

St. Martin of Tours School  
Amityville, N.Y.

St. Martin of Tours School is located in Amityville. The school is under the Department of Education Diocese of Rockville Center, and the Superintendent of schools is Dr. Kathleen Walsh. The Principal of St. Martin is Roderick Parisi, and the Pastor is Fr. Gerard Gordon. The school is a Nursery to 8<sup>th</sup>-grade school consisting at this time of 220 students. There is a maximum of 23 students in a class excluding nursery and Pre-K, who are maxed out at 16 and 18 respectfully. The classrooms were measured and are 29' X 28', which could hold 23 students socially distancing 6 feet apart, allowing the teacher to move around the room while adhering to the social distance guidelines. The school consists of 2 floors and a basement area. The two levels of the school that hold nursery to 8<sup>th</sup>-grade students have stairways at the south side of the building and the north side of the building. These stairways connect all three areas (2<sup>nd</sup> floor, 1<sup>st</sup> floor, and basement). The basement area is where the cafeteria is located as well as the Art room, Science lab, Music room, Library, and Resource room.

This is a plan designed for the purpose of returning to school in September. This plan will have three different models that will be proposed to the State, DOH, and the Department of Education. Regardless of what strategy will be implemented at the start of the school year or converted over to during the school year, it is with the best interest of the students' safety and education at mind.

I spoke with Amityville Transportation Department and inquired about the procedures of their drivers picking up students from their bus stops. I suggested that the temperature of each student be taken before entering the buses minimizing the possibility of exposure of a possible contaminated student. It is also my suggestion that all students wear face masks while riding the bus. I am still waiting for a response from the transportation department.

I also spoke with my school nurse regarding directives from the Amityville School District regarding COVID-19 health screening procedures and protocols. At this time, they are waiting on direction from NY State.

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## **Models of Education**

1. Full-day classes with limited movement, proper hygiene, and monitoring
2. Hybrid classes consisting of A and B days while maintaining social distancing, proper hygiene, and monitoring.
3. Distance Learning with no return to in-school instruction.

### **Full-Day classes with limited movement**

- All students Nursery to 8<sup>th</sup> grade will be in attendance beginning the week of September 8, 2020, as listed in the school calendar.
- All classrooms have been measured and can safely hold 23 students in Kindergarten to 8<sup>th</sup> grade while maintaining social distance guidelines according to the NYS DOH and CDC.
- Upon arrival, students will be screened and cleared. Once cleared, they will follow the arrival plan listed below.
- When students are safely in their classrooms, the school day will begin.
- The school day will consist of 9 periods, which will include Math, Science, Social Studies, ELA, Religion, and Lunch. The day may also include some special area subjects such as Music, Physical Education, Spanish, Library, and Technology.
- After each period, instead of the students moving in grades 5-8, the teachers will move from class to class, limiting the number of people in the hallways during the movement periods. For example, if 8<sup>th</sup> grade is in room 12, they will remain in the classroom for the day with the exception of minimal required movement.
- Special area subjects such as Music, Spanish, Technology, and Library will come to the students' classroom.
- When the class must move for lunch and PE, they will follow the movement plan listed below.
- During lunch periods, the school will have three lunch periods to minimize the number of students in the cafeteria.
- Students will get scheduled breaks to wash their hands as well as time before lunch or snack time.
- Students in 5<sup>th</sup> to 8<sup>th</sup> grade that have use of lockers on the second floor will have alternating schedules to access their lockers. Lockers will also be assigned in a scattered order separating students in the same grade level to adhere to the social distancing guidelines.

- Classes will be designated a specific time during the movement period in order to minimize crowding the hallways. Movement period is four minutes long, with two signals identifying the beginning and end of that movement period. The first bell will be assigned to the *even* number grades (2,4,6, and 8 grades. On the second bell, four minutes later, the *odd* number grades (1,3,5, and 7 grade) will then move.
- *If* for any reason, we are *required* to instruct an individual student remotely, this will be done professionally and with care. The teacher will create a Google Classroom for that particular student. When the teacher is teaching, the conferencing will be directed at the teacher, not the classroom. If work/instruction needs to be seen on the smartboard, the teacher will share their screen with that student. At no point will the computer video be directed to the entire class.

### **Hybrid classes consisting of A and B days**

- This follows the same instructional/safety plan as the full-day model with limited movement. Half the students will receive in-person instruction, while the other half is instructed remotely.
- Each grade will be divided in half by last name to keep siblings together.
- Half the students will attend on **A** day, and the other half will attend on **B** day.
- This will be continually rotating week to week. We will have the days documented on the school calendar.
- The first week, A day will attend school Monday, Wednesday, and Friday while B day will attend Tuesday and Thursday. The second week they will rotate.
- The students who are remote learning for the day will be required to log on through a Google Classroom/Google Meet for live instruction from home.

### **Distance Learning with No Return to In-School Instruction**

- This is a model that St. Martin of Tours had implemented during the COVID 19 shut down last school year.
- If we are required to continue with distance learning, or forced to transfer over to distance learning due to quarantine or shut down, this plan is familiar to our staff, students, and parents.
- Distance learning school day is from 8:30 to 3:00 pm and consists of 5 thirty-minute live periods with ten-minute breaks between each period. The subjects that will be covered are Math, ELA 1, Social Studies, Science, and ELA 2. Students will then be on an hour lunch break. The day will continue with two more live periods of Religion and extra help.

- The remaining time of the school day will be for questions via email or Google Classroom and for students to finish any work assigned during the day. Teachers will be available for assistance during this time.
- On Fridays, students will complete and submit their special area subject assignments. These assignments will be posted every Monday via a recorded lesson on Google classroom and not due until that Friday.
- Fridays will still be non-virtual lesson days. It will be a day for students to make up work or independent study time.
- All teachers will be available during school hours on Fridays for questions or concerns via Google Classroom or school email.

St. Martin's procedures will be as follow unless otherwise directed by the Department of Education of Rockville Center or the NYS DOH:

### Face Coverings

- All students, faculty, and staff are required to be wearing face coverings before entering school facilities, grounds, or school buses.
- Face coverings are required to be worn when walking throughout the school building. *They are not required to be worn by students in the classroom unless they are moving throughout the room.* Face coverings are not required while eating lunch.
- Teachers are required to wear their face coverings while moving throughout the classroom during instruction.
- Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, bandana, and surgical masks that cover both face and nose).

### Arrival and Entrance Plan

#### **Buses**

- Upon the arrival of students utilizing buses to school, the students will be dropped off at the south side of the school using the east side entrance door.
- Students will have their temperature taken by the nurse or a faculty member once departing the bus and before entering the school. According to the *NYS DOH guidelines from July 13, 2020*, it suggested if the temperature is 100°F or higher, the student will not be permitted into school and must be picked up by a parent or guardian. Any student on that bus will have to be quarantined in a designated location within the building and will need to be picked up. They will not be permitted to enter their classroom.

- A room off of the gymnasium is designated for students requiring isolation (quarantine room). Amityville School district will supply the school nurse with goggles, gowns, and N95 masks for herself and the quarantine room.
- Once students are cleared, they will be directed to their classrooms.
- There are two staircases on the north side and south side of the school. Both will be utilized to enter the second-floor classrooms in the morning during arrival only. No students will be permitted to go down the staircases during arrival time.
- The students arriving by bus on the south side will utilize the southside staircase only if their classroom is located on the second floor.

### **Parent Drop-Offs**

- Students who will be dropped off by car will utilize the entrance on the north side of the school (back parking lot). Parents will pull up to the back door and let out their children. Parents will wait until their child's temperature is taken. According to the *NYS DOH guidelines from July 13, 2020*, if the temperature is 100°F or higher, the student will not be permitted into school, and the parent or guardian will take the student home and to a physician.
- Once students are cleared, they will be directed to their classrooms. There are two staircases on the north side and south side of the school. Both stairs will be used to enter the second-floor classes in the morning during arrival only. No students will be permitted to go down the staircases during arrival time.
- The students arriving by parent drop-off on the north side of the school will utilize the north side staircase if their classrooms are located on the second floor.

### **Hallways and Movement Plan**

- The hallways will be divided into two parts separated by a blue line as well as a decal arrows on the floor, indicating what direction you should be moving. You will walk on the right side of the line while maintaining social distancing. There will be no side by side lines walking in the hallways.
- The staircase that is located on the south side of the school, connecting the first floor to the second floor, will be utilized for going up to the second floor only during school hours. The staircase connecting the first floor to the basement in that same area will be used to go down only during school hours.
- The staircase located on the north side of the school, connecting the second floor to the first floor, will be utilized for going down to the first floor only during school hours. The

staircase connecting the basement to the first floor in that same area will be used to go up only during school hours.

- As suggested by the *NYS DOH guidelines from July 13, 2020*, all will be required to use their mask or face covering while walking around the school.
- Students in 5<sup>th</sup> to 8<sup>th</sup> grade that have use of lockers on the second floor will have alternating schedules to access their lockers. Lockers will also be assigned in a scattered order separating students in the same grade level to adhere to the social distancing guidelines.
- Classes will be designated a specific time during the movement period in order to minimize crowding the hallways. Movement period is 4 minutes long, with two signals designating the beginning and end of that movement period. The first bell will be assigned to the even number grades (2,4,6, and 8 grades). On the second bell, 4 minutes later, the odd number grades (1,3,5, and 7 grade) will move.
- Signs that were suggested by the CDC (*Corona Virus 2019 print resources*) will be posted in hallways reminding everyone of social distancing practices and proper hygiene for the prevention of the spread of COVID 19.
- Hand sanitizer will be supplied at all entrances, stairways, and hallways around the school. They will also be placed outside of the bathrooms and in the cafeteria.

### **Classroom Plan**

- Classroom doors will remain open to limit touching of the door handle and door.
- Classroom windows will be open to ventilate the room with fresh air.
- Students will be separated 6 feet apart following the *NY State DOH guidelines from July 13, 2020*.
- Desks will be in rows and not connected. There is enough room for 23 student desks for maintaining social distancing guidelines.
- There will be enough room for the teacher to move around the classroom while practicing social distancing.
- Teachers will minimize as much movement of the students as possible during class time.
- Teachers will be required to wear face coverings when moving around the room during instruction.
- Students will be permitted to remove their masks once sitting at their desks; however, we recommend they wear them during class as per *NYS DOH guidelines from July 13, 2020*.
- If a student has to move from their desk, they must put on their mask before getting up.
- There will be no sharing or multi-use school supplies.
- There will be a scheduled time during the day when each class will wash and sanitize their hands.

### [Nurse / Medical Plan](#)

- The School Nurse will be the designated medical professional responding to COVID 19 concerns from students, staff, parents, and medical professionals.
- Daily COVID-19 screening questionnaire must be submitted for children, faculty, and staff reporting to school.
- Temperatures of all students and staff will be taken before anyone enters the school building upon their arrival.
- Teachers will be provided with band-aids for minor injuries that may occur in a school day to limit the number of students in the nurse's office.
- Teachers will utilize a walkie talkie to contact the nurse for an appropriate time to send a student to the nurse.
- If a student or staff member is experiencing any specified symptoms of COVID-19 (cough, chills, shortness of breath, diarrhea, sore throat, fever over 100°F, body/muscle aches, headache, and or decreased sense of smell/taste) they will be sent home. Parents will be contacted immediately to pick up their child.
- Students experiencing one or some of the above symptoms will be taken to the quarantine room located in the school until they can be picked up by their parents. The designated quarantine room has an outside entrance where students can exit directly to the parking lot with their parents.
- If any student or staff member is sent home with the above symptoms, they will need a note from a physician to return to school and/or may be required to quarantine in accordance with the Health Department. Discharge from quarantine will be in coordination with the Health Department.
- If a student or staff member tests positive for COVID 19 or is exposed to someone with COVID 19, the nurse must be notified immediately. Proper protocols will be followed according to the NYS DOH at that time.
- Local health officials, staff, and families will be notified immediately of any case of COVID-19 while maintaining confidentiality.
- Those who have had close contact with a person diagnosed with COVID-19 are required to stay home, self-monitor for symptoms, and follow the local health department mandates if symptoms develop.
- Students required to quarantine will be instructed via the remote learning model for the number of days in coordination with the Health Department at that time.
- If a student or staff member is experiencing emergency warning signs of COVID-19 (trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and or blueish lips or face), we will seek immediate emergency medical care.

## Quarantine Room

- If a student is required to isolate, it is for the safety of all. Students will be monitored and taken care of by a medical professional until parents arrive.
- Medical professionals assigned to the quarantine room will be provided with an N95 face mask, goggles, gown, and gloves. Amityville School District will supply all items. These items are all precautionary measures listed by the CDC to limit the possibility of the spread of the disease.
- The quarantine room will have chairs and a medical bed for use if needed.
- There is outside access in this room to the rear parking lot for an easy dismissal for parents or medical staff, reducing the possibility of further contamination in the building.

## Cleaning / Disinfecting/ Hygiene

- Signs will be posted in hallways, bathrooms, and cafeteria regarding personal hygiene as per *Corona Virus 2019 print resources*.
- Students will be reminded over the PA system of the importance of personal hygiene in the fight of spreading the virus in the morning, afternoon, and during dismissal.
- Students will get scheduled breaks to wash their hands as well as time before lunch or snack time.
- High traffic areas of the school and frequently touched items (e.g., doorknobs, faucets, stairway railings, cafeteria, and bathrooms) will get regularly scheduled interval cleanings during the school day.
- Water fountains will be closed. It is highly recommended that students and faculty bring their own water.
- If Physical Education equipment is used, it will be wiped down and appropriately cleaned between each use.
- The school building will be thoroughly cleaned and disinfected every evening. There will be no outside use or entrance into the school until the next school day begins.

## Restrooms

- Restrooms will be cleaned and disinfected frequently throughout the day. Cleaning times will be documented.
- There will be a maximum occupancy of 3 people per bathroom.
- Physical barriers between sinks will be installed.
- Alternate urinals will be taped off to maintain social distancing.

## **Cafeteria**

- There is an added lunch period (three total) to minimize the number of students in the cafeteria.
- Lunch tables have been replaced with individual desks.
- The cafeteria has been set into two zones allowing for the use of one zone per lunch period. This allows for maintaining social distancing and the rotating disinfecting of each zone during lunch periods.
- We will establish a cohort of lunch servers to limit potential exposure. They will serve for a set amount of time consistently (e.g., one or two weeks straight then rotate out).
- Lunch servers will be screened with a temperature check as well as a daily COVID 19 screening questionnaire.
- Lunch servers will sanitize regularly and will be required to wear gloves and face coverings.
- Serving stations will be cleaned and sanitized after each lunch period.
- Students will be required to wash their hands before eating.
- Hand sanitizers will be provided.
- Sharing of food and beverages is prohibited.

## **Before/After Care**

- Students must maintain the same social distancing practices as in the classroom.
- Students of the same household may be within the 6-foot distance of one another.
- Students must wear a face mask or covering when moving from their desks.
- To limit the sharing of objects, universal toys and games will not be provided during before/aftercare.
- Faculty members assigned to before care or aftercare will be required to wear a face-covering when social distancing is not possible.
- During aftercare, students will be escorted to the parent upon their arrival. The parent will not be permitted in the building.

## **Parent Volunteers: Entrance to Building**

- Outside visitors will be limited.
- Deliveries will be left outside the school.
- Parents will be met at the door and children brought to them.

- If entrance is required from a visitor, temperature, and health screening will be required before entry into the school.

## **Dismissal Plan**

### ***Buses***

- At the end of the school day, students will remain in their classrooms for dismissal.
- Special area teachers and Safety Patrol will be assigned to hallway and bus duties to maintain social distancing practices.
- When a bus pulls up, the bus number will be announced over the PA. Only the students on that bus will be called down to load onto the bus.
- If the student is on the 2<sup>nd</sup> floor, they will use the southside staircase to access the 1<sup>st</sup> floor and to load onto their bus.
- Once all students have safely boarded, the next bus number will be announced.

### ***Parent Pick Up***

- At the end of the school day, students will remain in their classrooms.
- Parents will pick up their child in the back parking lot and notify the teacher on duty who they are picking up.
- The parent will remain in their car.
- The teacher will notify the classroom teacher over the walkie talkie to release the child for dismissal.
- Special area teachers and Safety Patrol will be assigned to hallway and bus duties to maintain social distancing practices
- If the student is on the 2<sup>nd</sup> floor, they will use the northside staircase to access the 1<sup>st</sup> floor and to exit to the back parking lot.
- Once a student has loaded into their car, the next student will be called.

### ***Walkers***

- At the end of the school day, students will remain in their classrooms.
- Once all buses and parent pick-ups have left, walkers will be escorted to the southside entrance of the school by their teacher.
- If the student is on the 2<sup>nd</sup> floor, they will use the southside staircase to access the 1<sup>st</sup> floor and exit the building.

***This plan has been reviewed by the St. Martin of Tours Safety Task Force, which is comprised of individuals with related backgrounds in this matter and who have a vested interest in the success and safety of our school and school community. I would like to thank the Safety Task Force for their input and commitment to our school community.***

**Safety Task Force**

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*This plan is subject to change at any time if deemed necessary or mandated by the Department of Education and NYS DOH.*