

COVID-19 REOPENING PLAN 2020-2021



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Changes and updates will be found at the following link:	www.staidanschool.org

The following plan will evolve after submission based on changing needs of our students and teachers, as well as the changing conditions of the pandemic and revisions to New York State Guidelines.

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Purpose

The purpose of this document is to outline the St. Aidan School Reopening Plan for 2020-2021 school year. This plan has been developed by our Reopening Task Force using the guidelines provided by the New York State Education Department and the New York State Department of Health. We will use every available resource to:

- Provide the safest environment possible for our students, faculty and staff
- Keep our extended school families healthy
- Communicate with our families, faculty and staff
- Ensure continued access to education whether in the physical building or remotely
- Ensure equal access to education for all students
- Provide means of support for the social and emotional health of our students, faculty and staff

Personal Protective Equipment (PPE)

- St. Aidan School will require all students, faculty, staff, and visitors to arrive at all school facilities wearing masks. A mask will be provided for anyone in need.
- An adequate two-week supply of PPE for all students and faculty will be kept onsite at all times.
- Other PPE kept onsite will include, face shields, gloves, gowns, and N-95 masks for staff in different departments.
- Masks will be required anytime 6 feet of distance cannot be maintained and while in common spaces.

Attending School Safely in Person

St. Aidan School has identified the protocols to safely return all students, faculty and staff to the classroom at 100% capacity. The safety protocols that will be put in place are as follows:

Classrooms

- Students, faculty and staff will maintain a distance of six feet at all times unless the safety of students or core activity of educating students requires a shorter distance. If six feet of distance cannot be maintained, at least three feet will be maintained and students will be required to wear a mask based on State guidelines.
- Students will be kept in cohorts and remain with their cohort throughout the day. Cohorts are self-contained, pre-assigned groups of students with reasonable size limits. St. Aidan School will aim to prevent intermingling across cohorts to the greatest extent possible. Social distancing will be maintained between individuals within the same cohort as well as those in other cohorts.
- A cap of seventeen students per class will be enforced in Kindergarten through Eighth Grade and fifteen students per class in Nursery and Pre-Kindergarten.
- All non-essential items for teaching will be removed from the classroom.
- Students will be required to bring their own supplies. The sharing of supplies is prohibited to the greatest extent possible. If supplies are shared, proper hand hygiene must be used before and after contact and the item will be properly sanitized.
- St. Aidan School will increase ventilation and air circulation in the buildings by opening windows and utilizing box fans, when necessary.

- Students will not change classes at this time. Faculty and staff will move to classrooms instead, maintaining a six-foot barrier.

Dining Areas and Food Service

- St. Aidan School will not provide a food service program at this time. This will be reassessed at a later date after school reopens.
- Students will be required to bring lunch from home.
- There will be social distancing of six feet between individuals while eating in school classrooms or cafeterias unless an impermeable barrier can be placed between room occupants.
- The cafeterias will be utilized for students in Kindergarten through Eighth Grade with appropriate restrictions based on room capacity of sixty students. Nursery and Pre-K students will eat in their classrooms.

Common Areas

- Age appropriate signage indicating traffic flow patterns, social distancing guidelines, healthy hygiene practices and other critical functions will be posted throughout the buildings.
- St. Aidan School will put in place measures to reduce bi-directional foot traffic using age appropriate signage to show traffic flow patterns in hallways and stairwells.
- All non-essential visitors, including parents and legal guardians, will not be permitted to enter the buildings unless there is an emergency. In the event of an emergency, visitors will be screened prior to entering.
- Water fountains will not be used. Students, faculty and staff are encouraged to bring their own water bottles to school.

- Outdoor playground area will be utilized and disinfected in compliance with the New York State Department of Health guidelines.

Hygiene, Cleaning and Disinfection

- St. Aidan School will adhere to hygiene, cleaning and disinfection requirements of the CDC and DOH. St. Aidan School will maintain logs that identify the cleaning and disinfection frequency for each location within the buildings and on the property.
- St. Aidan School will train all students, faculty and staff on proper hand hygiene and respiratory etiquette and provide information to parents and legal guardians on ways to reinforce this at home.
- Hand sanitizer will be available throughout the building. Receptacles are located throughout the buildings for disposal of soiled items, including paper towels and PPE.
- St. Aidan School custodial staff will conduct daily cleaning and disinfecting. Regular, rigorous cleaning and disinfection of the facilities will take place. More frequent cleaning and disinfection of high-contact surfaces and bathrooms will be cleaned and disinfected regularly and on a logged schedule throughout the day. Full building disinfection will occur at the end of each day and in any classroom that has been occupied prior to other students entering.
- Products approved by the EPA will be used for cleaning and disinfecting.
- Age appropriate signage will be used to promote proper hygiene and social distancing in restrooms.
- Cleaning and Disinfection following a suspected or confirmed case of COVID-19 will follow applicable CDC guidelines. Full facility decontamination will occur before anyone is permitted to return.

- St. Aidan School will clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms and common areas.
- Once the area has been appropriately cleaned and disinfected, it may be reopened for use.

Screening

- St. Aidan School will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Temperature checks will be taken at entrances before each individual is permitted to enter the building.
- Temperature checks will be conducted per New York State Department of Health Guidelines. Specifically, all individuals must have their temperature checked each day. If an individual presents a temperature of greater than 100.0 degrees F, the individual will be denied entry into the building, or sent directly to a dedicated area prior to being picked up or otherwise sent home. Students who present with COVID-19 symptoms will need a note from a physician clearing them to return to school.
- St. Aidan School will use a daily screening questionnaire for faculty and staff reporting to school.
- St. Aidan School will not keep a record of student, faculty, staff, contractors or visitor health data. For example, the specific temperature data of an individual will not be maintained. However, St. Aidan School will maintain records indicating that individuals were screened and the result of such screening (cleared/not cleared).
- Parents or legal guardians will be required to fill out a weekly screening assessment for their child.

- Faculty, staff and students who are not feeling well and/or exhibiting symptoms of COVID-19 should stay home from school.
- Screening for all students, faculty, staff, and visitors must be completed using a questionnaire that determines whether the individual has:
 - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees F, in the past 14 days; and/or
 - (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- St. Aidan School will refer to the CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
- Quarantine of students, faculty, staff, contractors or vendors may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to CDC and DOH guidance, as well as Executive Order 205.
- If any student, faculty, staff member, or person with whom they reside is diagnosed with COVID-19, they must notify Mrs. O’Connell or Mrs. Pisciotto at St. Aidan School immediately.
- An individual who screens positive for COVID-19 exposure or symptoms must be immediately isolated in St. Aidan School’s designated isolation location and sent home with instructions to contact a health care provider for assessment and testing.
- Students who are being sent home because of a positive screen (for example, the onset of symptoms) must be immediately separated from other students and sent to

the isolation room and supervised until a parent, legal guardian or emergency contact can retrieve them from school.

- Individuals must disclose if and when any of their responses to any of the aforementioned questions change, such as the onset of experience symptoms.
- St. Aidan School must immediately notify the Nassau County Department of Health if an individual's diagnostic test results are positive for COVID-19.
- St. Aidan School will work in consultation with the Nassau County Department of Health to determine when individuals, particularly students, who screened positive for COVID-19 symptoms, can return to the in-person learning environment. The return to learning protocol will require written evaluation from a health care provider, negative COVID-19 testing and symptom resolution, or if COVID-19 positive, release from isolation and written confirmation from a health care provider.
- Screeners and all individuals will be required to use PPE, which includes at a minimum, an acceptable face covering or mask.

Arrival and Departure

- Students will be screened prior to entering the building at designated drop-off points. This will include but not be limited to car drop-off lines, bus arrival lines and walker entry points.
- Students will be dismissed out of separate exits from the building to reduce congestion at any one egress.

Bathrooms

- All bathrooms will have a posted and enforced maximum occupancy.
- Custodial staff will ensure bathrooms are cleaned and disinfected regularly throughout the day.

- Cleaning logs will be kept in each bathroom. Each cleaning will be marked with initials and time stamped by custodial staff.

Early Childhood Program

- Group sizes will be capped at 15 students per class.
- Masks will not be required in the classroom for students in Nursery and Pre-Kindergarten. Masks will be required at arrival and dismissal and when moving through the halls for bathroom use.
- Teachers will be permitted to interact with children as long as they are wearing appropriate PPE.
- St. Aidan School will follow the childcare and day care guidelines from NYS which account for student needs as well as health and safety.
- Students will utilize sinks and hand sanitizer for hand hygiene.

Kindergarten through 6th Grade

- Students will not change classes under the current guidelines and will remain with their cohort in their classroom.
- All students will wear masks when unable to maintain a six-foot distance.
- Mask breaks will be built into the schedule utilizing outside spaces and/or gym.
- Faculty and staff will have a six-foot barrier built in every classroom and are required to wear a mask when unable to maintain proper social distancing with students.

Middle School

- Students will not change classes under the current guidelines and will remain with their cohort in their classroom. This may be reevaluated in the future as necessary.
- All students will wear masks when unable to maintain a six-foot distance.
- Mask breaks will be built into the schedule utilizing outside spaces and/or gym.
- Faculty and staff will have a six-foot barrier built in every classroom and are required to wear a mask when unable to maintain proper social distancing with students.

Faculty Space and Teachers

- Faculty lounges will have a posted and enforced maximum occupancy.
- Faculty and staff will always be required to socially distance from one another.
- Shared supplies such as copiers will be disinfected after individual usage.

Physical Education

- Physical Education will continue in a modified capacity.
- As weather permits and as much as feasible, physical education classes will be conducted outside.
- Social distancing of twelve feet in all directions will be mandated between students while engaging in physical activity.
- The youngest grades in the building will have hula hoops pre-placed twelve feet to help them identify how to space themselves apart.

- Physical education classes will be adapted to avoid close contact or high-risk sports/activities.

Emergency Action Planning

Extensive and detailed plans will be kept onsite regarding how to protect students in the event of a positive COVID-19 case in the building and exactly who will be quarantined. Some of this planning includes:

- Designating a monitored isolation location outside the school (Convent building at 16 Pembroke Street) in the event a student appears symptomatic onsite.
- Keeping seating charts of every classroom to be used in contact tracing.
- Determining which students and faculty will need to quarantine in the event of a positive diagnosis after consulting with the health department.
- Designating a COVID-19 Administrator and task force internally at the school.
- Developing a contact tracing protocol internally while also remaining in contact and compliance with the Nassau County Department of Health to facilitate contact tracing if necessary.
- Internal procedures to determine which students and teachers will need to quarantine and for how long if they are exposed to someone who is COVID-19 positive.
 - In the event of a positive test of a student, faculty or staff member for COVID-19, all members of the cohort will be notified that they came in close contact with a positive COVID-19 case. The cohort will switch to remote learning for fourteen days from the last date of contact.

- In the event of a positive test of a student, faculty or staff member for COVID-19 in a given cohort, additional cohorts will be notified with siblings. Decisions regarding tracing and transition to remote learning will take place with the Nassau County Department of Health.

Disinfection and Decontamination

- Classrooms, bathrooms, shared spaces, and high contact surfaces will undergo disinfection throughout the day and full cleaning at the end of each day.
- In the event of a positive case within the building, full facility decontamination will occur before anyone is permitted to return.

Shutdown

- St. Aidan School will constantly be prepared for an immediate shutdown and will communicate this using the School Messenger phone and email system.
- Students, faculty and staff will not leave any essential items in the school building overnight.
- Shutdown as a result of an outbreak will be communicated immediately to all students, parents/legal guardians, faculty and staff.
- Shutdown as a result of executive order will also be communicated to all stakeholders immediately.

Continuity Planning

St. Aidan School will reopen in a constant state of high alert. Every student, family, faculty and staff member will be prepared to immediately shift to remote learning should a partial quarantine or executive order force students, faculty and

staff to do so. Efforts are being made to enhance the ease of another transition like this on an individual, class, or school wide level. Students, faculty and staff who are medically unable to return to school will receive special accommodations and instruction will continue through remote learning.

- **Hybrid Model**

- 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.
- If necessary, an alternating A/B schedule will be used if we must resort to complete hybrid model.
- A hybrid model will be essential if individual students or entire classes are forced to quarantine.
- In the event of an entire class shifting to remote learning, the teacher and students will all shift together seamlessly for 14 days.
- For individual students, remote learning will be coordinated through the school and through the Diocese of Rockville Centre to ensure continued education.

- **Remote Model**

- A plan to return all students to remote learning is critical and our foundation is the same process we utilized to switch to remote learning this past March.
- Since March, we have increased the availability of technology to our students and will provide iPads for students in Kindergarten through Eighth grade.

- Students requiring technical support will be asked to contact St. Aidan School.
- Since March, we have developed the highest standard of online learning achievable, and while in person learning is preferred, we are prepared to immediately return to remote learning if it becomes necessary.
- In the event the entire school transitions to remote learning, Nursery and Pre-Kindergarten classes will continue remotely with a tuition discount.

Social and Emotional Health

- We recognize the stress and emotional toll this year has taken on not only students, but also faculty, staff and parents.
- Our administration, faculty and staff will be attuned to the realities of the physical, mental, and economic hardships our families have faced over the last several months and trained to support them to the best of our ability.
- Resources will be available for anyone struggling with mental health through school psychologists provided by the district.
- St. Aidan School has one full-time and one part-time school psychologist to assist with these needs.
- Scheduled mask breaks will occur as permitted by weather and space in the school. Faculty will be permitted to move class outside where masks may be removed as weather and their individual schedules permit.

Professional Partnerships

Perrotta Consulting has collaborated with St. Aidan School to develop and guide our individual threat mitigation and COVID-19 secure operations planning and

development initiative. In addition to helping develop our individual reopening plans, they will remain a resource to us throughout the year to guide us as pandemic conditions change and assist in changing procedures, contact tracing, threat mitigation, and decontamination.

Student Orientation

St. Aidan School will ensure that all students are taught and trained how to follow COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing and respiratory etiquette. This will take place on the first day of school either in person by grade or streamed to each classroom.

Parent Communication

St. Aidan School will engage the broader school community in carrying out our plan. Information regarding the reopening will be regularly communicated through parent emails, bulletins, social media, the St. Aidan School website, through training videos and signage.

Faculty and Staff Training

- All faculty and staff will be trained in new COVID-19 operating procedures and planning.
- Custodial staff will undergo training in disinfection and decontamination procedures.
- Teachers will be trained in identifying students who may be developing the onset symptoms of COVID-19 so that they can direct students to the nurse as early as possible.

- A COVID-19 Administrator will be thoroughly trained in the entirety of St. Aidan School's comprehensive operation plan. Select individuals will also be trained in contact tracing.

After School Activities and Outside Groups

- After school activities and outside groups attending St. Aidan School will be subject to the same standard of screening as faculty, staff, and students if they occur.
- Students and faculty partaking in after school activities will receive the same temperature screening they receive at the beginning of the school day before they are permitted to engage in the activity.
- St. Aidan School is hopeful to run Before School Program for Nursery students only from 8:00-8:30 AM. In addition, St. Aidan School is hopeful to conduct the after school program for families needing this service utilizing cafeteria space to ensure proper social distancing. Additional details will be forthcoming.
- St. Aidan School will only open our doors to outside groups when we are 100% certain they have the highest standards of safety in place for their full-time student body, faculty and staff.
- We may determine not to allow any outside groups at all.
- CYO, clubs and music programs are actively being addressed to determine risks and how to safely conduct them.
- Any singing or use of woodwind instruments must allow for a minimum of 12 feet of space for each student. This may now allow for in-person meetings or may require relocation to the gym, auditorium, or outdoors.

Travel and Transportation

- Students, faculty and staff are to avoid any unnecessary travel domestically and internationally. If students, faculty or staff travel to states or countries with quarantine restrictions, they will be required to adhere to the requirements put forth by New York State.
- We will determine our transportation capability in coordination with our public-school district bussing protocols.

Visitor Access

- Visitors, including parents and legal guardians, will not be permitted to enter the school building at any time except for emergency or scheduled meetings.
- In the event of an emergency or scheduled meeting, all visitors will undergo the same check-in procedures as faculty and staff prior to entering our secure environment.

Individual and Evolving Approach

- Every member of the school community (students, faculty, staff and families) have a role to play in safely returning school at 100% capacity.
- 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.**

Communication and Information Collection

- St. Aidan School is committed to the mission of reopening school safely and at full capacity. Successful operations this school year will require constant reassessment of policies and procedures.
- We have established a COVID-19 command structure to rapidly identify needs and execute operating plans to protect students, faculty, staff and families at St. Aidan School.
- If any family member of student, faculty or staff, with whom they reside, is diagnosed with COVID-19, they are asked to immediately notify Mrs. O'Connell or Mrs. Pisciotto at St. Aidan School.

Conclusion

St. Aidan School is actively working to implement the safest and most operationally successful school reopening plan possible amidst the COVID-19 Pandemic. Together with our partners, we will establish a culture of health within St. Aidan School. Our decision to reopen is based on scientific facts, industry standards, and threat mitigation procedures adopted from private and public sectors. COVID-19 is generally a mild disease in children, including infants, but this does not diminish its severity or the threat it poses to our students, faculty, staff and families. Together, we will safely and optimistically reopen this school year providing an equitable education for all our stakeholders, and yet always remain on a heightened state of alert so that we may adjust and adapt as the pandemic conditions and student, faculty and staff needs may change.