

Reopening Plan

Saint Luke School

16-01 150th Place Whitestone, NY 11357

August 12, 2020

Purpose

- The reopening plan of Saint Luke School (SLS) has been created to develop varied and flexible scenarios that allow students, faculty, and employees to return to an in-person instructional setting with safety rules in place. We also would like to maintain flexibility and adaptability to be prepared for changing circumstances, especially given the possibility of a resurgence of COVID-19.
- This plan's purpose is to:
 - Prepare safeguards to protect the health of students and staff
 - Maintain these essential safeguards for an in-person education, which includes but is not limited to developing procedures for hand hygiene, cleaning, and disinfection; providing proper PPE; maintaining social distancing; developing screening procedures;; developing contact tracing measures and safety protocols in cases of student and employee infections; considering needs of higher risk and vulnerable populations.
 - Plans were created utilizing strict guidance and formatting from New York State Department of Health Guidelines Criteria Core Health and Safety Principles and Definitions. The full document can be found at:
 - [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf)

Expectations

- As we face the unprecedented challenges presented by the COVID-19 pandemic, SLS is committed to ensuring that students feel safe, engaged, and excited about their learning, whether in-person, remote, or some combination of the two. At the heart of Catholic education are the relationships that students have with their peers, teachers, parish, and school community members. To that end, we will maintain routines and a sense of normalcy, within the guidelines of social distancing protocols. One of our most important goals is the setting of a positive routine and welcoming environment that supports students during this unpredictable time.
- During the upcoming school year, it is of the utmost importance that individual student needs as well as health and safety are put at the center of all learning experiences. We are planning for agility in shifting between in-person, remote learning, and our hybrid model in a way that is least disruptive to students. This will require continuous and fluid curriculum and assessment development along with constant communication with parents/guardians and students.
- We have planned a school calendar that provides 180 days of instruction. This is dependent on NYS regulations and potential. Instructional days shall be counted for programs that are delivered in-person, remotely, or through our hybrid model.
- Every student is expected to attend every day either in person or remotely, if needed and lessons will be planned with that expectation.
- Attendance for all students will be required and recorded on a daily basis for both in person and remote participation. Parents must notify the office if a student will be absent due to illness, even in the case of remote learning.

Responsible Parties

- Responsible parties include:
- Mrs. Jan Brunswick, Principal
- Mrs. Linda Mezic, Assistant Principal
- Mrs. Donna Marcinkiewicz, School Secretary
- Fr. John Costello, Pastor

In-Person Instruction

- SLS is prioritizing in-person instruction for healthy students and faculty members who are able to attend.
- SLS will follow the DOH guidelines in order to assure a safe and healthy environment.
- SLS will monitor and follow NY State Region IV's data with regard to percentages related to COVID-19 hospitalizations and phase IV reopening restrictions.
- SLS will follow the governor's guidance with regard to the 5% threshold of infection rates in region IV.
- As an assurance of our plan for continuity of instruction, SLS will maintain virtual platforms, including Google Classroom for all grades in order to accommodate the students if a partial or full closure is required or an individual is unable to attend in-person instruction.

Face Coverings/PPE

- Students in Grades K-8 and all staff must wear face coverings when they cannot maintain appropriate social distance, during instructional times, during arrival and dismissal, during all drills, when using the facilities and in any shared space, when in the hallways and on stairwells.
- Students and employees may remove face masks during:
 - Meals
 - Short breaks, as long as they maintain appropriate social distancing
 - Solitary work sessions in one's office/classroom
- All students in Grades K-8, employees, and visitors will wear acceptable face covering, which includes cloth-based, surgical masks--all covering the nose and the mouth.
- SLS will provide disposable face coverings for anyone who comes into the building without coverings, loses their PPE, or soil their PPE.
- SLS will maintain a supply of coverings that meets the recommendations of the DOH on face coverings.
- SLS will supply instructional staff with face shields as needed.
- N-95 1 masks will be supplied to employees requiring that level of protection deemed appropriate by DOH.

Social Distancing

- SLS will follow all necessary protocols and procedures to ensure students, faculty, and staff maintain appropriate social distancing when on school grounds and in school facilities.
- All traffic will move in the same direction, to include specific up/down stairways and traffic flow in the hallways.
- Lunch periods will be altered.
- Excess desks and furniture will be removed to space desks appropriately.
- Large spaces throughout school (Gym, cafeteria, Library, Pastoral Center) will be used differently to allow for the spacing of larger grades.
- Students and staff will utilize outdoor for mask breaks whenever possible.
- Signage has been placed to instruct direction and spacing guidelines.

Spaces/Cohorts

- SLS will be utilizing the vast majority of the building to adequately space students and staff to maintain appropriate social distancing which includes:
 - Pastoral Center ● Gym● Library● Cafeteria (other spaces may be added depending upon class size/enrollment)
 - In grades K -8, students will attend school for their regularly scheduled school day hours every day. Students will be organized in cohorts. At the elementary level in grades K-3, SLS will have the same cohort of students with the same teacher each day with special area teachers (e.g., music, art, physical education) moving to individual classrooms. In grades 4 -8, students will remain in the same cohort classroom, when applicable, and content area and special area teachers will rotate into the rooms/space.

Hygiene, Cleaning, and Disinfecting

- SLS will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC).
- SLS will train all students, faculty, and staff on proper hand and respiratory hygiene.
- Appropriate signage regarding hygiene and distancing guidelines will be placed throughout the school.
- All classrooms and shared spaces have been equipped with touchless hand sanitizer dispensers. All bathrooms have been equipped with touchless soap and towel dispensers.
- SLS will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to maintenance staff.
- SLS will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff.
- Faculty and staff will maintain frequently touched surfaces in their immediate areas.
- Individuals may use only the bottle refilling station--no drinking fountains will be in use.
- Students, faculty, and staff are encouraged to bring their own reusable water bottles.
- SLS has a contract with a cleaning company who will conduct daily cleaning and disinfection of the facilities after-school hours.
- In order to reduce the spread of the virus from touching door levers and knobs, our schools will be leaving as many doors as possible fixed in the open position. This will only be permitted at doors without door closers and doors which are not fire rated.
- High-touch areas used by many individuals and frequently touched surfaces, including desks and tables, will be cleaned and disinfected between each individual's use, if shared.
- Cleaning and disinfection will be rigorous and ongoing as needed.
- Electro-static cleaning machines have been purchased and will be used for daily disinfecting.
- SLS will follow DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

Scheduling

- **Students will enter the building using a staggered schedule, using three doors for entry:**
 - Main Doors by Mrs. Angotti's Desk Nursery, Pre-K and Kindergarten
 - Middle Doors Grades 1-3
 - Junior High Doors Grades 4-8
- **Students will enter from 8-8:30 am each morning at their respective doors**
- Teachers will be assigned door duty whereby they monitor students gathering outside and students entering the building to ensure they are keeping distance from others
- All classes will begin at 8:30 am each day
- Students will dismiss from 2:30-3:00 pm each afternoon at their respective doors
- Teachers will be assigned door duty whereby they monitor students exiting the building with their homeroom teachers to ensure they are keeping distance from others
- All classes will end at 2:30 pm each day so the staggered dismissal can begin and be completed by 3pm
- **The school schedule will be as follows:**
 - 8:00-8:30 Staggered entry Nursery - Grade 8,
 - 8:30-9:10 Period 1
 - 9:10-9:50 Period 2
 - 9:50-10:30 Period 3
 - 10:30-11:10 Period 4
 - 11:10-11:50 Period 5 (lunch period for some)
 - 11:50-12:30 Period 6 (lunch period for some)
 - 12:30-1:10 Period 7 (lunch period for some)
 - 1:10-1:50 Period 8
 - 1:50-2:30 Period 9
 - 2:30-3:00 Staggered dismissal Nursery - Grade 8
- **All classes will eat lunch in their classrooms and will be monitored by teachers or aides so that teachers will have the opportunity to eat their lunch outside of the classroom when possible.**

Early Childhood

- Nursery will continue to offer both half, full, 3 and 5 day options.
- Pre-K will continue with full day instruction.
- Students in these grades (Tiny Tots, Nursery, and Pre-K) will not be required to wear masks.
- We will have no more than 15 students per classroom with 2 adults (one teacher and one aide) at all times.
- We will practice social distancing protocols in the space and will set up clear barriers for students at tables.
- Teachers will follow the same health and safety guidelines as all staff.
- Due to the nature of instruction, we will utilize learning centers in the classroom while maintaining physical distance and will no longer share manipulatives.
- Each classroom is located near a sink for frequent hand washing. Each room also contains disinfectant for materials and surfaces.
- Weather permitting, students will have 30 minutes outside for organized games and play.
- All NYSED learning standards will be addressed.

Screening

- SLS will implement mandatory health screenings, including temperature checks of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who have been exposed to COVID-19.
- SLS may utilize daily surveys to question individuals about association with exposed or infected persons, as well as inquiries about travel outside of NY.
- If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the building or sent directly to a dedicated isolation area prior to being sent home.
- All personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities.

Lunch

- All students and staff are permitted to bring their own lunches from home.
- All lunch will be eaten in the classroom with cohorts.
- SLS students and staff may order (on a monthly basis) pre-packaged meals from our school caterer, which will be delivered directly to classrooms by a gloved staff member.
- Food drop off points will be sanitized frequently between delivery times.
- Alternative areas will be designated for outdoor recess periods to include several outdoor spaces, when possible.

Ventilation

- All indoor spaces will maintain open windows (top and bottom) and doors, weather permitting.
- Students will make use of multiple outdoor spaces, whenever possible.
- Fans will be utilized for increased ventilation, if permitted.

Emergency Drills

- SLS is aware that we must still conduct standard operations and procedures to the best of our abilities without deviating from current requirements. Fire (evacuation) drills and lockdown drills are required by Education Law and Regulation and the Fire Code and they must be conducted without exceptions. The principal will conduct these required drills, but in a way that provides for proper social distancing.

Students with IEPs

- In order to provide consistency and a predictable routine, special education teachers and related service providers will create regular schedules to be followed during remote instruction, if needed that closely follow the student's in-person schedule.
- Synchronous and asynchronous instructional delivery will be utilized according to the needs of students and their IEP goals.
- Mandated special education programs and related services will be provided as close as possible to the IEP within the in person and remote environment.
- Students with disabilities are also entitled to receive their IEP accommodations and modifications to the greatest extent possible.
- Special education teachers and providers will prioritize students' IEP needs, goals, and accommodations through specialized instruction, differentiated materials, and therapeutic activities.
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Uniforms

- Students in Graded 1-8 will be permitted to wear their summer Gym uniforms until further notice to allow for ease and frequency of washing.
- Teachers may dress in professional, yet comfortable clothing to allow for ease and frequency of washing.
- At a later date, students will be required to return to their standard uniform protocols.
- NUT cards may still be used in accordance with handbook policies.

Technology

- SLS will request that each student in Grades 1-8 have access to a device that can be brought back and forth to school.
- SLS will provide a loaner device to any student who needs one in Grades 1-8.
- SLS will work to identify the specific needs of students that may not have access to reliable wifi. To that end, we will work to provide all families in need with a wifi connection or a hotspot.
- SLS will continue to use Google Classroom, Google Apps and many other applications to support learning. This learning platform will be used regularly to prepare all to fluidly and flexibly shift to another learning model (hybrid or remote). Option C will continue as the main hub for grading and our alert system.
- SLS will provide professional development for our administrators, teachers, and parents to ensure effective remote/online learning experiences and best practices for instruction in remote/online settings.
- SLS will set up a dedicated email address for tech support.
- Students will have access to materials at all times on GoogleClassroom.
- Teachers will have office hours and extra help for students.
- Students will have access to Math and Literacy specialists for extra help
- DTI coach will be available for technical issues.

Social/Emotional Support

- SLS will continue to make all resources and referral procedures available to all students, families, and employees to address mental health, behavioral, and emotional needs.
- Increased support will be available when school reopens for in-person instruction including PDHP counselor
- Non-instructional, acclimation times have been built into the first few days of schools to serve as ice breakers and to allow time to discuss all protocols and procedures.
- In order to maintain a positive mindset about loss during the 2020 school closure, we will allow time in the beginning of this new school year for students to re-adjust to the school setting. We will spend time on socialization and creating a climate of safety, comfort, and routine. Through prayer, morning meetings, ice breakers, stories, practice, and review, we will assist students with their adjustment.
- We plan to include mindfulness activities throughout the school day.

Communication

- SLS will utilize the designated COVID-19 tab on the slswhitestone.org website to communicate with families and employees.
- SLS has posted applicable instructions and signage throughout the building.
- Plans describing the school's role, policies, and procedures will be posted and updated on the school's website.
- Families and employees will be informed of specific communication protocols.
- SLS will utilize its emergency communication system via Option C parent alerts when necessary.
- Administration will continue to send out frequent updates.
- SLS will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

Visitors

- All individuals who enter the building, whether student, employee, or visitor, will be screened for raised body temperature and face mask application, and they must complete the screening questionnaire.
- Only individuals deemed absolutely necessary will be admitted to the building.
- Visitors will be strictly screened and limited.
- In general, SLS will not be permitting visitors into the school building.
- Meetings will be held virtually; no visitors are permitted into the schools.
- The principal may allow for an in-person meeting in extreme circumstances. Those visitors must successfully complete the health survey and have their temperature taken prior to being granted access to the building.

Before and Aftercare

- SLS's before and aftercare programs will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission
- Cohorts will be utilized, when possible, for such activities.
- SLS will refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency," if needed.
- Virtual afterschool clubs and workshops will be offered when possible.

Virtual Model

- Should the need arise at any point during the year to switch to a completely virtual, distance model of instruction, SLS will continue to provide daily, live instruction for students, to include special subject classes.
- All students and employees will utilize a consistent platform (Google Classroom, Google Meets, Zoom)
- Regular student schedules for classes as much as possible
- Extra-help sessions
- Online access to learning specialists
- School counselors available each day
- Virtual after school options and family events planned, when possible

Contact Tracing

- SLS will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- In the case of an individual testing positive, SLS will follow DOH protocol to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.
- Confidentiality will be maintained, as required by federal and state law and regulations.
- SLS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Monitoring/Screening

- Monitoring includes protocols and procedures to track health conditions at schools.
- SLS acknowledges that monitoring and COVID-19 policies are intended to mitigate, not to eliminate, risk.
- No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce the risk.
- **Screening:**
 - SLS will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who have been exposed to COVID-19.
 - SLS will utilize a daily remote health screener that confirms temperature below 100.0°F, question individuals about association with exposed or infected persons, as well as inquiries about travel outside of NY.
 - If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the building or sent directly to an isolation area prior to being picked up or otherwise sent home.

Testing

- SLS's process for the referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, includes:
 - Testing symptomatic individuals
 - Individuals in close contact of COVID-19 suspected or confirmed individuals.
 - Individuals with recent international travel or travel outside of NY State as designated through the New York State Travel Advisory
 - Before allowing such individuals to return to in-person school
- Testing Responsibility: Mrs. Jan Brunswick and Mrs. Christine Hartnett are responsible for referring individuals for testing.
- The closest testing sites to SLS will be determined.

Early Warning Signs

- SLS will follow standard metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments.
- If the county hospitalization level related to COVID-19 cases approaches closing level, plans will commence to move to virtual learning or hybrid model, which lessens the capacity of individuals in the building.
- If needed, a complete distance learning model will be adopted.

Containment

- SLS's containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.
- If COVID-19 cases are discovered at school, closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.
- Modify operations prior to instituting school-wide closures to help mitigate a rise in cases.
- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine protocols.

Nurse's Office and Isolation

- **Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day:**
 - SLS will train all employees to monitor for symptoms of COVID-19.
 - Students, faculty, or staff members who develop COVID-19 symptoms during the school day will be sent directly to an isolation room where the school nurse will visually monitor the individual until a family member can take the individual to seek medical attention.
 - The symptomatic individual will remain under the visual supervision of a staff member who is socially distanced.
 - PPE requirements will be in place for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions.
 - When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection.
 - CDC guidance and required guidelines for cleaning and disinfection will be followed.
- **Isolation:**
 - SLS will isolate individuals who screen positive upon arrival or become symptomatic while at school.
 - Individuals will be picked up immediately at the front entrance by a family member.
 - Individuals will be visually monitored until picked up.
 - PPE will be worn at an appropriate social distance from the symptomatic individual.
 - Upon contact from SLS the legal guardian must immediately travel to school to pick up the student.
 - In order for the symptomatic student to return to school, the student must test negative for COVID-19.
 - The student may engage in virtual learning until a negative test is obtained.

Return to School

- SLS's return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.
- SLS will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

Infected/Exposed Individuals

- **Infected Individuals:**

- Individuals who have tested positive must complete isolation and have recovered before returning to in-person learning.
- Discharge from isolation and return to school will be conducted in coordination with the local health department.

- **Exposed Individuals:**

- There are requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning.
- Discharge from quarantine and return to school will be conducted in coordination with the local health department.

Closure Information

- If SLS becomes aware of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, students, families, and employees will be notified via:
 - School emergency messaging via Option C
 - SLS's website emergency banner
 - SLS's website COVID-19 tab
 - Automated call from SLS

References

- Decisions pertaining to our reopening plan were outlined by various guiding agencies, including the New York State Education Department, the Center for Disease Control, the Diocese of Brooklyn, and the New York State Health Department. All agencies provided guidance documents to support schools in developing reopening plans that allow for live instruction while being mindful to mitigate the spread of Novel Coronavirus. Conversations, legal correspondence and frequently asked questions followed the initial guidance to provide for a more clear understanding of these guidance documents. Listed below for ease of reference are all three documents:
- NYSED Guiding Document: <http://www.nysed.gov/reopening-schools/recovering-rebuilding-and-renewing-spirit-new-yorks-schools-reopening-guidance>
- NYSDOH Guiding Document: [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf)
- CDC Guiding Document: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>