



**Diocese of Rochester
Department of Catholic Schools**

St. Francis de Sales- St. Stephen School

2020-21 Re-Opening Plan

July 2020

General Information:

Name of School: St. Francis deSales- St. Stephen School

Address: 17 Elmwood Avenue
Geneva, New York 14456

BEDS Code: 430700166227

Principal: Dr. Lorraine A. Williams

PARTY RESPONSIBLE FOR REOPENING

Name: Dr. Lorraine A. Williams

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Intended Start Date: September 8, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan: Dr. Lorraine A. Williams, Principal

Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

Developing This Plan:

A survey was sent home about each family's experience with distance learning and their ideas and feelings about the reopening of school. St. Francis deSales- St. Stephen School has a multidimensional SFSS Task Force for our local,

more personal needs. This committee consists of grant-writers, maintenance personnel, financial experts, fundraisers, cleaners, parents, and teachers.

St. Francis deSales- St. Stephen School Task Force members are: Julie Kingery, Robert Humphrey, Donna Baxter, Deborah Sindoni, Rebecca Pizzirusso, Jessica Ciancaglini, Mary Olsen, Don Cass, Ashley and Joseph Tapscott, Anne Ventura, Chuck Bruzee, and Fr. Thomas Mull. All official documents offering guidance to school re-opening were shared with the Task Force to ensure a well-informed re-opening plan.

1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

Capacity: *Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation*

St. Francis deSales- St. Stephen School has the capacity to hold up to 12 students in each classroom, all associated teachers, staff and administrators, six feet apart. The student population has been divided into cohorts. Each cohort having designated bathrooms, classrooms, and hallways. Disposable masks, face shields, gloves, hand sanitizer, and protective gowns are available for students and personnel.

Administration will provide protocols and procedures for hand washing, putting masks on and taking masks off, applying hand sanitizer, respiratory health and social distancing. Teachers will use the written procedures as a guide to teach students to stay safe and healthy. The procedures will be reinforced with signage in halls, bathrooms, classrooms, and cafeteria. There will be an isolation room staffed by a school nurse. Students will be transported to school by their parents or by a district school bus.

Social Distancing: *Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities*

Due to the size of the school building, and its small population, no additional spaces will need to be created for classrooms. Each grade from PreK to 8, will have their own individual classroom with the capacity to hold up to twelve students and associated teachers. There will be four cohorts, grades K-2, 3-5, 6-8; and PreK. Each cohort will have their own entrance. Each cohort will have designated bathrooms, classrooms, and hallways. PreK will have their own cohort with a maximum of 8 students and one teacher, six feet apart, or separated by barriers. Pathways will be marked to keep a six-foot distance between individuals, in classrooms, hallways, cafeteria, sidewalks, and the gym. Outdoor spaces will be designated for each cohort for respiratory health (mask-free) breaks.

PPE and Face Coverings: *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

All persons in the St. Francis deSales- St. Stephen School building, St. Stephen Church, and DeSales gym will follow protocols set forth by the Department of Health. Disposable masks, gloves, gowns, face shields, and hand sanitizer will be readily available at stations throughout the property, including every classroom. The respective school districts will provide for masks on school buses.

Students will always wear masks, especially when up and moving. Students will be allowed to remove their masks, “during meals, instruction, and for short breaks so long as they maintain appropriate social distance” (New York State Department of Health). If unable to wear a mask for health reasons, medical documentation must be provided.

Operational Activity: *Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events*

Instructional Program Options

Students will attend in-person school, with six feet between students in each classroom. Teachers will come to the students instead of students switching classes, to eliminate contact in the hallways. St. Francis deSales- St. Stephen School will not accept more students than the six foot per student space allows for each grade. A waiting list will be created if the need exceeds our current designated spaces.

Traditional in-person learning will occur. Teachers and students will also use online forums and programs for learning and diagnostics to become more proficient in the event of a school closure. This will allow students to learn in-person, from a teacher, the proper way to use the online forums.

Our hybrid model will be utilized in the case of a student that is not attending school due to health reasons, (physical and/or emotional) or parents' choice to keep their child isolated from COVID-19. The hybrid plan will apply to all teachers of the students staying home. These teachers will begin the day posting all assignments to Google classroom for remote learning. Students not attending in-person school will watch the live-stream of each of his or her classes and follow the directions given in Google classroom.

Remote learning will occur for students and teachers within a cohort if someone experiences an exposure to COVID-19, and the cohort will quarantine for ten school days, 14 days total. Remote learning may also occur to an entire school, if the number of COVID-19 cases rises above the acceptable range in our region, or any other reason the Governor deems necessary. This learning would occur on student Chromebooks, which would be sent home from school. All students have a Chromebook assigned to them and all have internet connection. Teachers would instruct through Zoom meetings and give assignments through Google classroom. I-Ready programs would be used for ELA and Math monitoring and diagnostics.

Teachers giving instruction remotely to student in school will post assignments to Google classroom each school day. Then, the teacher will connect with students in an online classroom meeting forum to give instruction. Students will be supervised in a classroom by an adult while receiving remote instruction on their Chromebooks.

Classrooms:

St. Francis deSales- St. Stephen School will space each student's and teacher's desks six feet apart using actual measurement from the wall to desk, from desk to desk, and from front board to desk. The perimeter will have a six-foot path.

Cafeterias:

St. Francis deSales- St. Stephen School will use tables with barriers to seat students in the cafeteria. The tables will be spaced at least six feet apart. The students will bring a bag lunch. Each cohort will have a different lunch period as to reduce the population density in the cafeteria. Time for custodians to clean and disinfect between lunch periods will be provided.

Gymnasiums and Worship Spaces

St. Francis deSales- St. Stephen School will use outdoor spaces as much as the weather permits for Physical Education class. During inclement weather, the DeSales Gym will be used for Physical Education classes and events. Social distancing will be observed during P.E. classes. Students will be 12 feet apart during high risk activities that may result in heavy breathing. When using St. Stephen Church for worship or events, all persons will observe social distancing and mask-wearing protocols set forth for the church.

Outdoor Play Spaces:

St. Francis deSales- St. Stephen School will create a schedule for playground use per cohort. Each cohort will also have a designated outdoor space for learning, mask breaks, and/or play. Cleaning and disinfecting of the playground will occur daily.

Spaces Where Other Groups Congregate:

St. Francis deSales- St. Stephen School share designated space with Our Lady of Peace Parish for Religious Education during hours that the school is closed. The Parish staff will follow all COVID-19 protocols, including temperature checks, mask wearing, and social distancing. All spaces used will be sanitized after each use by Parish staff.

Restart Operations: Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable

St. Francis deSales- St. Stephen School will clean and disinfect all classrooms, restrooms, faculty spaces (copier room, mailboxes, restrooms, break stations, and lunchroom) offices, cafeteria, library, and playground. Each room will be ventilated by opening windows and using fans to circulate the air. Classroom doors will be open to help with air flow. The heating and water system will be checked and operable.

Hygiene, Cleaning, and Disinfection: Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds

St. Francis deSales- St. Stephen School will follow the guidance set forth by the Department of Health and CDC to implement protocols and procedures for the cleaning and disinfecting of school-wide cleaning. Cleaning and disinfecting by custodial staff, will be scheduled for periodic and regular cleaning of restrooms, multiple times a day and monitored by administration. Cleaning equipment and products will be securely stored. Dangerous chemicals will be in a locked cabinet.

Hand washing and the use of hand sanitizer, when hand washing is not prudent, will be demonstrated to teachers and taught to students. All individuals will be reminded by signage inside the school and outside on the school grounds. For frequently touched surfaces, teachers will be given disposable wipes to wipe down desks and computer keyboards, followed by washing of hands.

Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

St. Francis deSales- St. Stephen School will not be participating in interscholastic sports until permissible by New York State.

Before and Aftercare: Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

St. Francis deSales- St. Stephen School does not have before or aftercare. We will allow walking students into their classrooms upon arrival and after temperature checks. Students riding a bus will enter the building at their designated entry door upon arrival, as they have had a temperature check before boarding the bus. Students that arrive by car, will stay in the car until a staff member allows them to proceed to their temperature check spot. Each cohort has their own designated door for entry and exit.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

St. Francis deSales- St. Stephen School will allow vulnerable populations of students and teachers to learn and teach from home, remotely. Persons with breathing difficulties can have a portable barrier instead of wearing a mask. Face shields will also be available for students and staff who may need them for extra protection.

Transportation: Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

St. Francis deSales- St. Stephen School will be encouraging parents and guardians to drive their students to school. We will be working with our Public School districts to follow all procedures and guidelines of their respective transportation departments.

Food Services: *Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)*

St. Francis deSales- St. Stephen School will have students bring a bag lunch to school. There will be three different lunch times, one period for each cohort. Cohorts will eat in the cafeteria except for PreK, who will eat in their classroom. Cleaning and disinfecting will occur between each group of students, and at the end of lunch.

Mental Health, Behavioral, and Emotional Support Services and Programs: *Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff*

St. Francis deSales- St. Stephen School will work with their Social-Emotional Learning community partners to provide training to teachers. We will work collaboratively with our LEA to provide the professional support students and adults may need.

Communication: *Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary*

St. Francis deSales- St. Stephen School will communicate through our website, Facebook page, mass email and texting system. We will hold an orientation before school starts, per cohort, to familiarize each student and parent to our new procedures. Students and teachers will have the opportunity to practice social distancing, mask wearing, temperature checks, entering the building, hand washing and hand sanitizing.

2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

Screening: *Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors*

All faculty and staff entering St. Francis deSales- St. Stephen School's will first have their temperature checked in the vestibule. If a teacher or staff has a temperature above 100 degrees F., the individual will not be allowed to enter. Faculty and staff will complete a daily questionnaire as well.

Students will have their temperatures checked, if not arriving on a bus, as their temperatures have been taken by the bus driver. If a student has a temperature over 100 degrees F., he or she will be sent home with his or her parent. If the parent is not available, the student will be sent to a dedicated room prior to a phone call home to be picked up. Periodic screenings using questions from COVID-19 questionnaire will be given to students.

Visitors will not be allowed. Vendors will leave packages in a designated area. Unexpected visitors will go through the same procedure as teacher and staff, of temperature check and questionnaire.

Personnel conducting the in-person screenings will be trained by the school nurse from the LEA to use a contactless thermometer and be aware of the symptoms of COVID-19. Face coverings or masks and gloves will be required and supplied for staff conducting temperature checks. Face shields and gowns are optional and available.

Testing Protocols: *Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school*

St. Francis deSales- St. Stephen School will collaborate with LEA on scheduling a school nurse. There will be a procedure for contacting the nurse in the event of a health emergency, if he or she is not on-site.

A dedicated room in the school building will be reserved for the separation of any student, faculty, or staff exhibiting symptoms of COVID-19. A staff member will visually supervise the symptomatic individual from six feet away, until the nurse arrives. The school nurse will have access to N-95 mask, gloves, gown, and face shield. The dedicated room will be cleaned and disinfected after each use.

Testing Responsibility: *Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed*

St. Francis deSales- St. Stephen School will contact the local Geneva General Hospital to refer, source, and administer testing.

3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

School Health Offices: *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

St. Francis deSales- St. Stephen School will collaborate with the LEA school nurse for establishing protocols for the caring of individuals that develop symptoms of COVID-19 during the school day.

Isolation: *Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff*

A dedicated room in the school building will be reserved for the separation of any student, faculty, or staff exhibiting symptoms of COVID-19. A staff member will visually supervise the symptomatic individual from six feet away, until the nurse arrives. The school nurse will have access to N-95 mask, gloves, gown, and face shield. The dedicated room will be cleaned and disinfected after each use.

Collection: *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

St. Francis deSales- St Stephen School will set protocol for contacting the parent or emergency contact person to pick up the symptomatic student. The student will be picked up by the parent or emergency contact person by parking in the bus loop and calling the office upon arrival. Staff will help the student to the car and give written instructions to the parent or emergency contact person to contact their health care provider for assessment and testing.

Infected Individuals: Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

St. Francis deSales- St. Stephen School will require infected individuals to provide documented proof of testing negative for COVID-19 and discharge from isolation from their Health Care Provider before returning to school.

Exposed Individuals: 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

St. Francis deSales- St. Stephen School will require exposed individuals to provide documented proof of quarantine and being free of symptoms from their Health Care Provider before returning to school.

Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

St. Francis deSales- St. Stephen School will have a trained custodian clean and disinfect the isolation room after each use in accordance to the guidance given by DOH and CDC. The custodian will wear PPE and use suggested disinfecting products and methods. The Safety Monitor will notify all occupants of exposed areas.

Contact Tracing: Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies

St. Francis deSales- St. Stephen School will have teachers receive training from our local health department to help with contact tracing. All efforts including tracking technology will be shared with the New York State Contact tracing Program.

Communication: Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community

St. Francis deSales- St. Stephen School will communicate with all relevant parties of the protocols and safety measures taken by the school using the school website, the school Facebook page, and mass email and texting system.

4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

Closure triggers: *Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure*

St. Francis deSales- St. Stephen School will reduce in-person education if a student or teacher tests positive for COVID-19 or has been exposed to persons testing positive for COVID-19 by sending home all students and teachers within the effected cohort to quarantine for 14 days, and learn remotely. If the contamination spreads to more than one cohort, the school will be closed and students will learn remotely. If the region exceeds the acceptable rate of COVID -19 cases, the school will be notified by Ontario County Health Department or an announcement from the Governor to close the school and learn remotely.

Operational Activity: *Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel*

St. Francis deSales- St. Stephen School will decrease student population starting with the oldest cohort, Middle School students and teachers, who are more susceptible to COVID-19 and its transmission. They would learn remotely. If operations had to be ceased, all learning would occur remotely.

Communication: *Plan to communicate internally and externally throughout the closure process*

St. Francis deSales- St. Stephen School will communicate with teachers and staff through email and Zoom meetings throughout a closure process. The principal will communicate with parents through the email and texting system throughout a closure process.