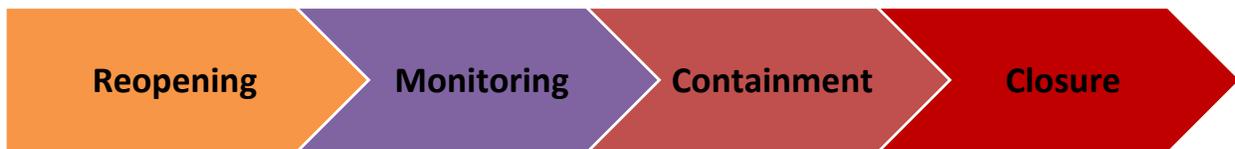


**St. Mary's School
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SCHOOL REOPENING PLAN



*[Based on Department of Health Checklist for Pre-K to Grade 12
School Reopening Plans](#)*

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1. REOPENING *Protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.*

1.1 **Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;

- St. Mary's School has limited each class to 12 students.
- 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
- 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 that are separated by six feet in all distances. At that time the student 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.

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

- 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 will 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.

<p>1.3</p>	<p>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);</p>
	<ul style="list-style-type: none"> ● Acceptable Face Coverings for St. Mary’s School are handmade sewn 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 with 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 School will train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE, including face coverings.
<p>1.4</p>	<p>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; and 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;</p>

- Each of our classrooms will be set up for 12 students.
- The desks will be all 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.
- At this time we do not need to change anything about our facility to open and have everyone attend five days a week.
- Each class will be considered 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.
- We will live-stream all classes for the students who will not be attending in person.
- 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 of them.
- Attendance will be taken three times a day by the teacher.

1.5 **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 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 into the classroom.

1.6 **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;
	<ul style="list-style-type: none"> ● St. Mary’s School will train all faculty, staff, and students on proper hand and respiratory hygiene. ● St. Mary’s School will follow all CDC guidelines for cleaning, hygiene, and disinfecting our facility. ● 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 more alcohol based hand sanitizer for areas where hand washing is not feasible.
1.7	<p>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. Schools 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 the guidance, and additional information on athletic activities is forthcoming;</p>
	<ul style="list-style-type: none"> ● 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.
1.8	<p>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;</p>
	<ul style="list-style-type: none"> ● 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.
1.9	<p>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</p>

	<p>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;</p>
	<ul style="list-style-type: none"> ● St. Mary’s School will offer remote learning with a live feed of classes that students may attend, if needed. Included in this will be an online classroom 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.
<p>1.1 0</p>	<p>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 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);</p>
	<ul style="list-style-type: none"> ● 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.
<p>1.1 1</p>	<p>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</p>

	<p>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 common area (e.g. cafeteria);</p>
	<ul style="list-style-type: none"> ● Proper hand hygiene will be used before 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. ● 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. ● Lunches at St. Mary’s School will be eaten in the classrooms with the individual cohorts. ● 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.
<p>1.1 2</p>	<p>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;</p>
	<ul style="list-style-type: none"> ● St. Mary’s School faculty and staff will continue with our two year program of Social Emotional Learning in the Classroom and will apply strategies for the students. ● Our faculty and staff have had ongoing training with SEL and will continue with their training and webinars to aid our students in the transition back to school. ● Our School Counselor will be available throughout the transition for students, faculty, and staff.
<p>1.1 3</p>	<p>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</p>

	<p>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.</p>
	<ul style="list-style-type: none">● St. Mary's School has already mailed letters home to each family. Another mailing will be sent out after August 10,2020, with more details of our reopening policies.● We have the capability of sending robocalls to our families as well.● Our Social Media pages are very active and will update our school community, as well as our Web Page.● We also answer emails and phone calls throughout the day.● We have appropriate signage throughout the building for proper mask hygiene, hand washing, and social distancing.

2. MONITORING *Protocols and procedures to track health conditions at schools.*

2.1 **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;

- The only people that will enter St. Mary’s School will be the faculty, staff, 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 also be required intermittently by older students and parents dropping off younger children.
- Temperatures must be lower than 100.0 degrees for entry into the building.

2.2 **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;

- All adults will need to answer the following questions:
- 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?

	<ul style="list-style-type: none"> ● 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. ●
<p>2.3</p>	<p>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, etc.), particularly in the event that large-scale testing at the school is needed;</p>
	<ul style="list-style-type: none"> ● All 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.
<p>2.4</p>	<p>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.</p>
	<ul style="list-style-type: none"> ● We 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 CDC July 23, 2020 document) ● These warning signs of COVID-19 will be posted for the Faculty and Staff to see throughout the day.

3. CONTAINMENT *Protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.*

3.1	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;
<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 1. establishing a sick area in a facility proximate to the building- this will be the 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 ● Parents will call from their cell phone and the student will be walked to the car. 	
3.2	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;
<ul style="list-style-type: none"> ● Any person who screens positive upon arrival 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 pick up. ● 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. 	
3.3	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;
<ul style="list-style-type: none"> ● 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. 	

<p>3.4</p>	<p>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;</p>
	<ul style="list-style-type: none"> ● Students, faculty, and staff must provide medical documentation that they have been discharged from isolation before returning to St. Mary’s School. ● We will follow all New York State and Essex County Department of Health guidelines for re-entry of any COVID-19 patients.
<p>3.5</p>	<p>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;</p>
	<ul style="list-style-type: none"> ● 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.
<p>3.6</p>	<p>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;</p>
	<ul style="list-style-type: none"> ● 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 person 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.
<p>3.7</p>	<p>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</p>

	Bloomberg School of Public Health, and Vital Strategies;
	<ul style="list-style-type: none"> ● St. Mary’s School will cooperate and will work closely with the Essex County Department of Health if contact tracing is needed.
3.8	<p>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.</p>
	<ul style="list-style-type: none"> ● St. Mary’s School will communicate all protocols and safety measures taken through robo calls, personal phone calls, letters, and through our Social Media pages including our WebPage.

4. CLOSURE *Contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.*

<p>4.1</p>	<p>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;</p>
<ul style="list-style-type: none"> ● St. Mary’s School will be in close contact with the Essex County Department of Health, the Ticonderoga Central School District, the Crown Point Central School District, Putnam School District and the Moriah Central School District when making decisions for future closures due to the COVID-19 pandemic. 	
<p>4.2</p>	<p>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;</p>
<ul style="list-style-type: none"> ● St. Mary’s School will follow Essex County Department of Health guidelines with closure or partial closure of our facility due to the COVID-19 pandemic. ● Closures due to a positive COVID-19 case will be determined on a case-by-case situation. ● Since we will have live streaming of classes for those students who have remained home, we will continue educating our students virtually. ● Teachers will always have remote/distance learning plans available for a possible closure or shutdown by the state 	
<p>4.3</p>	<p>Communication: Plan to communicate internally and externally throughout the closure process.</p>
<ul style="list-style-type: none"> ● Communication during the closure process would be done through robocalls, emails, letters, Zoom meetings, Google Meet, and Social Media including our school webpage. 	

