



A Guiding Light in Sheepshead Bay

# SAINT MARK CATHOLIC ACADEMY

# REOPENING PLAN

# REOPENING

## Responsible Parties

- Principal Mark Wilson and the Board of Directors, chaired by Sara J. Gozo, Esq. were responsible for developing the plan. They affirm to having read and adhere to this guidance, and meeting the standards set forth therein. They will maintain the plan policies and protocols for students, faculty, and staff.

## Facility Capacity

- Considering appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation, Saint Mark Catholic Academy can bring all students back for in-person instruction.

## Social Distancing

- Desks in classrooms (and spaces functioning as classrooms) will be spaced out six feet apart to ensure social distancing measures are enforced.
  - *All desks will face in the same direction.*
  - *In early childhood classroom, nap mats will be placed head-to-toe to ensure social distancing.*
- Teachers should maintain six feet from students when possible and if not disruptive to the educational process.
- Physical guides, such as tape, will be placed on floors to create one-way routes.
- Physical guides on floors and sidewalks will help to ensure that staff and children remain at least six feet apart in lines.
- There are three stairways in the building. One will be labeled an “up staircase,” another will be labeled a “down staircase” and a third will be for faculty only.

- Morning prayers and the pledge, which are normally done communally in the gym, will now move to individual classrooms over the PA system.
- Late passes in the main office will no longer be distributed since this causes an unnecessary gathering of students and parents in the front of the building. Teachers will be required to update student lateness in Option C as the students arrive to class.
- Middle school students (grades 5 through 8) will no longer switch classes. Rather, the teachers will move from class to class to ensure limited student interactions in the hallways.
- Each class in the school from nursery through grade eight will be allotted a restroom break in the morning and a restroom break in the afternoon. Each floor in the school has a boys room and a girls room to accommodate this. Between each break, the custodial staff will do a wipe down of each restroom before the next class arrives.
- There are separate restrooms in the secretary's office and the principal's office that are already designated for use by faculty and staff only.
- All special content teachers already move from class to class, with the exception of physical education class.
- Initially, physical education classes will be moved outside to the schoolyard to provide additional safety and social distancing. Outdoor transmission of the virus is known to be much lower than indoor transmission.
- In the colder months, when it becomes prohibitive to stay outside, physical education classes may have to be moved to the classroom too, depending on state regulations.
- Congregating in shared spaces, such as staff lounge areas, will be discouraged.
  - *Markings will be place on tables in the faculty room to ensure social distancing.*
- Faculty meetings and curriculum planning meetings will take place virtually.

### **PPE and Face Coverings**

- Although physical distancing measures can be effectively implemented in many, if not all of our classrooms, all faculty, staff, and students (over

the age of two) will be required to wear a mask or face covering in the building at all times, except when eating lunch.

- *If not developmentally feasible, which may be the case for younger students, and cannot be done safely (eg, the face covering makes wearers touch their face more than they otherwise would), teachers may choose to not require their use when physical distancing measures can be effectively implemented.*
- *Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance should not wear cloth face coverings.*
- With the support of the Diocese of Brooklyn, Saint Mark Catholic Academy will have over 500 cloth masks on hand for students and staff.
  - *In addition, 900 disposable masks have been purchased for students, faculty, and staff who may misplace or soil their cloth mask.*
- Students and families will be provided with instructional materials that will explain how to properly wear (cover nose and mouth) a cloth face covering, to maintain hand hygiene when removing for meals and physical activity, and for replacing and maintaining (washing regularly) a cloth face covering.
- The school nurse will be provided with N95 masks, surgical masks, gloves, disposable gowns, and face shields or other eye protection.
- Every sixty minutes, teachers will provide students with a two-minute “mask break.” Mask breaks can only be taken when all students are seated and proper social distancing is in place for everyone in the room.
  - *Students will also have mask breaks at mealtimes and at certain points during recess.*
- Ample supplies of soap, paper towels, tissues, cleaning, and disinfecting products, and disinfectant wipes will be on hand.
  - *In consultation with the custodial staff, the building manager will ensure that all necessary supplies are kept in adequate supply.*

### **Operational Activity**

- First and foremost, it is critical staff are setting a good example for students by modeling behaviors around physical distancing, face coverings, and hand hygiene.

- Classes will be kept in cohorts, or pods, to minimize crossover among children and adults within the school.
- Students will no longer use the main doors for arrival. Specific classes will be assigned doorways for entrance and exit based on their location in the building. This will be done to eliminate unnecessary congregation of students and to prevent additional travel throughout the building.
  - *One doorway will be designated for faculty and staff use only.*
- Arrival and dismissal times will be staggered to prevent unnecessary gather outside the school building.
- To ensure proper social distancing, classes that cannot be safely housed in their classrooms will be moved to the cafeteria or gymnasium where there is adequate space to socially distance. Currently, the plan is move our middle school program—grades five through eight—to the gymnasium and cafeteria. Two classes will be in the gym, and two will be in the cafeteria. Classes will be separated by room dividers. This is being done for two reasons:
  - *For one, these are the largest classes in the school building.*
  - *Secondly, if all classes on the middle school level are on one floor, it will allow for a smoother transition when faculty move from class to class.*
- All field trips and special congregate events will be suspended until further notice.
  - *Virtual field trips will be made available to faculty and students.*
- In consultation with the pastor of Saint Mark Parish, students' weekly attendance at Mass will be suspended.
- Physical barriers, such as sneeze guards and partitions, will be used where it is difficult for individuals to remain at least six feet apart, like the desks of administrators and school office staff.
- The Business Office will be relocated to a separate area of the building, where no students are present. In addition, this space has a separate entrance to ensure that no visitors to the Business Office will come in contact with students at any time.
  - *The work stations of the Business Office staff will include physical barriers, such as sneeze guards and/or partitions.*

- *There is also a separate restroom in this area, which will be cleaned and disinfected regularly.*
- Parents will be discouraged from entering the school building unless it is an emergency or urgent matter.
  - *Visitors, guests, contractors, and vendors to the school will be subject to a health screening, which will include having their temperature taken.*
- Students will be discouraged from bringing personal property from home to school, including headphones/earbuds and cell phones.
  - *Should a student bring any of these items to school, they are to be kept turned off and inside a student's book bag.*
  - *The practice of the collecting cell phones in the morning will be suspended.*
- It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific Individualized Education Services Program (IESP).
  - *For example, certain students may require a paraprofessional in the classroom. The paraprofessional, while wearing a face covering, may sit in close proximity to the student to whom he or she is providing services; however, the "para" will be six feet apart from all other students.*



**Saint Mark Academy  
can bring all students  
back for personal  
instruction.**

# RESTART Operations

## Cleaning and Disinfection

- Prior to the beginning of the school year, the entire school building, including the gymnasium, cafeteria, and all areas utilized by students, will be professionally cleaned and sanitized by a company procured by the Diocese of Brooklyn.
- Saint Mark Catholic Academy is purchasing a “hydro fog” disinfecting machine and the additional products associated with it, including sanitizing solution and protective materials. In addition, a short training for the custodial staff is under consideration to demonstrate the proper use of the mixing the solution and the fogger itself. Recommended disinfecting procedures and surfaces to target will also be reviewed.
  - *Fogging with the recommended solutions is an efficient way to cover large areas for both surfaces and airborne contagions.*
  - *Fogging will be followed with basic hand-wipe sanitizing of the common “high touch points.”*
- Steps will be taken to ensure that all water systems and features (e.g., sink faucets and drinking fountains) are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized.
  - *Staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.*
  - *Children will not be present when disinfectants are in use and will not participate in disinfecting activities.*
- Surfaces that are used frequently, such a drinking fountains, door handles, sinks and faucet handles, etc., will be cleaned and disinfected at least daily and as often as possible.
- Bathrooms, in particular, will receive frequent cleaning and disinfection.
  - *Surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes will be cleaned following standard protocol. The same applies to floors or carpeted areas.*

## Hygiene

- “No touch”/motion-activated sanitizer stations will be available in each classroom and office space, and they will be placed near each entrance/exit.
- To increase circulation of outdoor air as much as possible, windows and doors will be kept open, only if doing so does not pose a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children.
- Whenever possible, classroom doors will be left open rather than having students open the door when entering and leaving the classroom.

The faculty and staff will encourage healthy habits by:

- *Reinforcing hand-washing routines, allow time for students to thoroughly wash their hands.*
- *Discussing coughing and sneezing etiquette.*
- *Educating students on the importance of not touching their faces or other people’s faces.*
- *Teaching non-touch acknowledgment to show friendship (no more fist bumps).*

## Extracurricular Activities

- *Assemblies will be suspended.*
  - *Saint Mark Catholic Academy does not offer any interscholastic sports programs.*
  - *Only afterschool clubs that involve the students and teacher from the same class, or cohort, will be permitted. Any club that was once open to students across multiple classes and/or grade levels will be suspended.*

## Before and Aftercare

- Early drop-off will begin at 7:30 am. At this time, all teachers will be present in the building and will report to their respective classrooms. Once students begin to arrive they will be instructed to move immediately to their classrooms. Students in the early childhood grades will be escorted to their classrooms by their respective classroom aides. At no point will any parents be allowed in the building.



- We hold an afterschool program for all students—nursery through grade eight—each day from dismissal until 6 pm.
  - *Students will be assigned seats in the cafeteria to maintain “pods” and ensure social distancing. Space in the school gym may be utilized, if necessary.*
  - *Since this area is also being utilized by the middle school program, these desks will be wiped down prior to the beginning of the afterschool program.*
  - *Early childhood students will be relegated to their classrooms for the duration of afterschool. Staff will be assigned to each early childhood classroom to ensure adequate supervision.*
  - *Pen and paper sign-in/sign-out sheets will be eliminated. A single individual responsible for signing students in and out of the afterschool program.*

## **Vulnerable Populations**

- Prior to the beginning of the school year, the principal will be in contact with the school nurse to determine which students, if any, are considered vulnerable and are at increased risk for severe COVID-19 illness.
- Surveys distributed to parents will determine families who may not feel comfortable having their children return to an in-person educational environment.
- The principal will meet with all faculty and staff to determine who may be at increased risk for severe COVID-19 illness and/or who may not feel comfortable returning to an in-person work environment.
- In consultation with the Office of the Superintendent, Saint Mark Catholic Academy will do our best to accommodate the aforementioned circumstances.
  - *These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions.*
- For certain populations, the use of cloth face coverings by teachers may impede the education process. These include students who are deaf or hard of hearing, students receiving speech/language services, young students in early education programs, and English-language learners.

- *Saint Mark Catholic Academy will investigate purchasing face coverings with clear panels in the front to facilitate their use among these populations.*

## **Transportation**

- The New York City Department of Education provides transportation to all eligible New York City students in public, charter, and non-public schools. This includes the students of Saint Mark Catholic Academy. Our students will follow the guidelines set forth by the New York City Department of Education's Office of Pupil Transportation. The following are suggestions from the American Academy of Pediatrics regarding student transportation:
- Encourage alternative modes of transportation for students who have other options.
- Ideally, for students riding the bus, symptom screening would be performed prior to being dropped off at the bus.
- If possible, assign seats by cohort (same students sit together each day).
- Tape marks showing students where to sit.
- When a 6-foot distance cannot be maintained between students, face coverings should be worn.
- Drivers should be a minimum of 6 feet from students; driver must wear face covering.
- Minimize number of people on the bus at one time within reason.
- Adults who do not need to be on the bus should not be on the bus.
- Have windows open if weather allows.

## **Food Services**

- Saint Mark Catholic Academy will continue to utilize the New York City Department of Education Food Services Program.
- Of course, children will be allowed to bring their own meals as feasible.
- All mealtimes will be held in classrooms instead of the cafeteria.
  - *The annual practice of sending home literature about food allergies and requesting that families not send their children to school with*

*peanut-based foods, will help to create an environment that is as safe as possible from exposure to food allergens.*

- In accordance with the food service program, we will continue to use disposable food service items (e.g., utensils, dishes).
- Students, faculty, and staff will be instructed to wash hands or use hand sanitizer before and after eating.
- In accordance with Department of Education guidelines, individuals will be assigned to bring lunches to each classroom. They will be required to wash their hands after removing their gloves or after directly handling used food service items.

### **Mental Health, Behavioral, and Emotional Support Services and Programs**

- Given the changed school environment, some students will have difficulty with transitioning back into the school setting.
  - *Through the Diocese of Brooklyn and the Office of the Superintendent, faculty and staff will be provided with training to identify students who are in need of support services.*
  - *Teachers will be asked to provide daily informal “check-ins” to assess how students are feeling. Classroom meetings such as these can help to address shared experiences.*
- Through the Diocese of Brooklyn’s Program for the Development of Human Potential, counseling services will be available to students, faculty, staff, and families.
- When school closed in March 2020, Saint Mark Catholic Academy’s PDHP Counselor Ms. Maryan Dumas sent weekly letters to families with suggestions and support services for families. It is our hope that these letters will continue even when school is in session to provide support for students and their families
- Through the Diocese of Brooklyn’s Mother Cabrini program, counseling sessions are available to address post-traumatic stress, health emergencies, grief and bereavement, anxiety, depression, and other health challenges.

## Communication

- Saint Mark Catholic Academy will provide information in the form of print and digital media that will instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
  - *Any student or staff member with a fever of 100.0 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school.*
- Age-appropriate signage will be posted throughout the building and in classrooms to instruct staff and students in correct hand and respiratory hygiene.
- We will provide training for staff and students on wearing, putting on and removing PPE and send fact sheets home with students that provide similar education for parents.

# MONITORING

## Screening

- At each entrance, daily temperature screenings of all students and staff will take place.
  - *Any student or staff member with a fever of 100.0 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school.*
- Prior to the beginning of the school year, the New York City Department of Health School Nurse will instruct staff on how to observe for signs of illness in students and staff.
- A daily screening questionnaire for faculty and staff will be implemented.
  - *There will be periodic use of the questionnaire for students.*

## Testing Protocols

- The process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, will be in consultation with the New York City Department of Health, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school.

## Testing Responsibilities

- The New York City Department of Health School Nurse is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system, etc.). In the event that large-scale testing at the school is needed, the DOH nurse will coordinate with the principal and the Diocese of Brooklyn-Office of the Superintendent.

## **Early Warning Signs**

- The principal and New York City Department of Health School Nurse, in close consultation with the Diocese of Brooklyn's Office of the Superintendent, will be responsible for monitoring the defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments.

# Containment

## School Health Offices

- Ill students and staff be assessed by the school nurse.
  - *If the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.*

## Isolation

- Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
  - *At Saint Mark Catholic Academy, this designated area will be the faculty room. Anyone present in the faculty room will be asked to leave, and the infected person will be monitored by the school nurse.*

## Collection

- If a child needs to be picked-up from school, the child's parents will be contacted by the school nurse. The student will remain in isolation until the parent arrives at the main office. The parent or guardian will come to the main door of the school and wait to be allowed in. The nurse will bring the child to the parent or guardian. The nurse will provide the parent or guardian with instructions that the student must be seen by a health care provider.

## Infected Individuals

- Persons who have tested positive must complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

## **Exposed Individuals**

- Individuals who were exposed to the COVID-19 virus must complete quarantine, and they must have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

## **Hygiene, Cleaning and Disinfecting**

- Should there be a case or suspected case of COVID-19, adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC will be followed, including strategies for cleaning and disinfection of exposed areas.

## **Contact Tracing**

- The administration of Saint Mark Catholic Academy will notify the state and local health department and the Diocese of Brooklyn Office of the Superintendent immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors
- In the case of an individual testing positive, the administration of Saint Mark Catholic Academy will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

## **Communication**

- In the event of a positive or presumed-positive case of COVID-19, Saint Mark Catholic Academy will share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.



# Closure

## **Closure Triggers**

- In consultation with New York State and New York City Health Departments, conditions will be identified that warrant reducing in-person education or closing the school.
- A plan for an orderly closure will be established with the assistance of the Diocese of Brooklyn-Office of the Superintendent.

## **Operational Activity**

- Determination of which operations will be decreased, or ceased and which operations will be conducted remotely will be decided in consultation with the Diocese of Brooklyn-Office of the Superintendent.

## **Communication**

- Saint Mark Catholic Academy plans to communicate internally and externally throughout the closure process through the use of the Option C student information system.

## **Continuity of Learning (Remote Education)**

- All of our students in kindergarten through grade eight left school with either a Chromebook or iPad in March 2020. We've decided not to have the students return those devices since there is a chance virtual learning will continue in September.
- Students who are newly-registered will be given a time to come into school to pick up a device.
- All teachers currently have access to technology, but the school may need to make an investment to ensure that all teachers have high-speed internet and/or updated/upgraded devices.
- From March to June of 2020, each teacher has set his or her own schedule for live class sessions, with all of them meeting at least two to four times per week. Should we return to virtual learning in September, a more rigorous approach will have to be taken. Virtual learning must more fully represent an actual school day.

- *For example, middle school would follow their daily schedule, including special content areas.*
- *Students in self-contained classes would meet four to five days a week for different sessions throughout the day. Again, special content classes would continue as they were scheduled during the school year.*

# DIOCESAN Protocols

**The Office of the Superintendent of Schools for the Diocese of Brooklyn** has mandated that the following information be included in all school reopening plans

- *Health and Safety Measures: Monitoring and Containment*

## **General Information**

- Administration, Faculty, Staff and Students will be reminded to stay home if they feel ill.
- Administration, Faculty, Staff and Students will be reminded to stay home if they were within less than six feet for a prolonged period of time with a person with COVID-19
- Training will be provided to all administration, faculty and staff on recognizing the signs and symptoms of COVID-19 and what to do if a child or adult are displaying symptoms.
- Information will be provided to parents on the signs and symptoms of COVID-19 in children
- Schools will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

## *Daily Health Screening*

### **Temperature Checks**

- It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.
- Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K-Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:
  - *Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.*
  - *If the school has a nurse, the nurse will conduct the screening. In schools where a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.*
  - *In schools utilizing multiple entrances to avoid gatherings and enhance social distancing, a designated trained school personnel should be at each entrance to conduct the daily temperature check.*
- Schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

### **Health Screening Questionnaires**

- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
- Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening

- Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:
  - *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;*
  - *tested positive through a diagnostic test for COVID-19 in the past 14 days;*
  - *has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or*
  - *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.*
  - *Schools should implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).*
- Schools must require individuals to immediately disclose if and when their responses to any of the questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

### **Symptoms and Signs of Illness**

- School Personnel will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:
  - *Fever of 100.0 degrees Fahrenheit or higher*
  - *Cough*
  - *Stuffy nose*
  - *Chills*
  - *Shortness of breath/ difficulty breathing*
  - *Loss of taste or smell*
  - *Congestion/runny nose*
  - *Nausea/vomiting/diarrhea*
  - *Muscle/body aches*
  - *Fatigue*
  - *Sore throat*
  - *Headache*

## **Screening Positive for COVID-19 Symptoms at School**

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.
- Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.

- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

### **Reporting a Positive COVID-19 Case**

- Principal should immediately notify Dr. Thomas Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.
- In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

## Face Coverings

- Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.
- Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.
- Non-disposable mask should be washed daily.
- NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Cloth face coverings should not be placed on:
  - *Children younger than 2 years old.*
  - *Anyone who has trouble breathing or is unconscious.*
  - *Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.*



- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
  - *Younger students, such as those in early elementary school.*
  - *Students, teachers, and staff with severe asthma or other breathing difficulties.*
  - *Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.*
  - *While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.*

### **Clear Face Coverings or Face Shields**

- Teachers and staff who may consider using clear face coverings or face shields include;
  - *Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act*
  - *Teachers of young students learning to read*
  - *Teachers of students in English as a second language classes*
  - *Teachers of students with disabilities*
- Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.

### **Practical Recommendations**

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing,

students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.

- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).
- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.