



**Diocese of Rochester
Department of Catholic Schools**

**St. Rita School
2020-21 Re-Opening Plan**

July 2020

General Information:

Name of School: St. Rita School

Address: 1008 Maple Drive
Webster, NY 14580

BEDS Code: 261901166223

Principal: Mary Ellen Wagner

PARTY RESPONSIBLE FOR REOPENING

Name: Mary Ellen Wagner

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Intended Start Date: September 8, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan: Mary Ellen Waqner, 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:

St. Rita School Reopening Task Force

A Task Force was comprised of a team consisting of the School Administrator, teachers, parents, medical professionals, Parish Staff member and a Parish community member. The Task Force members engaged with other school members and community-based groups to create this reopening plan based on guidance released by the New York State Department of Health (DOH), New York State Education Department (NYSED) and the Diocese of Rochester Schools Task Force.

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. Rita School provides adequate space to allow an in-person learning environment for all 160 students (PreK- Grade 5) currently enrolled for the 2020-2021 school year, while maintaining proper social distancing requirements.
- ❖ Sufficient teachers, staff and other personnel will be employed to provide appropriate teaching and supervisory services to students.
- ❖ Personal Protective Equipment (disposable masks, safety glasses, face shields, gloves, and gowns) will be made available to students and staff as needed.
- ❖ A full-time nurse, provided by the public school district, will be in-house.
- ❖ Safe bus transportation will be made available by the local public school districts.

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.
- ❖ Classrooms and other areas (hallways, offices, Faculty/Staff Room) where students, teachers and staff gather will be configured so that individuals can be appropriately socially distanced.
- ❖ Class Schedules and arrival/dismissal procedures will be established to maintain social distancing as much as possible.
- ❖ Visual clues will be used to promote social distancing – decals , tape on floor, signs.

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.*

- ❖ St. Rita School will adopt procedures and protocols consistent with public health guidance 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.
- ❖ Appropriate face coverings will be required to be worn by all students, staff and visitors when on school grounds and in school facilities, especially any time or place that individuals cannot maintain social distancing.
- ❖ Students will be allowed to remove their face coverings during lunch and during frequent short breaks as long as appropriate social distance is maintained.
- ❖ Faculty may wear face coverings that are transparent around the mouth for instruction or interventions that require visualizations of the mouth and lips.
- ❖ Cloth masks should not be worn when students are engaging in physical activity, such as in a PE activity or Recess. Appropriate social distancing guidelines must then be followed.
- ❖ Music class may have it necessary to remove masks for a short time, but must adhere to the 12 foot guideline.
- ❖ Students or staff who have difficulty breathing or have other medical issues impacted by a mask must have a doctor exemption and other alternate methods of protection will be discussed by parents and staff. Students may have to be assigned to online learning.

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. Rita School will open with In-Person instruction offered on a 5 day, full day program for PreK3 – Grade 5.
- ❖ A remote learning option will also be available for those students with underlying health conditions and/or whose families are not comfortable with the children returning to the In-Person environment at this time.
- ❖ If the instructional program has to shift to remote learning for all students, technology devices will be distributed to K- Grade 5 students and a distance learning program using ZOOM, Google Classroom, I-Ready Reading and Math and other resources/platforms will be initiated.

Classrooms:

- ❖ Teachers and staff will arrange all instructional and non-instructional rooms to comply with social distancing standards to the maximum extent possible.
- ❖ Administrator will restrict the use of classrooms and other areas (Faculty Room, Copier Room , Tech Lab, Library, etc.) where students, faculty and staff gather so that individuals can be socially distanced.
- ❖ Teachers will plan to keep each child's belonging separated from each other and in individually labeled containers, closets or other areas.
- ❖ Teachers will not have shared classroom supplies.
- ❖ Hand sanitizer and tissues will be readily available in the classroom.
- ❖ Teachers encouraged to open windows whenever possible to air out the rooms.
- ❖ Teachers may need to clean/disinfect between classes or groups including desks and frequently touched surfaces. Other staff may not be available to provide this service at the frequency desired or needed.

Cafeterias:

- ❖ All students will eat in their classrooms, as has always been the case.

Gymnasiums and Worship Spaces

- ❖ Physical education activities will be programmed outdoors to the extent possible.
- ❖ Floor markings will be installed on gym floors so that social distancing is premeasured.
- ❖ PE class schedules will be staggered to comply with the social distancing requirements by not ending or beginning classes at the same time.

- ❖ School Masses/Liturgies and School Assemblies will be done through livestreaming or ZOOM meetings. At some point, students may participate in Class Masses since the number of students is minimal for the church capacity.

Outdoor Play Spaces:

- ❖ Administrator will stagger playground use and other recess areas in order to limit those areas to one class at a time.
- ❖ Teachers will encourage students to wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- ❖ Play structures will be disinfected by staff between the two lunch recess periods.
- ❖ Classes will have their own group's play equipment to use although it will be encouraged to have activities that do not involve equipment.

Spaces Where Other Groups Congregate:

- ❖ Library/Media Center - Library services/lessons will be a push-in service, going to the individual classrooms.
- ❖ Library books handled by students and teachers will have a sitting period of 3 days before being distributed again, unless they can be properly disinfected before each use.
- ❖ The Library will be closed to students, unless used as a flexible space approved by the Principal.
- ❖ Teachers may select books/resources to be signed out to their classroom for a limited time.
- ❖ Virtual reference resources should be assigned by teachers.
- ❖ The Technology Lab will be closed to classes.
- ❖ The Technology teacher will deliver lessons in the classrooms using the individual Grade 1-5 students' chrome books.
- ❖ **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. Rita School has been performing a deep cleaning and sanitation of all school facilities and spaces.
- ❖ Assessment has been done to evaluate what classrooms or other rooms may be more appropriate for different classes/groups or which ones can be used for other purposes.
- ❖ An additional room has been designated as the school's isolation area and modifications will be made to meet the necessary requirements for this space.
- ❖ Plans are being developed to transition to a new arrival/dismissal procedure for cars and buses.

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. Rita School's contracted cleaning company will be responsible for the daily cleaning and disinfecting of the classrooms, bathrooms, hallways, high-risk areas and frequently touched surfaces such as door handles, light switches, counters. Cleaning will be more frequent if needed. The cleaning company and maintenance staff will follow CDC guidelines for cleaning and sanitizing all school spaces.
- ❖ Restrooms will be sanitized throughout the school day.
- ❖ Drinking fountains will be adjusted to allow only water bottle filling. Mouth spouts will be disabled or covered.
- ❖ Classroom teachers will be provided with sanitizing solution (spray bottle) and gloves that will be used to sanitize their classroom as needed throughout the school day and at the end of each day.

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.*

Before/After school activities

- ❖ Activities are limited to day care
- ❖ After school activities will be cancelled until further notice.
- ❖ Buildings are closed to non-custodial staff from 6 PM to 5 AM (unless approved by the Principal) for disinfecting cleaning to occur without disruption.
- ❖ Field trips are to be limited to free virtual opportunities.
- ❖ Wherever possible, in-school events will be changed to a virtual format
- ❖ Students are encouraged to stay engaged in non-school activities using remote resources.

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.*

Before and After Care Program

- ❖ The pickup time of Aftercare children from their classes will be staggered from the regular dismissal time.
- ❖ Students will continue to be grouped by grade levels (PreK, K-2, 3-5) depending on the number of children attending in each grade.
- ❖ Employees must wear masks at all times.
- ❖ Children must wear masks when inside and when social distancing is not possible outside, Masks cannot be worn during physical activity.
- ❖ Children will be picked-up at the door – adults will not enter the After Care building or school.
- ❖ Areas used for the Aftercare program will be cleaned and sanitized each evening.

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. Rita School will offer remote learning for those students with underlying health conditions and/or whose families are not comfortable with the children returning to the In-Person environment at this time.
- ❖ Vulnerable populations will also have access to extra PPE (gloves, safety glasses, gowns).
- ❖ To the degree possible, faculty and staff will be given the option to telework and be provided the support of an in-person staff member to present the 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. Rita School will work collaboratively with the public school transportation departments on their protocols, procedures, and schedules to transport SRS students.
- ❖ St. Rita School is committed to follow LEA procedures and safety guidelines for the bus transportation of our children.
- ❖ SRS families will be encouraged to self-transport their child(ren).

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).

- ❖ Students will wash or sanitize hands before lunch.
- ❖ Students either bring their own lunch or pre-order lunch online from a different food vendor each weekday.
- ❖ Vendors will be required to package food in individual orders or food items will be distributed by staff following food health and safety guidelines established by the Monroe County Health Department.
- ❖ Students' desks/tables will be cleaned and sanitized after eating.

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

- ❖ Teachers will continue to be trained in the SEL program in conjunction with Children's Institute, a community-based organization and learn how to cultivate healthy relationships with the children, colleagues/staff and all members of the school community.
- ❖ Since St. Rita School believes that social and emotional learning is essential for academic success, our diocesan SEL program will be implemented throughout all grades.
- ❖ Social and emotional support will be given to students, faculty, and staff, whenever possible.
- ❖ Mental health and wellness resources will be included on our website and in communication to families.

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.

- ❖ Families and the wider community will receive regular updated information as plans are made and policies/procedures are established.
- ❖ The Reopening Plan will be posted on our school website and be incorporated into our School Handbook.
- ❖ Classroom teachers will communicate with parents through weekly newsletters, as well as email and phone communication.
- ❖ The Principal/Staff will train all students, faculty and staff how to follow new COVID-19 protocols safely and correctly.
- ❖ The Principal/Staff will remind all members of the school community and visitors to adhere to the CDC/DOH guidelines through verbal/written communication and signage.
- ❖ As new guidance information is provided by the DOR and/or State, all plans are subject to change at any time. All changes will be communicated.

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.*

- ❖ Faculty, staff and students must stay home if they have tested positive for the coronavirus, are showing COVID-19 symptoms, or if they have had close contact with a person with COVID-19 until they meet the criteria to return.
- ❖ There will be a mandatory health screening questionnaire and temperature check faculty and staff upon arrival at school. This will also apply to visitors, vendors, and contractors where applicable.
- ❖ Students will under-go mandatory daily temperature screenings upon arrival at school.
Note: fever is determined by a measured temperature of 100.0 ° F or higher.
- ❖ Parents will; be required to complete a daily health screening questionnaire for their child(ren).
- ❖ Visitors, approved volunteers and service personnel (vendors, contractors, etc.) will be required to sign a form provided by the School Office, have their temperature taken, and wear a mask the entire time they are in the building,

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 I 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 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 must provide the same basic information.
- ❖ It will be communicated that the responsibility to test a student remains with the parent(s). Proof of testing, verification of quarantine, and lack of symptoms confirmed with COVID-19 must be provided to the school before a student or 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.*

- ❖ St. Rita School will comply with CDC guidance and not conduct COVID-19 testing or require COVID/ COVID Antibody testing of students or staff members. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health.

The decision 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.*

- ❖ Defined metrics will serve as early warning signs that positive COVID-19 may be increasing beyond an acceptable level as established by state and local health departments. These metrics will be monitored by the school's administration and immediate action will be taken.

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*

- ❖ If a student arrives at school and exhibits symptoms of COVID-19 upon arrival, the student will be sent directly home with the parent and referred to go their healthcare provider.
- ❖ If a student develops symptoms during the school day or at bus arrival, the nurse will be notified and the student will be escorted to the isolation room. A Staff member, wearing all the necessary PPE equipment, will then be assigned to sit with the child. Parents will be called to pick up their child and referred to their healthcare provider.
- ❖ If any staff exhibit COVID-19 symptoms at arrival or throughout the day, they 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.*

- ❖ Students being sent home because of a positive screen must be immediately separated from other students and supervised until picked up.
- ❖ A designated room other than the Nurse's Office will be used to separate student, faculty, or staff with COVID-19 symptoms from others until they can go home or to a health care facility.
- ❖ PPE requirements for school health office staff caring for sick individuals include both standard and transmission-based precautions as well as required guidelines for cleaning and disinfection.
- ❖ The isolation area will be cleaned and disinfected upon the symptomatic student's departure.

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.*

- ❖ The parent must call the school when they arrive to pick up a symptomatic child and the nurse or designated staff member will walk the child to the door entrance or vehicle. Parents will need to sign a Release form to take the child from school. The parent will receive instructions that the child must be seen by a health care provider before his/her return to school.
- ❖ Students must be fever free without medication for 24 hours. A doctor's note will be required if symptoms were due to another illness other than COVID-19.

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.*

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- ❖ The students or staff members who have tested positive must complete isolation, have recovered, and shown proof that they will not transmit COVID-19 when returning to the in-person learning environment. A doctor's note will be required for re-entry to school.

Exposed Individuals: *Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before 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, complete quarantine requirements and have not developed symptoms before resuming in-person learning will be required to show proof that they will not transmit COVID-19 upon returning to in-person learning. A doctor's note will be required to re-entry to school.

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

- ❖ Our cleaning company and maintenance staff will adhere to cleaning and disinfection guidance set forth by the DOH and CDC.
- ❖ Upon completion of cleaning and sanitation of any exposed areas, signs will be posted when necessary indicating when the room can be used.

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. Rita School will notify the State and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within the school facilities or on school grounds, including students, faculty, staff and visitors.
- ❖ St. Rita School will support the local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. <https://coronavirus.health.ny.gov/new-your-state-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. Rita School will maintain a strong line of communication with all school community members and school stakeholder as protocols and safety measures are established for the 2020-2021 school year.
- ❖ Our parents/guardians and parish community will be notified through various avenues (email, newsletter, parish bulletin, etc.) that they may have access to our Reopening School Plan on our website.
- ❖ Updated protocols and safety measures will continue to be shared to all.
- ❖ If a student or individual reports having tested positive for COVID-19, the School Administrator will notify the local health department to determine what steps are needed for the communication to the extended community.

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. Rita will collaborate with their local health department to determine the parameters, conditions, or metrics (increased absenteeism or illness) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
- ❖ Absenteeism of essential personnel to the extent that it creates a health and safety concern or prevents the school from complying with mandates may require full/partial ceasing of the in-person instruction.
- ❖ At closure, the school will engage exclusive remote learning program.
- ❖ It is understood that the New York State Governor and Department of Health have full authority to close any NYS 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.*

- ❖ During any school closure, the St. Rita School facilities will be thoroughly cleaned and disinfected according to the CDC guidance.
- ❖ In-Person instruction will stop and total remote learning will begin. Teachers will transition their lessons for all students to an online format, using Google Classroom and iReady Reading and Math instruction. ZOOM or an equivalent platform will be used to meet and engage with students.
- ❖ Students will be expected to attend and engage in learning every day. Attendance will be taken daily, regardless of the instructional setting. Teachers will collect data and report student engagement for all students in Kindergarten through Grade 5
- ❖ An orderly and safe process will be implemented to distribute important materials or belongings to families, if necessary, upon a full school closure.

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

- ❖ The Administrator will communicate with parents through general and individual emails as well as the website to share information, address concerns and provide various resources.
- ❖ The Administrator will consistently communicate with Faculty members through emails, phone/text and frequent ZOOM meetings.
- ❖ The Administrator will communicate with the students through emails and frequent virtual School Assemblies.