

# Seton Catholic School

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**Diocese of Rochester**

*Department of Catholic Schools*

# 2020-21 REOPENING PLAN

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**July 2020**

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*at Our Lady of Lourdes † Saint Anne*

# 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.

## Plan Development

### **Seton Catholic School Reopening Task Force**

A task force of local school/parish members have worked together towards the reopening of Seton Catholic in September 2020 following the COVID-19 (Coronavirus) school closures in Spring 2020. This plan has been created with the guidance of the Diocese of Rochester School Task Force and guidelines put forth by NYS and the AAP.

*This document is organized by the following sections:*

- 1. Reopening of School Facilities for In-Person Instruction**
- 2. Monitoring of Health Conditions**
- 3. Containment of Potential Transmission of The 2019 Novel Coronavirus (COVID-19)**
- 4. Closure of School Facilities and In-Person Instruction, If Necessitated by Widespread Virus Transmission**

# 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.

### General Measures

*Following are general measures. Each measure goes into greater detail throughout the document.*

**Communicate bi-weekly** with school parents, Our Lady of Lourdes + St. Anne (OLOL+SA) Cluster, Diocese of Rochester Department of Catholic Schools (DOR), public school districts, and local school board.

**Promote healthy hygiene practices** through clear, proactive verbal and visual communication, modeling of best practices, and provision of essential Personal Protective Equipment (PPE).

**Promote healthy Social and Emotional Learning (SEL) practices** for both the students and staff through Seton's SEL program.

**Ensure a safe, clean, and organized school facility** through the implementation of intensified cleaning, disinfection, and ventilation protocols.

**Review the continuity of learning plans** and identify resources and training needed to successfully implement every possible scenario.

**Establish protocol for in-person instruction** that balances realistic school parameters with available health and safety guidelines (e.g., social distancing).

**Implement guidance on monitoring daily health** through procedures that address checking for signs and symptoms, responding to a positive diagnosis, and addressing emergency situations.

**Maintain accurate and updated enrollment data** to ensure Seton's ability to maintain appropriate social distance, personal protective equipment availability, local medical capacity, and availability of safe transportation.

# 1. Reopening of School Facilities for 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.*

## Social Distancing

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

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**Social distancing is a key tool to decrease the spread of COVID-19.** Social distancing means keeping space between yourself and other people outside of your home.

**Social distancing needs to be adhered to** both in school and out of school to be the most effective.

To reduce social density, **classroom spaces have been assessed** to allow for safe potential usage.

# 1. Reopening of School Facilities for In-Person Instruction

## 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).*

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**All students will be required to have their own facemask**, to be used when social distancing is difficult or impossible (ie, walking in hallways). Facemasks will be provided to faculty and staff who directly interact with students or members of the public while at work at no cost to faculty/staff; and provide face coverings to any student who does not have their own, at no cost to the student.

**Facemasks will be worn whenever a student is out of their seat or in instances where 6-feet of social distancing is not possible** (e.g. getting something out of their cubbies, working in small groups, general movement around the classroom or building, etc.). We are fortunate to have large classrooms and most will accommodate 20 students at 6-feet apart. To make this a reality, all extra furniture will be removed from the classroom to make the space. In the event that it cannot be accomplished, we have ordered 100 clear barriers to be placed between the students.

**Faculty may use alternate PPE** (i.e. face coverings that are transparent at or around the mouth) for instruction that requires visualization of the movement of the lips and/or mouths (e.g. speech therapy, teaching letter sounds). These coverings may also be used for certain students (e.g. hearing impaired) who benefit from seeing more of the face of faculty/staff.

**Younger children** (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues.

### **CDC Guidance on Face Coverings:**

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

# 1. Reopening of School Facilities for In-Person Instruction

## **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.*

## **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.*

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Seton has reviewed and considered the number of students and staff allowed to return in person. These factors were considered when determining resumption of in person instruction:

- 1. Ability to maintain appropriate social distance**
- 2. PPE and cloth face mask availability**
- 3. Availability of safe transportation**
- 4. Local hospital capacity**

# 1. Reopening of School Facilities for In-Person Instruction

## Restart Operations (continued)

Seton has engaged with school stakeholders and community members when developing health and safety reopening plans.

### Seton's plan:

- Includes a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- Has a written protocol developed in collaboration with the school nurse, who is in contact with the district 's director of school health services, to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.
- Has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.
- Requires that ill students and staff be assessed by the school nurse and that if a school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- Has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
- Has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
- Has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
- Has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.
- Has written protocol to ensure all persons in school buildings keep social distance of at least 6-feet whenever possible.
- Has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

# 1. Reopening of School Facilities for In-Person Instruction

## Restart Operations (continued)

### Seton's plan:

- Has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.
- Includes obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.
- Has written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.
- Has written protocol to clean and disinfect schools following CDC guidance.
- Has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
- Has written plan for school-run before and aftercare programs.

Seton has designated a **COVID-19 safety coordinator** (Patty Selig) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Seton's plan requires the **increase of ventilation** with outdoor air to the greatest extent possible (e.g., opening windows and doors, and use of room fans) while maintaining health and safety protocols.



Seton's plan has a written protocol requiring **students to bring their own pre-filled individual water bottles**. No drinking fountains will be used. If students do not bring individual water bottles, small disposable water bottles will be provided.

# 1. Reopening of School Facilities for In-Person Instruction

## 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.*

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The COVID-19 safety coordinator (Patty Selig) will oversee the **daily implementation of hygiene procedures** with the help of the school nurse and school staff. All cleaning and hygiene supplies will be provided and organized by the COVID-19 safety coordinator. All cleaning and hygiene supplies will be held in secure storage.

The COVID-19 safety coordinator will oversee the **cleaning and disinfecting of school grounds** through a certified cleaning company. Seton maintenance staff will conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces, including desks and school tables. Restrooms will be cleaned and disinfected more often depending on frequency of use. Refer to Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

Seton maintenance staff will provide for the **cleaning and disinfection of exposed areas** in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces. Refer to CDC guidelines.

# 1. Reopening of School Facilities for In-Person Instruction

## Hygiene, Cleaning, and Disinfection (continued)

### School Office

- A clear plastic barrier will be installed around the administrative assistant's desk.
- Masks are required in the office.
- Students will not be allowed to enter the office to drop off items or make phone calls. The classroom teacher will contact the parent/guardian on behalf of the student as needed. Plastic file holders will be installed at each classroom door for communication between office and classroom teacher. The administrative assistant will gather/deliver items throughout the day.
- Drop off of student lunch/homework or other items will be done at the main entrance. A designated book shelf will be available for parents to drop off items. The administrative assistant will gather/deliver items.
- For early pick-ups, parent will remain in their car, and call into the school office. The administrative assistant will deliver the child to the parent/guardian.

### Hallways/Stairways

- Designated routes for foot traffic showing direction and markers for maintaining spacing will be marked.
- Designated sides of the hallway for moving in one direction will be marked; reminders will be given to students to limit the touching of walls when in the hallway.
- A schedule for school staff to regularly disinfect stair railings and hallway door handles will be posted. Staff member will initial and post each time they completed the task.
- All students and staff should wear face masks at all times when in the hallway.



# 1. Reopening of School Facilities for In-Person Instruction

## Hygiene, Cleaning, and Disinfection (continued)



### Bathrooms

- Staff will teach and reinforce hand washing after bathroom use.
- Bathrooms will have adequate cleaning supplies and a schedule for regularly disinfecting the bathrooms will be posted. Staff member will initial and post each time they complete the task.
- Classrooms will be assigned student bathrooms break times.
- The number of students allowed in the bathroom at once will not exceed the number of fixtures and sinks available. Every other stall and sink will be taped off and all urinals will be taped off to ensure proper distancing.
- Staff/teachers will clean and disinfect frequently touched surfaces within their classrooms throughout the day. Staff/teachers will clean and disinfect high touch surfaces within their classrooms between each individual's use, if shared. If cohorts are used, clean and disinfection will take place between each cohort's use.
- Frequently touched surfaces in the school include, but are not limited to:
  - Student desks
  - Tables
  - Chairs
  - Counters
  - Staff desks
  - Door handles
  - Light switches
  - Sink handles
  - Stair railings

# 1. Reopening of School Facilities for In-Person Instruction

## 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.*

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Until guidance is given by New York State and the DOH on use of indoor gym facilities, **no extracurricular activities will be held after school hours** at Seton Catholic School.

**Outdoor activities will be permitted** as long as the guidelines on adhering to requirements are adhered to by the operator. These guidelines are based on the best-known public health practices and the documentation upon which these guidelines are based can and does change frequently.

### **Upon approval for indoor activities for gyms and facilities, the following requirements will be effect:**

- The Responsible Parties are accountable for adhering to all local, state and federal requirements relative to sports and recreation activities.
- The Responsible Parties are also accountable for staying current with any updates to these requirements, as well as incorporating same into any sports and recreational activities and/or Site Safety Plan.
- The Responsible Parties are accountable for adhering to all protocols and procedures put in place by Seton Catholic School. In addition, they must clean and disinfect all building space and used during their use. No Seton equipment will be used by outside organizations.

# 1. Reopening of School Facilities for In-Person Instruction

## 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.*

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## Before School Program

- Students will enter the building through the preschool door. Hand sanitizer will be given, temperature checks will be performed at the school door.
- School arrival procedures, including social distancing, and hand hygiene protocol will be followed.
- Shared supplies and toys will be disinfected after each use. Limited options for free play and limit movement throughout the room will be given as much as possible.
- School bathroom procedures will be followed.

## After School Program

- Dismissal to aftercare and after school programs will take place after other students have left to limit crowding in the hallways.
- If weather permits, outside activities will be conducted; playground sanitation guidelines will be followed.
- Maintain school distancing, hygiene, and disinfection practices.
- Snacks will be individually prepackaged.
- Upon arrival, parents will ring the preschool doorbell and the students will be released by a staff member to the parent at the preschool entrance.

# 1. Reopening of School Facilities for In-Person Instruction

## 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.*

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Seton recognizes our 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. Seton will to the greatest extent possible, allow these members 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.**

Seton will **identify and implement 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.

# 1. Reopening of School Facilities for In-Person 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).*

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Seton will work with public districts with regard to bus transportation. Seton is committed to following LEA procedures and safety guidelines. **In the event of no bus service, Seton will encourage self-transport by Seton families.**

# 1. Reopening of School Facilities for In-Person Instruction

## Food Services

*Protocols and procedures for on-site 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).*

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- **Hot lunches will be delivered by the vendors to the gym door.** The lunch coordinator will accept the delivery and divide the lunches by classroom. Face masks, and gloves will be worn by all parties.
- Hot lunch will be delivered to the classroom door by the lunch coordinator and be distributed by the classroom teacher. First lunch will serve grades K-2 and be delivered at **11:00 AM**. Second lunch will serve PK and grades 3-4 and be delivered at **11:30 AM**. Third lunch will serve grades 5-6 and be delivered at **noon**.
- Lunch periods will last between **20-30 minutes**, depending on the needs of the students.
- Students will **wash their hands** in the restrooms before and after lunch.
- **Lunches will be eaten in the classroom** with the classroom teacher as the monitor. Students will eat at their own desk.
- **All desks will be cleaned and disinfected** with disinfecting wipes before and after lunch.
- **No lunch food will be shared.** Students are only allowed to eat the lunch packed by their family or bought by their parents through the hot lunch program.
- **Students with food allergies** will eat only the food provided by their families and eat at their desks.

# 1. Reopening of School Facilities for In-Person Instruction

## **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.*

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Seton recognizes that the intentional and meaningful inclusion of **Social and Emotional Learning (SEL)** across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families. Along with physical health and well-being, Seton will prioritize social emotional well-being – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur. On-going training for faculty, staff, and students will occur throughout the school year.

Seton will promote healthy Social and Emotional Learning (SEL) practices for both the students, faculty, and staff through Seton’s SEL program. The development of social and emotional skills will have a positive impact on academics. Those skills include:

- **Identifying and understanding ones emotions**
- **Setting and achieving goals**
- **Management stress**
- **Understanding others’ perspectives**
- **Forming positive relationships**
- **Making good decisions**
- **Identifying and solving problems**

# 1. Reopening of School Facilities for In-Person Instruction

## 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 web pages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.*

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The principal will affirm that the **New York State issued guidance was reviewed and understood** and that the submission of reopening plans will take place prior to reopening. The State will decide on reopening dates for Pre-K through Grade 12 schools in early August 2020.

The principal will **engage with school stakeholders and community members when developing reopening plans**. Input from a recent parent survey on distance learning was used to develop this plan. If needed, additional input will be gathered through the use of surveys, personal conversations, and other correspondence.

The principal will **communicate bi-weekly** with school parents, OLOL+SA cluster, Diocese of Rochester Department of Catholic School (DOR), public school districts, and local school board to inform all of plans for reopening and operations of school beginning September 9, 2020.

Communication will be sent using **My Student Progress** (MSP: student management program) to families and staff, and **direct email** for School Board, DOR and public school districts. All information will be available on our **school website** as well. We will not be using any social media for this information.

# 1. Reopening of School Facilities for In-Person Instruction

## Communication (continued)

The **principal/staff will train all students, faculty, and staff** how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

The principal/staff will encourage all students, faculty, staff and visitors to adhere to CDC/DOH guidance regarding the use of PPE, specifically **face coverings**, when distance of 6-feet cannot be maintained, through verbal communication and signage.

As new guidance information is provided by the DOR or the State, please note that **all plans are subject to change** at any time. All changes will be communicated.

All stakeholders are welcome to contact the school office via email at any time.

## 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.*

Staff and students must stay home if they have tested positive for/ or 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.



**Staff and students will under-go mandatory daily temperature screenings upon entering the school facility.** Note: Fever is determined by a measured temperature of 100.0°F or greater.

Seton will use a **daily screening questionnaire** for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer. The questionnaire should determine whether the individual has:

- **Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;**
- **Tested positive through a diagnostic test for COVID-19 in the past 14 days;**
- **Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or**
- **Has 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.**

## 2. Monitoring of Health Conditions

### Screening (continued)

**School nurse will wear PPE daily** that will include gloves/mask or shield. Additional PPE will be worn when dealing with ill staff/children.



Parents/guardians will be continually reminded that **students may not attend school if they have had a temperature of greater than 100.0°F** at any time in the past 14 days, even if a fever reducing medication was administered and the student no longer has a fever.

Protocols for **asthma-related acute respiratory treatment care** using up-to-date standard of care are identified and in place.

**Visitors are prohibited until further notice.** The only exception will be school tours that are guided by the principal. Those allowed for tours will sign a form provided by office, have their temperature taken, and wear a mask the entire time they are in the building.

**All service personnel** (including contractors, vendors, etc.) will sign a form provided by office, have their temperature taken, and wear a mask the entire time they are in the building.

**Volunteers will be limited** and be based solely on need. All volunteers will sign a form provided by office, have their temperature taken, and wear a mask the entire time they are in the building.

## 2. Monitoring of Health Conditions

### Screening (continued)

### Student Arrival

1. Upon arrival, **students will receive/use hand sanitizer** at the main door provided by a staff member.
2. **Kindergarten – Grade 6 students will go directly to the gym for temperature checks**, using social distancing protocol. Specials teachers will be on hand to ensure social distancing protocol is adhered to.
3. Students will **proceed up the back stairs to their classroom** and follow predetermined social distancing protocol.
4. **Preschool students** will be met at the preschool door by a staff member. Hand sanitizer will be given, temperature checks will be performed. The student will then be taken to their classroom by a staff member.
5. **Any student with an elevated temperature will be sequestered** and parents will be called for return to home.
6. **Classroom protocol for entering the classroom**, storage of coats and backpacks, and proceeding to the students' desks will be established by the teacher and adhered to.

## 2. Monitoring of Health Conditions

### Screening (continued)

### Student Dismissal

1. **Students will dismiss for the bus by grade level** from their classroom.
2. Parents who are picking up their child, will **wait in their vehicles**.
3. **Walker/Rider Students will be called by classroom.** Teachers will be in the hall to monitor activity and to ensure the following of social distancing protocol.
4. **School Staff will be stationed in the parking lot** to ensure the safety of the students as they exit school and enter their vehicles.
5. **Students who need to wait for their parents will wait in the main hallway,** monitored by staff to ensure the following of social distancing protocol. Upon arrival, parents will call the main office and the students will be released to the parent at the main entrance.
6. **Preschool students will be met at the preschool door by their parents.** Upon arrival, parents will ring the preschool doorbell and the students will be released by a staff member to the parent at the preschool entrance.
7. **Classroom protocol for dismissal from the classroom,** retrieval of coats and backpacks, and exiting the room will be established and adhered to.

## 2. Monitoring of Health Conditions

### 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.*

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**Seton will comply with CDC guidance and not conduct COVID-19 testing or require testing or 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.

### 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.*

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CDC Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing Schools designate that the local health department testing site, physician offices, hospital system are responsible for referring, sourcing, and administering testing (e.g.) particularly in the event that large-scale testing at the school is needed.

### Early Warning Signs

*Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.*

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**Defined metrics 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. 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.*

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**Any individual who screens positive for COVID-19 exposure or symptoms**, or who presents with a temperature greater than 100.0°F, must not be allowed to enter the school if screened outside, and must be immediately sent home with instructions to contact their health care provider for assessment and testing.

In case of a positive test, **confidentiality will be maintained** as required by federal/state law/regulations.

**Reporting plans** are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19.

**Procedures and reminders** will be communicated often through school newsletter and posted on school website.

## 3. Containment of Potential Transmission of COVID-19

### 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.*

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Students being sent home because of a positive screen must be **immediately separated** from other students and supervised until picked up.

**A dedicated room** adjacent to the nurse's office will be used to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness; the School Nurse will immediately isolate symptomatic individuals until they can be sent home. Proper PPE should be worn by both the individual and the school nurse.



**Symptomatic students** waiting to be picked up will remain under the visual supervision of a staff member who is physically distanced.

**PPE requirements** for school health office staff caring for sick individuals include both standard and transmission-based precautions; and required guidelines for cleaning and disinfection.

### 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.*

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Parents or guardians of a symptomatic student will be **called for immediate pick-up**. When they arrive, the parent/guardian will call the school and the nurse will walk the student to the parent/guardian vehicle.

## 3. Containment of Potential Transmission of 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.**

### Returning To School After Illness

If a student/staff member has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24-hours

If a person is diagnosed with COVID-19 by a medical professional based on a test they must not return to school until they can answer yes to the following three questions:

1. Has it been at least 10 days since the you first had symptoms?
2. Has it been at least 3 days since you had a fever (without using fever reducing medicine)?
3. Has it been at least 3 days since your symptoms have improved, including cough and shortness of breath?

## 3. Containment of Potential Transmission of COVID-19

### 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.*

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Individuals who were exposed to the COVID-19 virus, complete quarantine, and have not developed symptoms before returning to in-person learning will be required to show proof that they will not transmit COVID-19 upon returning to the in-person learning environment.

**A doctor's note will be required for 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.*

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### School Health Office

School health office cleaning will occur after each use:

- **Cots**
- **Bathroom**
- **Health office equipment** (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible including:

- **Disposable pillow protectors**
- **Disposable thermometer sheaths or probes, and disposable otoscope specula**

## 3. Containment of Potential Transmission of COVID-19

### 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.*

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**Seton will notify the state and local health department immediately** upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, Seton 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-york-state-contact-tracing>

**Confidentiality will maintained** as required by federal and state law and regulations. Seton will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

### 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.*

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If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee will **notify the local health department** to determine what steps are needed for the school community.

## 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.*

Seton will collaborate with their local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as **early warning signs** that positive COVID-19 cases may be increasing beyond an acceptable level.

School administrators will **consider closing school if absentee rates impact the ability of the school to operate safely**. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. Seton will consult their school nurse, the Diocesan Schools Superintendent, and/or the local department of when making such decisions.

Following guidance from the Diocesan Schools Superintendent, and/or the local department of health, **Seton will determine when to reopen if a closure is necessary**.

## 4. Closure of School Facilities and In-Person Instruction, If Necessitated By Widespread Virus Transmission

### 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.*

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During any school closure, the **Seton school facility will be thoroughly cleaned and disinfected** according to CDC guidance. A professional maintenance service will be contracted to ensure proper cleaning of the facility.

### Communication

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

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All communication regarding the closure process will be sent using **My Student Progress** (MSP: student management program) to families and staff, and **direct email** for School Board, DOR and public school districts. All information will be available on our **school website** as well. We will not be using any social media for this information.

## 4. Closure of School Facilities and In-Person Instruction, If Necessitated By Widespread Virus Transmission



As was the case last year, if the Governor closes schools, we are also required to close. In the event that happens, **we are prepared to immediately switch to distance learning**. We will begin the year working to get your students ready for this as a precaution. To that end, the following tools will be used:

**Google Classroom** will be our platform in grades K-6. All work covered on a daily basis will be up-loaded for students who are not in attendance in school. Teachers will video any new learning lessons delivered to the class and up-load it to Google Classroom; whenever necessary. All work done as distance learning will be submitted through Google Classroom.

**iReady Reading** and **iReady Math** will be used as reinforcement for all concepts taught, and to fill in learning gaps. We recognize that nearly every child, even those previously working at grade level or above, will be missing some skills this fall. iReady will help us to understand where these strengths and deficits lie for each student and aid in addressing those gaps.

Preschool will use **Seesaw** as their distance learning platform. Seesaw is very user friendly and easy for our youngest learners and their parents to navigate. Its features allow for videos to be sent by the teacher as well as by the student/family. Personalized assignments and projects can be assigned to leverage differentiation. As with our grades K-6 learning plans, every student will be met at their own learning level! <https://web.seesaw.me/>

If we are forced to go to distance learning this year, our teachers will again reinforce new learning and continue to build classroom relationships through **Zoom**.

All grade-levels will continue to use **Remind** as a communication tool between the classroom teacher and their families.

## 4. Closure of School Facilities and In-Person Instruction, If Necessitated By Widespread Virus Transmission

### Online (Distance) Learning

Seton was proficient in providing online learning. After feedback from teachers and parents the following plan will be used to ensure a smooth transition in the event of sporadic closures:

- Training will be on-going for staff, students and parents with initial training in August/September
- School will secure additional Chrome Books for school use
- Use online programs and resources that can be transferred easily to periods of fully online learning; Google Classroom, iReady Reading and iReady Math, as well as other grade-appropriate websites.

At a scheduled time, the school **may hold a practice day of online learning during** a normal school day to work out kinks and ensure all students know the expectations for home learning.

# COVID-19 Reentry Advisory Task Force

## **Seton Catholic School Task Force Members**

Mrs. Patricia Selig, Principal/ Operations Manager

Deacon William Rabjohn, Deacon at OLOL+SA

Mrs Karen Johnson, School Administrative Assistant

Mrs. Anne Weber, Seton Catholic School Nurse

Mrs. Jennifer Koerner, Classroom Teacher

Mrs. Shelly Fragale, Classroom Teacher

Mrs. Rasheda Valleriani, Parent

## **DOR Reopening Task Force Members**

Mrs. Paula Smith, Holy Family School

Mr. TJ Verzillo, All Saints Academy

Dr. Lorraine Williams, St. Francis – St. Stephen School

Ms. Lisa Milano, St. Mary School

Mrs. Mary Martell, Holy Cross School

Mrs. Fran Barr, St. Louis School

Mrs. Amy Johnson, St. Joseph School

Ms. Christine Deutsch, St. Ambrose Academy

Mrs. Maria Cahill, St. Pius X School

Mrs. Ann Frank, Catholic Schools Office

Mr. James Tauzel, Catholic Schools Office

# Links and References

## **New York State Reopening Guidance for Religious and Independent Schools**

<http://www.p12.nysed.gov/nonpub/documents/reopening-guidance-religious-and-independent-schools.pdf>

## **New York State Education Department Reopening Guidance**

<http://www.nysed.gov/reopening-schools>

## **Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools Reopening Guidance**

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

## **Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19**

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf)

## **CDC Considerations for Youth Sports**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

## **Interim Guidance For Child Care and Day Camp Programs During The Covid-19 Public Health Emergency**

<https://ocfs.ny.gov/main/news/2020/COVID-2020Jun26-Day-Camp-Detailed-Guidelines.pdf>

## **iReady One Hundred Leaders’ View on the Back to School Challenge**

<https://www.curriculumassociates.com/-/media/mainsite/files/i-ready/iready-one-hundred-leaders-whitepaper-2020.pdf>

# Contact

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## **Please Note:**

The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.