

Fall 2020 Reopening Plan

(Updated August 2020)

1) Scheduling for Fall 2020 at Midwood Catholic Academy:

Grades: PreK3 – 4th: In-School 100%

1. All **teachers** in school 5 days per week
2. All **students** in school 5 days per week

Grades: 5th – 8th: Hybrid Learning

1. All **teachers** in school 5 days per week
2. **Students** will be broken up into 2 cohorts (groups) and will be on the following schedule:

WEEK A

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|---------------|----------------|------------------|-----------------|---------------|
| Group 1 | In school | Remote | In School | Remote | In school |
| Group 2 | Remote | In School | Remote | In School | Remote |

WEEK B

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|---------------|----------------|------------------|-----------------|---------------|
| Group 1 | Remote | In School | Remote | In School | Remote |
| Group 2 | In school | Remote | In School | Remote | In school |

Dates for re-opening:

1. **Wed. September 9, 2020 8 AM – 12 PM:** The following students report to the building for back to school orientation:
 - a. Grade 4 & Group 1 in Grades 5-8
2. **Thurs. September 10, 2020 8 AM – 12 PM:** The following students report to the building for back to school orientation:
 - a. Grade 3 & Group 2 in Grades 5-8
3. **Fri. September 11, 2020 8 AM – 12 PM:** The following students report to the building for back to school orientation:
 - a. Grades Kindergarten – 2nd
4. **Mon. September 14, 2020:** Classes begin for all students.

(School will be from 8AM – 3PM, but will have certain designated areas and times of arrival/departure depending on the student's Grade/Group)

 - a. September 14-18 will be **WEEK A** for students in Grades 5-8 and will be full days
 - b. **Grades PK3 & PK4 start today!**
 - c. Grades K-4 begin full day.
5. **Wed. September 16, 2020:** Tentative Mass start date
 - a. Masses will occur weekly on Wednesdays (alternating between cohorts)
 - i. Cohort 1: Grades 1, 2, 6, 7
 - ii. Cohort 2: Grades 3, 4, 5, 8
 - b.
6. **Mon. October 5, 2020:** Tentative Date to begin After school
 - a. Students will be socially distanced and in cohorts based on their grade
 - i. **Only students that register in ADVANCE for After School will be permitted**

2) Logistics and Planning:

a. Creating well defined entrance protocols for students, teachers, and visitors:

i. Students:

1. Arrival times will be staggered
2. All students will be required to wear a mask to enter the building and remain on unless directed by teacher (during lunch/break)
3. Temperature checks and sanitizing upon entrance of building
 - a. Any student with a temperature over 100° F will not be permitted into the building and will be sent home with their guardian

ii. Teachers:

1. All teachers will be required to wear a mask to enter the building and keep it on while with students/faculty
2. Temperature checks and sanitizing upon entrance of building
 - a. Any teacher with a temperature over 100° F will be sent home

iii. Visitors:

1. Anyone needing to enter the building will be instructed to wait in the lobby. If more than 2 people are in the lobby, the other visitors will have to wait outside the building until it is clear for them to socially distance in the lobby.
2. All visitors will be required to wear a mask to enter the building
3. Temperature checks and sanitizing upon entrance of building
 - a. Any visitor with temperature over 100° F will be instructed to exit the building

b. Developing routines for daily health checks

i. Temperature Checks

1. It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.
2. Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:
3. Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
4. If the school has a nurse, the nurse will conduct the screening. In schools where
5. a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
6. In schools utilizing multiple entrances to avoid gatherings and enhance social distancing a designated trained school personnel should be at each entrance to conduct the daily temperature check.
7. Schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

ii. Health Screening Questionnaires

1. Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
2. Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
3. On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening
4. Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:
5. 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;
6. tested positive through a diagnostic test for COVID-19 in the past 14 days;
7. has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
8. 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.
9. Schools should implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).
10. Schools must require individuals to immediately disclose if and when their responses to any of the questions change, such as if they begin to experience symptoms, including during or outside of school hours.

iii. Symptoms and Signs of Illness

1. School Personnel will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:
 2. Fever of 100.0 degrees Fahrenheit or higher
 3. Cough
 4. Stuffy nose
 5. Chills
 6. Shortness of breath/difficulty breathing
 7. Loss of taste or smell
 8. Congestion/runny nose
 9. Nausea/vomiting/diarrhea
 10. Muscle/body aches
 11. Fatigue
 12. Sore throat
 13. Headache
14. Screening Positive for COVID-19 Symptoms at School
 - a. Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.
 - b. Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.

- c. Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- d. Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- e. Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- f. The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- g. Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- h. Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- i. Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- j. School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- k. All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

iv. Reporting a Positive COVID-19 Case

- 1. Principal will immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- 2. Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- 3. Principals must then distribute this notification to school staff members and families
- 4. once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- 5. Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- 6. Schools will follow all health department directives on school closures, because of
- 7. COVID-19.
- 8. Schools in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.
- 9. In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights,

and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

v. Signs will be posted throughout the building reminding of:

1. "Stay at home if you are sick."
2. "Social distancing = 6 ft Apart"
3. "Cover sneezes and coughs"
4. "Masks are mandatory."
5. "Importance of hand washing & sanitizing"
6. "Symptoms of Covid-19"

vi. Anyone in the building must be wearing a mask

1. Any student or faculty member that does not have a mask, a disposable one will be provided for that day

vii. Supplies

1. All students will be required to use their own pencils, pens, crayons, etc.
 - a. Sharing with other students will not be permitted.
2. Devices, such as iPad or Chromebooks, used in the classroom will be assigned to an individual student in their assigned classroom
 - a. Students will sanitize their hands before and after usage of device
 - b. Devices will be cleaned before returned to the charging station

viii. Nurse

1. The assigned nurse will follow NYCDOH guidelines when seeing a student

ix. Face Coverings

Office of the Superintendent of Schools ~ Diocese of Brooklyn

1. Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.
2. Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
3. All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
4. All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.
5. Non-disposable mask should be washed daily.
6. NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
7. CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to

increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

8. Cloth face coverings should not be placed on:
 - a. Children younger than 2 years old.
 - b. Anyone who is experiencing trouble breathing or is unconscious.
 - c. Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
9. Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - a. Younger students, such as those in early elementary school.
 - b. Students, teachers, and staff with severe asthma or other breathing difficulties.
 - c. Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
10. While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.
 - a. In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

x. **Clear Face Coverings or Face Shields**

1. Teachers and staff who may consider using clear face coverings or face shields include;
2. Those who interact with students or staff who are deaf or hard of hearing, per the [Individuals with Disabilities Education Act](#) external icon
3. Teachers of young students learning to read
4. Teachers of students in English as a second language classes
5. Teachers of students with disabilities
6. *Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.*

c. **Developing protocols for social distancing in the classroom**

- i. All students will be required to maintain at least 6 ft apart
- ii. Class sizes will vary, but will be limited to 15 students per room for PK3 & PK4.
 1. Some grades will be broken up into cohorts in different rooms
 - a. Instruction will vary, for example:
 - i. One group with the teacher while the other group is working individually with an aide then switch
 - ii. One group with the teacher while the other group is with an aide and has technology to view the live lesson in real time
- iii. All desks will be facing the same direction
- iv. Students will remain in their classroom throughout the day for lessons & lunch
 1. All grades: Specialty (Music, Technology, etc.) Teachers will travel to classrooms
 2. Grades 5-8: Core Subject Teachers will go into the individual classrooms

d. **Developing a plan for social distancing outside of the classroom like hallway, restrooms, library, & gym**

- i. All students will be required to maintain at least 6 ft apart
 1. Hallway:
 - a. Label up and down staircases
 - b. Put arrows on the floor signifying flow of traffic up and down the halls

2. Gym
 - a. Put arrows on the floor signifying flow of traffic in and out of gym
 - b. Place circle markers on the floor designating “spots” for students to remain 6ft apart
3. Lunchroom/cafeteria:
 - a. Will not be used (unless needed for social distance meetings, such as faculty meetings)
4. Library:
 - a. SETSS teacher will use this area with IESP students as necessary maintaining social distancing protocols
5. Restrooms:
 - a. Students will be instructed to use sanitizer before entering the restroom
 - b. Middle stalls and open urinals will be closed off
 - c. Touchless soap and paper towel dispensers will be near sinks
 - d. Signs instructing the correct way to wash hands posted in all bathrooms
6. Mass/Church:
 - a. Masses will occur weekly on Wednesdays (alternating between cohorts)
 - i. Cohort 1: Grades 1, 2, 6, 7
 - ii. Cohort 2: Grades 3, 4, 5, 8
 - b. Social distancing will take place in pews
- e. **Developing scheduling options to facilitate reduced capacity at school**
 - i. School arrival and dismissal times will be staggered
 1. Arrival: 7:30 AM – 8:00 AM
 2. Dismissal: 2:45 PM – 3:00 PM
- f. **Creating a plan to handle confidentiality issues**
 - i. Principal & Assistant Principal deemed “designated staff” to respond to COVID-19 concerns
 1. Diocese, local health officials, staff, and families will be notified immediately of any positive cases while maintaining confidentiality
- g. **Procuring the necessary supplies for hygiene**
 - i. Hand Sanitizer Stations
 1. Will be located at each entrance and required to be used when entering the building
 2. Will be located in each classroom and required to be used frequently
 - ii. Soap Dispensers
 1. In every bathroom and required to be used after using facilities
 - iii. Paper Towel Dispensers
 1. In every bathroom and required to be used after washing hands
 - iv. Tissues
 1. Classrooms will have tissues
 - a. Teachers will be directed to place a clean tissue on the desk of student to prevent walking to/from or contaminating box by student touching
 - v. Clorox/Lysol Wipes
 1. Every classroom will have a supply and must use frequently throughout the day
- h. **Creating a plan for deep-cleaning of facilities & high touch areas**
 - i. Daily:
 1. Disinfecting stairwells
 - a. Custodial staff will wipe down banisters after student arrival
 2. Disinfecting desks
 - a. Teachers/aides will wipe down desks frequently throughout the school day

3. Fogging Sanitizer & Bleach
 - a. Custodial staff will use every night in all rooms, hallways, stairwells, bathrooms, and offices to disinfect
- ii. In the case of a positive Covid-19 case
 1. Fogging Sanitizer & Bleach
 - a. Custodial staff will disinfect the room and other locations of the individual
 2. Private company will be called in to sanitize building
 3. Quarantine measures will take place for any staff or students that came in contact with the positive case
 - 4.
- i. **Reviewing & Updating the Emergency Contact Plan**
 - i. All parents will be required to confirm their information on School Admin and Option C
 1. In the event of an emergency, parents will be notified via Option C by sending an email, text, and a phone call

PLEASE NOTE: Plan is subject to change according to state and local health agencies.

3) Early Childhood:

a. Facility

- i. Teachers/Aides will continuously inspect, clean, and order repairs (if necessary) of areas used by staff and students
- ii. Custodial Staff will check alarms and fire extinguishers weekly
- iii. Exterminator will visit monthly to inspect and safely exterminate facilities when children are not in school

b. Program

- i. Class sizes will be restricted to 15 in PK3 & PK4 and 20 in Kindergarten
- ii. In compliance with Article 43, all teachers and aides will be required to have an updated physical and Tuberculosis screening (within the last year) on file by September
- iii. In compliance with Article 43, **all students in PK3 and PK4** will have updated physical and immunization (including Influenza Vaccine) records by the beginning of school

c. Physical

- i. Students will be limited to 2 at a table with 6ft between each child **OR**
- ii. Students will be in desks situated 6ft apart
- iii. Classroom centers that do not allow for social distancing will be eliminated
 1. Dress up clothes, puppets, dolls, stuffed animals will be stored
- iv. Any crayons, pencils, paintbrushes, or other utensils will be thoroughly sanitized after used
 1. Sharing will not be permitted
- v. Pillows for naps will be stored in individual sealed bags and not come in contact with another student
 1. Nap areas will be sanitized before and after nap
- vi. Lunch/Snack will be served in the classroom
 1. Areas will be sanitized before and after eating
 2. Children will wash their hands before and after eating
- vii. Nonessential Visitors will be prohibited from entering the room
 1. Arrival and Dismissal will be limited to drop off/ pick up from a designated area