stay together for instructional purposes.</p> <p>The students' desks will be in rows and they will all face the same direction as per the New York State Health and Education Department Guidelines.</p> <p>Windows will be opened in the classrooms to allow for air flow as much as possible.</p> <p>Library will take place in the classrooms. Music will take place in the music room, minus chairs and seated apart 12 feet for social distancing. The Computer Lab will only be open for teachers to bring their class in to work. There will be no tech classes. Additional Art Room tables will be added to allow for social distancing.</p>

Attendance

The record of each student's presence, absence, tardiness, and early departure will be kept in a register of attendance in a manner consistent with Commissioner's regulations. This information will be collected in eSchoolData, our student management system. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the code for the reason.

It has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards.

A. *Excused*: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, medical appointments, approved high school visits, administratively approved school-sponsored activities or other such extraordinary reasons as approved by the administration.

B. *Unexcused*: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into one of the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

Hall Traffic

- Masks must be worn at all times by students and staff.
- Single line flow of students- Elementary teachers will line students up in the classroom to leave and monitor the hallways when passing. Students will walk single file on the right side of the hallway and maintain 6 feet social distancing as they walk.

	<ul style="list-style-type: none"> ● Limit face-to-face encounters by designating foot-traffic patterns — such as one-way hallways and by designating entrance-only and exit-only doors, when feasible. ● Keep traffic moving in the hallways. <p>No more than 2 students are allowed on a stairway at a time to allow for social distancing.</p> <p>Wall hand sanitizers are mounted into each classroom. Students will sanitize their hands when they enter and leave a classroom.</p> <p>Shields will be placed on classroom tables as needed.</p> <p>We will maintain in person instruction (5 day) for as long as possible as it is the most effective education for the students.</p> <p>If a COVID-19 outbreak were to necessitate stay-at-home measures, then we would switch to distance learning. There are separate plans for hybrid and distance learning.</p>
Safety Drills	<p>Safety drills (fire drills and lockdown drills) will be conducted as required. Staff and students will wear face masks and social distance at exit and gathering points outside of the building.</p>
Social-Emotional Supports	<p>Creating a positive school climate and culture will address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid, or virtual models. To optimize the learning process, students and staff need to feel cared for, reengaged, and acclimated to the school community, so that we can deliver instruction in the most effective way possible. To improve school culture and climate, we will:</p> <ul style="list-style-type: none"> ● Assess the school climate to identify vulnerabilities and implement evidence- based strategies to address identified needs. ● Plan to provide and sustain instruction on social norms,

	<p>relationship building, and behavioral expectations beginning at the start of the school year.</p> <p>We will encourage parents to bring their children to walk through the school to get comfortable wearing their masks in the building, and to get used to being in the building again.</p> <p>Professional development: discussing with students the on-going health crisis, as well as support for developing coping and resilience skills for students, faculty, and staff.</p> <ul style="list-style-type: none"> ● Provide professional development to support educators. ● Integration of SEL into their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction (all 3 instruction models). ● Understanding and utilization of trauma-informed practices. ● Protocol for identifying and supporting students who may be experiencing social-emotional, behavioral, and mental health challenges. ● Establish systems that promote supportive staff-student relationships to ensure that all students have at least one staff member who can help them ● Addressing the social emotional well-being of students is a key area of New York State Education Guidelines, and as a Catholic School it is one of our primary concerns. <p>Have conversations with staff and students to discuss the past, current, and future impacts of COVID-19 on themselves and the world around them.</p>
Cafeteria	The students can eat lunch in the cafeteria by separating students at the tables to maintain social

	<p>distancing. Additional tables will be set up in the PC to accommodate the students. A separate table will be provided for students with food allergies. Students lunches will all be pre-pay and cafeteria staff will bring the lunches and snacks out to the students at their tables. Classes/cohorts will be seated in the same area. Students will need to use hand sanitizer before and after eating. Students will not be allowed to leave their seat during lunch. Teachers will pick up all students following lunches.</p> <p>The tables will be disinfected between lunch periods.</p> <p>Proper cleaning and disinfection will occur in the food service area as well between meal periods. Kitchen and serving areas will be cleaned and disinfected on a daily basis. Equipment, including high-touch objects will be disinfected daily or more often given the rate of usage. The school will ensure the following:</p> <ul style="list-style-type: none"> ● Gloves, masks, aprons, and other supplies are readily available for department staff. ● Prohibit sharing of food and beverages (buffet style meals, snacks) between students. <p>Students will be reminded by staff and through the posting of signage.</p>
Gymnasium	Whenever possible, physical education classes will be conducted outside. When held inside the students will practice social distancing. Indoor physical activities will be done with the students staying 12 feet apart as per New York State Education Guidelines.
Worship Space	The pews in the Church are marked off for social distancing. School Masses will take place with students in the Church wearing face masks.
Outdoor Play Spaces	There will be staggered recess times for each class/cohort. They will go outside as much as possible. There will be increased supervision to monitor social distancing.
Spaces Where Other Groups Congregate	Sanitizer stations available Shared spaces will have posted guidelines for capacity restrictions Social distancing guidelines will be followed. Athletics

	<p>At the time of publication of the <u>NYSDOH Interim Guidance</u> (Dated July 13, 2020) there are no Interscholastic Sporting events that are allowed to take place.</p>
<p>Orientation/Arrival</p>	<p>An Orientation/Reopening letter as well an informational procedural video will be sent to all families so the children may view it before they come to school. Social distancing, mask wearing, handwashing and sanitizing will be included in the letter and video and continually taught when the students return.</p> <p>Posters will be hung throughout the school regarding staying 6 feet apart, mask wearing, and handwashing to help reinforce these concepts.</p> <p>On the school day the children in grades K-8 will arrive through the regular doors for buses (main doors) and parent drop-off (parking lot doors.) Teachers will be waiting at the main doors to take the students temperatures before entering the building. Pre- school students should be dropped off at door 5 where their teachers will be waiting to take their temperatures. Students must report to their classroom upon arrival. No one will be allowed through the doors without the temperature check. If the temperature is over 100, then the student will be taken to the former Athletic Director's office across from the main office and be quarantined. They will wait there with a staff member (who will wear proper protective equipment) to be picked up by their family.</p>
<p>Dismissal</p>	<p>The PreK students will dismiss first from their classrooms and use the door nearest their classrooms (door 5).</p> <p>Students going home via private transportation will then be called down and lined up in the hallway (practicing social distancing) and dismissed out of the rear door (door 6).</p> <p>Students riding buses will then be called down by grade levels to either the gym or PC. Students will be spread out and arranged by bus/district. As the student's bus arrives, they will be dismissed from their</p>

	<p>location, maintaining an appropriate distance.</p> <p>Students in the aftercare program will then be taken to the gym where the program will be held. When their ride comes for them, they will be dismissed out of door 5 near the gym.</p> <p>All the procedures will be communicated in our reopening video to be disseminated to our families</p>
Personal Protective Equipment (PPE)	<p>All faculty, staff and students have been informed to wear masks. They may also wear face shields to accommodate instruction and safety. The school has developed protocols for masks throughout the school day in accordance with New York State Education and Health Department Guidelines. Posters are hung throughout the building and students, faculty, staff and visitors will also be encouraged verbally to adhere to the CDC and DOH guidance.</p> <p>Masks or cloth face-coverings do not need to be worn when:</p> <ul style="list-style-type: none"> ● At least six (6) feet of social distance can be maintained. ● In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants. ● Employees are in their normal workspace while observing social distancing or working alone within a workspace. <p>For those students who cannot wear a mask due to medical reasons, and have provided medical documentation from a licensed physician, are not subject to the required use of a face covering. Mask breaks should occur throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open.</p>
Other PPE	<p>All parish employees and school district employees who are in the school buildings will follow the same PPE protocols as the school faculty and staff.</p>
Disinfection	<p>A thorough cleaning of all buildings will take place prior to students and staff returning for the school year.</p> <p>The school will follow the hygiene and sanitization requirements from the Centers for</p>

Disease Control and Prevention (CDC) and NYSDOH document “Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19”. Disinfecting products that meet the EPA’s criteria for use against SARS-CoV-2 have been purchased and will be used. Cleaning and disinfection frequency throughout the school will be identified and staff will be assigned responsibility for this. Custodial staff will maintain a daily cleaning/sanitization log that includes the date, time, and scope of the cleaning and keep it on file.

The custodial and cleaning staff will provide regular building cleaning and disinfecting practices at the end of each school day, including routine cleaning and disinfecting of surfaces and areas in the school environment (restrooms, offices, break rooms, classrooms, and other spaces throughout each building). Daily cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, railings, copy machines, light switches, etc. Cleaning and disinfecting will be rigorous and ongoing and will occur at least daily, if not more frequently.

Custodial and cleaning staff will clean and disinfect routinely throughout the day, focusing on high-risk areas and frequently touched surfaces (e.g. restrooms, cafeteria tables, door handles).

Disinfecting products will be provided in various locations throughout the building for faculty and staff to disinfect commonly used surfaces periodically throughout the day.

Water fountains will be covered as to not be used. Bottled water will be available as needed.

Bathroom facilities:

In multi-stall shared bathrooms, every other stall will be utilized. Hand-washing, and daily bathroom protocols will be reviewed with students and implemented by teachers.

	<ul style="list-style-type: none"> ● A time each day will be designated where a sanitizing of multi-stall bathrooms is completed. ● There will be an increase in cleaning and disinfection of bathrooms consistent with CDC disinfecting and cleaning guidelines. <p>Hand sanitizer will be available in all the classrooms and cafeteria. Additional automatic hand sanitizers have been installed throughout the school. Cleaning supplies will be provided in all bathrooms, classrooms and other shared facilities.</p> <p>Students, faculty and staff will be encouraged to wash their hands frequently throughout the day.</p>
Travel	<p>Students, faculty and staff will be advised to avoid unnecessary travel domestically and internationally.</p>
Staffing	<p>Faculty and staff have been explicitly instructed not to come to work or leave their rooms if they are experiencing COVID-like symptoms.</p> <p>Faculty and staff who have higher likelihood of serious illness from COVID-19 will work with the principal to provide for their safety.</p> <p>Faculty and staff will be encouraged to continuously disinfect rooms throughout the day. Cleaning products will be provided.</p>
Access	<p>Visitors to the building will be limited. The building will be open only to school employees, and service providers. Parents, volunteers and other guests will not be allowed unless extenuating circumstances are present. Visitors who buzz for entry will be communicated with through the buzzer system. The office staff member will ask the purpose of the visit and if it can be handled through phone, email or mail. If you are dropping something off, it can be left at the door or placed into the locked mailbox near the buzzer. Drop-off of items to students will be limited to emergency reasons.</p> <p>Only visitors with a scheduled meeting with a building employee will be admitted. Visitors entering the building will be required to sign in, sanitize their hands, answer a health assessment, have their temperatures taken, and wear a mask.</p>

	<p>Whenever possible, phone calls and video conferencing must be used.</p> <p>No deliveries will be allowed past the front hallway vestibule. No students will be allowed in the school office. Attendance/papers/morning folders, etc. will be collected from the classrooms by an office staff member each morning.</p>
Transportation	Transportation is provided by the public school district that the student resides in. Students using bussing will need to adhere to the safety protocols of the district.
Use of Facilities Outside of the School Day	The Conference Room, and Parish Center are shared parish meeting spaces. Faith Formation takes place on Monday evenings and Saturday mornings. They will be disinfected after use following the same protocols as the classrooms.
Hybrid Model	<p>Please Note: This list is not all inclusive, other options could be explored outside of this listing.</p> <p>Students will attend school with an altered schedule. Students would attend school in-person for a portion of a week and the rest of the time they would engage in remote instruction. Social distancing measures will be in place and masks are to be worn as part of this model. *All protocols contained in the In Person Model would be observed in this Hybrid Model. Using this model, students will be present, and in the school building participating (for a portion of the time) in learning activities in a smaller group setting. During the time that students are not present for in-person instruction, they will receive a combination of asynchronous and synchronous instruction from a certified teacher. Students and teachers will have regular substantive interaction that includes routine scheduled times for students to interact and seek feedback/support from their teachers. Attendance will be taken during remote instruction to monitor teacher and student interactions and maintain progress.</p>

Part Two: Monitoring the Health of Students, Faculty, and Staff

Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	<p>Signs will be posted throughout the facilities and school buildings reminding staff and students of the COVID-19 symptoms and to monitor frequently. Staff and students who are symptomatic will be sent to the school nurse or designated personnel.</p> <p>Faculty and staff will submit their temperature and response to the symptom check questions when they report to work daily. Students temperatures will be checked when they arrive at school for the day. Daily temperatures will be recorded and saved.</p> <p>If a faculty/staff member or student displays COVID-19 symptoms, then they will be quarantined in the previous Athletic Director’s Office across from the main office. They will wait there with a staff member (who will wear proper protective equipment) to be picked up by their family. They will enter and exit through the PC door which opens directly to the outside. A faculty/staff member may also go directly home if they have their own transportation.</p> <p>Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with all applicable federal and state privacy laws.</p> <p>Staff members or children diagnosed with or showing symptoms of COVID-19 will be advised not to return until they have met CDC and/or DOH criteria to discontinue home isolation.</p> <p>Those who have had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms, and to follow CDC or NYSDOH guidance if symptoms develop. If a person does not have symptoms, follow appropriate CDC or NYSDOH guidance for home isolation. “Close contact” is defined as being within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.</p>

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. If the employee or student goes to the health office during school hours for any of the above symptoms, and the nurse makes the determination they should be sent home, they will receive instructions to contact their health care provider for assessment and testing.

The school will refer to NYSDOH and the CDC regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19.

If necessary, the school will have ready a plan for cleaning, disinfection, and temporarily closing as ordered by the NYSDOH, in the event of a positive COVID-19 case.

Plan for Returning to School

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of quarantine from the onset of symptoms.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the school, in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- a. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19.
- b. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days

- after last exposure.
- c. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- d. Clean and disinfect workspaces: The school must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- e. Maintain quarantine: The employee must continue to self-quarantine and self monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

Health Screening Questions:

1. knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
2. tested positive through a diagnostic test for COVID-19 in the past 14 days;
3. has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
4. has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

If an individual answers “Yes” to any of the above questions, the individual shall stay home, and contact his/her health care provider. The school will work with each individual employee who sets forth this information to determine use of leave and return to work protocols, in

	accordance with guidance and directives that have been issued by the federal, state and local public health authorities and governmental agencies.
Appointment of a COVID- 19 Coordinator	Our Principal, Mrs. Kim Kwitowski is our COVID-19 Coordinator. She will be the liaison with the coordinators of other schools who will convene periodically during the fall if, needed, and will coordinate as needed with State and Regional Public Health Officials.
Protocol for collecting information about COVID- 19 cases	We will follow the Lancaster School District’s protocol in conjunction with the New York State Health Department Guidelines for collecting information about COVID-19 cases. The faculty/staff will notify Mrs. Kwitowski immediately if they are experiencing COVID-19 symptoms.

Part Three: Containment

Category	Items to Include
Containment	Students with a temperature of 100 or higher will be isolated and immediately sent home. Staff will also be immediately sent home. All directives from the EC Department of Health will be followed.
Contact Tracing	Every person entering the school building will have to be signed in at the office. Also, attendance for students, faculty and staff will be recorded. We will work with the Department of Health to assist with contact tracing.

Part Four: Shutdown

Category	Items to Include
Shutting Down if a Serious Outbreak Occurs	<p>In August, we will hold parent/student workshops/trainings in our gym, by grade level. This will minimize the number of people present. This will involve the teachers demonstrating how they will be using either Zoom or Google Classroom. For those unable to attend, teachers will reach out to the families and meet virtually with them to go over the procedures.</p> <p>If materials were unable to be sent home with the students, times will be arranged for parents to pick up the students' materials. Chromebooks will be provided to those in need of an electronic device.</p> <p>In September, distance learning would begin and would continue until the New York State Health Department allows us to return to the building. The school building will receive a thorough disinfection at that time.</p>
Shutting Down if Required by Governmental Agency	<p>We will follow the instructions of the Governor, or appropriate governmental agency, if the Governor/agency determines that a statewide shutdown is required. We would follow the same protocol for an orderly shutdown as listed directly above.</p>
Plan for Continuation of Program Under Shutdown	<p>Students will not attend school in the physical building. Instruction will be conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will be explained. Students will receive a combination of asynchronous and synchronous instruction from a certified teacher. Students and teachers will have substantive interaction and attendance will be taken. Students will be taught in accordance with the applicable state standards. Guidelines for the recommended number of student online hours will be followed.</p>

Communication:

Families can contact the school by calling (716)683-2112. Fax: (716) 683-2134

Principal: kwitowskik@smeschool.com

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Student Affairs: jezuitn@smeschool.com

Advancement: kierjewskis@smeschool.com

Teachers: please refer to the teacher's webpage on our website or reach out to Mrs. Kwitowski (principal)