

Re-Opening Procedures

OUR LADY OF THE SNOWS CATHOLIC ACADEMY

Floral Park, Queens

Responsible Parties:

Rev. Kevin McBrien, Pastor

Joseph Venticinque, Principal

Nellye Estevez, Assistant Principal

September 2020

Diocese of Brooklyn



Entrance Protocols for Students, Teachers, and Visitors

- Social distancing indicators have been purchased to ensure that students, parents, faculty, and staff are appropriately spaced both outside and inside the facility.
- Entry times will be staggered by grade and distributed to all families.
- Contactless thermometers have been purchased. Staff and students will be checked at their designated entrance to the school.
- Visitors will not be permitted entry without an appointment. If they are approved (contractors, parents, etc.), they will also be screened at the entrance. Parents will be encouraged to phone or Zoom.
 - Visitors must make appointments through the school office and must be approved before arriving.
- Automatic sanitizer dispensers will be available inside all entry points.

Routines for Daily Health Checks & Isolation Protocol

- A daily health questionnaire will be sent to all families with a request for response. *More information to follow.*
- Individuals entering the school will have his/her temperature checked via contactless thermometers.
- Teachers will be instructed to observe any student who displays warning signs of illness. If observed, the student will be referred to the NYC-funded (NYCDOHMH) on-staff nurse.
- ***Isolation Protocol*** -- *If an illness is detected, the individual will be sent to the nurse's office and isolated as appropriate.*

Protocols for Social Distancing in the Classroom

- **All classrooms, will have no more that 15 students socially distanced 6' apart from each other.**
- Grades N – 5 will resume with the 5 day in-person learning model with current social distance standards.
- Grades 6-8 classes will be split into cohorts. Siblings will be kept together.
 - Students in Cohort A will come to school on Monday and Tuesday
 - Students in Cohort B will come to school on Thursday and Friday
 - All students will be digitally learning by bell schedule on Wednesday.
- Students who choose remote learning will log on to Google Classroom and join their class for instruction. Class times will be posted by bell schedule.
- If we must return to a long-term remote learning platform all classes will follow age/grade appropriate bell schedule

All standards will be re-assessed regularly and if there are any changes in social distance norms, OLS will then amend this protocol.

Plan for Social Distancing Outside of the Classroom in Highly Populated Areas – hallways, restrooms

- Social Distancing indicators and Directional Indicators have been purchased and will be placed in the hallways and staircases.
- Gym class will be conducted in the parking lot, weather permitting, with 6' of social distancing. When inclement weather occurs, the class will take place inside and focus on nutrition, wellness, and hygiene.
- The church is already marked for social distancing. Class attendance will be limited to ensure the numbers in attendance maintain social distancing.
- After school program will be in SJH and BCH, socially distanced and separated by cohorts.

Building Cleaning & Disinfecting Protocols

- Summer cleaning as of August 1, 2020
 - Disinfect/Shampoo all carpets in common areas and classrooms
 - Strip/Wax all hard floor surfaces
 - Detail disinfect all restrooms
 - All employees are mandated to wear masks.
 - All employees have been advised to either stay home or seek medical attention if they are showing flu-like symptoms.
 - All employees have been advised to frequently wash their hands
 - Complete infrared temperature checks for all employees daily and log information.
 - Upon reopening of schools, the night cleaning service will concentrate on hot spot items and use the fogger to clean.
 - Our Lady of the Snows will have increased supplies of:
 - ✓ Hand sanitizer dispensers and refills
 - ✓ Disinfectant wipes for classrooms and offices
 - ✓ Masks and gloves

Hot Spot Items Cleaned Daily

- Hot Spots are locations and components that are regularly touched by multiple people.
- Increase frequency to disinfect hot spots throughout common areas/classrooms.
- Most touched hot spot items include:
 - Doorknobs / handles
 - Keyboards / touchscreens
 - Faucets / toilets
 - Desks / tables
 - Stairwell railings
 - Light switches

Scheduling Options to Facilitate Reduced Capacity at School

- **Vulnerable Population Consideration** -- We will be providing a remote learning option for those students who may become ill.
- Faculty have been surveyed and have indicated a willingness to return to in-class instruction.
- Should the CDC, NYC, or NYS guidelines call for the closure of the facility, we are prepared for distance learning. **The distance learning schedule will be much more structured than in the past with specific class times for the students.**
- Should a particular class need to be quarantined, distance learning will be implemented for that class.
- To ensure continuity of instruction, a Diocesan online school will be provided for those students who might not be comfortable to attend in person the fall. The St. Thomas Aquinas Online Catholic Academy will be eligible for any enrolled student who does not wish to return to the physical building.

Plan for Deep-Cleaning of Facilities and High Touch Areas Daily (between alternate schedules, in the case of evidence of positive cases, etc.)

- The Diocese will be conducting a thorough sanitizing of the Academy prior to opening in the fall.
- Electrostatic sprayers have been purchased for use each evening by the cleaning staff. They have also been purchased by custodial staff for use in the church.
- The custodial staff will be disinfecting the handrails, doorknobs, restrooms and other high-touch areas throughout the day.
- In the case of evidence of positive cases, distance learning will be implemented with the area vacant for the appropriate period followed by a thorough cleaning prior to re-use.

Protocols for Wearing Face Masks (including plans for students with sensory issues)

- Face masks will be required to be worn by all staff and students throughout the day.
- Masks may be removed during the lunch period and also, outside, during gym and recess periods – socially distanced.
- Students with sensory issues will be provided various coping mechanisms to distract them from the mask and to promote keeping away from touching their faces.

Face Coverings Guidelines from the Office of the Superintendent of the Diocese of Brooklyn

- 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.
- 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.
- 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.
- 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.
- Non-disposable masks should be washed daily.
- 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.
- 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.
- Cloth face coverings should not be placed on:
 - Children younger than 2 years old.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - Younger students, such as those in early elementary school.
 - Students, teachers, and staff with severe asthma or other breathing difficulties.
 - Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
- 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.
- 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.

Face Mask Guidelines *continued*

- **Clear Face Coverings or Face Shields**

- Teachers and staff who may consider using clear face coverings or face shields include:
- Those who interact with students or staff who are deaf or hard of hearing, per the [Individuals with Disabilities Education Act external icon](#)
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

- *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.*

- **Practical Recommendations**

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).
- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

Reviewing of and Updating of the Emergency Contact Plan

- All stakeholders will be updated regularly regarding any changes to the protocols set forth at the start of the academic year. Updates will be sent via Option C in the form of email, text messages or voice mails if necessary.
- Regularly scheduled Zoom meetings with parents will take place to update them on protocols and to get feedback in areas that are in need of adjustment. They will also be used as a vehicle to provide updates from the State, City and Diocesan Authorities.
- Ongoing faculty/staff meetings will be in place to support their needs as educators and to meet the needs of the students in their classes.
- All faculty, staff, parish, board members and parents/guardians will be periodically reminded to keep their contact information up to date.
- **Parents will be asked to pick up any student that is going home sick from school within 15-20 minutes of phone call. All families will be asked to identify one person who will be able to accommodate this protocol.**

Health and Safety Measures: Monitoring and Containment

- **Screening Positive for COVID-19 Symptoms at School**
- 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.
- 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.
- 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).
- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- 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.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- 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.
- 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.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.
- **Reporting a Positive COVID-19 Case**
 - Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
 - 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.
 - Principals must then distribute this notification to school staff members and families
 - 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
 - Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
 - Schools will follow all health department directives on school closures, because of COVID-19.
 - 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.

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.