

Saint Anne's School
Secure Reopening Plan

School Year: 2020-2021

Saint Anne's School
25 Dartmouth Street
Garden City, NY
11530



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DISCLAIMER

All policies and procedures delineated herein are subject to change and alteration based on the guidance of the State of New York and the Diocese of Rockville Centre.

Parents and all Stakeholders will always be kept informed of any such changes and necessary alterations.

I. Plan Development

The purpose of this document is to outline how St. Anne's School has developed the safest, secure, and teacher and student focused school reopening plan that is achievable. This plan was developed in partnership with parish administration, school staff and faculty, parent group leadership, facilities and operations management, with consultation with the Diocese of Rockville Centre. Through this plan we can offer equitable access to education for all St. Anne's School Students.

II. In-Person

If New York State reopens, we will *strategically distance*. All students will return, but students will remain in their homerooms for the duration of the day and the teachers will come to them, with the exceptions of Music in the main church, Gym, and the Science Lab. In those cases the rooms will be sanitized after each use. Classes such as Spanish, Art, Technology, Library, and Religion will all come to the homerooms of the students. Weather permitting, Gym classes will be held in the parking lot.

- To ensure safety during lunch the cafeteria, gym, or classrooms may be utilized.
- All movement throughout the school will be in a single file. Arrows will indicate the flow of movement.
- Recess will be either outside or in the classrooms depending on the weather.
- Google Classroom and Google Suite will still be used, in the event that distance learning needs to be employed, to ensure a smooth transition. A process will be made to provide students, who are in need, with Chromebooks to borrow and to be returned upon the completion of the academic year.

- Rooms will be sanitized as mandated by New York State regulations.
- Restrooms will be cleaned 4 times a day. 3 times during the academic day and once at night after the use of the non- school partners.
- There will be limited parent visits to the classroom as well as limited parent pick up areas. Beginning August 1, 2020 office visits will be by appointment only.
- There will be no homeroom staging area. Students will report directly to their homerooms at 7:40am. Teachers will be in place no later than 7:35am.
- The possibility of classroom celebrations will be reviewed on regular basis
- There will be limited use of the school building to “Parish Partner Groups.” Religious groups would have access to meet in the school’s chapel. Other parish groups *may be allowed to meet* in the cafeteria depending on NYS, Diocesan, and Parish protocols. Any outside group using the facility would be expected to maintain the same health regulations as recommended by New York State.
- It is strongly recommended that parents and guardians take the temperature of their children before sending them to school each day.
- A daily health screening questionnaire for faculty/ staff and students will be made available.

III. Virtual

If New York State will not permit schools to open, Saint Anne’s School will resume on-line learning.

- Teachers will use the Google Classroom platform and Google Suite. Other platforms may be used to enhance student success and/or engagement.

- A modified schedule for Nursery-grade 3 and a bell schedule for grades 4-8 will be used.
- Classes will be expected to meet daily via Google Meet.
- Saint Anne's may adopt a four-day instructional week, Monday-Thursday. This would allow us to keep Friday as a catch-up day for the students and allow the faculty a day a week to plan and receive necessary professional development.
- We are working to offer 1:1 technology.
- Teachers and students will receive instruction and training in the use of digital learning platforms.

Operational Criteria

- 1) The same academic standards and requirements are applied to programs offered on campus and through online learning.
- 2) Online learning programs are coherent, complete, and offered in a sequence or configuration that allows timely completion of requirements.
- 3) Faculty members are responsible for the initial and ongoing development and delivery of instruction in on-line programs.
- 4) Teachers provide appropriate and flexible interaction between faculty and students and among students.
- 5) Distance learning programs include adequate verification of learners' work.
- 6) Attendance would be taken for each session.

IV. Hybrid- *At-School Learning Center Model*

If New York State allows a reopen with a restriction on the number of students permitted in the building, we will enact an *At-School Learning Center Model*. In this model all students will be able to safely, and physically, be in our building on a daily basis. On a rotating schedule students will either report to their classroom or a Learning Center (satellite locations within St. Anne's School building) for instruction. Teachers will instruct those students who are in their classroom as they simultaneously screen share or stream their class to those in the Learning Center. Teachers will be available to answer questions of their students throughout the day. The operational criteria found in the On-line option will be used here as well. All protocols of the In-Person model will be implemented in attendance at school in our *At-School Learning Center Model*.

V. Policies and Procedures if we are In-Person or Hybrid

1. Maintain regular contact with local health authorities and review relevant local/state regulatory agency policies and orders for updates.
2. Ensure a staff person is assigned to respond to COVID-19 concerns.
3. Monitor absenteeism of students and staff.
4. Ensure the roster of trained back-up staff is updated.
5. Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students, as possible, and in accordance with any applicable privacy laws and regulations.
6. Daily screening questionnaire for faculty and staff and daily use of the questionnaire for students to be conducted at home by parents or guardians.

7. Visitors, guests, contractors, and vendors to the school must also undergo health screening before entering the building.
8. Employees, adult visitors, and students will wear a cloth face covering whenever social distancing cannot be maintained. "Mask breaks" for students will be implemented throughout the day, when safe and appropriate.
9. To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position.
10. Ensure that we will obtain and maintain adequate supplies of cloth face coverings for school staff and students who forget their masks, and PPE for use by school health professionals.
11. Ensure students are kept together in small groups with dedicated staff and remain with the same group throughout the day, every day, if possible.
12. Monitor and ensure appropriate accommodations, modifications, and assistance for students with special healthcare needs or disabilities.
13. Ensure education remains accessible for students with special needs.
14. Ensure the execution of required school safety drills with modifications ensuring social distancing between persons.
15. Adhere to and review protocols to limit contact between small groups and with other students' guardians.
16. Ensure small groups maintain a physical distance of at least 6 feet to avoid mixing between groups, if possible.
17. Ensure each student's belongings are separated from others' and placed in individually labeled containers, cubbies, or designated areas.

18. Ensure limited sharing of electronic devices, toys, books, and other games or learning aids, and clean and disinfect between users.
19. St. Anne's School will not reopen with a food service program. This will be reassessed after school reopens.
20. Teachers and students will have training in digital learning platforms.

VI. Facilities if we are In-Person or Hybrid

1. Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
2. Provide physical guides, such as tape on floors and signs on walls, to promote social distancing.
3. All non-essential items for teaching will be removed from classrooms.
4. Students will be told to bring their own supplies.
5. Monitor and restock supplies including: soap, hand sanitizer, paper towels, tissues, cleaning, and disinfection supplies, cloth face coverings (as feasible), trash cans, soap/hand sanitizer dispensers.
6. Monitor adherence to the schedule for increased, routine cleaning, and disinfection of: frequently touched surfaces (e.g., desks, door handles, railings), communal spaces (e.g., restrooms), shared objects (e.g., gym equipment, art supplies, games).
7. Monitor safe and correct use and storage of cleaners and disinfectants, including storing products securely away from students.
8. Ensure that there is adequate ventilation when cleaners and disinfectants are used to prevent students or staff from inhaling toxic fumes.
9. Ensure ventilation systems operate properly.

10. For communal spaces (such as the Science Lab and Gym), ensure staggered use, and cleaning and disinfecting frequently touched surfaces and shared objects between users.
11. Increase circulation of outdoor air as much as possible throughout the school day (e.g., opening windows and doors when it is safe to do so).
12. Ensure adequate supplies (e.g., writing utensils, art supplies) to minimize sharing of frequently touched surfaces and shared objects, and monitor the cleaning and disinfecting between use.
13. Ensure to clean and disinfect our school following CDC guidance.
14. Faculty lounge will have a posted and enforced maximum occupancy.
15. Teachers will always be required to socially distance from one another.
16. Shared supplies such as copiers will be disinfected after individual usage.

VII. Preparing for Student and/or Staff illness during In-Person or Hybrid Learning

1. *Before Someone Is Ill*
 - a. Make sure staff and families know they should not come to school, and that they should notify school officials if they have COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case.
 - b. Have individuals self-report to administrators if they have symptoms of COVID-19, have been diagnosed with COVID-19, are waiting for test results, or were exposed to someone with COVID-19 within the last 14 days.
 - c. Notify individuals of closures and restrictions put in place to slow the spread of COVID-19. Develop policies for returning to school after COVID-19 illness.

- d. New York State Department of Health criteria to discontinue home isolation and quarantine can inform these policies.
- e. Identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. Emergency medical professionals will be called in the event a student or teacher needs immediate medical care or transport from the school.
- f. Support staff, students, and families experiencing trauma or challenges related to COVID-19.
- g. Parents and guardians will complete a daily health questionnaire for their children as required by the New York State Department of Health.
- h. Ill persons will stay home if they do not meet the New York State criteria for attending school.

2. *When Someone is Ill:*

- a. Immediately separate individuals with COVID-19 symptoms or who test positive for COVID-19.
- b. Ill students and staff will be assessed by the school nurse. If our school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- c. If calling an ambulance or bringing someone to a healthcare facility, alert them that the person may have COVID-19.
- d. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

- e. Advise sick individuals that they should not return to school until they have met New York State Department of Health criteria to discontinue home isolation.
 - f. If necessary we would isolate the entire class if we find a positive case.
3. *After Someone is Ill:*
- a. In accordance with state and local laws and regulations, notify local health officials, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
 - b. Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
 - c. Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - d. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - e. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

VIII. Communication and Messaging

- 1. Continue to post or update signs in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs. Signage locations include but are not limited to: entrances, dining areas, restrooms, classrooms, administrative offices, cafeteria, auditorium, janitorial staff areas.

2. Continue to provide or update messages (e.g. videos or infographs) about behaviors that prevent the spread of COVID-19 when communicating with staff and families on: websites and/or email.
3. Broadcast regular announcements on reducing the spread of COVID-19 on PA systems or during morning announcements and Principal's Newsletters.
4. Ensure all staff and families know which staff person is responsible for responding to COVID-19 concerns and how to contact this person.
5. Encourage staff and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
6. Promote healthy eating, exercising, getting sleep, and finding time to unwind.
7. Encourage staff members and students to talk with people they trust about their concerns and how they are feeling.
8. Ensure communication is developmentally appropriate and accessible for all students.

IX. Healthy Hygiene Practices

Healthy hygiene practices will be taught and re-taught in our school setting for both students and staff. Instruction in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene will be provided.

We will post signs throughout the school and regularly share messages on hygiene with the school community.

As recommended by the New York State Department of Health we will provide signage to remind individuals to:

- Stay home if they feel sick.

- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

A. *Hand Hygiene*

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19.

Schools should plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water
- If some students or staff may be unable to use alcohol-based hand sanitizers for health reasons they will be permitted to wash their hands with soap and water.

The CDC guidance on when and how to wash hands provides information on when hand washing should occur, how to wash hands correctly, and how to correctly use alcohol-based hand sanitizers. We will provide the following:

- Adequate facilities and supplies for hand washing including soap and water
- Paper towels or touch free paper towel dispensers where feasible
- Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes
- Time in the schedule to allow for frequent hand washing
- • Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

B. Respiratory Hygiene

COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

Students will be required to bring their own tissues to school and a supply of tissues will be available in each room if required. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

X. Cleaning and Disinfection

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

The CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, and playgrounds. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against
- COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS
- Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important
- We will keep all disinfectants out of the reach of children
- We will identify cleaning and disinfection frequency for each facility and area type
- We will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Cleaning plans should include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection. In order to disinfect areas frequently, staff may need to be trained.

High touch surfaces should be cleaned and disinfected frequently throughout the day. Examples of high touch surfaces include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks

XI. Social Emotional Well-Being

There is a great concern for the social emotional well-being of the students at Saint Anne's School. They have undergone a stressful last few months with the COVID-19 crisis and we plan to help alleviate some of the stress that came along with that. We plan to:

- Provide professional development for our teachers to:
 - Be able to define Social and Emotional Learning (SEL).
 - Be able to identify 3-5 the effects of Trauma (for this training, the pandemic/COVID-19) on students in N-8 settings.
 - Be able to identify 3-5 strategies (e.g., mood thermometer, use of class meetings, responding to classroom behavior) for incorporating social and emotional learning into the classroom setting to help with re-adjustment to the classroom.

This includes information on faith-based research in school settings and how to incorporate that into the school day.

- Be able to identify and incorporate 2-3 strategies for self-care and define secondary trauma as a result of the pandemic. This focuses on taking care of ourselves as teachers and administrators to then fully practice SEL in the classroom setting.
- Meet the spiritual needs of our student population through our religion classes and making the sacraments available.
- Moving from a part-time guidance counselor to a full-time guidance counselor with the ability to provide push-in classroom support.

XII. Personal Protective Equipment (PPE)

- St. Anne's School will require all students, teachers, staff, and visitors to arrive at the facility wearing masks.
- Anyone who arrives without a mask will be provided one upon arrival before they are permitted to enter the school.
- An adequate two-week supply of PPE for students and faculty will be kept onsite at all times.
- Masks will be required anytime 6 feet of distance cannot be maintained and while in common spaces.

XIII. Individual and Evolving Approach

- Each school, faculty member, family member, and student has a role to play in safely returning students to the classroom.

- Individual social responsibility and adherence to our new guidelines and procedures cannot be carried out solely through the creation of this document and the risk does not end at the dismissal bell.
- We ask each member of the school community to continue to be socially responsible and most importantly stay home if you do not feel well.

XIV. Conclusion

St. Anne's School is actively working to implement the safest and most operationally successful school reopening plan possible amidst the COVID-19 Pandemic. Our decision to reopen is based on scientific facts, industry standards, and threat mitigation procedures adopted from private and public sectors. Together, in conjunction with parent/guardians, staff, administration will safely and optimistically reopen this school year, and continue to remain on a heightened state of alert so that we may adjust and adapt as the pandemic conditions and student and teacher needs warrant.