

**REOPENING
DESIGN
September 2020**

St. Joseph Catholic Academy

28-46 44 Street LIC NY 11103

Logistics and Planning



Well Defined Entrance Protocols for Students, Teachers, and Visitors

Hand sanitizing station at each entrance. Face mask must be worn.

STUDENTS:

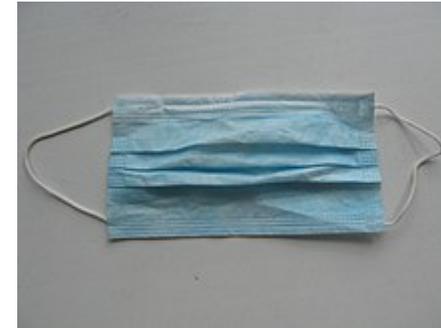
- Staggered arrival via designated entrance door
- Temperature taken on arrival
- Students with a temperature (above 100.4 F) will be sent home or isolated until picked up by a parent or designated adult

FACULTY/STAFF:

- Designated entrance door for employees only
- Temperature taken upon arrival. Anyone with a temperature may not remain

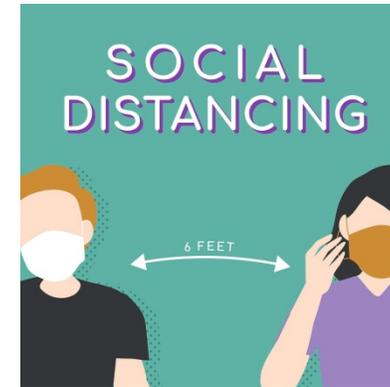
PARENTS/VISITORS:

- Lobby entrance ONLY
- Temperature taken upon arrival. Anyone with a temperature may not remain



Routines for Daily Health Checks

- Parents will be advised about helping children to practice health routines at home that will carry over into the school day.
- Children will be reminded during the day to maintain safe distance, to wash and disinfect their hands correctly, cover their mouths to sneeze, to wear their masks religiously.
- Teachers will escort children to the restrooms at scheduled times during the day.
- Windows will be kept open as much as possible to circulate fresh air throughout the building.
- Anyone with Covid-19 symptoms or who has knowingly come into contact with anyone who tested positive should remain home.
- Children will be encouraged to use the hands-free sanitizer located in each classroom as appropriate.
- Anyone showing Covid-19 symptoms will be sent to the nurse for observation and isolated/sent home as necessary.
- The isolation area will be a separate room adjacent to the medical office and will be supervised by an adult wearing appropriate PPE.



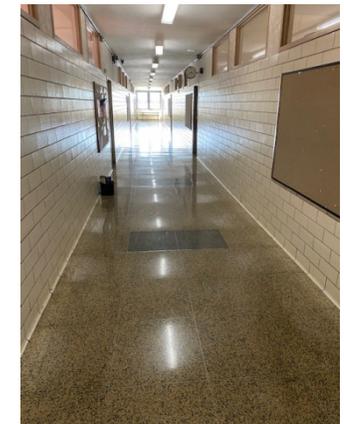
Protocols for Social Distancing in the Classroom



- Classrooms will be arranged so that students are seated six feet apart as much as possible.
- Teachers in the upper grades (5-8) will move while students will remain in the classroom.
- Students will be allowed to use only their own supplies and those texts and materials assigned to them which they will keep in their own desks.
- Movement in the classroom will be limited.
- Kindergarten students will be assigned to their own desks.

Social Distancing Outside of the Classroom in Highly Populated Common Areas, including for Mass and Extra-Curriculars

- Corridors and stairwells will be designated for specific traffic patterns.
- Bathroom use will be scheduled by cohort as much as possible.
- Only certain bathroom sinks and stalls will be permitted for use. Water fountains will be closed.
- Students will eat lunch in the classroom with their designated cohort.
- As students need to move within the building or outside for physical education, they will be escorted and social distancing will be maintained.
- Liturgies will be scheduled as often as possible by grade level groups to limit size.



Scheduling Options to Facilitate Reduced Building Capacity

EXCLUSIVELY REMOTE/DISTANCE LEARNING:

Pending directives from the DOH and Governor Cuomo, we will be prepared to provide distance learning via Google Classroom for all students if all school buildings are mandated to remain closed in the fall.

FULL IN-PERSON LEARNING at SCHOOL:

Students will be grouped in cohorts of a maximum of 15 students each and spaces will be reconfigured as needed to provide for sufficient instructional areas to accommodate the full enrollment.

HYBRID of DISTANCE and IN-PERSON LEARNING:

Students will be divided into two cohorts per grade level. One cohort will learn in-person on Mondays and Tuesdays, remotely on Thursdays and Fridays. The second cohort will learn remotely on Mondays and Tuesdays, in-person on Thursdays and Fridays. Both cohorts will learn remotely on Wednesdays. Students learning remotely will be able to participate in the in-person instruction taking place in school via ZOOM or Google Meets.



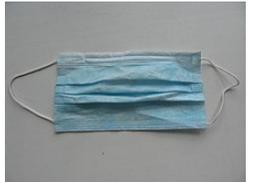
Confidentiality Issues

Families will be asked to self report to the Academy if anyone in the family unit shows symptoms of Covid-19 or has tested positive or has been in contact with anyone who has tested positive.

In accordance with state and local laws and mandates, local health officials and members of the Academy community will be notified of any instance of Covid-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act and the Family Educational Rights and Privacy Act.



Hygiene Supplies and Deep Cleaning



Each classroom will be equipped with a hands-free hand sanitizer, a supply of gloves, disinfectant wipes, paper towels, tissues, and face masks.

Each student will be given a personal 2 oz. container of hand sanitizer which parents are asked to refill as needed. This sanitizer should be brought to school each day by the student.

Adults and students will be required to wear a face mask while in the building – the exception being during lunch and within the classroom as long as social distancing is observed and the mask is lowered off the face for short periods only.

Each classroom and common area will be spray-sanitized each evening as part of the daily cleaning regimen. Bathrooms and high use surfaces will be sanitized several times throughout the day.

Operational and Hygiene Protocols including after Evidence of Positive Covid-19 Cases



Faculty and staff will complete a daily screening questionnaire and students will be asked to complete a screening questionnaire periodically.

Visitors will be temperature tested and be required to complete a screening questionnaire upon entering the building.

Cleaning and disinfecting logs will be maintained.

The Academy will cooperate with state and local health department regulations with regard to contact tracing, isolation, and quarantine efforts.

A student deemed by the nurse to be sent home will be kept isolated from others until taken from the Academy by a responsible adult. The isolation area will be deep cleaned after each use.

As per DOH guidelines, notification will be given to anyone having come into contact with a person who tests positive for Covid and such individuals may be required to remain home until safe to return to school.

In the event that an entire class needs to be kept quarantined at home or if the Academy must be closed due to a Covid-19 spike, remote learning will be provided.

Anyone sent home due to a positive Covid-19 diagnosis cannot return without documentation of a negative diagnostic test result.

Protocols for Wearing Face Masks Including for Students with Sensory Issues



An appropriate face covering must be worn by all individuals at all times in all common areas, except for short breaks by students in instructional settings as long as acceptable social distancing is being observed at the time.

Students are allowed to remove their face coverings for lunch and for short breaks during instructional time provided that appropriate social distancing is being observed.

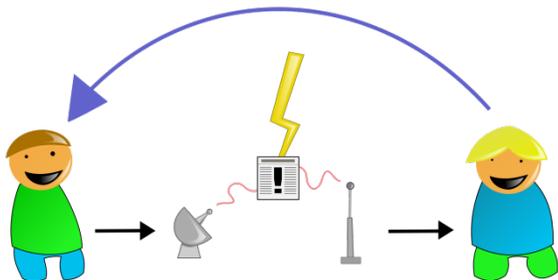
Students who cannot tolerate wearing the face mask for medical reasons may be exempt from the requirement but the student's physician will need to propose an alternate covering and the social distancing requirement must be observed at all times. If an acceptable alternative cannot be arranged, the student will participate in the instructional program through remote learning.

Communication with Stakeholders

Emergencies: In the event of any emergency involving the student, the parent will be contacted via the OptionC Alert System of phone calls and text messaging.

All families were contacted through a survey instrument designed to determine their needs as the Academy's reopening plan was being developed. All families were also invited to participate in a diocesan-wide survey to evaluate the remote learning opportunities afforded their children during the months that schools were closed due to Covid-19. These surveys will be studied and the results will be used to determine the Academy's reopening plan.

Families will be kept informed regularly and provided with opportunity for input throughout the course of the Academy's response to the pandemic by the Academy administration and their children's teachers via the Academy website, Option C alerts, and the Google learning platforms as appropriate.



The principal will serve as the Covid-19 Response Coordinator and will communicate as needed with all constituencies.