



Diocese of Rochester  
Department of Catholic Schools

# St. Mary Our Mother School

## 2020-21 Re-Opening Plan

*July 2020*

**General Information:**

<b>Name of School:</b> St. Mary Our Mother School	
<b>Address:</b> 811 Westlake St., Horseheads, NY 14845	
<b>BEDS Code:</b> 070901166200	
<b>Principal:</b> Jean Yorio	
<b><u>PARTY RESPONSIBLE FOR REOPENING</u></b>	
<b>Name:</b> Jean Yorio	
<b>Email Contact:</b> jean.yorio@dor.org	
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<b>Intended Start Date:</b> September 9, 2020	
<b>Date Plan Submitted:</b> July 31, 2020	
<b>Name and Title of Person Submitting Plan:</b>	Jean Yorio, 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. Mary Our Mother 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*

St. Mary Our Mother School facilities provide ample space to allow an in-person learning environment for all 115 students currently enrolled for the 2020-2021 school year and could accommodate up to 150 students in grades PreK through 6<sup>th</sup>, all while maintaining a 6-foot social distance. In addition, St. Mary Our Mother School will successfully employ 20 faculty and staff members throughout the 2020-2021 school year. A 30-day supply of face coverings have been attained and our supply will be monitored so that additional PPE can be ordered as needed. Nurse services have been provided to St. Mary Our Mother School 1.5 days per week by our LEA (Horseheads Central School District), and our plans are based on the same level of nurse support for the 2020-2021 school year. A request has been submitted for nurse support to be provided to our school 5 days per week for the 2020-2021 school year, but we are awaiting response to our request. Additionally, most students at St. Mary Our Mother School arrive and depart school each day by parent transportation (car). A small percentage of our students rely on our local public-school districts to supply transportation to and from school. Students arriving by bus will continue to follow protocol and procedures for safe and healthy transportation as determined by each of these providing districts.

Students in PreK-3 will be housed in a separate building (St. Joseph's House), consisting of three separate rooms, allowing students to remain 6 feet apart. (Appendix A) Students in PreK-4 through grade 6 will be housed in the main school building. (Appendix B) No new spaces will need to be created to accommodate the in-person learning environment described above, for the 2020-2021 school year. Each classroom within the main school building are one of two sizes, including 8 classrooms that will allow up to 16 students to safely and socially distance themselves 6 feet apart and 4 classrooms that will allow up to 20 students to safely and socially distance themselves 6 feet apart. This classroom capacity includes space for up to 2 teachers to be in each classroom, at one time.

Visitors will not be permitted at St. Mary Our Mother School, including parents, during the COVID-19 health emergency. If there is a need for a mandatory inspection or vendor visit, such appointments will be scheduled for "after school

hours.” Any visitors to St. Mary Our Mother School will be required to participate in a health/temperature screening and must complete a “self-certification” form prior to moving past the Main Office.

**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 always 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).

Hallway width (5ft. 11 inches) will require students to move in a restricted 1-way direction while traveling through the hallways. Signs on hallway walls will indicate direction of hallway traffic, along with reminders about social distancing. In addition to the 1-way foot traffic, the hallway floors will be marked every six feet so that students can easily visualize the appropriate social distance while standing and walking in the hallways. Doors into the gymnasium and lunchroom will be designated as 1-way as well. Two doors in the lunchroom will be used for traffic entering, and two doors will be used for traffic exiting the lunchroom. A similar procedure will be followed in the gymnasium to ensure that students maintain 6 feet social distance from their peers when entering and exiting the gym.

**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)*

Appropriate face coverings will be used by all students, staff and visitors when on school grounds and in school facilities, unless the individual can maintain appropriate social distancing. A supply of disposable face masks will be available for all students and staff, but it is anticipated that most will supply their own face coverings.

Face coverings must be worn in all common areas, such as entrances/exits and when traveling around the school. Students will be allowed to remove their face covering while eating, during instruction, or during short breaks if appropriate social distance is maintained.

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.

During the first days of school, teachers will train all students on how to adequately put on, take off, clean and discard PPE. Lanyards will be provided to all students and staff that will help hold face coverings, specifically face masks, to ensure that students don't put their face masks down or lose them during the school day. The lanyards will ensure that face masks are always with the students and staff members.

Students who are unable to medically or mentally tolerate a face covering will be required to maintain a 6-foot distance from all other individuals in the school setting.

In classroom settings, predominantly the younger grade levels where tables are used for student workspace, physical barriers will be placed between students allowing masks to be removed when students are receiving instruction or are working.

**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:**

St. Mary Our Mother School students will receive in-person instruction, five days per week. For those students who are unable or uncomfortable attending in-person instruction, a home learning plan will be provided so that, with parent support, the child can continue to receive instruction while at home. St. Mary Our Mother School teachers will be utilizing a variety of materials (physical, digital, etc.) to support their content instruction for the in-person learning environment that can be easily translated into a home learning plan, should the need arise where a partial or complete school closure is required.

St. Mary Our Mother School students will follow a “cohort model,” that will ensure that student groups are fixed and limits potential exposure, for the duration of the COVID-19 public health emergency. Cohorts are as follows:

- COHORT 1 = PreK-3
- COHORT 2 = PreK-4 and Kindergarten
- COHORT 3 = Grades 1 and 2
- COHORT 4 = Grades 3 and 4
- COHORT 5 = Grades 5 and 6

Students will receive instruction in all content and special areas as an individual grade level but will share recess, lunch and other special congregate times (i.e. Mass, virtual field trips) with their cohort peers.

While we plan to implement in-person learning models beginning in September 2020, St. Mary Our Mother School is also prepared to shift to a hybrid model, or shift back to a fully remote learning model should circumstances change and school buildings are required to close. Regardless of the instructional model implemented, equity and access for all students will be the priority. Teachers will communicate with parents, beginning in September, working to gain knowledge about the family’s technology capacity so that we can assure students and families that they will have the appropriate technology to use for all models of instruction. Teachers will ensure that every student has clear opportunities for instruction that are easily

accessible. All teachers, including special area teachers, will provide regular and substantive interaction with all students.

**Attendance:**

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). Teachers will collect and report student engagement for all students in grades Kindergarten through 6<sup>th</sup>. St. Mary Our Mother School will provide 180 days, or the equivalent, of instruction to all of our students during the 2020-2021 school year, regardless of the instruction setting.

**Classrooms:**

Classrooms will be set-up to ensure that social distancing can be maintained throughout the school day. Desks will be placed 6 feet apart within the classroom setting, and classrooms that use tables for student workspace will have physical barriers placed between students allowing students to be appropriately separated while still being able to communicate and see each other through clear plastic sheets. Students will be guided to use hand sanitizer upon entering any room within the school setting, since running water is not accessible in each room.

**Restrooms:**

Students must be accompanied to restrooms throughout the school day. Teachers will intentionally schedule restroom breaks into their plans, including before special area classes and prior to Recess, providing ample opportunity for students to use the restroom so that staff can ensure proper handwashing. During classroom visits to the restroom, 2 students will be allowed in at one time and must maintain a 6-foot distance from the other while in the restroom. Students that need to use the restroom outside of the whole-group visits will be accompanied by an Office staff member. Functional toilets and urinals will be 6 feet apart or separated by a physical barrier.

**Lunchroom (O'Brien Hall):**

O'Brien Hall will continue to be the location in which students eat their lunch. All students will visit the restroom immediately prior to entering the lunchroom to wash their hands. Students will share the lunchroom with their cohort peers but will maintain a 6-foot social distance between their peers during their meal. Student seating will be designated by a mark on the lunch table seats, 6 feet apart and facing the same direction. One faculty member will supervise each cohort during

their lunch time. Students will not be required to wear face coverings while eating, but will be required to replace their face covering once eating is complete. Food sharing will not be allowed between students.

Two doors will be designated as the entrances to the lunchroom, and 2 doors will be designated as the exits from the lunchroom.

After each cohort's 20-minute lunch period, students will be instructed to line-up to go back to their classrooms. Marks will be placed on the floor 6 feet apart, where students will line-up at the conclusion of their lunch period. The school custodial/maintenance staff will clean and sanitize the lunchroom tables and seats prior to the start of the next lunch period and the arrival of another cohort of students following CDC protocol.

For the 2020-2021 school year, there will be no parent volunteers working in the lunchroom (as has been past practice at our school).

### **Hallways:**

Hallway width will require students to move in a restricted 1-way direction while traveling through the hallways. Signs on hallway walls will indicate direction of hallway traffic, along with reminders about social distancing.

Students will not be allowed to walk through the hallways without a staff member escort.

### **Gymnasiums:**

Regardless of the model of instruction (in-person, hybrid, remote), physical activity will be a priority for all students and will be under the direction of our physical education teacher. All in-person PE classes will take place outdoors, unless the weather is not conducive to outdoor activity. The gymnasium will be the alternate location for all PE classes if the weather is not conducive to outdoor activity. While students are participating in activities that require aerobic activity and result in heavy breathing, a 12-foot distance will be maintained between individuals. Games and activities during PE class will require no physical contact and will not require students to be in close physical proximity to each other. Two doors will be designated as the entrances to the gym, and 2 doors will be designated as the exits from the gym. Students will participate in P.E. classes with their individual grade-level class (not with their cohort peers).



### **Worship Spaces:**

St. Mary Our Mother School will continue to participate in monthly "First Friday Masses," however each month only 1 cohort will physically attend Mass in the church. Seating within the church sanctuary will be 6 feet apart in all directions. Alternating pews will be used for seating, ensuring that a 6-foot distance in front and behind every student in the church. All other classes/cohorts will attend/watch Mass via "live stream" within their homeroom setting.

### **Outdoor Play Spaces:**

The school playground will be sanitized twice daily; one time prior to the first Recess period (prior to 10:30am), and the second time prior to Stay and Play (after school care, prior to 3:00pm). The school playground and adjacent parking lot will be used for outdoor Recess, and the gymnasium or classroom spaces will be used for indoor recess. Each day of outdoor Recess, only 1 cohort will be allowed on the playground equipment. The schedule for playground usage will be on a cohort rotating basis. Cohorts that are not using the playground will use the parking lot for their Recess activity period. There will be 2 Recess supervisors for each 30-minute Recess period. Recess monitors will supervise and remind students to maintain 6 feet distance between themselves and their peers. Each cohort will have their own "Recess bin" that contains equipment to be used exclusively by their cohort. Face coverings will not be required while students are playing outside, if they maintain appropriate social distancing.

To ensure cleanliness and proper sanitation of the playground equipment and ultimately the safety of our students, the school playground will be closed to everyone outside of our school between 7:00am and 6:00pm, Monday through Friday. Signs will be posted around the playground, indicating this policy.

### **Spaces Where Other Groups Congregate:**

St. Mary Our Mother parish faith formation classes will be the only group, outside of our student population, to be permitted to utilize any school space (inside or outside) during the 2020-2021 school year. Faith formation classes will be held on Tuesdays, after school hours, beginning at 3:30pm and concluding at 4:45pm. The faith formation program must supply their own materials, and faith formation staff will be required to clean and sanitize all desks, chairs and frequently touched surfaces within the classroom setting prior to the end of their day.

**Visitors:**

Visitors will not be permitted (including parents) into the school building at any time during the COVID-19 health emergency. When possible, any required inspections and vendor maintenance work must be scheduled for after school hours and will require the visitor to participate in a mandatory temperature/health check and to sign a self-certification form.

**Field Trips and Special Congregate Events:**

All field trips during the 2020-2021 school year will be conducted utilizing technology and will be of a “virtual” nature. Any special congregate events will be shared between cohorts only.

**Emergency Drills/Procedures:**

St. Mary Our Mother School will conduct standard operations and procedures as prescribed by the NYSED, including evacuation drills and lockdown drills. Classrooms teachers will instruct students on methods that will ensure that the students participate in the prescribed number of safety drills, while staying socially distant and utilizing appropriate 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. Mary Our Mother School custodial/maintenance staff have been performing a deep cleaning and sanitation of all school spaces.

All classroom ventilators have been disassembled and cleaned. New air filters have been placed in all classroom ventilators. Merv-13 air filters have been ordered to replace the newly installed air filters once the heating system is turned on in the Fall.

Windows and classroom doors will remain open during the warmer school months, allowing for increased ventilation within the classroom settings. Fans will not be used within the classrooms, unless directly in front of open windows/doors, allowing for increased fresh-air ventilation.

Drinking fountains will be adjusted to allow only water bottle refilling. Mouth spouts on all drinking fountains will be disabled.

**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. Mary Our Mother School maintenance/custodial staff will be responsible for the daily cleaning and disinfecting of the high-risk areas and frequently touched surfaces, including cafeteria tables/seats, bathrooms, hallways, entranceways/exits, door handles. Cleaning and disinfection of the school facilities will be rigorous and ongoing and will occur at least daily and will be more frequent as needed. Custodial/Maintenance workers will follow CDC guidelines for cleaning and sanitizing of all school spaces. Restrooms will be sanitized every 2 hours, and custodial/maintenance crews will maintain logs that include the date, time and scope of cleaning and disinfecting of restrooms. (Appendix C)

Classroom teachers will be provided with sanitizing solution (spray bottle) and gloves that will be used to sanitize their classroom spaces, as needed throughout the school day and at the conclusion of each school day. Classroom teachers will ensure that their specific classroom space has been sanitized, including desks, chairs and frequently touched spaces within their classroom setting prior to their departure each day.

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 Stay and Play (afterschool care) at St. Mary Our Mother School until the COVID-19 public health emergency is resolved or guidance is received that eases up these restrictions.

**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

Students arrive at school as early as 7:30am. Once students have completed their daily health/temperature check, they will go directly to their classrooms where their teacher will be supervising students until 8:20am, which is the beginning of the instructional day. 2 staff members will be stationed at the entrance to the school for health/temperature screenings, and additional staff members will be located in the hallways around the school building between 7:30-8:20am to ensure that students go directly to their classrooms upon entering the school building.

St. Mary Our Mother School will continue to facilitate an after-school care program, called Stay and Play (SNP). Participation in the SNP program is reserved for SMOMS students only. During SNP, students will remain in the same cohorts as they do during the school day and will wear appropriate face coverings or maintain 6 feet social distancing. When parents come to pick-up their child from Stay and Play, they must call the SNP phone and announce their arrival. A SNP staff member will accompany the student(s) to the school's front door to meet their parent/guardian, where parents/guardians will sign their child(ren) out. Indicating the time that they picked-up their child(ren).

**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 (September 9, 2020).

Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, will not be subject to the required use of a face covering but will be required to provide documentation from their health care provider confirming the health concern(s). A 6-foot distance in all directions will be maintained between this student and all other individuals to the fullest extent possible throughout the school day.

Speech Therapy supports for our students often require the therapist to emphasize mouth and tongue movements for the remediation of articulation challenges. In such circumstances, alternate face coverings may be used (i.e. face shield). Since Speech Therapy is provided to St. Mary Our Mother School students through the Horseheads Central School District (LEA), the appropriateness of face coverings for our speech therapist will be determined by the Student Services department at Horseheads district.

We recognize that wearing face coverings may be very difficult for our youngest students and while all students will be expected to wear appropriate face coverings, every attempt will be made to help assist children become accustomed with the wearing of such coverings while in the school setting. Teachers at all grade levels will intentionally structure their daily schedule so that students will not need to wear their masks all day. Such times will find students participating in instruction, eating, playing and working at least 6 feet apart from their peers or separated by physical

barriers. Masks will not be worn at any time that the student is exerting themselves or breathing hard (i.e. PE class, Recess), but students will remain socially distant.

**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. Mary Our Mother 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. We will encourage the parents of students that typically ride the school bus to school to consider bringing their child to/picking their child up from school by car rather than relying on transportation provided by our local public-school systems.

Students that are brought to school via school bus will enter the school through the Main Entrance and will be required to participate in a health/temperature check prior to going to their homerooms. At the end of the day, the public-school buses will return to the Main Entrance to pick-up students that ride the bus home.

**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. Mary Our Mother School students will bring their lunch to school every day. No hot lunch program will be provided to our students during the 2020-2021 school year.

Lunch periods will be shared by cohort so only 2 classes of students will be in the lunchroom at one time. Prior to entering the lunchroom, all students will be required to wash their hands. Food and beverages will not be shared between students. Ten minutes prior to the end of the lunch period, all students will pack-up their lunchboxes and line-up allowing our custodial/maintenance crew to clean and sterilize the lunch tables and seats according to CDC guidelines.

**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*

Prior to the start of the school year, the St. Mary Our Mother School Site-based Team will meet to set goals and create our Strategic Plan for the 2020-2021 school year. A major focus of our goals will be in the area of Social-Emotional Wellness. Last school year, our Diocesan Catholic principals began working with the Children's Institute to develop a greater awareness of the importance of Social-Emotional Learning and how we can enhance our school climate and culture by focusing on procedures that help us understand and manage emotions, set and achieve positive goals, and develop core intra- and inter-personal competencies. Our work as a staff in the area of SEL will continue for the 2020-2021 school year, with an increased focus on increasing resiliency and building mental health and strength in our students, our staff and our families.

In order to remain aware of student concerns, each classroom teacher will spend time daily talking with students and determining which students might have heightened levels of anxiety or concern that may create an obstacle to the learning

environment. The teacher will provide a list of those students with whom he/she has concern to our Response to Intervention (RtI) Team. At RtI Team meetings, these students will be discussed and strategies to support them will be designed to support them within the educational setting (in-person, hybrid or remote). The RtI Team will discuss mental health, as well as behavioral and emotional concerns for our school (students and staff), as a whole.

Our summer staff work will begin with an assessment of staff needs, for accommodating anticipated changes in school protocol and procedures, but also for accommodating the stress and anxiety that they feel as they navigate the unsettling times. The staff at St. Mary Our Mother School will be conducting a book study ([Awakened: Change Your Mindset to Transform Your Teaching](#) by Angela S. Watson, 2011) during the 2020-2021 school year that focuses on supporting staff by changing mindsets in order to increase teacher effectiveness and improve staff emotional wellness.

**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*

Regular and frequent communication between school, families and the wider community will be an essential element to the successful reopening of St. Mary Our Mother School in September 2020. Summer updates will continue to be provided to currently enrolled families as plans are made and protocols/procedures are established for the upcoming school year.

The Reopening Plan will be placed on our school website, once it has been approved. The Reopening Plan will be incorporated into our Student-Parent Handbook, as well as the Staff Handbook. Our Facebook page will continue to post updates for our school, as they are determined.

St. Mary Our Mother School will continue publishing a monthly newsletter to parents, providing updates on current school events, procedures and protocol. Classroom teachers will communicate with parents through weekly newsletters, as well as email and phone communication as needed. Should the school be required



to enter a phase of “remote learning,” these newsletters and forms of communication will continue.

Our summer PreK Orientation program provides a lot of information to our newest and youngest families. Typically, these sessions are held in large groups, however the PreK Orientation Program for the summer of 2020 will be accomplished in small groups, socially distant and with PPE, staggered across several days.

Our Parent Information Night, scheduled for early September, will be conducted through a virtual meeting with the classroom teachers. The Principal will join each of the grade-level meetings, and parents will have the opportunity to ask questions of the classroom teacher as well as the Principal.

Signs will be posted throughout the school and will share messages that are consistent with the DOH COVID-19 signage regarding public health protections. Signage will remind students, staff and visitors to:

- Stay home if they are sick
- Wear appropriate face covering when unable to maintain social distance from others
- Adhere to social distancing instructions
- How and to whom to report symptoms of, or exposure to, COVID-19
- Follow proper hand hygiene guidelines
- Follow respiratory hygiene and cough etiquette

## 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 staff members must enter the school building prior to 7:30am (student arrival time) each day. They will be required to report to the Main Office for a daily health/temperature screening before they enter any school space. All staff members will be required to complete a daily self-certification form that indicates that they have not had COVID-19 in the past 14 days, nor have they had a positive COVID-19 test in the past 14 days. Additionally, they will attest to not having close contact with any confirmed or suspected COVID-19 cases in the past 14 days and that they do not have a body temperature greater than 100°F on that day.

Visitors and vendors to the school will be required to participate in a health/temperature screening and complete a similar self-certification form.

Students arriving at school by car (transported by their parent/guardian) will drive up to the school and will be met by a staff member who will take each student's temperature. If no temperature is detected above 100°F, and the parent can confirm that the student is not exhibiting any COVID-19 symptoms, the student can exit the car and enter the school building. If a temperature greater than 100°F is detected, the student will be sent home directly with the parent. Students will not congregate during arrival, unless they are of the same household. Additional staff members will be monitoring arrival to ensure that all students go directly to their classrooms once they have entered the school building.

Students arriving by bus will enter through the Main Entrance and will participate in a health/temperature screening conducted by a staff member prior to moving past the Main Entrance. If no temperature above 100°F is detected, the students will be able to go directly to their classrooms. If a temperature above 100°F is detected, the student will go directly to the Nurse's Office/Isolation Room where they will wait until their parent/guardian is contacted and comes to pick them up. Students coming off the bus will not congregate during arrival, unless they are of the same household.

**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. (Appendix D) Parents will be asked to provide basic information regarding their child's symptoms, recent travel or potential known exposure of their child to COVID-19. (Appendix E) 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 parent(s) 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/staff member can return to the in-person learning environment.

**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 the school whenever their student exhibits COVID symptoms. Parents will be provided with contact information (phone numbers, email addresses) for all local county health departments, so that they can determine appropriate next steps for testing and reporting. When a positive case of COVID-19 is diagnosed at St. Mary Our Mother School (student or staff member), the Principal will contact Chemung County Health Department officials to determine if 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. Mary Our Mother School maintains a direct line of communication with officials in the Chemung County Executive's office, as well as the Chemung County Health Department. This line of communication has provided foundational information to assist in the development of this Reopening Plan and will continue to provide support and advice as to essential metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. St. Mary Our Mother School will work directly with these officials should additional testing or school closure (partial or complete) be advised.

### **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*

School nurse staffing, including the school office staff on days that there is not a “nurse” on duty, will be provided with appropriate PPE to be worn in the event that anyone at the school develops symptoms of COVID-19 during the school day. Appropriate PPE would include a face mask, gloves, a gown and a face shield.

When a student exhibits symptoms of COVID-19 during the school day, the classroom teacher will call the nurse’s office to notify them that the student is coming to the office. The Nurse, or office staff, will put on appropriate PPE (as described above) and will receive the student in the nurse’s office/isolation room. If the Nurse determines that the symptoms match those of the COVID-19 virus, she will contact the student’s parent/guardian and ask them to come pick their child up. A referral will be made to have the child tested for the COVID-19 virus by their health care provider.

Faculty and staff members that develop symptoms during the school day will follow the same procedure of isolation and assessment of symptoms.

**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*

If a student arrives at school and exhibits symptoms of COVID-19 upon arrival, the student will be sent directly home with the parent.

If a student develops symptoms during the school day, the student will be sent to the nurse’s office for isolation. The students’ parents will be called and asked to pick their child up and take them for COVID-19 testing. (Appendix D) Parents will be asked to provide basic information regarding their child’s symptoms, recent travel or potential known exposure of their child to COVID-19. (Appendix E)

Staff members that develop symptoms during the school day will follow the same protocol as the students; isolation, assessment of symptoms and plan for testing and arrangement to get staff member home.

Deep cleaning and sanitizing of the isolation room, as well as the classroom from where the individual came, will be performed immediately after the symptomatic individual leaves the school, and these rooms will not be used for 24 hours.

**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, so they will be met at the front door by an office 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 testing along with contact information for the local county 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 in-person learning environment, the parent/guardian or staff member must get a note from their health care provider indicating that the individual has been discharged from isolation and that they "may return to school at this time."

**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 who were exposed to the COVID-19 virus must complete quarantine and have not developed symptoms before they can return to the in-person learning environment. It will be recommended that anyone with known exposure to the COVID-19 virus be tested, to determine the presence of the virus. If an individual tests negative for the COVID-19 virus after exposure, they can return immediately to the in-person learning environment.

**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

Custodial/Maintenance staff members will adhere to cleaning and disinfection guidance set forth by the DOH and the CDC.

Upon completion of cleaning and sanitation of any exposed areas (nurse's office/isolation room), signs will be posted indicating when the room can be used (24 hours after sanitation is complete).

**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

The St. Mary Our Mother School Principal will work directly with the Chemung County Health Department in contact tracing efforts. We will take into account the home county of the students or staff members with the potential exposure and contact those health officials as well.

**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. Mary Our Mother School will maintain a strong line of communication with all school stakeholders as protocols and safety measures are established for the 2020-2021 school year. Once the Reopening Plan has been approved by the State, it will be put on our website. A letter to all school parents/guardians will be sent as soon as the plan is approved, letting them know that they can access the plan on our website. A letter will be sent home to our parish community providing updates on the school Reopening Plan as well.

Faculty and staff, as well as our Reopening Task Force, have been kept updated throughout the process of plan development, and these updates will continue throughout the remainder of the summer and the school year.

School newsletters (monthly) and classroom newsletters (weekly) will share protocols and safety measures with parents/guardians throughout the school year.

#### **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*

The conditions that may warrant reducing in-person learning or closure of school will be determined collaboratively between the St. Mary Our Mother School Principal, the Diocese of Rochester Catholic School Superintendent and Chemung County Health Department officials. At any time during the school year, it is understood that the New York State Governor and Department of Health have full authority to close any New York State school (public or private) due to a pre-determined metric.

**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 Chemung County Health Department, the Diocese of Rochester Department of Catholic Schools and the St. Mary Our Mother School Principal. Plans to ensure orderly closures may utilize partial cohort closure, phasing or complete school closure, and will be based on milestones set by the Chemung County and New York State Health Departments.

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

Strong communication during any challenging situation is vital to the successful and positive navigation of the situation. Communication prior to any closure will be ongoing and will come from the Principal and the Diocese of Rochester Department of Catholic Schools. Communication modes could include phone calls, emails, letters (mail), website and Facebook postings. During any closure, communication will be delivered to parents/guardians and staff members on a regular basis, from classroom teachers as well as the Principal.