



SACRED HEART HIGH SCHOOL

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Sacred Heart High School Reopening Plan 2020-2021

Introduction and Purpose

The chief goal of Sacred Heart High School's Reopening Plan is to provide guidelines for the reopening of the high school buildings and associated offices into safe environments. Sacred Heart High School is committed to prioritizing student and staff wellness in order to establish a positive, safe, and supportive learning environment while ensuring (to the extent possible) the utmost health, safety, and care for students and staff returning to school buildings. This involves adhering to proper faculty/student ratios, social distancing norms, and joint parent/school cooperation as custodians of our shared responsibility to those we serve.

How Sacred Heart High School will reopen is determined according to guidance and mandates from the Archdiocese of New York, CDC, OSHA, NYS and local governments, while taking into account the individualized needs of our school community. The safety of students and staff is a primary consideration for making flexible arrangements in the areas of instructional scheduling and virtual learning. The intent is to reopen Sacred Heart High School with the health and social-emotional wellbeing of our students, parents, and staff as our number one priority.

SHHS Reopening Plan Contributors

Thank you to the members of the Sacred Heart High School Leadership Team, Staff and Community Members for your collaborative work and contributions:

Fr. Robert Abbatiello, OFM. CAP., SHHS President and Pastor

Ms. Frances Acosta, SHHS Principal

Ms. Tracy Strub, SHGS Principal

Mr. Pedro Vaz Pocas, SHHS Director of Facilities

Ms. Laura Mulcahy, Nurse Practitioner, Yonkers Public Schools

Mrs. Bridget Marques, FCT Union Representative and SHHS Faculty

Mrs. Maureen Crosby, SHHS Parent

Ms. Goergina Nieves, SHHS Faculty

Mrs. Deanne May, SH Parish

Mr. Eric Gelard, SHHS Technology and Support

Ms. Claire Sullivan, SHHS Staff

Safety Coordinator

Sacred Heart High School has designated Frances Acosta, Principal, as the COVID-19 Safety Coordinator 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.

Instructional Programs/School Schedules

The course of the pandemic cannot be confidently predicted. The Sacred Heart High School reopening plans are flexible and allow for various models of instruction as necessary based upon CDC and governmental guidelines:

Full Remote Learning

Remote learning for the entire school community, as required by health or government officials, will keep school buildings closed for the safety and security of all the schools' constituents.

Hybrid Model

The hybrid model will be based upon a combination of in-person and remote learning.

The three days of remote learning will be attended live via webcam to allow for full class participation and direct interaction with the classroom teacher for instructional delivery.

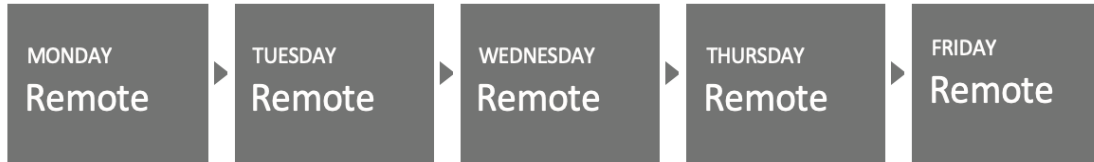
Full Time Requested Remote Learning

This scenario exists at the request of a parent or legal guardian whereby school buildings are open and classes are held with social distancing, but students can participate from home until the parent or legal guardian decides it is appropriate for the student to return to the school facility in consultation as outlined below with school administrators.

Traditional Model

The traditional model approaches instruction in the typical manner to which parents and students are accustomed. The traditional approach includes a return to regular class sizes and face-to-face classes without social distancing as announced by health and governmental officials in consultation with the superintendent of schools of the Archdiocese of New York.

Full Remote Learning: Remote/Distance Learning for the entire school community, as required by health or government officials, will keep school buildings closed for the safety and security of all of the schools' constituents.



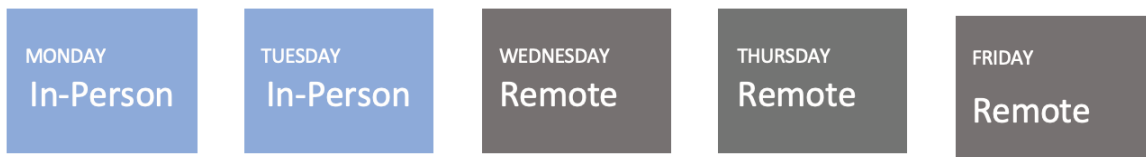
Full Time Requested Remote Learning: This scenario exists at the request of a parent or legal guardian whereby school buildings are open and classes are held with social distancing, but students may participate from home until the parent or legal guardian decides it is appropriate for the student to return to the school facility, in consultation with school administrators.

Hybrid Model: The hybrid model is based upon a combination of in-person and remote learning. On the days when students attend class via remote/distance learning, participation using a webcam and related technology will allow for full-class participation and direct interaction with the classroom teacher for instructional delivery. On the days when students attend in-classroom learning, students and staff will follow rules and mandates including:

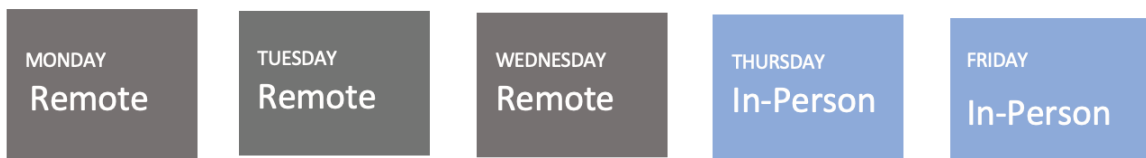
- Social distancing
- The wearing of masks
- Frequent hand-washing and/or sanitizing
- Teachers are responsible for instructing the students in the classroom as well as those students who are receiving the same lesson through home-based remote instruction.

Based on the recommendations of the CDC and the guidelines of New York State, Sacred Heart High School has developed a plan for the “new normal” based on the following models:

Cohort 1



Cohort 2



Any student/family experiencing Technology concerns can call the Sacred Heart High School Main Office at (914) 965-3114.

Traditional Model: The traditional model approaches instruction in the typical manner to which parents and students are accustomed. The traditional approach includes a return to face-to-face classes without social distancing as announced by the health and governmental officials in consultation with the superintendent of schools of the Archdiocese of New York. Sacred Heart High School anticipates running a normal school schedule in a hybrid model beginning in September 2020.

Grading and Assessment

Students will be assessed on mastery of content, effort, and performance.

- Project-based activities and assignments will be graded for credit, along with traditional assessments and examinations.
- Rubrics will be used to set expectations, direct students' work, and provide valuable feedback.

Guidelines Overview

When students and adults return to Sacred Heart High School buildings for in-person instruction, the physical spaces they occupy will be configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

Facility Requirements and Guidelines

- Signage to indicate direction in which to travel in hallways and stairways for consistent flow, social distancing, and proper distancing for movement of students.
- Classrooms may only accommodate space for a limited number of students to allow for distances of six feet.
- All students are to be facing one direction and are not to be grouped in configurations that would require facing one another.
- Teachers' desks should be in the front of the classroom facing the students.
- No use of student lockers.
- All water fountains to be turned off.
- Reusable water bottles encouraged.
- Hand (air) dryers are not to be utilized in restrooms.
- Vending machines may not be used and must be eliminated as options.

- Quarantine (isolation) rooms designated for when a child is ill or showing symptoms of illness.
- Hand sanitizer stations located at the entrance and exit of the building.
- Hand sanitizer stations at the entrance and exit of each classroom.
- Hand sanitizer stations located throughout the building as appropriate.
- Proper ventilation must be ensured with air flow from outdoor air, this includes having windows and doors open at the same time across to maximize cross ventilation.
- Suspension of special events involving outside groups and vendors, in order to maximize security and sanitization.
- All trips, public events and onsite activities are suspended until further notice. Communication about permissible gatherings, once determined, will be communicated by regional superintendents, in consultation with the Health and Safety Task Force of the Office of the Superintendent of Schools.

Personal Protective Equipment (PPE) Protocol

Sacred Heart High School personnel reviewed the OSHA COVID-19 guidance on how to protect staff from potential exposures as well as CDC guidance on proper PPE use. Training will be provided on proper PPE use including:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Staff Personal Protective Equipment Protocol

- All staff must wear face coverings as required. Sacred Heart High School will provide masks if the employee does not have a face covering.
- Teaching staff may use face shields *in addition to* a facemask.
- Additional details included under Daily Protocol and Procedures.

Student Personal Protective Equipment Protocol

- All students must wear face coverings as required. Sacred Heart High School will provide masks if the student does not have a face covering.
- Students may use face shields *in addition to* a facemask.
- Additional details included under Daily Protocol and Procedures

Daily Protocol and Procedures

- Staff and students should stay home if they do not feel well.
- Staff and students should stay home if they were within six feet of a person with COVID-19 for a prolonged period of time.
- It is strongly recommended that parents take their child's temperature every day before the child comes to school. If the temperature is 100.0 degrees Fahrenheit or greater, the child should stay home and see a doctor. This will ensure that students who likely would be excluded upon arrival will self-monitor and remain home.
- School's entrance for admitting students and staff: Social distancing markers and directional arrows outside the building to identify the best available space for students and staff to line up for screening and admittance.
- Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building.
- Persons who have fevers of 100.00 degrees Fahrenheit or above OR who are exhibiting other signs of illness shall not be admitted to the school.
- Students should go straight to their Homeroom Classroom or designated classroom as needed after clearing the temperature check screening.
- Students must wear face masks when in the school building.
- Students must keep appropriate social/physical distancing when in the school building.
- Staff must wear face masks when in the school building.
- Staff must keep appropriate social/physical distancing when in the school building.
- All masks for faculty, staff, and students are subject to approval by the Principal and President. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of the school.
- Non-disposable masks should be washed daily.

School Supplies:

- Items and supplies will not be shared.
- Students and staff are not permitted to share electronic devices, clothing, books, or learning resources.

Visitor Policy

- Visitors will not be permitted to enter the building during operational hours, with the exception of emergency or law enforcement officers in their official capacity, authorized inspectors from governmental agencies, and persons providing emergency repair services within the building that cannot be reasonably delayed until non-operational hours.

- Parents/Guardians will not be permitted in the school building at any time during the school day unless they have made an appointment in advance, or have been summoned by school officials, or are responding to an emergency situation.
- Authorized school food vendors shall make their deliveries directly to the kitchen entrance.
- All authorized visitors must pass temperature screening, medical questionnaire, and wear a mask before being granted entry to the school building.

Physical Distancing Protocol

Sacred Heart High School will review all spaces and facilities to be utilized in order to maintain the health and safety of students and staff, especially when tending to individual student medical or personal needs. Specifically:

- Sacred Heart High School will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff.
- The number of people in all campus spaces will be limited to the number that can be reasonably accommodated while maintaining a minimum of a six foot distance between individuals in all directions. Six feet is the current minimum recommendation for physical distancing from the NYSDOH, but Sacred Heart High School will pay attention to future modifications in public health recommendations as information evolves.
- A distance of twelve feet in all directions will be maintained between individuals while participating in activities requires projecting the voice (e.g., singing) or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
- To the extent possible, and as recommended by the NYSDOH, Sacred Heart High School will attempt to create smaller student/educator cohorts to minimize the mixing of student groups throughout the day.
- Sacred Heart High School will minimize the movement of students, educators, and staff as much as possible.
- Outdoor spaces will be used at the greatest extent possible.

Food Services

- Students will be permitted to bring their own ready-to-eat meals.
- There will be no provisions for heating meals brought from home.
- Sharing of meals and snacks is not permitted. Family-style meals will not be served.
- Vending machines will not be operable.

- Students are encouraged to bring their own water bottle (plastic or reusable) labeled with their names; no glass bottles or containers will be permitted.
- All food service workers must wear gloves in addition to proper face coverings.
- Outside meal providers must supply meals that are individually packaged and labeled.

Hygiene Protocol

To be responsible stewards of one another's health, the practices below must be adhered to:

- Proper method for using tissues and to cough/sneeze into their elbow
- Do not touch or remove face coverings/masks, and if they are removed for any reason, to not place them on school surfaces.
- Face coverings/masks are required at all times, even while social distancing.
- Students and staff shall practice frequent hand washing with soap and water for at least twenty seconds, scrubbing thoroughly, and drying with paper towels:
 - Upon arriving at school
 - Before meals and snacks
 - After using the restroom
 - Periodically throughout the day
 - Any other times that require hand hygiene
- Hand sanitizer will be made available for when hand washing is not possible.
- Hand sanitizer should not replace hand washing, which is the most effective protection against germs and the spread of disease.
- Students will not be permitted to congregate in large groups before, during, or after school.

Restrooms Hygiene Protocol

- Students and staff will enter their respective restrooms one at a time.
- Everyone is expected to thoroughly wash their hands using the 20 second guidelines.

Policy and Procedure for a Sick Child or Staff Member

To ensure safety and best practice, Isolation Rooms have been prepared where students and staff with COVID-19 symptoms are to isolate while awaiting pick-up and safe exit from the building.

Symptoms potentially include the following:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough

- Stuffy Nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches
- Fatigue
- Sore Throat
- Headache

Students exhibiting the symptoms above must be sent home according to the protocol established below and according to the best judgement of the individual in charge of monitoring symptoms:

- Students must be immediately moved to the Isolation Room where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent or guardian must be notified, and safe pick-up must be arranged.
- Students exhibiting symptoms will not be allowed to take the school bus home.
- Students are not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten days elapsed since the symptoms first appeared.
- Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without a fever for three days.
- Students are still responsible for work assigned.
- All quarantine orders issued by the federal, state and local government directives must be followed by students, faculty and staff.
- In keeping with HIPPA law, at no time should the identity of the individual who is COVID-19 positive be revealed.

Sanitizing and Disinfecting

The COVID-19 pandemic has necessitated continuous attention to the cleansing, disinfecting, and sanitizing of school facilities and materials.

With the aforementioned considerations in mind, the expectations and clear directives should be to clean and disinfect frequently touched surfaces at least daily and, as practicable, regularly throughout the day by trained custodial staff.

Frequently touched surfaces include, but are not limited to, the following:

- Door handles and doorknobs
- Light Switches
- Sink faucets and handles
- Bathroom surfaces
- Countertops and tables
- Desks
- Chairs
- Computers, ChromeBooks, Laptops

In addition to the increased daily cleaning and sanitizing protocols, Hypochlorous Acid Foggers will be utilized to disinfect classrooms, offices, and shared spaces. Electrolyzed water - also known as hypochlorous acid (HOCl) - is a highly effective and intrinsically safe sanitizing agent. The single most important feature of hypochlorous acid is that it is unusually efficient in eliminating viruses. National and international reference laboratories have proven that HOCl works very well against viruses, including norovirus and human coronaviruses.

Instructional Guidelines

All students will receive five days of classroom instruction. The instruction will be delivered in-person or remotely. Classrooms will be set up to provide person-to-person learning through either (1) Remote/Distance Learning or (2) Hybrid Learning. Hybrid models will be based upon a combination of in-person and remote learning platforms.

In case that parents opt to keep their child at home on a full-time remote basis, provisions will be made to allow instruction on a full-time, five-day, school week basis.

Learning takes place through a combination of books, content materials, and skill development. Through the utilization of technology, our students can proceed with ongoing instruction, regardless of in-person learning or remote learning, as a class.

In accordance with NYS DOH Guidance, Physical Education classes must maintain social distancing of twelve feet in all directions, at all times.

Mental Health and Social-Emotional Development

Sacred Heart High School values a culture that supports and emphasizes mental health services available for our community. Key responsibilities include but are not limited to:

- Educating staff, parents, and students on symptoms that identify mental health needs
- Promoting social-emotional learning competency and building resilience
- Helping ensure a positive, safe school environment
- Teaching and reinforcing positive behaviors and decision-making
- Encouraging and helping others
- Encouraging good physical health
- Helping ensure access to school-based mental health support
- Ensuring the integration of Catholic spiritual doctrine as it relates to ministering to the whole person - body, spirit and soul

Staff and families may consult with a school counselor, nurse, or administrator and with a student's parents if one or more of the following behaviors are observed:

- Feeling very sad or withdrawn for more than two weeks
- Seriously trying to harm oneself or making plans to do so
- Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
- Involvement in many fights or a desire to badly hurt others
- Severe out-of-control behavior that can hurt oneself or others
- Dramatic weight loss or weight gain
- Intense worries or fears that provide obstacles to daily activities
- Extreme difficulty in concentrating or staying still, which places the student or staff member in physical danger or causes problems in the classroom
- Repeated use of drugs or alcohol
- Severe mood swings that can cause problems in relationships
- Drastic changes in the student's or staff member's behavior or personality

Fire and Lock Down Drill Protocols

- Fire and lock down drills will be conducted as per the regular schedule.
- The class line up map will be reviewed to ensure that physical distancing is maintained between students and classes.

- Sacred Heart High School will ensure that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.
- Modifications to Lockdown Drills may include, but are not limited to:
 - Conducting lockdown drill in classroom setting while maintaining social distancing and using masks;
 - Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing
 - Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible.

Contact Tracing

Sacred Heart High School will make every effort to assist the local health department and contract tracers to trace all persons who had contact with a confirmed case of COVID-19. To do this, Sacred Heart High School will ensure that it:

- will keep accurate attendance records of students and staff members
- ensure student schedules are up to date
- keep a log of any visitors which includes dates, time, and where in the school they visited

School Closing Protocol

Similar to closures due to COVID-19 in March 2020, if Sacred Heart High School is mandated to close by NYS’s closure formula, schools and office operations will go remote. In the event of a school closure, students will continue with their normal schedule on a remote basis and will remain within their assigned cohort.

Resources

Centers for Disease Control and Prevention

<https://www.cdc.gov/>

Catholic Schools in the Archdiocese of New York

<https://catholicschoolsnyc.org/>

New York State Department of Education

<http://www.nysed.gov/>

Westchester County Department of Health

<https://health.westchestergov.com/>

Archdiocese of New York Drug Abuse Prevention Program

2789 Schurz Avenue

Bronx, NY 10465

718-904-1333

<https://adapp.org/>

New York State Mental Health Assistance Hotline

1-844-863-9314

Or 1-888-NYC-WELL (1-888-692-9355)

<https://omh.ny.gov/omhweb/covid-9-resources.html>

Hypochlorous Acid Foggers

<https://www.maritime-executive.com/features/new-sanitizing-technology-makes-quick-work-of-covid-19-1>