

Reopening Plan  
August 2020

**St. Mary's School**  
**64 Amherst Ave.**  
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**Principal: Sister Sharon Anne Dalton**

### **CAPACITY**

- St. Mary's School has limited each class to 12 students
- Since all of our students can attend each day, St. Mary's School will be operating for five days a week with in-person learning
- Each class will be considered a "cohort"
- Intermingling of the cohorts will be prevented
- Each classroom has been measured out with the twelve desks set six feet apart to assure social distancing
- Proper PPE will be provided to everyone in the building, however, people are encouraged to wear their own
- Masks will be provided by St. Mary's School to anyone who does not have one
- Masks will be worn throughout the building except when students are at their desks which will be separated by six feet in all directions. At that time the students will be allowed to remove their mask
- Essex County Department of Health concurs that there is ample local medical capacity in our area if there is a COVID-19 case

### **SOCIAL DISTANCING**

- St. Mary's School will designate six feet distances on the floors to aid the students with appropriate social distancing
- The hallways will be divided in two by tape on the floor and we will have one way foot traffic on the stairways
- Everyone will go up the north stairwell and descend the south stairwell
- One cohort at a time will be in the hallway
- Six feet spacing marks will be placed on the cafeteria line floor for breakfast and lunch pickup
- St. Mary's School will block off the gym floor in 15' blocks with tape to denote separation of students and/or cohorts

## **STUDENT EXPERIENCE**

### **Pre-K**

- Students will follow all New York State Department of Health Guidelines
- Students will eat socially distanced in their classroom
- The Pre-K has an interior bathroom
- Proper handwashing protocols will be observed for all students
- Napping materials will be assigned to specific students and will be sanitized daily by our disinfecting fogger
- Students will be provided with individual sets of materials to avoid sharing of common items
- Proper disinfecting and sanitizing will occur each day
- Physical contact between students will be discouraged
- If remote learning is necessary, it will be project based, not screen oriented
- The number of volunteers in the classroom will be limited
- All staff and volunteers will follow the Essex County Department of Health guidelines

### **Grades K - 6**

- Students will follow all New York State Department of Health Guidelines for schools
- All students will have equitable access to instructional opportunities provided by certified teachers whether in-person or remote learning
- In-person learning each day will include a remote/online component so students will remain connected with the possibility of remote learning
- Students will be tracked by a teacher each day either in person or remotely
- Students will be taught content following New York State Curriculum

### **Grades 7 - 8**

- Students will follow all New York State Department of Health Guidelines for schools
- All students will have equitable access to instructional opportunities provided by certified teachers whether in-person or remote learning
- In-person learning each day will include a remote/online component so students will remain connected with the possibility of remote learning
- Science labs will be a combination of hands-on independent labs and virtual laboratory experiences
- Students will be provided instruction that follows New York State Curriculum and guidelines

## **General School Information**

- All faculty will prepare remote lessons in advance to prepare for possible future school building closures
- All materials, touch points, and surfaces will be cleaned according to CDC guidelines
- Transition times between Art or PE will be extended to account for time needed for cleaning
- Physical Education will be offered to cohorts
- Students will have 15 feet distance marked off for Physical Education classes
- Physical Education classes will be held outside as much as possible
- Physical Education classes will focus on individual activities that require no physical contact
- St. Mary's School Library will be open for book lending. All resources will be cleaned and disinfected between use
- All St. Mary's School students in grades 1 - 8 will receive grades for their individual classes, not a Pass/Fail evaluation
- Assessments will occur throughout the academic year either in-person or remotely. Students will be aware of clear expectations
- Students with testing accommodations will be worked with on assessments, following their IEP/504 guidelines

### **PPE and Face Coverings**

- Acceptable Face Coverings for St. Mary's School are handmade face masks or disposable masks
- All masks must cover the mouth and nose at all times
- St. Mary's School will provide face coverings to faculty and staff at no cost to them. Should a staff member or a student need one, St. Mary's School will provide them one
- St. Mary's School will require all people in the school to wear face coverings in common areas, while entering or exiting classrooms, walking in the hallways, moving around in the building, and in situations where social distancing cannot be maintained
- Face coverings may not be shared
- Students will be allowed to remove face coverings during instruction while six feet apart from others at their desks, during meals, and for short breaks as long as appropriate social distancing is maintained
- Students who are unable to medically tolerate a face covering are not subject to the required use of a face mask, however a Doctor's note is required for this exemption
- St. Mary's will train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE, including face coverings

### **OPERATIONAL ACTIVITY**

- Each of our classrooms will be set up for 12 students
- The desks will be facing the front of the classroom and will be separated by six feet in all directions
- Teacher's desks will also be six feet apart from all student desks
- St. Mary's School does not need to change anything about the facility to open and have everyone attend five days a week for in-person learning
- Each class will be a cohort
- Cohorts will not be in the hallways at the same time. There will be markings and signage throughout the building for social distancing
- St. Mary's School will manage time and schedules to reduce student use of hallways
- When some students cannot be in school due to quarantine or medical leave, we will live-stream classes
- Our gym will be blocked off into 15' squares for inside gym class, however, gym class will take place outside as much as possible
- Each cohort will have gym class separately
- Each cohort will have use of the playground at scheduled times throughout the day
- The library will be used for book checkout only. Books will be disinfected and wiped down between use
- We will not be taking field trips until the Department of Health approves them
- Attendance will be taken three times a day by the teacher, regardless of instructional setting
- If a student does not attend school in person or remotely without a Doctor's note for a long absence, Educational Neglect may be warranted
- Teachers will ensure that all students will feel safe, engaged, and excited about learning, whether in person or remote
- The primary concern of St. Mary's School will be the equity of education whether the student is in-person at school or learning remotely
- St. Mary's School will provide 180 days of school to our students
- There is a continuity of learning plan for St. Mary's School students. Class will continue in-person and if necessary the students will attend remotely. There is a hybrid plan in case a small cohort of students has to learn remotely and we don't close the entire school

## **RESTART OPERATIONS**

- St. Mary's School has a five year old ventilation system that is mechanically ventilated with outdoor air
- We will increase ventilation with outdoor air by opening windows and leaving classroom doors open
- All classrooms have been emptied, cleaned, floors re-waxed, and sanitized with our new disinfecting foggers
- All desks and furniture have been sanitized before returning them to the classroom
- Plexiglass dividers will be placed in spots where social distance or mask requirements cannot be complied with or easily regulated
- There are ample hand washing facilities throughout the building
- Logs will be kept including date, time, and scope of cleaning and disinfecting
- St. Mary's School will provide and maintain hand hygiene stations with disposable paper towels and provide 60% or higher alcohol based hand sanitizer for areas where hand washing is not feasible
- Frequently touched items will be disinfected throughout the day
- Students will be supplied with water bottles for hydration throughout the day
- St. Mary's School will comply with the requirements of the 2020 New York State Uniform Fire Prevention Building Code
- All fire alarm doorways will remain unchanged

### **EXTRACURRICULARS**

- St. Mary's School will not be offering interscholastic sports until New York State approves of such
- Any extracurricular activities (sewing club, robotics, writing club, etc.) will continue with the same in-school rules as the classroom procedures, using social distancing and masks

### **BEFORE AND AFTERCARE**

- St. Mary's School does not offer before or aftercare programs
- Our breakfast program will continue. Breakfast will be eaten in the classroom following our lunch protocols

### **VULNERABLE POPULATIONS**

- St. Mary's School will offer remote learning that students may attend, if needed.

Included in this will be an online component such as Google Classroom, iReady, etc.

- For at-risk students we will offer an additional face shield for use
- We do not have any hearing impaired students

## **TRANSPORTATION**

- Students riding Public School Transportation will have to follow all of the School District's rules, including wearing their mask at all times and social distancing
- St. Mary's School is encouraging parents to transport their children to and from school each day

## **FOOD SERVICES**

- Meals will be provided for breakfast and lunch so no child will go hungry
- Parents will be encouraged to apply for breakfast and lunch benefits due to changes in financial circumstances
- Applications for Food Benefits will be placed at our information kiosk at our entryway
- Proper hand hygiene will be used before and after all meals
- Classes will stagger lunch times
- Lunch will be picked up in the cafeteria line, all students and staff will be required to wear masks
- There will be six feet markers on the floor for students to stand on to order their lunch
- One class will go through the line at a time
- Trays will be loaded by a staff member with all food, utensils, and paper products. Students will pick up their tray at the end of the line
- There will be pre-portioned condiments
- Lunches at St Mary's School will be eaten in the classrooms with the individual cohorts
- Desks will be cleaned before and after lunch
- Students will sit at their desks that are separated by six feet in all directions
- There will be absolutely no sharing of food or beverages
- St. Mary's School will provide training to all staff and teachers regarding food allergies and choking first aid
- Cafeteria staff will be trained on policies and protocols on health and safety
- There will be adequate supplies of face masks, soap, hand sanitizer, and paper towels in the food service area
- Only Program Staff, Custodial Staff, and approved volunteers will enter the food prep and service area
- All appropriate records will be kept by the cafeteria/kitchen staff
- Lunch and snack money will be collected in the morning by the homeroom teacher and will be picked up by a staff member in the morning

## **MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS**

- St. Mary's School's Counselor will be available throughout the transition to in-person learning for students, faculty, and staff
- St. Mary's School is in our third year of a program of Social Emotional Learning (SEL) training for staff and teachers
- St. Mary's School has a detailed SEL School Plan with inservice opportunities, conferences, Zoom meetings, and training
- Teachers and staff will continue attending Social Emotional Learning conferences and training to keep abreast of how to support students and staff with coping strategies
- The school counselor and Family Support Coordinator will address how to provide resources and referrals to address mental health, behavioral, and emotional support services and programs
- St. Mary's School will continue to prioritize the Social Emotional well-being of our students, faculty, and staff
- The school counselor will be heavily involved with teacher communication to help identify those with needs and address those needs
- St. Mary's School will have a transition period the first few weeks of school to orient our students and support their social and emotional well-being, prior to introducing new academic content. This will allow time for students to readjust to the school setting and create a safe, secure, and comfortable learning environment
- Staff will consistently communicate with students to help prepare them for future possible transitions between in-person and remote learning
- Teachers will keep the lines of communication open with students to assess their needs
- SEL lessons will be incorporated within academic lessons
- Students will have the opportunity for physical movement throughout the day
- If remote instruction is required, a representative from St. Mary's School will make home visits as warranted with appropriate PPE

## **COMMUNICATION**

- St. Mary's School continues to send letters home to families through U.S. mail with scholarship opportunities and reopening strategies
- St. Mary's School will work with families and will keep all stakeholders informed of our

policies to ensure student success

- We have the capability of sending RoBo calls
- Emails and phone calls are answered throughout the day
- Our social media pages are very active and will update our school community, as well as our Web Page
- Families will be given the opportunity for feedback on our designated Email address for COVID-19 concerns
- If St. Mary's School has to go to remote learning, this Email will be for parents to use if they have questions about instruction or technology
- The coordinator for communication will be our Principal, Sister Sharon Anne Dalton
- All communication will be reviewed by our Principal and/or Family Support Coordinator
- Information about proper mask hygiene, hand washing, and social distancing will be posted throughout the building with appropriate signage

## **SCREENING**

- The only people that will enter St. Mary's School will be the faculty, staff, screened volunteers, and students
- All students will enter through the double doors one at a time in the front of the building
- St. Mary's School will be conducting temperature checks for everyone everyday before entering the school
- Our health care representative will take temperatures at the entrance door
- St. Mary's School will require all faculty and staff to answer a daily screening questionnaire
- This will be required intermittently by older students and parents dropping off younger children
- Temperatures must be lower than 100.0 degrees F for entry into the building

## **TESTING PROTOCOLS**

- All adults will need to answer the following questions upon entry to the building:
  1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test of COVID-19 or who had symptoms of COVID-19?



2. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
3. Have you experienced any symptoms of COVID-19 in the past 14 days?
4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

-The New York State Travel Advisory will be posted and updated with daily changes

- Any person who answers “yes” to any of the above questions will not be allowed in the building and will be sent home. That person must contact their health care provider for assessment and testing
- All COVID-19 testing will be done by our local hospital, Moses Ludington Hospital of the University of Vermont, Hudson Headwaters Healthcare Facility, or the Essex County Department of Health

### **EARLY WARNING SIGNS**

- St. Mary’s School will follow all New York State Guidelines for the COVID-19 Pandemic as well as our local Essex County Department of Health
- Teachers and Staff will be educated on the early warning signs of COVID-19 (fever, headache, sore throat, cough, fatigue, nausea/vomiting, and diarrhea- according to the CDC July 23, 2020 document)
- These warning signs of COVID-19 will be posted for the Faculty and Staff to see throughout the day

### **SCHOOL HEALTH OFFICES / ISOLATION / STUDENT PICK UP**

- St. Mary’s School will have protocols in place to care for any individual who develops symptoms of COVID-19 during the school day, including:
  1. Establishing a sick area in a facility proximate to the building - this will be an outdoor health care area
  2. A person with appropriate PPE will accompany the student until they are picked up and will stay appropriately distant from the student
  3. This area will be properly cleaned and disinfected in between all use

4. Parents will call from their cell phone and the student will be walked to the car
  - Any person who screens positive upon arrival to school or becomes symptomatic during the day will be immediately isolated
  - They will be taken outside to our outdoor health care area to wait for parent or guardian pickup
  - Parents can drive right up to the health care area to pick up the child
  - Both the student and the supervising staff member will wear appropriate PPE
  - Parents will be instructed to pick up their child from the health care area, which is separate from our main facility
  - Upon pick up, the parent will be counseled on appropriate action and be instructed that their child must be seen by a health care provider before the student may come back to school

#### **INFECTED INDIVIDUALS / EXPOSED INDIVIDUALS**

- Anyone who has had a positive COVID-19 test or a documented presumed illness must provide medical documentation that they have been discharged from isolation before returning to St. Mary's School
- St. Mary's School will follow all New York State and Essex County Department of Health guidelines for re-entry of any COVID-19 patients
- St. Mary's School will follow all New York State and Essex County Department of Health guidelines when allowing individuals who have been exposed to COVID-19 to return to school

#### **AFTER COVID-19 STUDENT OR STAFF DISCOVERY - DISINFECTION / CONTACT TRACING / COMMUNICATION**

- St. Mary's School will work closely with the Essex County Department of Health and follow their protocols regarding cleaning and disinfecting the area where any COVID-19 patient may have been.
- All people who have had contact with any person who has tested positive for COVID-19 will be notified, following Essex County Department of Health guidelines
- Confidentiality will be paramount
- St. Mary's School will cooperate and will work closely with the Essex County Department of Health if contact tracing is needed

- St. Mary's will communicate all protocols and safety measures taken through RoBo calls, personal phone calls, letters, and through our Social Media pages including our WebPage

### **CLOSURE TRIGGERS / OPERATIONAL ACTIVITY / COMMUNICATION**

- St. Mary's School will be in close contact with the Essex County Department of Health when making decisions for future closures due to the COVID-19 pandemic
- The Essex County Department of Health will be guiding St. Mary's School with closure or partial closure of our facility due to the pandemic
- Closures due to a positive COVID-19 case will be determined on a case-by-case situation
- Remote and Virtual Education will be provided to those students who will be at home due to a partial or full closure of St. Mary's school building
- Teachers will always have remote/distance learning plans available for a possible closure or shutdown due to a positive case in our community or a shutdown by New York State
- Communication during the closure process will be done through RoBo calls, emails, letters, Zoom meetings, Google Meet, and social media including our school WebPage