



Diocese of Rochester
Department of Catholic Schools

St. Mary's School
Canandaigua, NY

2020-21 Re-Opening Plan

July 2020

General Information:

Name of School: St. Mary's School
Address: 16 Gibson Street
BEDS Code: 430300166197
Principal: Lisa Milano

PARTY RESPONSIBLE FOR REOPENING

Name: Lisa Milano
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Intended Start Date: September 9, 2020

Date Plan Submitted: July 31.2020

Name and Title of Person Submitting Plan: Lisa Milano, 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 following plan for reopening St. Mary's School was developed with input from the Path Forward Reopening Task Force. The Task Force is comprised of teachers, parents, and administrators. The Task Force chose 4 areas of focus:

- Physical Safety and Protective Measures
- Instructional Schedule
- Social-Emotional Support for Students
- Communication to all Stakeholders

The Task Force also considered three possible scenarios for reopening:

- Reopening for in-person instruction.
- Reopening for in-person instruction with an online option for students who are immunocompromised.
- Establishing Home Learning Plans so the online instruction continues.

Members of the Path Forward Reopening Task Force:

- Cristina Falbo, Teacher
- Jason Fox, Parent
- Sarah Gallagher, Parent
- Stacy Maslyn, Teacher
- Michelle Meenan, Paraprofessional
- Lisa Milano, Principal
- Pam Negley, Administrative Assistant
- Suzanne Pohorence, Teacher
- Kerri Ross-McGuire, Teacher
- Ruth Shields, Parent

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*

At this time, there are just over 80 students registered to attend St. Mary's School. Class sizes have been limited to 15 students. St. Mary's employs 14 full-time teachers, and less than a dozen support staff and office staff. Per the CDC guidelines, we will be able to reopen at full capacity with appropriate social distancing and barriers in each classroom. Each student will be equipped with a cloth face covering, and each teacher and staff member with a plexi-glass shield as well as a cloth face covering. A school nurse is onsite part-time at St. Mary's School. Transportation will be provided by local public-school districts in accordance with CDC guidelines.

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

Social distance will be observed to the extent possible in all settings.

- Arrival and dismissal will be staggered to discourage congregating.
- Cohorts of students will use separate entrances and exits.
- Tape markings or decals will be used in hallways, classrooms, and shared spaces.
- Visitors to the school will be limited.
- Information will be provided to all staff and families in the school community on expectations for proper distance.
- Expectations will be taught and reinforced with students.
- When social distance is not possible, additional safety precautions will be taken, (plastic barriers, face coverings).

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)*

Wearing cloth face coverings is required for staff and strongly recommended, but not required for students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Face coverings should be worn by students (particularly older students) if feasible and are most essential in times when physical distancing is difficult or not possible, or when moving throughout the building.

St. Mary's School will consider cloth face coverings for younger children if it is determined they can reliably wear, remove, and handle masks following CDC guidance throughout the day. Students will be provided with an individual lanyard for easy access to their mask, and plastic bags for mask storage.

Students should be reminded frequently not to touch their face covering and to wash their hands.

Cloth 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.

ALL VISITORS to St. Mary's School will be required to wear a cloth face covering.

Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

Expectations for wearing face coverings will be taught and reinforced with students.

Resources: <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

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's school is prepared to open fully, 5 days per week with all students on campus. Cohorts will be implemented based on age of students and configuration of the school.

- Pre-school students will enter and exit from the door at the ramp. They will remain in their classroom and in their hallway throughout the day. Students will engage in outdoor recess and physical education classes. All other special area teachers will provide instruction in the pre-school classroom.
- Students in Kindergarten and Grades 1 and 2 will enter and exit from the east entrance and proceed up the stairs to their classroom and hallway. They will remain in their classroom and hallway throughout the day but will attend lunch in the gymnasium. Students will engage in outdoor recess and physical education classes. All other special area teachers will provide instruction in the students' classroom.
- Students in Grades 3, 4, and 5 will enter and exit from the west entrance and proceed to their classroom and hallway. They will remain in their classroom and hallway throughout the day but will attend lunch in the gymnasium. Students will engage in outdoor recess and physical education classes. All other special area teachers will provide instruction in the students' classroom.
- Students in Grades 6, 7, and 8 will enter and exit from the main entrance and proceed up the stairs to their classroom and hallway. They will remain in their classroom and hallway throughout the day but will attend lunch in the gymnasium. Students will engage in outdoor recess and physical education classes. All other special area teachers will provide instruction in the students' classroom.
- Arrival and dismissal will be staggered to avoid congregating.

Classrooms:

Teachers and staff members at St. Mary's will prepare their classrooms for a return to instruction.

- Unnecessary furniture will be removed from the room (e.g., bookcases, bean bag chairs, floor displays).
- Soft items or items that cannot be easily cleaned and disinfected (e.g., stuffed toys, play dough) will be removed from the classroom.
- Teachers will implement "Play Stations" so that a cohort of students remains at the same station with same materials for one week.
- Shared materials will be cleaned after use.
- Student desks will be appropriately distanced per CDC guidelines. Desks face in a forward direction.
- Plastic shields or barriers will be available for student desks and tables.
- Tape and decals will be used to mark locations on the floor to remind students and staff about the required position for desks, and classroom movement. For younger students, hula hoops will be used to help students maintain boundaries.
- Exposure of cohorts/classes of students to other students and outside visitors will be limited as much as possible.
- Class procedures for hand sanitizing, cleaning, and disinfecting will be established.
- Students will use individual water bottles at hallway filling stations.
- Cleaning and disinfecting schedule created for frequently touched surfaces.
- All classrooms will be cleaned and disinfected nightly by *Perfection Cleaning*.

Cafeterias:

St. Mary's School does not have a cafeteria/kitchen with food service available to students. Students may bring their own lunch or order individually pre-packaged lunches from a local vendor.

The school gymnasium also serves as the school cafeteria.

- Student tables in the gymnasium will be appropriately distanced per CDC guidelines.
- Student cohorts will attend lunch together, and will be seated in appropriately distanced intervals, per CDC guidelines.
- Students with allergies will be seated at adjacent portable tables.
- Disposable food service items will be used (paper plates, plastic utensils).
- Lunch monitors and food servers will wear masks and gloves while in the cafeteria.
- Student tables and chairs will be cleaned between meal periods for each cohort.

Gymnasiums and Worship Spaces

The capacity of the gymnasium at St. Mary's School is 240 persons. Physical Education classes may be held outside or in the gymnasium. Class sizes will be limited to each cohort.

- Tape and decals will be used to mark the floors so that students maintain appropriate boundaries.
- Physical Education will consist of non-contact activities or individual health and wellness activities.
- Use of equipment will be limited and restricted to use by cohort.
- Equipment will be cleaned and sanitized after use.

The capacity of St. Mary's Church is 900 persons. Students will attend mass by cohort and will observe social distance as indicated in the church.

- Pews in the church will be clearly marked for use.
- Pews and worship spaces will be cleaned after each use.

Outdoor Play Spaces:

St. Mary's School does not have a playground. Students use an open, grassy area adjacent to St. Mary's Church and Parish Administration Center for outdoor recess.

- Teachers will use staggered recess schedule to reduce capacity and exposure, and to ensure social distance.
- Teachers will encourage activities that result in less contact with equipment.
- Use of equipment (balls, jump ropes) will be limited to class/cohort.
- Equipment will be sanitized after each use.

Spaces Where Other Groups Congregate:

Although travel throughout the school will be restricted, students will use hallways and stairwells.

- Stairwells in each wing of the building will be designated for cohort use.
- Remind students not to touch walls when in hallway.
- Stairways, railings, and door handles will be cleaned periodically throughout the day.
- Students and staff will always wear face masks when in the hallway

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

- St. Mary's School has contracted with *Perfection Cleaning* to complete a deep clean of the school.
- St. Mary's has purchased 2 misting machines to clean surfaces before the start of the school and periodically throughout the school day.
- St. Mary's has water filling stations for student use. Filters will be replaced at the start of the school year, and as needed throughout the year. Students will use individual water bottles at each filling station.

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's school has contracted with *Perfection Cleaning* to clean classrooms and public areas daily after dismissal of students and teachers.
- Restrooms schedules will be posted for each class, and restrooms will be cleaned periodically throughout the day.
- The school gymnasium also serves as the school cafeteria. Student tables and chairs will be cleaned between meal periods for each cohort, and at the conclusion of all meal periods.
- The school library will be closed at this time.
- St. Mary's School does not have a playground. See notes for Outdoor Play Spaces.
- St. Mary's School will establish the following protocols for healthy hygiene habits:

*Provide adequate supplies to support healthy hygiene behaviors (e.g. soap, hand sanitizer with at least 60% alcohol, paper towels, and tissues).

*Teach and reinforce washing hands with soap and water for at least 20 seconds and/or safe use of hand sanitizer that contains at least 60% alcohol by staff and older children. Note: Children under age 9 should use hand sanitizer only under adult supervision. Call poison control if consumed.

Resource: <https://www.cdc.gov/handwashing/videos.html>

*Model healthy hygiene practices throughout the school day. Staff should model and practice handwashing before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom.

*Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Resource: <https://www.youtube.com/watch?v=mQINuSTP1jI>

*Teach and reinforce the use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practical. Incorporate healthy hygiene practices into the daily school day.

*Provide hand sanitizer at every building entrance and exit, in the cafeteria, and in every classroom.

- *Incorporate frequent handwashing and sanitation breaks into classroom activity.
- *Allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- *Limit sharing of personal items and supplies such as writing utensils
- *Store students' personal items separate and in individually labeled cubbies, containers, or lockers.
- *Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- *Post hygiene expectations and reminders in appropriate locations throughout the school <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

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

St. Mary's School Cross Country Run Club will meet periodically throughout the Fall and observe the following protocols:

- Maintain appropriate social distance.
- Avoid touching of shared equipment.
- Clean and disinfect any equipment between uses by different individuals.
- Not use shared equipment at all.

St. Mary's St. Genesius Players will meet periodically throughout the year and observe the following protocols:

- Maintain appropriate social distance.
- Wear cloth face coverings when social distance is not possible.
- Avoid touching of shared equipment.
- Clean and disinfect any equipment between uses by different individuals.
- Not use shared equipment at all.

All other extracurricular activities (Boy Scouts, Youth Sports) will not be permitted at St. Mary's School at this time.

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

St. Mary's offers both before and after school care.

- Students arriving before school begins will follow screening procedure outlined in Section 2, Monitoring Health Conditions.
- Students in before and after care will be grouped by family and/or by school cohort to minimize exposure.
- Students will rotate between designated "Play Stations" as described above.
- Student materials and supplies will be cleaned after use.
- Bathrooms used will be cleaned after use.
- Tape and decals will be used to mark locations on the floor to remind students and staff about social distance and classroom movement. For younger students, hula hoops will be used to help students maintain boundaries.
- Cloth face coverings will be worn when physical distance is not possible.
- If food is served, staff and students will follow cafeteria guidelines.

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

St. Mary's School is prepared to offer remote learning for students who can not return to school because they, or someone in their household, is immune compromised.

- Remote learning will be offered by classroom teachers, special area teachers and support staff.
- A Home Learning Plan will be developed for each student.
- Students will be provided with necessary technology and materials.

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's School is prepared to follow guidelines established by local districts regarding the use of school busses.

- At home screening will be conducted before students board busses.
- Students on busses will be seated individually next to a window or by family group.
- Face coverings will be required on all busses.
- School busses will be cleaned and disinfected regularly after use.
- Staggered arrival/dismissal time will be established or parent/guardian drop-off and pick up.
- Parent/Guardian will remain in car and complete certification for student if at home screening has been completed.
- Students will be required to wear face covering when entering and exiting the 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)*

St. Mary's School does not have a cafeteria/kitchen with food service available to students. Students may bring their own lunch or order individually pre-packaged lunches from a local vendor (Wegman's).

The school gymnasium also serves as the school cafeteria.

- Student tables in the gymnasium will be appropriately distanced per CDC guidelines.
- Student cohorts will attend lunch together, and will be seated in appropriately distanced intervals, per CDC guidelines.
- Students with allergies will be seated at adjacent portable tables.
- Disposable food service items will be used (paper plates, plastic utensils).
- Lunch monitors and food servers will wear masks and gloves while in the cafeteria.
- Student tables and chairs will be cleaned between meal periods for each cohort.

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. Mary's School is prepared to offer social and emotional support to students and staff.

- Social-Emotional Learning Team attend training offered by the Collaborative for Academic, Social and Emotional Learning, (CASEL).
- Social-Emotional Learning Team will develop building-wide roadmap to assist students in reconnecting with school.
- St. Mary's School will partner with community organizations (Children's Institute, Nazareth College) to provide mental health support for students and consultation for teachers.
- St. Mary's School will post resources for parents and teachers on its website, www.stmaryscanandaigua.org and via social media.

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

St. Mary's School has a well-developed system for communicating with parents and community members.

- Reopening of school information posted on the school's website, Facebook Page, and Instagram account.
- Reopening video messages used to communicate information from the Path Forward Reopening Task Force. Messages posted on website and social media.
- Weekly communication will be sent through My Student's Progress to all parents.
- School handbook will contain information regarding requirements of social distance, wearing face coverings, and hygiene habits.
- Hygiene expectations and reminders will be posted in appropriate locations throughout the school <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

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

St. Mary's School is committed to monitoring the health of students and staff.

- Screening, including temperature checks, for faculty and staff occurs upon arrival or at home. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the school or sent directly to the isolation area prior to being picked up or otherwise sent home.
- A daily screening questionnaire (self-certification) for faculty and staff reporting to school is required.
- A questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer, used for remote health screening (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian).
- Monitoring for COVID-19 symptoms to occur through observation.
- Visitors to St. Mary's School will be strictly limited.
- Visitors to St. Mary's School will be subject to screening and/or self-certification upon arrival.

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

Staff at St. Mary's School will monitor for temperature and COVID-19 symptoms through observation.

- Students, staff, or faculty will be referred for testing by the school nurse or designee.
- Testing will be completed through the local doctor's offices. Testing is also available at Finger Lakes Urgent Care Centers and through NYS at Monroe County Community College.
- All travelers entering New York who have recently traveled to a state deemed to have a high rate of COVID-19* will be required to quarantine for a period of 14 days consistent with the Department of Health (DOH) regulations for quarantine.
- The travel advisory requires all New Yorkers, as well as those visiting from out of state, to take personal responsibility for complying with the advisory in the best interest of public health and safety.
- All students, staff, or faculty should not return until they have met the CDC's criteria to discontinue home isolation and/or have received negative test results.

*<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

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

Staff at St. Mary's School will monitor for temperature and COVID-19 symptoms through observation.

- Students, staff, or faculty will be referred for testing by the *school nurse* or *designee*.
- Testing will be completed through the local doctor's offices. Testing is also available at Finger Lakes Urgent Care Centers and through NYS at Monroe County Community College.

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's School Nurse and/or designee will monitor information from the Ontario County Public Health Department.

- Contact local health department with any reported cases of COVID-19 at St. Mary's School.
- St. Mary's school will collaborate with the Ontario County Public Health Department and the Diocese of Rochester and follow all recommendations.

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*

Students, staff, or faculty at St. Mary's School will be sent to the school nurse immediately upon observation of symptoms (fever, cough, shortness of breath).

- An isolation room will be established within the health office.
- All symptomatic individuals wear a cloth face covering and all staff members that interact with the individual wear appropriate personal protective equipment.
- Parent/guardian of the students will be notified.
- Students, staff, or faculty who are sick will be sent home or to a healthcare facility.
- Arrange for transportation of individuals, if necessary.

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*

Students, staff, or faculty at St. Mary's School will be sent to the school nurse immediately upon observation of symptoms (fever, cough, shortness of breath).

- An isolation room will be established within the health office.
- Parent/guardian of the students will be notified.
- Students, staff, or faculty who are sick will be sent home or to a healthcare facility.
- Arrange for transportation of individuals, if necessary.
- Pick-up procedures will be at the exit door immediately adjacent to the health office.

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*

Students must be signed out at the health office and will be picked up at the exit door immediately adjacent to the health office.

- School nurse will provide instructions for follow-up appointment with local health care providers or Finger Lakes Urgent Care Centers.

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*

Infected individuals – students, staff, or faculty – should not return until they have met the CDC's criteria to discontinue home isolation, and in collaboration with the Ontario County Public Health Department:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved.

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 – students, staff, or faculty – should not come to school and should stay home and self-monitor for symptoms.

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19.

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

St. Mary's will follow cleaning recommendations from the Ontario County Public Health Department and the CDC.

- Areas used by infected individuals will be closed off and reopened after cleaning and disinfecting

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

In accordance with state and local laws and regulations, the school nurse, or designee, will notify local health officials at the Ontario County Department of Public Health to initiate contact tracing.

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's School has a well-developed system for communicating with parents and community members.

- In accordance with state and local laws and regulations, the school nurse, or designee, will notify local health officials at the Ontario County Department of Public Health as well as student families, staff, faculty, and community, of any case of COVID-19, while maintaining confidentiality in accordance with the Americans with Disabilities Act, (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

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

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

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

St. Mary's School is a small community of learners. If a student, staff, or faculty member has been diagnosed with COVID-19, school officials will use emergency protocols to close the school for 24 hours. During that time:

- School officials will collaborate with the Ontario County Department of Public Health and the Superintendent of the Diocese of Rochester to determine next steps.

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

St. Mary's School is a small community of learners. If a student, staff, or faculty member has been diagnosed with COVID-19, school officials will use emergency protocols to close the school for 24 hours. During that time:

- School officials, faculty, and staff will meet virtually to determine if a shift to remote learning is necessary.
- School officials will guide teachers in the development of hybrid/home learning plans.

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

St. Mary's School has a well-developed system for communicating with parents and community members.

- School officials will communicate closing information to all stakeholders through social media – Facebook, Instagram.
- School officials will communicate closing information to all stakeholders through My Student's Progress.
- Weekly communication will be sent through My Student's Progress to all parents.
- Videoconferencing via Zoom will be used to meet with students, staff, and parents.