

SSPJ Covid Team

Fr. Thomas Haggerty - Pastor

Virginia Portanova - Business Manager/former SSPJ Parent

John Cortes - Facilities Director

Dr. Gus Mantia - Finance Committee Chairman

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Jeninne Cullen - School Guild Leader/SSPJ Parent

Dr. Lisa Stephens - School Board member/SSPJ Parent - past and present

Welcome to the 2020 - 2021 school year. One thing I can confidently say about this year is - School is going to be different. There is no doubt or uncertainty about that! The reopening of schools involves several new protocols and procedures that students, faculty and staff and parents will have to adjust to. And we will! Now, more than ever, we must all respond to our call of being Apostle's of Hope. This year is going to bring many challenges as well as many accomplishments and successes. Working together we can make this school year one of the best years ever. It certainly will be a year that will never be forgotten. I am committed - our team is committed - and with your continued support we will be able to make the reopening of our school as smooth as possible!

SSPJ will have a full reopening.

Thank you for taking the time to submit your questions and concerns. They have been broken down and categorized into several main areas. If you have further questions/concerns after this meeting please email me directly:

danderson@sspjschool.net

Please know the reopening plan is an ongoing process. Guidance is received and updated daily.

Our plan has been approved by the Diocese of Rockville Centre and has been submitted to the DOH and NYSED. I have not received any correspondence from either the DOH and/or NYSED as to acceptance or rejection of the plan.

ENROLLMENT/CLASS SIZE

It has been a pleasure welcoming so many new families into our school community.

Nursery - 4

Pre-K (Cohort A) - 15

Pre-K (Cohort B) - 15

Kindergarten - 19

Grade 1 - 19

Grade 2 - 19

Grade 3 - 15

Grade 4 - 19

Grade 5 - 26

Grade 6 - 30

Grade 7 - 24

Grade 8 - 19

Approximately 224 students!

There is a waiting list for just about every grade level.

MASKS - as per our reopening plan mandates

- **Sts. Philip and James 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.**
- **Masks will be required anytime 6 feet of distance cannot be maintained and while in common spaces.**

What does that mean for us?

- Faculty members are required to wear masks at all times
- Students are required to wear masks at all times...on the bus...in the hallway...lavatories...and in the classrooms (unless seated at a social distance - 6 feet of separation)
- Students in **Nursery and Pre-K** must wear a mask upon arrival/dismissal and in the hallways. The classroom is the only area masks may be removed inside of the school
- Masks are to be cloth or fabric
- Students will not be allowed to wear bandanas, gaiters, face shields and/or N95 masks in school
- As per the DOH - face shields without the use of cloth coverings are not considered adequate protection and should not be used
- Face coverings that are transparent at or around the mouth are recommended for students receiving speech therapy
- Masks with political slogans/inappropriate language are not allowed
- Students are required to wear a lanyard to secure masks during mask breaks and lunch
 - I am in the process of having lanyards available in our Spirit Store
- Students should carry an extra mask in their backpack
- Masks should be labeled with name, initials and grade
- Parents are encouraged to practice proper mask wearing with their child, which includes
 - how to properly put mask on to cover nose and mouth
 - how to properly remove masks for lunch and breaks
- Students and staff members will receive training on mask wearing and hygiene through videos created by Perrotta consultants and Mrs. O'Connor our registered school nurse, and from individual classroom teachers
- In conjunction with Perrotta Consulting, faculty and staff will be trained to visually notice Covid symptoms in children in the classrooms and notify our school nurse
- Mrs. O'Connor will make the decision if a child needs to isolate
- Mask breaks will be scheduled throughout the day
- Mask wearing in school is new. Faculty and staff will work with students daily to ensure that all mask wearing protocols are followed
- Students who willing do not comply with policies will sent home

Our classrooms are in great shape. All non essential items have been removed. Grades 5 & 6 have been relocated to the auditorium to allow for social distancing. Photos will be shared as soon as the room setup is complete.

- At this time there is no plan to use plexiglass partitions or plastic shields on students' desks. All of which add to the number of objects that will need to be properly sanitized and cleaned throughout the school day
- Smart Boards are not available in grades 5 & 6. Teachers will have the ability to share their computer screen onto a screen.

AIR FILTRATION

- HVAC system in the auditorium is separate of the church AC/Heat
- Filters have been upgraded to what is acceptable by CDC / DOH as per our outside vendor
- Fresh air is being brought into the auditorium throughout the day
- Windows open and ceiling fans on will keep fresh air moving which is important
- We have upgrade the fresh air being brought into the Monte building - There is no exchange of air between the basement and the classrooms
- We installed a new heating system a few years back and the filters meet standards
- Three additional filters and fans were installed last week to bring additional fresh air exchange in the rooms as the windows of the Monte are smaller than the main building – so additional fresh air will be brought in
- Window air conditioning filters will be washed and sanitized nightly

SCREENING - TEMPERATURE TAKING

as per reopening guidance mandates

- **Every person authorized to enter the school building whether a student, faculty member, or visitor will have their temperature checked prior to entry.**
 - **They will be denied entry if their temperature exceeds 100.°F.**
- **Parents will fill out a weekly screening assessment for their child.**
- **Each faculty and staff member will have their temperature screened and answer a series of questions daily to affirm they are healthy and in compliance with current executive orders.**
- **If teachers or students are not feeling well, please stay home from school.**

What does that mean for us?

Anyone entering the school building is required to have a temperature check. SSPJ will not be performing nasal/throat swabbing tests.

How will this be done?

- Staff members will be stationed at all entrances and will administer temperature checks
- **Students taking the Bus to school (Busers)**
 - Grades K - 4 - will be dropped off in the back of the main building and enter through back door
 - Grades 5 & 6 - will be dropped off in the back of the main building and enter through the side church door
 - Grades 7 & 8 - will be dropped off in front of the Mone Building and enter through front classroom doors
- **Students being dropped off and picked up (walkers)**
 - Students can be dropped off between 8:30 am and 8:50 am
 - All parents will enter the main parking lot and follow the direction of staff members
 - Parents with students in grades 7 & 8 will drive to the back of the parking lot in front of the Monte building to drop off
 - Parents with students in grades N - 6 will drive to the front of the parking lot

- Parents with children in both buildings should drop off grade 7 and/or grade 8 student first
- All students are required to stay in their car
- Student temperature will be taken by staff members
- 100 degrees and below permitted to enter the school - crossing guard will cross students over and they will go directly into their classrooms
- Procedures of what happens if a child registers a temperature over 100 degrees will be explained in the **Testing/Isolation/Quarantine** section.
- Students are not allowed to walk through the parking lot

Specific questions regarding buses should be directed to your local school district.

- Like always, I will be on any bus where student behavior needs to be addressed
- Riding the bus is a privilege and can be taken away if safety protocols are not followed

With that being said, we will have a staggered reopening!

Opening procedures will be monitored/ assessed and are subject to change - **Our student's safety is our top priority!**

Tuesday, September 8 - 12:00 PM dismissal

- in school instruction grades 5 - 8, remote instruction grades N - 4.

Wednesday, September 9 - 12:00 PM dismissal, 11:50 AM dismissal for N & Pre-K

- in school instruction grades N - 4, remote instruction grades 5 - 8.

Thursday, September 10 - 12:00 PM dismissal, 11:50 AM dismissal for N & Pre-K

- in school instruction for all grades.

Friday, September 11 - First full day of school for all students.

Dismissal Procedures

- Nursery and Pre-K students will be dismissed first at 11:50 AM or 2:50 PM depending on full day or half day.
 - Classroom teachers/staff member will walk students to parents who must be parked in the Main parking lot
- Buses will continue to park in a horseshoe in the side parking lot
- Grades 7 & 8 will dismiss first - they will walk across the way to either a car or bus
 - Parents picking students up from both buildings should park towards the front of the lot
- I will no longer be calling buses on at a time, I will dismiss one classroom at a time
- Classroom teachers/staff member will walk students to buses
- Walkers will be crossed over by our crossing guard to parents who must be parked in the lot
- Remaining students will be walked over to aftercare

BEFORE/AFTER CARE

Details continue to be worked on for morning and aftercare

- At this time, the program will not be offered as needed
- Pre-registration is required in advanced for days needed
- The program is slated to begin on Monday, September 21st
- Morning care will be held in the main building
- Aftercare will be held in the Sts. Philip and James room in the rectory

Guidelines - that need to be followed

- Cohorts are not allowed to be mixed, social distancing must be maintained, and masks must be worn
- Siblings can be placed in the same cohort if registration/spacing allows
- Parents will be given a number to call when they arrive
- A staff member will come out to take a temperature check in the morning or escort students to their car in the afternoon

At this time, there will be no AFTER SCHOOL Activities

Academy students will not have an Elective Period

The Science Lab and Art Room will not be used for instruction

Students will attend mass VIRTUALLY - AS per DRVC Guidelines

Spirit/ Award Assemblies will be Virtual

Paul Effman Music Program will be Virtual

LUNCH

- Lunch will be totally disposable including drinks
- Students will eat lunch in his/her classroom
- The year will start with the most stringent procedures, they will be accessed and changed/alterd as needed
- Our goal is to take the students outside as much as possible -totally disposable lunches will allow this to happen
- Students will keep water bottles in their backpack throughout the day
- There are many creative ideas/solutions circulating the internet such as disposable containers - freezing water bottles - sandwiches etc.

- Students will be allotted time to wash/sanitize their hands before and after lunch.
- It is recommended that parents pack disposable hand sanitizing wipes
- Desk surface will be sanitized before and after lunch by faculty members and students depending on grade level

SPECIALS

- Music, Chorus, Spanish, Art, Library, Computer and Mandarin will not start immediately
- Specialty area teachers will be assisting all classroom teachers / monitoring bathrooms / cleaning etc.
- Specialty area teachers will be assigned to cohorts to provide in class instruction and will provide instruction remotely to other cohorts allowing them to limit the number of cohorts they have contact with
- Classrooms will be supervised by a staff member at all times
- Students will have scheduled Gym periods - Gym class will consist of walking - which will allow for a mask break
- Students will also participate in modified calisthenics and stretching exercises
- Students must maintain 12 feet of separation to participate in Physical Activities
- At this time, students will not be touching or sharing gym equipment such as balls, jump ropes
- All teachers will be encouraged to hold classes outside whenever possible
- We are looking into having circles painted on the blacktop, with each class having a designated area, to show proper social distancing

UNIFORMS

- As per DRVC guidance, ties and blazers are not required this school year
- Boys in grades 5 - 8 may wear gym uniforms on non gym days on excessive heat days (Dress shorts not part of their uniform)
- Students in grades K - 4 will wear gym and dress uniform on assigned days
- Uniforms must be laundered before worn to school

RESOURCE ROOM

I have been in contact with the Smithtown Central School District who provides services to our students. I have not received any information in regards to services.

RESTROOMS

- Will be strictly monitored
- Each Pre-K class has their own bathroom
- No more than 2 students at a time will be allowed in the main school bathrooms
- Grade 5 & 6 will have their own set of bathrooms - bathrooms are located in the front and back of the auditorium - one male/female student at a time
- Monte building - one male/female student at a time

CLEANING/SANITIZING

- Prior to the start of school all areas of each classroom will be cleaned with an approved cleansing solution to clean and sanitize every surface
- All ceiling fans, walls, light fixtures will be sanitized and cleaned and the classrooms sealed prior to the start of school
- All classrooms will be cleaned and sanitized nightly
- All surfaces will be washed and sanitized
- Floors will be mopped and sanitized
- Door knobs, handles, light switches, desk, inside desk, chairs, legs of chairs, window ledges – all will be cleaned and sanitized nightly
- Air filters (where there are window air conditioners) will be cleaned and sanitized nightly
- All non-essential items in the classrooms have been removed to make cleaning all surfaces easy and efficient
- Classrooms and hallways will be void of any decorations non-essential to teaching such as times table posters, alphabet posters, etc.
- Any material deemed essential to learning will be laminated to make cleaning possible
- Teachers will be responsible for maintaining the cleanliness of their classrooms while classes are in session - Custodians entering a room will breach the cohort and possibly carry infection from room to room
- Teachers will empty trash cans as needed throughout the day – prior to lunch and after lunch
- Trash bags will be placed in the hallway for John to pick-up after lunch and discard in outdoor trash bins
- Teachers/students will be responsible to clean their desk prior to and after lunch
- Of course, if a child is sick in the classroom – John will enter the room appropriately clothe and clean and sanitize

The sanitizing and cleaning of our school is a huge undertaking

- All classrooms will remain clear of non essential items at this time
- Supplies will be brought to and from school - textbooks, notebooks, pens, pencils etc.
- A textbook pick up day will be scheduled once books arrive and are sorted
- I will also arrange another uniform exchange day
- Classroom teachers will create schedules and post what is needed for the week
- All students are required to carry supplies to and from school in a backpack
- Nursery & Pre-K students will **NOT** be given a school bag - all students are required to use a backpack that zips
- Backpacks will be placed on the back of the students' chairs
- All personal items will be stored in backpacks
- Cubbies/lockers will not be used
- Anything added into a classrooms must be cleaned and sanitized daily
- Teachers will also carry supplies/laptops/teaching materials to and from school
- If there is a sudden closure, students and faculty will have what they need and Virtual learning will begin

IN PERSON OR REMOTE

- SSPJ is reopening for in person instruction
- It is recommended that students attend school
- Students who are unable to return to school for medical reasons or whom are not yet comfortable will be accommodated through remote instruction
- Remote instruction for students home while school is in session is still in the planning process
- All students will be assigned a Google Classroom before the start of school
- Remote learners will log into his/her Google Classroom through a Google Meet at 9:00 am
- Morning prayers and announcements will be led by individual classroom teachers
- All assignments will be posted in google classrooms for remote learners
- Students will receive remote instruction via google meets
- Each classroom teacher will have a different schedule based on the needs of the students

Our teachers are amazing and dedicated. They are committed to doing their best to provide instruction to students in class and at home. This is something that has never been done before. There are many details to be worked out.

- Professional Development days are scheduled the first week of September and on the first 3 half days of school
- Students are required to commit to Inperson or Remote **-this choice will stick for Trimester I**
- **Parents choosing remote instruction for their child should email me directly**

In the event of a total school closure we will begin Virtual Instruction

VIRTUAL INSTRUCTION

- Students will be instructed through google classroom
- The curriculum lead program in conjunction with the Morning Star Initiative has been extended throughout the summer
- This initiative allows grade level Catholic School teachers to continue to share best practices
- The Leads have created curriculum maps and unit plans for each grade level & subject area
- SSPJ will follow specific grade level guidelines for LIVE instruction established by the DRVC Education Department Reopening publication
- IReady Assessments will be administered 3 times throughout the year - another Morning Star Initiative - Professional Development/training is in the process of being scheduled for our school

HYBRID MODEL - *as per guidance*

- *A school-wide hybrid reopening model has been prepared in the event we are physically unable to return at 100% capacity by either pandemic conditions or executive order.*
- *Returning to classrooms full time will be prioritized for nursery through fourth grade.*
- *Students in fifth through eighth grade will attend class on an alternating A/B schedule if we must resort to a hybrid model.*

TESTING / ISOLATION / QUARANTINE - *as per guidance*

Before I get into this section, I would just like to state that our students are going to continue to come down with the usual ailments. They will continue to have headaches, stomach aches, ear aches etc. Our school nurse will continue to care for our students. Just because a student may have a temperature of 100 degrees or more this does not necessarily mean they have COVID-19. Mrs. O'Connor, our school nurse will determine if a student needs to isolate.

However; during these uncertain times we are mandated to follow the following procedures for the safety of our school community.

Screening

- Entry will be denied to any person whose temperature equals or exceeds 100 degrees Fahrenheit
- If a person has a temperature equal to or exceeding 100, a second temperature will be administered no more than 15 minutes later to confirm body temperature
- Faculty and staff at our school will fill out a daily form to affirm that they are healthy and in compliance with present guidelines and executive orders.
- Parents will receive and be expected to complete a weekly COVID-19 screening assessment for their children
- Faculty, staff, and students must stay home if they experience symptoms of COVID-19 and are encouraged to stay home if they feel unwell in any way

Through our partnership with Parrotta Consulting we are partnering with PM Pediatrics for testing.

Potential Cases

- Students, staff, and faculty who are denied entry will be directed to monitor their symptoms and seek the advice of their health care provider
- If health care provider recommends a COVID-19 test:
 - Until a test result arrives, the person should remain quarantined at their home along with their siblings.
- If presenting signs or symptoms during the day:
 - Such person will be directed to isolation room and our school nurse will make a determination if the student should be referred to a health care provider for testing.

The Library will be used as our isolation room. It will be sanitized following all mandated guidelines.

- If a positive result returns:
 - The person must isolate themselves for **10 days (updated 8/18/2020)** after the onset of symptoms and they have gone at least 24 hours without symptoms or fever without the use of medicine
 - Contact tracing must be performed and close contacts with the case must be told to quarantine
- If a negative result returns:
 - The person should consider receiving another test if they continue to feel unwell to rule out a potential false negative.
 - If a false negative is unlikely by advice of medical professional or end of symptoms, the person may return to school after receiving a negative result

Contact Tracing - as per guidance

In the event of a **positive COVID-19 case**, it is imperative that proper contact tracing occurs. **The first step in contact tracing is to notify the county level Health Department that you have a positive case in the building. (updated 8/18/2020)** COVID-19 is transmitted at a significantly higher rate than most communicable diseases and these measures must be taken to limit its spread.

For elementary schools, if there is no movement of students, it is advised that the entire class be quarantined in the event of one student testing positive.

For after care programs, and any environment with changing classes, contact tracing is critical so that an exorbitant amount of students are not forced into isolation.

A close contact is currently defined by the CDC as somebody who:

- Lives with the case.
- Was within 6 feet of the contact for at least 15 minutes.
- Had direct physical contact with the case.
- Had direct physical contact with a case's secretions, like used tissues.
- All close contacts must be ascertained and contacted as quickly as possible and told to quarantine and self-monitor for signs and symptoms for fourteen days.
- To provide quick and reliable contact tracing, each environment will have mandatory and enforced seating charts or stations.
- If a sign or symptom of COVID-19 manifests in a close contact, he or she should receive a COVID-19 test.
- **When communicating with a close contact, the contact tracer may not disclose the identity of the positive case.**

TYPICAL DAY

- Classroom teachers will hold virtual orientations with students and parents before the start of school
- Videos/pictures will be shared to help prepare the students for the new school year
- Classroom teachers will explain what a typical day will look like for children
- Classroom teachers will continue to share in school photos of the students via our website and facebook page
- Classroom teachers will provide weekly updates to all parents

SECURITY/SAFETY

- Faculty members will wear fanny packs to carry walkie talkies, cellphones, keys and a whole school emergency contact list
- All classrooms are equipped with telephones
- A telephone is being installed in the auditorium
- A Teacher Assistant will be devoted to grade 5 & 6

- No outside visitors/volunteers allowed in the building - by appointment only
- Volunteer safety monitors will not be able to volunteer at this time
- Fire Drill and Lockdown drills protocols and procedures will continue to be discussed and practiced in a modified version

Lastly, I would like to share a post I recently read online.

Back to school this year is ideal for NO ONE.

Not for teachers.

Not for parents.

Hybrid is not ideal.

Virtual is not ideal.

Face-to-face in the midst of a pandemic is not ideal.

For every child who is anxious to get back to the classroom there is another who has anxiety about returning.

For every parent who wonders,

“How am I going to manage this?”

There is a teacher wondering,

“How am I going to manage this?”

Often, a person wears both titles.

For every kindergarten parent who is sad that this is how their child will begin their education, there is a parent of a senior who is upset that this is how their child will end theirs.

For every person angry about their child having to wear a mask, there is a person who is petrified their immune compromised family member will get ill.

Life has thrown us a huge curveball.

A plot twist if you will.

It will not be easy.

We will be challenged.

We will get frustrated.

I hope we rise to the occasion.

I hope we help one another.

We will all need help.

I hope we treat each other with grace.

We will all need grace.

I hope we realize that at the end of the day, our kids need us to be the light.

Set the tone.

See the good.

Take a really unfortunate situation and do our best to make it okay.

For them.

For us.

Thank you for your dedication and support. Thank you to our amazing COVID-19 team. I am sure there will be many more questions. Please continue to share them through email. danderson@sspjschool.net

As always, I will continue to update you as new information is received.

Blessings,
Ms. Anderson

The SSPJ Reopening Plan will continue to be updated and monitored and is subject to change to assure the safety and well-being of our school community.