



Good Shepherd School

Reopening Implementation Plan

2020-21

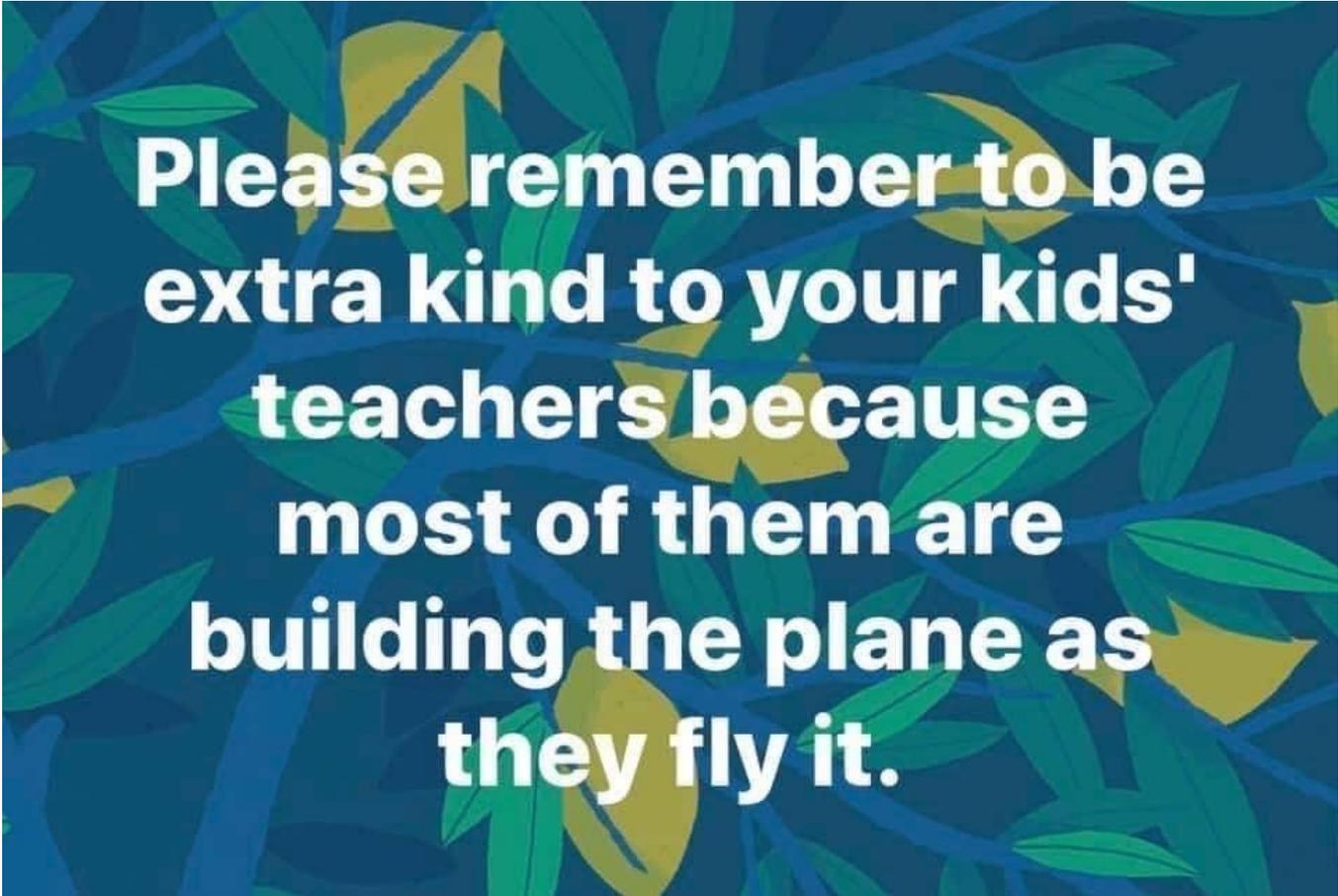
Introduction



August 2020

Good Shepherd School looks forward to opening for instruction, both in-school and remote, on Wednesday, September 9, 2020! The following guidelines and procedures are in place to keep our students and staff safe and enthusiastic while resuming their academic activities.

Setting the Stage for 2020-21



**Please remember to be
extra kind to your kids'
teachers because
most of them are
building the plane as
they fly it.**

Parent communication on school information:

Good Shepherd School will communicate with the school community via **Iris alert, email, Social media platforms, and on our GSS webpage**. We will be able to notify parents immediately of any changes in C.D.C., New York State, the Archdiocese of New York and to the living document that G.S.S. has implemented.

Positive COVID-19 Reading Protocol:

1. Principal will notify the regional superintendent, Mr. Anthony Biscione, with relevant details, in writing, so that he may notify the Office of Superintendent of Schools who will create the appropriate public health notifications for the local government agency and provide guidance on next steps.
2. Principal will then be provided with the approved e-mail communication to distribute to the school community from the Office of the Superintendent of schools. No identifying information will be used in the communication regarding the individual who may be symptomatic.
3. Principal must then distribute this notification to school staff members and families once approved by the regional superintendent, Mr. Anthony Biscione.
4. Principal will follow all health department directives on school closures, because of COVID-19, and on facilities, which are provided by the health and Safety Task Force of the Office of the Superintendent of Schools. All directives will be taken from the **ADNY Covid Cordination Team**.
5. Principal will coordinate with appropriate vendors if needed from the Office of the Superintendent of Schools for disinfection procedures and timelines according to C.D.C. guidance. Cleaning and Disinfecting your Facility
6. Individuals who are COVID-19 positive may only return after providing note of medical clearance. **It is strongly recommended by the C.D.C., DOH and NYSED that schools comply with C.D.C. guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. C.D.C.**
7. Good Shepherd School will take extreme and exhausting measures to protect the identity of the individuals. This is a critical violation of a person's civil rights. Parents can not assume a student who may be sent home is infected. There are multiple reasons that children or staff members are sent home.
8. We ask for your patience and understanding during these difficult times of respect for others.

Catholic Schools COVID Coordination Team

- The initial re-entry and subsequent day-to-day monitoring of COVID related issues will be overseen by the Catholic Schools COVID Coordination Team. The team, overseen by The Health and Safety Task Force of the Office of the Superintendent of Schools will monitor and manage our response to COVID-19. They will take the lead in interfacing with local health officials, including the crucial tasks of testing, contact tracing, and school notifications any time a school experiences a suspected or confirmed case within the building.

Procedures for symptomatic students and necessary isolation:

- Policy and procedures for sick child or staff member to ensure safety and best practice, schools must designate a "Guardian Angel" room (isolation room) where students and staff with COVID-19 symptoms are to be placed while they wait for pick-up and safe exit from the building. Each "Guardian Angel" room, when in use, must be occupied by a school staff member wearing full P.P.E., with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled.)

Symptoms of Coronavirus C.D.C. Guidelines

School Leaders should monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following updated list from Symptoms of Coronavirus C.D.C. Guidelines. List below may change:

- Fever of 100.0 degrees Fahrenheit or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Continued

- Children or staff members exhibiting the symptoms listed by Symptoms of Coronavirus C.D.C. Guidelines must be sent home according to the protocol established below and according to the best judgment and discretion of the designated individual in charge of monitoring symptoms.
- Students who are identified must be immediately moved to the Guardian Angel Room, (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent must be notified, and the safe pickup must be arranged.
- Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- School leaders and maintenance personnel will be required to close off and restrict the areas accessed by the sick individuals or any individual exhibiting symptoms.

Facilities - Social Distancing Procedures:

Signage:

Appropriate signage will be placed in the building for social distancing:

1. When entering the building there will be signs notifying parents of the school protocols:

- Masks
- Hand washing
- Social distancing 6'
- No shaking hands

2. On the sidewalks entering the building there will be social distancing markers located at each entrance way. These floor graphics with directional signs will let students and parents know to stand 6' apart and which direction to walk.

3. Front Entrance banner will inform parents of:

- Masks
- Hand washing
- Social distancing 6'
- No shaking hands

Continued ...

4. There will be directional signs on the floor spaced 6' apart so students can maintain social distancing at all times. These directional symbols will be in two different colors allowing students to follow easily.

5. There will be designated stairwells to go up and down between floors. Appropriate signage will be placed at these locations.

6. Each classroom and office will have signage reminding students, and staff the protocols at G.S.S.:
 - Masks
 - Hand washing
 - Social distancing 6'
 - No shaking hands

7. Similar signage around the building with basic reminders that are also in the classroom

Classroom set-up:

- Good Shepherd School is a Catholic school that can accommodate our school population five days a week in our existing building. All classrooms allow for 6' distancing while accommodating 15 students per room. We will create Grade-level cohorts and convert the gym, two lunchrooms, and an auditorium into instructional spaces with 6' distancing for larger classes. We will use the Church for school Liturgies and assemblies while maintaining 12' distance. The Playstreet will be used for gym and recess, also allowing for the required 12' range. The above was all accomplished by taking into account the health and safety of our students.

Entrance Procedure:

- On the sidewalks entering the building there will be social distancing markers located at each entrance way. These floor graphics with directional signs will let students and parents know to stand 6' apart and which direction to walk. Students will arrive at school through designated assigned locations to reduce congestion at the main entrance. We will use **3 entrances** that will be monitored in the morning so students can access their classrooms with the least amount of movement in the building. Students' designated arrival and dismissal locations will be in close proximity to their classrooms.

Morning Drop off Screening for Students

Each morning the following questions will be asked at drop off.

Does your child have:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Continued

Staff members will be checking temperatures in the morning before entering the building. These individuals will be trained in taking temperatures.

- They will also:
 - 1. Engage in regular procedures of hand hygiene
 - 2. Be required to wear a face-covering
 - 3. Be trained in the use of the touch-less digital thermometer
 - 4. Be required to clean thermometer regularly with alcohol

Parents must accompany students at arrival

- Parents must accompany their child to school. This procedure is to ensure that a child is not dropped off sick. While waiting for your temperature check as a pedestrian, students and parents must always maintain 6' distance and wear a mask. If a child has a temperature of 100.0 0 F or greater the child will not be able to attend school that day. They must be seen by a medical professional and will not be allowed back to school without a medical note from their doctor.
- It is crucial that parents cooperate with school officials during this protocol. Our duty is to do our best to keep our community safe and healthy!

Dismissal Procedure

- At dismissal, parents will pick up their children from the same location as drop off. Dismissal times will be staggered for all cohorts.
- We ask that you pick up promptly and leave Isham Street quickly after dismissal.

Arrival/Dismissal Times

The first full week of school begins Monday, September 14.

Doors Open 7:50am - Close 8:05am!

- Dismissal:
- Kindergarten: 2:20pm
- First Grade: 2:25pm
- Second Grade: 2:30pm
- Third Grade: 2:40 pm
- Fourth Grade: 2:45 pm
- Fifth Grade: 2:50pm
- Sixth Grade: 3:00pm
- Seventh Grade: 3:00pm
- Eighth Grade: 3:00pm

Bathroom Procedure:

- Each cohort will have an assigned bathroom and bathroom use schedule. Use of the bathroom and hygiene will be monitored by an employee of GSS. The bathroom will be cleaned after each use. One bathroom will be assigned for "emergency" use. Each bathroom will have the appropriate signage.

Break Period Procedure:

- Good Shepherd School will have students maintain 12' distance in all directions when participating in recess or "breaks". When participating in physical activities that would result in heavy breathing. Weather permitting, each cohort will have a scheduled "outdoor" break in the playstreet where they maintain the 12' social distancing. In the case of inclement weather the cohorts will stay in their classroom for a "non academic" break. Social distancing will remain in affect. All "breaks" will be supervised by a GSS employee.

Cleaning / Disinfecting:

- The COVID-19 pandemic has necessitated continuous attention to the cleaning, disinfecting, and sanitizing of school facilities and materials.
- Good Shepherd has dedicated a person to clean and disinfect frequently touched surfaces daily, as practicable, regularly throughout the day by trained custodial staff. Frequently touched surfaces include, but are not limited to, the following:

Continued...

- Door handles and doorknobs
- Light switches
- Sink faucet handles
- Bathroom surfaces
- Countertops and tables
- Desks
- Chairs
- Computers, Chromebooks and laptops
- Toys
- Phones

Continued ...

- Custodial staff with the responsibility of cleaning and disinfecting Good Shepherd School, will be equipped with the proper protective equipment, including but not limited to: gloves, eye-protective gear, respiratory protection gear, and other appropriate protective equipment. Custodial staff must also ensure all industrial cleaning products are kept out of the reach of children at all times and that such products are stored in a space with restricted locked access. Note: all products are approved by the U.S. Environmental Protection Agency (E.P.A.) and N.Y.S. Department of Conservation (D.E.C.). Alternatives may be used if not available.

Ventilation

- Windows will be opened as frequently as possible, weather permitting, even when the students occupy the space, to allow maximum ventilation. Classroom doors will remain open to increase ventilation in the room.
- In terms of the air conditioner window units will only use the fresh air setting. Even if the air conditioner is being used, the windows and doors will remain open to increase cross ventilation.

Meals

- We will serve breakfast and lunch in the classroom in support of containment. Students have the option of bringing their lunch and snacks.
- All students must bring their water bottles as water fountains are not an option. If you believe your child needs more than one bottle of water during the course of the day, please send extras as re-filling bottles is not an option.
- There will be no sharing of food items or water.
- Celebrations, including birthdays, are suspended until further notice as the sharing of food is not permitted.

Services for Students

- SETSS and Title 1 services will be provided remotely, outside of school hours, during the first semester.
- More information will be forthcoming. Mrs. Castillo will be the point person for SETTS.

Miscellaneous

- **Recess** will be held in the Playstreet weather permitting; however, free-play will be restricted to encourage social distancing.
- **Visitors to the School** Parents may not enter the building "at-will " or when dropping off or picking up students. Principal and teachers are available via phone, email, or Zoom appointment.
- **Supplies** – In-person Learners only at this time
- Students, staff, faculty who are returning from out of State must check the **Department of Health COVID19 Travel Advisory** website and quarantine if necessary. Protocols will be followed. **Please contact Mrs. Lavery to discuss ...**

Masks

- Masks
- Neck Gaiters
- Face Shields with Masks
- All face coverings for faculty and staff, and students are subject to the approval of the principal and regional superintendent. Face coverings should be plain and free of any offensive statements or support for any group, product, political view, and so on, other than G.S.S. or the Catholic Schools of the Archdiocese of New York.

Continued

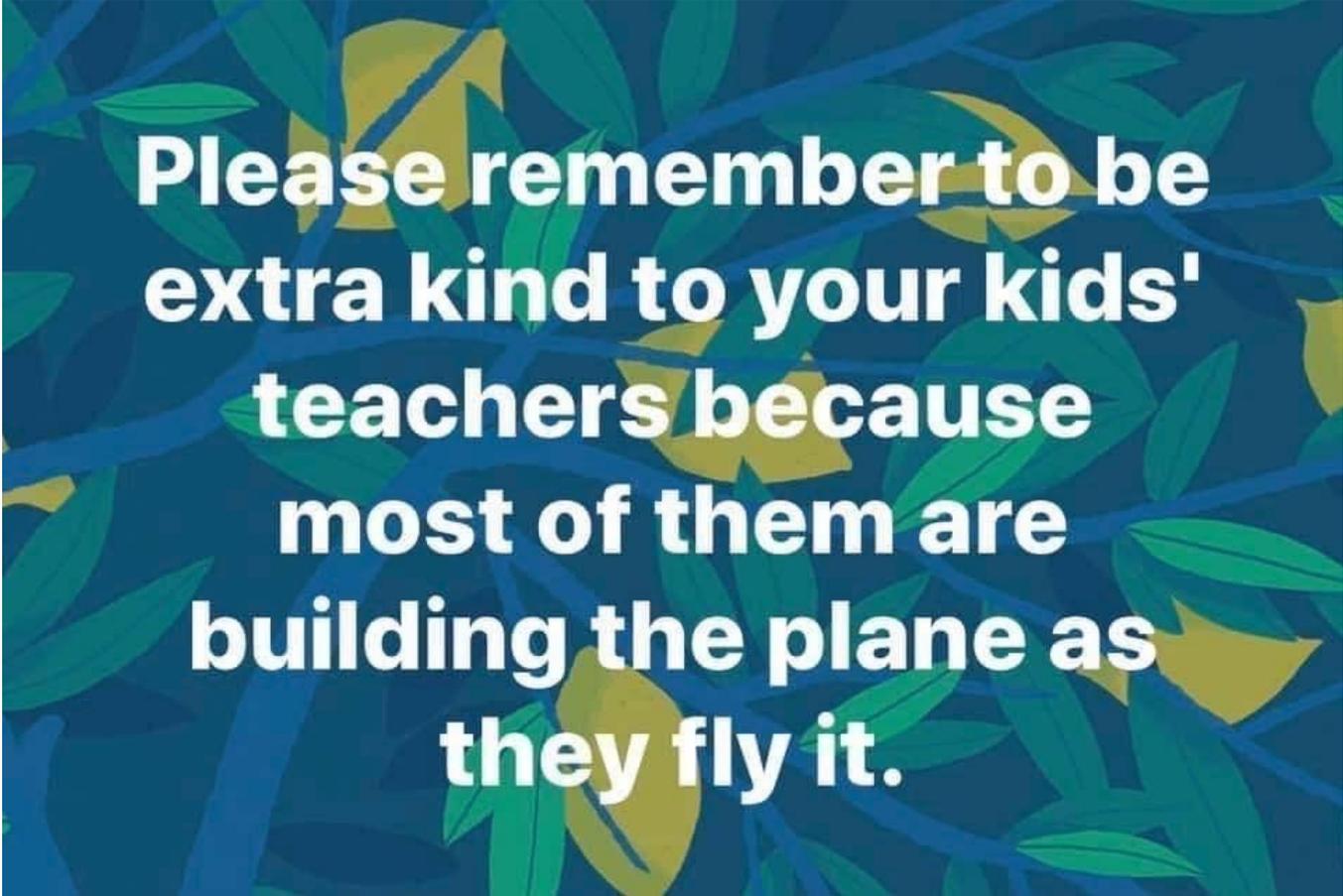
- Face Coverings must be worn when in the building, and they must keep appropriate social/physical distancing. **The school will have surgical masks available for students if needed.**
- Staff shall be required to wear masks. Masks will be provided to all staff members by Good Shepherd School. If a teacher chooses to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon teacher request, but they are not to be used in lieu of a mask.
- Students may remove their face covering during meals and face-covering breaks. Good Shepherd School will determine developmental appropriateness to determine how often students will have face-covering breaks, always maintaining appropriate distancing.

Spiritual Prayer Life & Sacraments:

- Fr. Tom and Mrs. Lavery will lead prayer each morning.
- We will continue to celebrate our weekly liturgy through a virtual platform.
- Fr. Michael will be in contact about sacramental preparation.

Remote Learning

- Students will use their own device – (not provided by the school)
- 8:30 am Attendance (students will be marked present, absent or late)
- Students must be in uniform, (summer uniform is fine)
- All necessary school supplies and books should be at hand and ready to use.
- Teacher will arrange text book pick up
- Most Textbooks are online
- **Camera MUST be on - no exceptions.**
- Students are expected to participate as if they are in the classroom. For example, if the teacher calls on a remote learner, he or she must be ready to respond.
- A quiet environment is conducive to learning and concentration.
- There should be no background noises such as T.V., radio, music, visitors,
- Teachers will meet their remote learners on September 9
- Teachers will provide the daily class schedule on - September 11
- Students should refrain from snacking during class.
- We strongly encourage students to work independently, with the exception of younger students who may need assistance from a parent or adult helper.
- There will be no zooming during lunch and recess, or when a substitute teacher is in the classroom.
- If there is a substitute teacher, lessons will be posted online, and the teacher will review the students' work upon returning to school.
- Tests will be administered to remote learners.
- They must take the test simultaneously with the classroom participants unless the teacher specifies otherwise
- **Remote Learners are bound until Thanksgiving. In-Person Learners may switch to remote at anytime.**



**Please remember to be
extra kind to your kids'
teachers because
most of them are
building the plane as
they fly it.**

In Conclusion

- Good Shepherd School will adhere to the safety guidelines that the C.D.C., DOH, Department of Education and the Archdiocese have recommended.
- We will educate our students each and every day with a Christ-centered approach with all of our plans listed in this document.
- Faculty and staff are available to speak with students in a child-friendly manner to address any concerns regarding their health and that of their family.
- This document is a living document it may be modified due to changes made by the New York Department of Health (DOH), New York State (Governor's Office), New York Department of Education and /or the Archdiocese of New York. Therefore is subject to change.