

**2020-2021
SCHOOL
REOPENING
PLANS**

**Holy Family 2020-2021 School Re-Opening Plans**

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# **SCHOOL INFORMATION**

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# **REOPENING PLAN**

Our Reopening Plans include the elements outlined in the NYS Reopening Guidance for Religious and Independent Schools released by NYS Department of Health (DOH) on July 27, 2020.

* Holy Family Re-Opening Plan will be posted on our website, <http://holyfamilyschoolsyr.org> in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders.
* The Holy Family Re-Opening Plan was completed by the Holy Family Principal with input from an appointed Covid Committee that consisted of staff, teachers, parents and the business manager from the parish with guidance from the Diocese of Syracuse.

 **COMMUNICATION**

Dear Parents and Students:

The faculty and staff of Holy Family School are looking forward to the day when we can welcome our students back into our building as we begin the “new normal” of a school day in the fall. As we wrestled through the last months of online learning, students and faculty alike realized that in-person instruction is the only way for students and teachers to build meaningful relationships, guide and direct student learning and give immediate feedback to students. With this in mind, we have developed a complete educational, safe and thorough plan. Our plan indicates that we will follow the most recent DOH and CDC regulations/guidelines for the operation of our school.

Holy Family School is a PreK through grade 6 educational configuration with a 2 floor structure. Multiple models for re-opening have been considered. Because of our student population and size of our facility, we intend to open with a full, five day, in-person instruction coupled with Distance Learning for those who choose to remain at home for instruction and for those who have a medical condition that would put them at risk.

School stakeholders and community members were engaged in the development of the re-opening model- administration, teachers, parents, local health care professionals and affiliated organizations of the parish comprised the core group.

Communication of our plan and regular updates will be given and disseminated through, social media (Facebook page), the school website, emails, and weekly newsletters generated by the school principal.

All teachers, staff and students will be trained to follow the new COVID-19 protocols safely and correctly. All will be required to wear face coverings (masks), follow proper hand hygiene, social distancing and respiratory hygiene. There is signage in the building reminding everyone of these procedures that must be adhered to. There will be limited access to the school from outside entities – vendors, delivery personnel and visitors.

Whatever plans we make to safely return to school in September must be flexible enough to be modified given the state of uncertainty due to COVID-19 and what direction we receive from the Governor of New York.

God Bless,

Sr. Christina Marie Luczynski, CSSF

Principal of Holy Family School

## **Communication/Family & Community Engagement**

## *Holy Family School developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.*

|  |  |
| --- | --- |
| ***Communication Method*** | ***Responsible Party*** |
| Local TV, radio, and newspapers  | Administration |
| School website – clearly providing information for reopening | Administration |
| Social media platforms | Administration |
| Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance:* Printed signs
* Vinyl decals on floors, as needed
 | Administration/ Building Maintenance |
| Weekly newsletters sent home | Sr. Christina |

|  |  |
| --- | --- |
| ***Communication Method*** | ***Responsible Party*** |
| School Messenger  | Sr. Christina |
| Emails to parents/guardians | Administration/ Teachers |

1. Holy Family School will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
	* + Handout sent home before school starts for parents and students
		+ Links to videos to watch with proper instruction
		+ Teacher training in the classroom
		+ Signage
2. Holy Family School will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
* Students/teachers/staff/visitors will be responsible for supplying their own masks. In the case that a mask becomes soiled or damaged, the school will maintain an acceptable extra supply.
* Disposable Gloves will be provided for teachers in the classroom.
1. All other concerns can be directed to our school principal who will answer questions regarding COVID-19 from:
	* + Students
		+ Faculty
		+ Staff
		+ Parents/Legal guardians

## **Health & Safety**

1. Holy Family School has reviewed and considered the number of students and staff allowed to return in person.
* We have limited the class size to ensure proper social distancing (6 ft.) and applied protective barriers where applicable.
* We have limited the before and after school program to Holy Family students only.
* We have cancelled the nursery school enrollment program.
1. Holy Family school met with school stakeholders in developing their reopening plan.
	* School stakeholders: administrators, faculty, staff, parents/legal guardians
2. Holy Family has developed a ***communications plan*** for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
* Please refer to *communication plan identified in the Communication/Family Engagement Section of this document.*
1. Holy Family has a written protocol developed in collaboration with the West Genesee district and the school nurse to instruct staff to ***observe for signs of illness*** in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

10. Holy Family School has appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

**Respiratory Hygiene**

It is important to perform proper respiratory hygiene as COVID-19 spreads from person to person in droplets produced by coughing and sneezing.

Students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue properly. Tissues and no touch trash cans will be provided in each classroom and common areas.

If no tissue is readily available, using the inside of the elbow (or shirtsleeve) to cover the mouth and nose is preferable to using the hands.

Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

#### **Daily Health & Temperature Screenings**

1. Holy Family has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students:
* Daily temperature screenings of all students will be performed prior to coming to school. Daily temperature and screening questionnaire for all staff will be performed upon arrival at school with periodic (at least once weekly) use of the screening questionnaire for students.
* Parents/guardians and school staff will be instructed that any student or staff member with a fever of 100.0 F or greater and/or symptoms of possible COVD-19 virus infection must stay home.
* In person temperature screening will be performed for any student(s) when parent/guardian is unable to perform the screening at home. NCIT will be used for in person temperature screening.
* Persons conducting in person temperature screening will be trained in proper procedure and personal protective measures including appropriate use of PPE (gloves, face mask, face shield) and proper hand hygiene.
* Students awaiting screening will be supervised, socially distanced and treated in a confidential manner.
* Screening questionnaire will include COVID-19 symptom list per CDC/NYSDOH and will be updated as needed.
* Fever (100.0 F or greater)/ or chills;
* Cough;
* Shortness of breath or difficulty breathing;
* Fatigue;
* Muscle or body aches;
* Headache;
* New loss of taste or smell;
* Sore throat;
* Congestion or runny nose;
* Nausea or vomiting;
* Diarrhea

A screening questionnaire will also determine whether an individual has:

Tested positive through a diagnostic test for COVID-19 in the past 14 days;

Experienced any symptoms (as listed), of COVID-19 including temperature of 100.0 F or greater in the past 14 days;

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 had symptoms of COVID-19.

Traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days

\* Staff members will be informed of all COVID-19 signs/symptoms as listed in screening questionnaire and in addition will be instructed to observe students or other staff members for signs of any type of illness such as:

* Flushed cheeks;
* Rapid or difficulty breathing (without recent physical activity);
* Fatigue and/or irritability;
* Frequent use of the bathroom

Students exhibiting any of these signs should be sent to the school health office for assessment by the school nurse. Per guidance,

1. Holy Family requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.
2. Holy Family requires all students or staff with a temperature, signs of illness, and/or a positive response to the Holy Family questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
	* if a school nurse is not available, school designee will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 (that are not explainable by a chronic health condition) for follow up with health care provider.
3. Holy Family requires all visitors, guests, contractors, and vendors entering the school to follow all Holy Family health screening guidelines.

9. Holy Family School reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

* **When to Stay Home – Parent/Guardian Information**

Please observe your student daily, for any of the following signs and symptoms of COVID-19.

\*Fever (100.0 F or greater), or chills

\*Cough

\*Nasal congestion/Runny nose

\*Sore throat

\*Shortness of breath or difficulty breathing

\*Diarrhea

\*Nausea/Vomiting

\*Fatigue

\*Headache

\*Muscle or body aches

\*New loss of taste or smell

 \*\*\*\* Please be aware of the following symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) a condition shown to be associated with COVID-19.\*\*\*\*\*\*

\*Fever

\*Abdominal pain

\*Vomiting

\*Diarrhea

\*Neck pain

\*Rash

\*Bloodshot eyes

\*Feeling extra tired

If your child has any of the above signs or symptoms, please call your health care provider or bring them to an urgent care facility for further evaluation.

**Note: Call 911 if anyone in your household shows any of the following emergency warning signs:**

**\*Trouble breathing \*Persistent pain or pressure in the chest \*New confusion \*Inability to arouse. \*Bluish lips or face \*Severe abdominal pain**

#### **Hand Hygiene Plan**

Holy Family School has staggered hand washing times for students and staff. We have also increased hand hygiene to include:

* Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
* Use of alcohol-based hand sanitizers (60% alcohol or greater)
* We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces
* Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

Holy Family provides the following:

* Facilities and supplies for hand washing including soap and water;
* Paper towels and touch free paper towel dispensers where feasible, air dryers have been removed and disabled from all buildings;
* No-touch trash cans;
* Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
* Time in the schedule to allow for frequent hand washing; and
* Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

All students and staff should wash hands/use hand sanitizer, as follows:

* Upon entering the building and each classroom;
* After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
* Before and after snacks and lunch;
* After using the bathroom;
* After helping a student with toileting;
* After sneezing, wiping or blowing nose, or coughing into hands;
* Upon coming in from outdoors; and anytime hands are visibly soiled.

#### **Respiratory Hygiene Plan**

* All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Holy Family provides tissues in each classroom and common areas.
* No touch/floor pedal trash receptacles are available in each room and common area.
* If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
* Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Holy Family reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

Holy Family defines social distancing as keeping a six foot space between yourself and others.

Holy Family has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our school is taking are listed below:

* The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
* We implemented the following arrival plan:
	+ All students enter from the main entrance and follow the signs to their respective classrooms.
* District Drop off plans:
	+ School buses will drop off at main entrance & students will exit bus and maintain social distance while walking into school.
* Reduce in-school movement where possible:
	+ Classrooms are cohorted with same teachers.
	+ Assigned times before snacks and meals to go to restrooms and wash hands.
* Holy Family has turned desks to face the same direction in classrooms, including staff members for grades 1-6.
* Holy Family will open windows to improve ventilation.
* Holy Family has had an independent company come in and ensure adequate external ventilation and change all air filters and ensure ducts are clean.
* Holy Family will keep individual student belongings separated and limit use of shared supplies to one group of students, clean between use by cohorts of students;
* Utilize to every extent possible digital options

#### **Restricted Areas**

We are limiting gathering in small spaces ( faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings;

Holy Family will not utilize playgrounds until proper safeguards are in place. We are staggering outside play rather than allowing multiple classes to play together. We will have students wash hands before and after touching items eg. a kickball and keep 6 feet of space from other children as much as possible.

We are canceling all extracurricuar activities (afterschool) and nursery school classes.

We are not allowing visitors, including parents, at this time.

Holy Family has offered virtual training accommodations to all students who are at high risk or live with a person at high risk.

* It is important for parents/ guardians to work with their child’s healthcare providers so that an informed decision can be made on how best to meet the child’s needs at school while protecting their health and safety. Please contact Holy Family School nurse so we can coordinate accommodations for your child.
* If you are choosing to not send your child to school, we will provide remote instruction.

**Face Coverings**

* Holy Family is requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

Holy Family follows [OSHA COVID-19 guidance for its employees](https://www.osha.gov/Publications/OSHA3990.pdf) along with the [guidance put forth by the CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html) in partnership with our local health department.

* Cloth face coverings are meant to protect people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
* Faculty, staff and students will provide their own face covering.
* Holy Family is ensuring we have adequate supplies of PPE.
* Holy Family requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:
* Whenever they are within 6 feet of someone
* In hallways;
* In restrooms; and
* In other congregate settings
* Holy Family provides acceptable face covering to employees and students if they forget their own, or theirs becomes damaged or soiled and we have an adequate supply in case of need for replacement.
* Holy Family does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, we cannot be required to do so.
* Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, scheduled breaks will be built in to the daily schedule.
* Face coverings should not be placed on:
* Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
* Anyone who has trouble breathing or is unconscious; or
* Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
* Holy Family provides instructions to all students, parents/guardians and staff, contractors and vendors on:
* The proper way to wear face coverings;
* Washing hands before putting on and after removing their face covering;
* Proper way to discard disposable face coverings;
* The importance of routine cleaning of reusable face coverings; and
* Face coverings are for individual use only and should not be shared.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

To ensure safety, these students will be maintained at 6 ft. distance.

* **How to Safely Wear a Cloth Face Covering:**
	+ Wash your hands before putting on your face covering.
	+ Put the face covering over your nose and mouth and secure it under your chin.
	+ Try to fit it snugly against the sides of your face.
	+ Once in place, don’t touch the face covering, and if you do, wash your hands or use hand sanitizer.
	+ Touch only the ear loops or ties when removing the face covering. Once removed, wash your hands.

12. Holy Family has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

* Holy Family school nurse will notify the West Genesee Medical Director and DOH.
* Holy family will follow the recommendations of the DOH.

**Management of an ill person**

* Students and staff with signs/symptoms of illness will be sent to health office for assessment by the school nurse.
* If it is determined that a staff member has a fever and/or symptoms of COVID-19 or any other positive response to the screening questionnaire, he/she will immediately be sent home with instructions to follow up with a health care provider.
* If it is determined that a student has a fever and/or symptoms as described in the screening questionnaire, he/she will be placed in a dedicated isolation room or area separate from others. Parent/guardian will be called and instructed to pick student up from school.
* While in isolation room or area, student will be supervised by an adult while awaiting transport to home. Student and supervising adult will wear a protective face mask and will maintain a physical distance of 6 feet. When necessary, isolation room/ area may be occupied by more than one student experiencing symptoms of COVID-19 when those students will be separated by distance of 6 ft.
* Students will be escorted from isolation area to the parent/guardian.
* Parent/guardian will be instructed to follow up with their health care provider for evaluation and instruction regarding COVID-19 testing. If they do not have a health care provider, parent will be instructed to follow up with local clinic or urgent care center for same.
* In addition to symptoms of COVID-19, parent/guardian and school staff will be made aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), associated with COVID-19. Parent/guardian will be notified if their child shows any of the following symptoms at school and will be instructed to follow up with a healthcare provider:
* Fever
* Abdominal pain
* Vomiting
* Diarrhea
* Neck pain
* Rash
* Bloodshot eyes
* Feeling extra tired

School staff will call 911 for emergency transport for any student or staff member showing any of these emergency warning signs of MIS-C, COVID-19 or other concerning signs:

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to arouse

Bluish lips or face

Severe abdominal pain

WG School Health Personnel assessing ill persons suspected of having COVID-19 will use transmission based precautions and appropriate Personal Protective Equipment which includes:

\*N95 respirator masks that are fit tested if available

\* face masks (disposable surgical masks)

\*eye protection or face shields

\*gloves

\*disposable gowns

 **Medically Vulnerable/High Risk Groups:**

Staff members or students in the following groups are at increased risk from COVID-19 and may need added or alternative provisions for social distancing. Recommend persons in these groups should consult with their healthcare provider regarding prevention:

Individuals aged 65 or older

Pregnant individuals

Individuals with underlying health conditions including but not limited to:

Chronic lung disease or moderate to severe asthma

Serious heart conditions

Immunocompromised

Severe obesity (BMI of 30 or higher)

Diabetes

Chronic kidney disease undergoing dialysis

Liver disease

Sickle cell anemia

Children who are medically complex, who have neurologic, genetic, metabolic conditions or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Children with special needs or who are medically fragile may not be able to maintain social distancing, hand and or respiratory hygiene, or wear a face covering. Recommend parents/guardians work with their child’s health care provider to make informed decisions on how best to meet child’s needs at school while protecting their child’s health and safety.

Alternate plans may include:

Additional PPE for staff caring for students - face mask; face shield; gloves; disposable gown if necessary)

Assigning only one staff member to care for student;

Decreased students in a classroom, alternating schedules, and provision of related services to an individual instead of a group setting.

**Note:** Staff members working with students needing to visualize area around the mouth, including but not limited to those students who are hearing impaired or ELL, will be provided with alternative type clear face mask with full face visualization.

**Aerosol Generating Procedures**

Per CDC, 1 out of 12 children has asthma. As symptoms of COVID-19 may overlap with asthma, students experiencing a cough and shortness of breath should not attend school unless approved by a health care provider.

\*During the COVID-19 pandemic, CDC recommends that respiratory medications utilizing metered dose inhalers (MDI) with a spacer or valved holding chamber, be used over nebulizers whenever possible. The use of MDI’s (with or without the spacer or valved holding chamber) is not considered an aerosol-generating procedure. **Nebulizer treatments at school should be reserved for children who cannot use** **a metered dose inhaler.**

If nebulizer treatment is needed, all health care workers will wear appropriate PPE, including:

 \*gloves

\*N95 respirator (fit tested)

\*eye protection

\*medical or surgical face mask with face shield (if respirator not available)

\*disposable gowns

\*Treatments such as nebulized medication treatments should be conducted in a room separate from others, with nursing personnel wearing appropriate PPE.

\*Door to the room will be kept closed during nebulizer treatment.

* Once the nebulizer treatment is set up, nurse will remain 6 ft. away or more. If developmentally appropriate, the nurse could leave the room and return when the treatment is finished.
* Cleaning of the room must occur after treatment. Cleaning of the equipment will be performed per manufacturer’s instruction and according to Allergy/Asthma Network guidelines.
* Holy Family requires students and staff with symptoms of illness must be sent to the health office. Diana Rachfal, RN is available to assess individuals.
* If a school nurse is not available, Holy Family will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
* The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law7. The director of school health services, or other health professionals acting upon
* Holy Family requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff.

13. Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Holy Family will take the following steps:

* Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
* Opening outside doors and windows to increase air circulation in the area.
* Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
* Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
* Once the area has been appropriately cleaned and disinfected it can be reopened for use.
* Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
* Holy Family refers to the DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts
* If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
* If a separate room is not available, Holy Family will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,

To prevent the possible transmission of the virus to others while waiting for transportation home. The following steps will be taken:

* Students should be escorted from isolation area to the parent/guardian;
* The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
* Symptomatic students or staff members will follow CDC’s Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.
* If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Holy Family will call 911 and notify the operator that the person may have COVID-19;
* Holy Family staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
* Fever
* Abdominal pain
* Vomiting
* Diarrhea
* Neck pain
* Rash
* Bloodshot eyes
* Feeling extra tired

Staff must call for emergency transport (911) for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

* + trouble breathing
	+ pain or pressure in the chest that does not go away
	+ new confusion
	+ inability to wake or stay awake
	+ bluish lips or face
	+ severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community.

####

#### **Return to School after Illness**

14. Holy Family follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

* Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
* If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
* If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
* It has been at least ten days since the individual first had symptoms;
* It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
* It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath

For individuals who test positive for COVID-19 but never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test for COVID-19.

**\*Note regarding Quarantine per CDC recommendations:** Those individuals known to have close or proximate contact with person who has tested positive through a diagnostic test for COVID-19 or one who has had symptoms of COVID-19, will quarantine for 14 days after exposure, based on the time it takes to develop illness if infected. (Close or proximate contact is currently defined as within 6 feet for 10 minutes or more from 48 hrs. before the start of illness until isolation)

**\* Return to school in all instances, will be coordinated with Onondaga County Health Department**

#### **COVID-19 Testing**

Holy Family school complies with CDC guidance and will NOT conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the Onondaga County Department of Health Testing site.

* Locations currently include:
	+ Upstate University Health System
	+ WellNow Urgent Care Facilities
	+ East Syracuse Walmart Mobile Testing Unit
	+ Syracuse Community Health Center

#### **Contact Tracing**

16. Holy Family cooperates with state and local health department contact tracing. We will assist public health departments in knowing who may have had contact at school with a confirmed case by:

* Keeping accurate attendance records of students and staff members;
* Ensuring student schedules are up to date;
* Keeping a log of any visitors which includes date, time and where in the school they visited; and
* Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
* Maintaining confidentiality as required by federal and state laws and regulations.

School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

17. Holy Family will comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

Holy Family administrators will consider closing school if absentee rates impact the ability of the school to operate safely. Holy Family may choose to modify operations prior to closing to help mitigate a rise in cases. Holy Family will consult our medical director and/or the local department of health when making such decisions, if warranted.

18. Holy Family has protocol to clean and disinfect schools following CDC guidance.

**Cleaning and Disinfection related to illness**

Holy Family will adhere to CDC/NYSDOH guidance which recommends:

Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;

Opening outside doors and windows to increase air circulation in the area;

Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.

Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers and common areas.

Once the area has been cleaned and disinfected it can be reopened for use.

Individuals without close or proximate contact ( defined as within 6 ft. for at least 10 minutes from 48 hours before start of illness until isolation) with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

**\*Note: If a student or staff member shows signs/symptoms of COVID-19 or reports having tested positive for COVID-19, school administrator or his/her designee (District Medical Director) will notify the local health department to determine what steps are needed for the school community.**

Holy Family follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Holy Family cleaning includes classrooms, restrooms, cafeterias, libraries, school office.

To help with cleaning and disinfection the teachers will perform the following:

* Keep accurate attendance records of students and staff members;
* Ensuring student schedules are up to date;
* Perform normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
* Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
* Provide frequent disinfection of surfaces and objects touched by multiple people;
* We will keep all disinfectants out of the reach of children;

Teachers/environmental services will clean high touch surfaces frequently throughout the day. Examples of high touch surfaces include:

* Tables;
* Doorknobs;
* Light switches;
* Countertops;
* Handles;
* Desks;
* Phones;
* Keyboards and tablets;
* Toilets and restrooms; and
* Faucets and sinks.

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

Windows will be kept open throughout the day.

Environmental services cleans playgrounds per CDC guidance:

* High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
* Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer’s directions.

#### **School Health Office Cleaning**

* School health office cleaning must occur after each use of:
* Cots;
* Bathroom; and
* Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer’s directions.
* Disposable items will be used as much as possible.
* Pillows, if used, will be protected by disposable cover.
* Non- Contact Infrared Thermometer will be used to the greatest extent possible. PRN use of oral thermometer will include use of disposable thermometer probes. Otoscope use will include use of disposable otoscope specula.

19. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons

Holy Family *School’s evacuation drill protocols include:*

* Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site and will be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
* Modifications to Lockdown Drills may include, but are not limited to:
* Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
* Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing
* All students will receive instruction in emergency procedures and participating in drills while they are in attendance in-person
* Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.}

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

20. Holy Family will run Before and Aftercare programs will follow the same rules and regulations as the school.

## **Facilities**

General Health and Safety Assurances

* Holy Family will follow all guidance related to health and safety. This will include social distancing (6ft.), and cleaning frequently touched spaces regularly and disinfecting the building each evening.

Fire Code Compliance

* Holy Family is in compliance with the NYS Uniform Fire Prevention and Building Code as per the Fire Inspection documentation dated November 2019.

## **Child Nutrition**

1. Holy Family school will provide lunches to students through the West Genesee school district.

2. Holy Family school includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

* Holy Family will attempt to cohort similar food allergies together by grade level when possible.
* Holy Family will ensure that the students and families in a class are made aware of food allergy while maintaining patient privacy.
* Holy Family will ensure that if contact was made between a student and food allergen, that student is taken to nurse for further evaluation and necessary treatment.

3. Holy Family School has protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

4. Holy Family school will require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

## **Transportation**

1. Holy Family will provide busing information to the districts of the students that require busing.
2. Holy Family will provide a link to the districts busing safety plans.
3. Students will be encouraged to comply with the health practices that the public school that transports students to and from Holy Family have in place including face coverings.

## **Social Emotional Well-Being**

* Holy Family ensures that the well-being of our students and staff are addressed.
* Holy Family school has a licensed school counselor available.
* Holy Family will address how the school will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
	+ School counselor will reach out to families prior to start of school year to help with transition to new school environment.
	+ School counselor will provide one on one interaction and will explore other virtual options to ensure students are adjusting.
	+ School counselor will be available at scheduled times to provide counseling to students and adhere to safety measures as outlined in above plan.

## **School Schedules**

1. Holy Family reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.
* Grades K-6 will attend in-person school from 8am- 2pm.
* Pre-K in-person school will be offered as a 3 day or 5 day program from 8:30am-2:30pm
* Before and after school hours will be 6:30-8:30am and 2:00pm – 6:00pm.

## **Attendance & Chronic Absenteeism**

1. Holy Family will collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

* Attendance will be taken each morning when in-school or hybrid instruction in session.
* Attendance will be submitted to principal office.
* Teacher will check in each day with virtual learners to ensure daily attendance.

## **Technology & Connectivity**

1. Holy Family school will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence and provide sufficient access if needed.

We have sent a survey and will confirm upon opening that access is available.

We have the ability to provide tablets to students that need them.

2. Holy Family will provide devices and find a place to ensure internet access to students and teachers who currently do not have sufficient access.

We will work with the local libraries and local school districts.

## **Teaching & Learning**

1. Holy Family reopening plan includes a continuity of learning plan for the 2020-2021 school year for K-6 grade. Such a plan includes in-person, remote, and hybrid models of instruction.

* Holy Family will provide a 5 day a week (8am-2pm), full day K-6 in-person program that will maintain a safe school environment as per the NYSED and DOH guidelines.
	+ Classrooms will be kept small to ensure appropriate social distancing.
	+ Cohorts of students with same teachers will be used as often as possible
	+ Masks will be required with scheduled breaks.
	+ Teachers will provide instruction per the New York State Learning Standards.
* Holy Family will provide a remote option using a Virtual classroom experience for those who choose whether personal preference or for high risk individuals.
	+ A quarter commitment will be required to ensure the least disruption while running simultaneous in-person programs
	+ In the event, schools shut down, in-person classes will be converted to virtual class option in accordance with Governors orders.

2. Holy Family School reopening plan includes an educational program that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, or remotely.

3. Holy Family reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, or remotely.

4. Equity is at the heart of all school instructional decisions. All instruction will be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

 5. Holy Family school has a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology

* We use Email, telephone or online google classroom.

6. Holy Family will provide clear information about how progress will be communicated to parents and caregivers whether instruction is in-person, or remote.

* We will provide progress reports, feedback on online assignments and quarterly report cards.

7. Holy Family Prekindergarten programs will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. Holy Family will have a Continuity of Learning plan for in-person, remote, models of instruction.

* 1. Holy Family reopening plan includes a continuity of learning plan for the 2020-2021 school year for Pre-K. Such a plan includes in-person, remote, models of instruction.
		+ Holy Family will provide a 5 day a week (8:30am-2:30pm), full day Pre-K in-person program that will maintain a safe school environment as per the NYSED and DOH guidelines, limiting the classroom size to 10 students each.
		+ Holy Family will also offer a 3 day a week (8:30-2:30pm) full day Pre-K in-person program that will maintain a safe school environment as per the NYSED and DOH guidelines, limiting the classroom size to 10 students each.
		+ Holy Family will offer a remote Virtual classroom experience for those who wish for personal preference or for high risk individuals.
		+ In case of local or state closures, in-person model will convert to remote virtual model.
		+ Cohorts of students with same teachers will be used as often as possible
		+ Guidelines for the classroom will be followed based on NYS DOH and the CDC.