



St. Lawrence
SCHOOL

Diocese of Rochester
Department of Catholic Schools

St. Lawrence School
2020-21 Re-Opening Plan

July 2020

General Information:

Name of School: St. Lawrence School	
Address: 1000 North Greece Road, Rochester, NY 14626	
BEDS Code: 260501166192	
Principal: Frank Arvizzigno	
<u>PARTY RESPONSIBLE FOR REOPENING</u>	
Name: Frank Arvizzigno	
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Intended Start Date: September 9, 2020	
Date Plan Submitted: July 31, 2020	
Name and Title of Person Submitting Plan:	Frank Arvizzigno, 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:

The St. Lawrence School Reopening Plan is the culmination of reflective engagement with a variety of school stakeholders and community members, including parents, staff members, parish leaders, school administrators and local health care providers, focusing on the guidance released by the New York State Department of Health (DOH) as well as interim guidance provided by the Diocese of Rochester and the New York State Education Department's presentation to the Board of Regents ("Recovering, Rebuilding, and Renewing the Spirit of New York's Schools" Reopening Guidance").

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*

All rooms in the school building will provide students with a minimum of 36 ft² (6 ft x 6 ft) of space between students and teachers. This will exceed the New York State Education Department's minimum requirement of 20 ft². The number of students and teachers in each room will be limited based on the size of the room.

- **Classrooms:** Each classroom has a total size of 1050 ft² allowing no more than 29 people in a classroom. Class sizes will be kept below this number to further exceed the state requirements.
- **Gymnasium:** The gymnasium has a total of 4,640 ft² allowing no more than 128 people.
- **AIS Room 1:** AIS room 1 measures 216 ft² allowing no more than 6 people.
- **AIS Room 2:** AIS room 2 measures 170 ft² allowing no more than 4 people.
- **Conference Room:** The conference room measures 180 ft² allowing no more than 5 people.
- **Faculty Room:** The faculty room measures 390 ft² allowing no more than 10 people.

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

Students, faculty and staff will be required to maintain appropriate social distancing while on school grounds and in school facilities. Students will remain six feet apart, in all directions from other individuals within the school setting unless there is an appropriate physical barrier in place or individuals are wearing appropriate face coverings. A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require the projecting of the voice (singing), playing a wind instrument (instrumental music), or aerobic activity resulting in heavy breathing (participating in PE class). Students will be seated six feet apart from each other in the classroom. Students will face away from each other when seated and will not share workstations, desks, tables or other shared surfaces without cleaning and disinfection between use. No supplies will be shared by students during any classwork activities. Any items such as computers, Smart Boards, manipulatives, etc. will be wiped down and disinfected after each student's use before another student is able to use that item.

The hallway width will require students to move in a restricted 1-way direction while traveling through the hallways. Signs on hallway walls and markings on the floor will indicate direction of hallway traffic, along with reminders about social distancing. In areas where students, staff, or visitors may need to stand and wait, such as at a building entrance, floors will be marked every six feet to make it easy to visualize the appropriate social distance.

PPE and Face Coverings: *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate Personal Protective Equipment (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 teachers and school support staff will be required to wear face coverings throughout the school day. Students will be required to wear face coverings when proper social distancing cannot be maintained. Use of face coverings by students is highly recommended even when proper social distancing can be maintained. Acceptable face coverings include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose. Students may remove masks when eating as long as proper social distancing is maintained. Students should wear masks when in common areas, such as hallways, entrances, and exits.

Signs will be posted throughout the school providing a visual reminder of the requirement of face coverings and the proper way to wear the face covering (over nose and mouth). Signs at all entrances to the school will remind students, staff, and visitors that face coverings are required for anyone entering the school facilities or on the school campus.

Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Individuals should be reminded frequently not to touch the face covering and to wash their hands. During the first days of school, teachers will train all students on how to adequately put on, take off, clean, and discard PPE. Face coverings should not be placed on:

- Children under the age of 2
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
- Anyone who cannot tolerate a cloth face covering due to development, medical, or behavioral health needs

Students who are unable to wear face masks for medical reasons will be required to maintain a minimum of six feet of distance from others during regular school activities and twelve feet during music and aerobic activities. These students may be asked to refrain from certain activities if proper social distancing cannot be maintained.

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

Teachers will follow the curriculum provided by the Diocese of Rochester in connection with the Common Core, Next Generation, and New York State learning standards to implement in-person instruction to all students in the classroom on a regular basis. Teachers will use Google Classroom to share assignments with students and provide them with the ability to complete and upload work digitally. This will give them the ability to smoothly transition to distance learning if in-person instruction is not possible. Teachers will utilize the diagnostic and instructional components of the I-Ready Math and ELA program to assess student progress and provide each student with the ability to practice required skills and progress throughout the school year. Since this program can be used by students remotely, it will further lead to a smooth transition to distance learning if necessary. Students will be expected to attend and engage in learning every day. Attendance will be taken daily, regardless of the instructional setting (in-person, hybrid, or totally remote).

All students at St. Lawrence School will be separated into cohorts by grade level. Students in each grade/cohort will have very limited interactions with students in other grade levels. This will reduce the number of individuals exposed to the virus if an infected student is identified in one of our grades. School administration will work with the local health department to quarantine any individuals exposed to COVID-19 before they are allowed to safely return to the school building.

The following school programs will be modified to keep students safe:

Lunch: Lunch will be eaten in the classroom in order to provide students with the ability to socially distance themselves while eating. Students will be seated at their desks six feet apart from each other during lunch. Lunch monitors will be assigned to classrooms so that teachers can take their lunch break during that time. The faculty room has been reorganized to allow teachers to sit six feet apart from each other during lunch. If the faculty room is at capacity, the conference room and teacher's classroom can be used, as long as teachers are seated at least six feet apart from others and are not directly facing each other while eating. Students will still have the option to order lunch. No lunch will be prepared by our school staff. It will be delivered to the school each day and our lunch coordinator and lunch monitors will bring the food to the classroom and pass it out to the students. Lunch monitors will be required to wear masks and gloves while passing food out.

Recess: Outside recess will be located on the playground, school parking lot, and soccer field. Each grade will be separated during recess and be required to keep a distance of six feet from each other at all times. Each grade will have their own bag of recess equipment that they will bring out with them and use during recess. This equipment will not be shared among students of different grade levels and all equipment will be wiped down and disinfected between use. The playground will be designated for preschool students only. It will be cleaned and disinfected each day after preschool uses it. On days when the weather prevents outdoor recess, students will participate in indoor recess either in the classroom or gymnasium. Students will maintain a distance of six feet from each other in the classroom or in the gymnasium during recess.

Physical Education: When possible, physical education classes will be held outside and students will participate in activities that allow them to keep a minimum distance of six feet from each other. Students will be required to keep a distance of twelve feet from each other when participating in intense aerobic activities. When inside, marks will be put on the floor of the gymnasium to keep students six feet apart during instructions and teaching. Activities involving contact with a lot of equipment will be minimized and any equipment used by students will be cleaned and disinfected between use.

Music: Music class will be taught in each student's classroom. All music classes will minimize activities that include singing. If singing is part of an activity, students must be at least twelve feet apart from each other when singing. Any wind instruments that require students to place their mouths on the instrument must be a student's own personal instrument and cannot be shared with other students. Any instruments that are touched by students, such as percussion instruments will be disinfected between use.

Art: Art classes will be taught in each student's classroom. Students will use their own supplies for most activities and any shared supplies will be disinfected between use.

Technology: All technology lessons will be taught in the classroom. Grades K-2 will use iPads (1:1) at their desks and will be seated at least six feet apart. Grades 3-5 will have technology instruction in their classrooms using their own (1:1) Chromebooks. All Chromebooks, iPads, and other frequently touched technology surfaces, such as keyboards, mice, and Smart Boards will be sanitized daily and if shared, will be disinfected between use.

Academic Intervention Services (AIS): AIS teachers will make an effort to push into classrooms as much as possible. If students do need to be pulled for small group activities, students will be seated at least six feet apart during AIS instruction.

Library: Due to the limitations regarding social distancing in the school library, all class visits to the library will be suspended until further notice.

Morning Program: Morning program will be done in the classroom. All prayers and announcements will be read on the school public address system in the main office and projected throughout the school building.

After School Care: When possible, after school care will be held outside and students will participate in activities that allow them to keep a distance of six feet from each other. When inside, after school care will be held in the gymnasium. After school care monitors will be given a cell phone that parents/guardians can call them on when they have arrived to pick up a child. If outside, the after school care monitor will release the child to the parent/guardian once they have checked their identification. If inside, the after school care monitors will meet a parent/guardian at the north door of the school building and release the child once they are sure the person is allowed to pick up the child. The parents/guardians will not enter the school building.

After School Clubs: After school clubs will be suspended until further notice due to social distancing requirements.

Events: Any large events, such as the Veterans Concert and the Christmas Concert will not be done in person until restrictions are lifted regarding large gatherings.

Field Trips: All field trips will be conducted virtually using technology. All in-person field trips will be suspended until further notice due to social distancing requirements.

Emergency Drills/Procedures: St. Lawrence School will conduct regular evacuation and lockdown drills as required. Classroom teachers will instruct students on methods that will ensure that the students appropriately participate in these safety drills, while staying socially distant and utilizing proper PPE.

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.*

During the summer months, St. Lawrence School custodial and cleaning staff have been performing a deep cleaning and sanitation of all school spaces.

All school staff will increase ventilation by opening windows when possible to allow outside air to enter the school building. Students will participate in classes outside when possible, especially during instruction that requires aerobic activities such as physical education. Fans will not be used within the classrooms, unless directly in front of open windows/doors, allowing for increased fresh-air ventilation.

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*

Hygiene expectations and reminders will be posted in classrooms, hallways, and common areas. Hand sanitizer will be located in or near classrooms, entrances, exits, the faculty room, the gymnasium, the conference room, and the school office. There are sinks in each classroom where students can use soap and water to wash their hands on a regular basis. Frequent handwashing and sanitation breaks will be incorporated into classroom activities throughout the school day. Time will be provided between activities for proper cleaning and disinfection of high-touch surfaces. Sharing of personal items and supplies such as writing utensils will be limited. Students' personal items will be stored separately in individual desks, containers, and cubbies. Any soft items that cannot be easily cleaned and disinfected, such as stuffed animals will be removed from classrooms. Students will be encouraged to bring in and use individual water bottles, as our communal drinking fountains will be limited for filling water bottles up only.

School cleaners and custodial workers will clean and disinfect frequently touched surfaces daily. Frequently touched surfaces in the school include, but are not limited to:

- Student Desks
- Door Handles
- Bathroom Surfaces
- Toys and Manipulatives
- Tables
- Light Switches
- Stair Rails
- Countertops
- Chairs
- Sink Handles
- Playground Equipment
- Bookcases

Paper-based products, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not need additional cleaning or disinfection.

All cleaning supplies used by cleaning and custodial staff will be stored in a locked supply closet. Cleaning and custodial staff will maintain logs that include the date, time, and scope of cleaning and disinfection.

Bathrooms will be cleaned and disinfected throughout the school day. Only one student will be allowed in the bathroom at a time and signs will be used to alert students when a restroom is occupied. Students will be trained on proper hand and respiratory hygiene at the beginning of the school year by their classroom teacher. Signs will be placed around the school (within the classrooms, hallways and restrooms) reminding students of safe and proper hygiene habits.

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

There will be no extracurricular/after school activities, except for after school care, which will be held either outside or in the gymnasium to provide students with the ability to practice proper social distancing.

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

When possible, after school care will be held outside and students will participate in activities that allow them to keep a distance of at least six feet from each other. After school care monitors will make every effort to keep students of the same grade/cohort together and/or students of the same household together.

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

It is possible that some students will not be able to return, or feel comfortable returning, to an in-person model of instruction for a variety of reasons, including medical and emotional factors due to COVID-19 health concerns. To allow these students to safely participate in educational activities and to accommodate their specific needs, distance learning options will be provided for students as early as the first day of school.

Students who are unable to wear a face covering due to medical issues and have documentation from a licensed health provider, including students where such a covering would impair their physical health or mental health, will not be subject to the required use of a face covering, however a minimum of six feet of distance from others during regular school activities and twelve feet during music and aerobic activities will be maintained as much as possible throughout the school day.

Alternate face coverings, such as face shields may be worn by teachers of students receiving speech services or younger students who may need clear views of teachers' mouth movements for articulation during phonics instruction.

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. Lawrence School will work collaboratively with the public school transportation departments and will support and adhere to all health and safety guidelines required for our students to receive transportation from the local public-school systems. Students riding the bus to school will be dropped off in the morning at the main school entrance and picked up at the main school entrance at the end of the school day during dismissal. All students will be required to wear masks when walking to and from buses and while riding buses. Students will be seated at least six feet apart on buses with no more than one student per seat. Students will have their temperatures taken as soon as they arrive to school and any child with a temperature above 100 degrees Fahrenheit or exhibiting symptoms related to COVID-19 will be isolated in the nurses office, counselors office, conference room, or school gymnasium until a parent/guardian is able to take the child home. The school will keep in contact with the child's family, as well as local health officials to determine if the child is infected with COVID-19 and when it is safe to allow the child to return to the school building.

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)

Lunch will be eaten in the classroom. Students will have the option to bring their own lunch or order lunch. No food is prepared at St. Lawrence School. The food items are delivered in sealed boxes, containers, and packages. When the food is delivered, our lunch coordinator and lunch monitors will distribute the food to the students in the classrooms. All staff distributing food will wear appropriate PPE such as gloves and masks.

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. Lawrence School has been working with the Children's Institute to develop a greater awareness of the importance of social emotional learning (SEL) and how we can enhance our school climate and culture through the use of SEL strategies and practices. Our school SEL team will meet on a regular basis to plan and implement social and emotional learning strategies to help students who may be dealing with stress and anxiety. Our school counselor will have regular contact with all students in the school building. The counselor will meet with each class in grades K-5 once a week for our character education program to check in with students and address concerns. The counselor will also check in with preschool students and teachers on a regular basis to assist with any social and emotional issues that may arise. Teachers can refer students to our school counselor, our school SEL team, and our school instructional support team if they have any concerns at any time throughout the school year.

Our counselor is available on a regular basis for individual or group meetings with students and staff. Any meetings with the school counselor will be done using appropriate social distancing, while following all PPE requirements.

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

Parents/guardians will be updated on a regular basis regarding school procedures and protocols that are put in place to keep students safe. Teachers will instruct students regarding the procedures that will be followed throughout the school day to ensure that they will safely participate in school programs and activities. Signs will be posted in classrooms, hallways, and near entrances and exits to remind students, staff, and visitors to follow safety protocols, such

as practicing social distancing and wearing a mask. Regular emails will be sent out to families and regular updates will be posted for parents/guardians to view on our school website.

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.*

Staff Arrival Procedures: All staff will enter the building through the north entrance and have their temperature taken upon arrival. Any staff member with a temperature above 100 degrees Fahrenheit or exhibiting symptoms related to COVID-19 will be sent home. All staff will also complete a daily screening questionnaire to provide information regarding the health of each staff member and risk to others given possible exposure to COVID-19.

Student Arrival and Dismissal Procedures: All buses will drop students off at the main entrance of the school building near the school office. Students not riding buses will enter through the north entrance near the gymnasium. Parents/guardians will not be allowed to enter the building with students. If a parent/guardian needs to go to the main office to pick up or drop off items, he or she is required to wait at the main school entrance to be let in by the office staff and follow all visitor entrance procedures.

When students enter the building, staff members will check each student's temperature. If a student has a temperature above 100 degrees Fahrenheit or is exhibiting symptoms related to COVID-19, he or she will be escorted to the nurses office and will wait with our school nurse until a parent/guardian can pick up the student and bring him or her home. If more than one student needs to wait, the counselor's office, conference room, and gymnasium can also be used as waiting areas for students.

For preschool half day dismissal, students will be seated in the gymnasium six feet apart. Parents/guardians will not enter the school building to pick up students. Each parent/guardian will inform a staff member at the north entrance of the child being picked up. The staff member will check the parent's/guardian's identification and once confirmed, the student will be sent from the gymnasium out through the north entrance to meet the parent/guardian.

At the end of the school day, bus students will be dismissed through the main entrance of the school building. Car students will be dismissed through the north entrance of the school building. Parents/guardians will not enter the school building to pick up students. Each parent/guardian will inform a staff member at the north entrance of the child being picked up. The staff member will check the parent's/guardian's identification and once confirmed, the student will be sent from his or her classroom out through the north entrance to meet the parent/guardian.

Visitor Procedures: All visitors to the school building must enter through the main school entrance and report directly to the school office. Only one visitor is allowed in the office at a time. All other visitors must wait outside the building until the office staff unlocks the door and grants them entrance. All visitors will have their temperature taken by our office staff and must complete a screening questionnaire similar to the one provided to staff each day. Any visitor with a temperature above 100 degrees Fahrenheit or exhibiting symptoms related to COVID-19 will not be permitted to enter the building.

All school entrances and exits will have arrows marking which door to enter through and which door to exit through. Markings will also be placed outside near the entrances and exits indicating where visitors should wait in order to ensure that they are standing six feet apart from each other.

In order to keep students safe, the number of visitors in the building will be limited. As a result of this, all non-essential visitations and volunteer activities will be suspended.

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.*

Any student or staff member that exhibits symptoms of COVID-19 will be sent home, with a referral for diagnostic testing. Parents/guardians will be asked to provide basic information regarding their child's symptoms, recent travel or potential known exposure of their child to COVID-19. Staff members will provide the same basic information regarding their own symptoms, recent travel or potential known exposure to COVID-19.

It will be clearly communicated that the responsibility to test a student remains with the parents/guardians and proof of testing and verification of quarantine and lack of symptoms for those confirmed with COVID-19 must be provided to the school before a student or staff member can return to the school building.

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.*

Referral for COVID-19 testing will be made to all parents/guardians by St. Lawrence School whenever a child exhibits symptoms of COVID-19. Parents will be provided with contact information for all local health departments, so that they can determine appropriate next steps for testing and reporting. When a positive case of COVID-19 is diagnosed at the school, local health department officials will be contacted to determine if any additional testing at the school is needed.

Early Warning Signs: *Defined 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; define and deploy method(s) to monitor against such metrics.*

St. Lawrence School will keep in constant communication with local health department officials regarding an increase in cases and early warning signs that the number of cases may be moving towards an unacceptable level. The school will consult with local health officials to determine if various school activities need to be further modified or eliminated, and if a decision to temporarily close the school building is necessary.

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*

Any student, staff member, or visitor with a temperature above 100 degrees Fahrenheit or anyone exhibiting symptoms related to COVID-19 will not be allowed to enter the school building. If a student, staff member, or visitor has tested positive for COVID-19, this person will not be allowed to reenter the school building until he or she has completed isolation and recovery procedures. Discharge from isolation and return to school will be conducted in coordination with the local health department.

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*

Any student or staff member that exhibits signs or symptoms of COVID-19 will not be allowed to enter the school building. If a student is being dropped off by a parent/guardian, the child will be sent home immediately with the parent/guardian. If a student arrives by bus or a student exhibits COVID-19 symptoms during the school day, he or she will be isolated in either the nurses office, counselors office, conference room, or gymnasium depending on which space is available at that time. A staff member will monitor the student until a parent/guardian can pick the child up. Once the child has left the school building, the isolation room will be cleaned and disinfected. If a staff member is showing signs that he or she is unable to safely leave the building and return home, a person on the staff member's emergency contact list will be contacted to pick the staff member up.

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*

Parents will not be allowed in the school building. They will be met at the main entrance by a staff member upon arrival. The parent/guardian will be asked to sign their child out and complete a brief questionnaire indicating their child's symptoms, as well as any known potential exposure to positive COVID-19 cases. In addition, the parent will be provided with a referral for COVID-19 testing along with contact information for the local health departments.

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*

In order for a student or staff member that has tested positive for COVID-19 to return to the school building, the parent/guardian or staff member must provide a note from his or her health care provider indicating that the individual has been discharged from isolation and that he or she can return to the school building safely.

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*

Individuals exposed to COVID-19 must complete quarantine. St. Lawrence School will work with local health officials to determine when it is safe for an individual to return to the school building based on the length of quarantine and whether or not any COVID-19 symptoms develop during quarantine.

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. Lawrence School will work directly with the local health department in contact tracing efforts.

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. Lawrence School will share this school reopening plan with all staff, students, and families. This reopening plan will be posted on our school website for all members of our school community to review. Any updates to protocols and/or safety measures being taken by St. Lawrence School will be shared with all staff, students, and families through emails, newsletters, and our school website.

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*

School administration will immediately contact the state and local health departments if someone in the school building is diagnosed with or exposed to COVID-19. The school will work with state and local health officials to determine who in the school building may have been put at risk as a result of a diagnosis or exposure to COVID-19, and if necessary, all cohorts affected will be removed from the school building and quarantined until it is safe for them to return. If local and state health officials recommend a larger scale quarantine, a decision may be made to temporarily close the school until it is safe for students to return.

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*

Determination of which operations will be decreased or ceased, and which operations will be conducted remotely will be decided collaboratively with the health department, the Diocese of Rochester Department of Catholic Schools, and St. Lawrence School administration. If the school is required to close, distance learning instruction will be provided. Teachers will utilize online classrooms to give students and families access to daily assignments for each subject. Weekly plans will be created and shared with families and students will submit all work online. Teachers will continue to follow the curriculum provided by the Diocese of Rochester in connection with the Common Core, Next Generation, and New York State learning standards when implementing distance learning. The following programs and applications will be used to provide distance learning instruction:

- Google Classroom: Grades PreK-5
- I-Ready Math and ELA Diagnostic and Instructional Component: Grades K-5
- Go Math Digital Lessons: Grades K-5
- Be My Disciples Digital Lessons: Grades K-5
- Zoom Meetings for instruction and class meetings: Grades PreK-5
- Accelerated Reader: Grades K-12
- Brainpop Jr. Grades: PreK-3rd
- Reading A-Z: All Grade Levels
- Headsprout: Grades K-1
- Science A-Z: Grades K-5
- Starfall: Pre-k-1st
- MobyMax: Grades 3-5
- Go Math! (Think Central): K-5
- Google Classroom: All Grades
- Epic Books: PreK-5
- Quizlet: Grades K-5
- RCLBenziger Flourish: Religion: K-5
- Type to Learn: Grades:K-5
- ABCya: K-5
- i-Ready: K-5

Teachers will incorporate online learning applications in the classroom throughout the school year to allow students to become familiar with these programs and make it easier for them to transition to distance learning if necessary. Parents/guardians who would like to limit the amount of time that their child/children are in the school building may utilize these online resources to continue instruction remotely. Teachers will continue to monitor student progress and provide opportunities when possible for regular face to face interactions, however, parents will need to be involved in this instructional model. Resources, such as books will be provided by the school.

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

Parents/guardians will be updated on a regular basis regarding school safety and if necessary, school closing procedures. Regular emails will be sent out to families and regular updates will be posted for parents/guardians to view on our school website. The following stakeholders will receive frequent and clear communication:

- Students
- Parents/Guardians
- School Staff
- Parish Staff
- Parishioners and Community Members
- Public School Partners