



*St. Christopher Catholic School...
Where Faith, Knowledge, and Leadership Begin*

St. Christopher Catholic School
COVID-19 Reopening Plan
2020-2021 School Year

2660 Niagara Falls Blvd.
Tonawanda, New York 14150

Phone: 716-693-5604

Email: school@saintchris.org

FAX: 716-693-5127

Website: <http://saintchris.org/school>

Reopening Plan for St. Christopher Catholic School

Tonawanda, New York

2020-2021 School Year

Name of School: St. Christopher Catholic School

Name of COVID-19 Administrator: Dr. Camille Pontrello

E-mail of COVID-19 Administrator: cpontrello@saintchris.org

Contact Phone of COVID-19 Administrator: 716.912.3378

Intended date of arrival of the first students: Wednesday September 9, 2020

Intended date of on-campus classes starting; Wednesday September 9, 2020

Date Plan Submitted: Thursday July 31, 2020

Name and Title of Person Submitting Plan: Dr. Camille Pontrello, Principal

I. General Guidelines:

The return of students, faculty and staff to school is predicated on ensuring the health and safety of all community members in and outside of school. Every measure must be taken to allow schools to reopen while taking necessary precautions to mitigate possible transmission of the Coronavirus.

The model to educate our students will be determined by Governor Andrew Cuomo based upon COVID-19 transmission rate data collected by the New York State Department of Health.

COVID-19 Transmission Rates	St. Christopher Catholic School Model
Option A Minimal - Moderate Transmission	In-Person: All students attend with prudent safeguards. Families with high risk health concerns may request special distance learning accommodations for their children. Medical documentation will be required with each distance learning request.
Option B High Transmission	Remote: Distance learning for all students.
Option C High Transmission	St. Christopher Catholic School Family Catholic Instruction (FCI): Students' parents/guardians choose the option whereas St. Christopher Catholic School will provide materials and consultation to teach their children.

Option A: In-Person Model

All students in grades pre-kindergarten 3 through eighth grade will attend school each day, Monday through Friday utilizing the protocols and procedures outlined in this document. Class sizes will be adjusted according to square footage requirements and will be kept as small as possible utilizing a co-teaching model among teachers and

teacher aids. In conjunction with Option A/In-Person Model, ***any family concerned with in-person learning due to high risk medical conditions will be afforded the opportunity for their students to virtually attend daily instruction through distance learning with proper medical documentation. The “family” is inclusive of nuclear family members of the student’s residential household(s).***

Option B: Remote Model

All students in grades pre-kindergarten 3, pre-kindergarten 4, and kindergarten through eighth grade will remain at home and participate in distance learning.

Option C: Family Catholic Instruction Model

At parents/guardians request, students in Pre-K through 8th grade will participate in learning with their parents/guardians while provided with instructional materials and consultation by St. Christopher Catholic School.

The pastor, school administrators, faculty, staff, parents, and school board members will have responsibilities to help ensure St. Christopher Catholic School will re-open safely in September.

II. Preparation for Return:

Communication with Families: In late July, families, parishioners, faculty, and staff received their first communication via school reach from the pastor and school administrators indicating our on-going, collaborative planning process. This process involved collaboration with the following;

- Diocese of Buffalo Superintendent Dr. Michael LeFever
- Focus Group comprised of similarly sized Catholic Schools and their administrators;
 - Mr. Christopher Gardon, Principal, Nativity of Our Lord Catholic School
 - Mrs. Mary Damico, Principal, Queen of Heaven Catholic School
- Sweet Home CSD Superintendent Mr. Anthony Day

This reopening plan will be presented to families, parishioners, faculty, staff and community members via our school website; <https://saintchris.org/school> enabling families to download and print. Paper copies will be available in the School Office.

Late August/early September, prior to the opening of school, remote forums via Google Meet, will be scheduled for all faculty, staff and families to review the plan expectations and address any questions or concerns. This may include but is not limited to;

- informational checklists, posters and videos identifying the symptoms of COVID-19
- How to detect symptoms in children and steps to take if someone in their family or in close contact with their family has developed symptoms or tested positive within 14 days.

Following the first three weeks of school, the administration in conjunction with the pastor, will conduct a follow-up remote forum with the same parties stated above to assess the successful implementation of the plan and make any necessary adjustments.

Updating of School-Wide Documents:

An addendum will be added to the following to include the guidelines contained herein to the following;

- The Student/Family Handbook
- The Faculty/Staff Handbook
- The School Safety Plan

Meeting Students/Staff Social and Emotional Needs:

- A full-time counselor will be on staff for the 2020-2021 school year to mitigate, but not be limited to, the following;
 - Feelings of uncertainty- will school be closed again?
 - Increased anxiety, especially separation anxiety
 - Learning to manage COVID-19 changes in policies and procedures
 - Assist with re-establishing routines, schedules, structure
 - Check-ins with students who struggled during the shut down
 - Frustration that they struggled with distance learning
 - Motivation
 - Missing connections with teachers/staff/friends
 - Family stressors; money, food, job loss, etc.
 - Health concerns
 - Academic struggles, getting back into the routine of full day school
 - Wifi issues, sharing devices, finding a quiet place to work
 - Lack of structure, scheduling, sleep patterns
 - Stressors for staff/faculty/administration;
 - managing student needs
 - state expectations
 - disengaged students
 - new responsibility of trying to “catch” students up
 - taking care of their own health and that of family members
 -

The counselor will partner with administration and the school nurse to prepare information to be disseminated to faculty/staff/families in the following manner;

- Covid discussion about safety measures the school is taking and why
- Information on what to do if someone is struggling (students, staff, family members)
- Information on how to keep their children or themselves safe while in school
- List of supports and contact information available at school and in the community

Additional Resources: Catholic Charities and the Sweet Home CSD, Family Support Center

Informing/Training Staff:

Staff meetings scheduled prior to the opening of school, late August/early September, will include;

- Training with our school nurse
 - detailed explanations of the staff's responsibilities for monitoring personal and student health
- Health and safety measures implemented as a result of the ongoing pandemic
- Training with our school counselor
 - Mental Health training
 - Trauma training
 - When and how to contact the counselor for assistance
- Structures and expectations for remote learning curriculum going forward

Identifying COVID-19 "At-risk" Staff and Students:

St. Christopher Catholic School parents/guardians and employees will provide information to school administrators regarding medical conditions accepted as high risk for contracting/being impacted by COVID-19 and potentially eligible for accommodations. Families and employees will be encouraged to self-identify and provide documentation of personal health conditions identified by medical professionals putting themselves at higher risk for contracting/being impacted by COVID-19.

Facilities Preparation:

- The capacity of each classroom will be determined in conjunction with our maintenance staff to maintain three foot spacing (16 sq. ft.).
- Classrooms will maintain six feet of physical space achieved by rearranging homeroom desks and removing non-essential classroom items with supportive indicators (colored tape) to reinforce proper spacing at all times.
- The capacity of large communal areas such as the Parish Center-Gymnasium and cafeteria will be determined to maintain 12 ft. and 6 ft. spacing respectively.
- Determinations will be made regarding installation of protective barriers required in each room to accommodate instruction that must take place with the three foot minimum distance between students/staff.
- Ventilation systems will be inspected to ensure maximum air circulation to mitigate virus transmission and ensure that cleaners/disinfectants do not pose health risk to students and staff as arranged by the Parish Business Manager and Maintenance Supervisor.
- Plumbing to be run/flushed to ensure fresh water supply to students/staff after long periods of no use to be conducted by maintenance staff
- Increased circulation of fresh, outdoor air in the building will be encouraged at all times throughout the school year.
- Stockpile required cleaning, disinfecting and PPE for staff and students for the start of the year.

III. Monitoring/Maintaining Physical Health and Well Being:

Communicating Safe Practices:

The school will identify and communicate practices enhancing the safety of all students and staff to include the following:

- Frequent and proper handwashing
- Use of face coverings (masks)
- Cough/sneeze etiquette (into one's elbow)
- Social distancing

The first week of school students will receive age-appropriate training regarding COVID-19:

- Symptoms
- Impacts/Possible outcomes
- Mitigation strategies
- Proper use of masking, proper use, removal and washing
- Social distancing (6 ft. distance)
- School-wide expectations and protocols

Appropriate signage will be displayed throughout the building promoting everyday protective measures and how to stop the spread of germs/virus with the aforementioned indicators.

Masking/Face Coverings:

Staff and students (except identified special education students) are required to wear masks/face coverings whenever they are within six feet of other students or staff members and no other means of mitigation is possible.

The school will provide employees with an acceptable face covering at no-cost to the employee. The school encourages employees to use any fabric face covering they may have as well. Face masks are to be professional and are not to have any offensive language or designs that would intimidate or frighten students.

Students will be expected to provide their own masks or approved facial coverings.

- **Masks must be navy blue or white to match the school uniform**
- **Masks may not have any offensive language or designs**
- **Masks may not have any teeth, fangs, or scary images**

Students without a mask/face covering will be provided with one upon arrival.

Masks/face coverings **must be worn when:**

- Entering the building
- While moving to and in any common areas, classrooms, hallways, school office, faculty room, supply rooms, restrooms, etc.
- When in school spaces occupied by more than one individual at a time

Masks/face coverings **DO NOT** need to be worn when:

- At least six feet of social distance is able to be maintained or at least three feet of social distance can be maintained and the individuals have a second means of transmission mitigation including physical barriers
- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants
- Employees are in their normal workspace while observing social distancing, or working alone within a workspace

**Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.*

Transparent face coverings provide the opportunity for visual cues and should be considered as an alternative for younger students, those who are hard of hearing and their teachers. Face shields are only an alternative when worn in conjunction with another type of facial covering. Masks with clear plastic covering over the mouth area may also be an alternative for those students who read lips or for whom the formation of letters and sounds must be visible.

Mask breaks: Should occur throughout the day when individuals can be six feet apart and ideally outside or with the windows open.

Handwashing/Hand Sanitizing:

- Hand sanitizing stations will be established in the two main entry ways and in shared spaces throughout the school.
- Each classroom will be provided hand sanitizer for student and staff use.
- All students will apply hand sanitizer every time they enter a new school space.
- Students and employees will engage in consistent hand washing at several times throughout the day.

Staying Home When Sick:

- All employees and students will be informed about the importance of staying home when sick
- All staff will participate in daily self-monitoring for symptoms of COVID-19
- All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do should they or a student present with such symptoms before the start of school
- Students will be trained to know and recognize possible symptoms of COVID-19 and what to do
- Per the CDC the range of symptoms may appear 2 - 14 days after exposure to the virus. People with the following symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell

Additionally, gastrointestinal symptoms such as nausea, vomiting or diarrhea

- All students, upon arrival, will have their temperature taken before proceeding to homeroom/class
- *Not used as a sole measure*, but we will ask parents to take children's temperatures and check for symptoms each morning before leaving home for school.
- **The school will identify a COVID-19 point person (School Nurse) to whom employees will report individuals potentially exhibiting symptoms for COVID-19 and appropriately respond to such reports**

Responding to Symptomatic Students/Staff:

Staff will report individuals potentially exhibiting symptoms for COVID-19 directly to the School Nurse. If it is necessary for the individual to be sent home, the school nurse will contact the family and inform the administration.

- Staff, students, and families will be informed NOT to report to school if they are exhibiting symptoms
- Any employee who has symptoms or may have been exposed to COVID-19, is living with someone diagnosed or is themselves positive for COVID-19 shall immediately report this to the administration and seek proper medical attention
- All staff and students will follow NYS DOH guidelines of ten days of isolations following "close contact" with someone with a confirmed case of COVID-19. "Close contact" defined as being within six feet of someone confirmed positive or for ten minutes or more
- The corner office on the middle floor, between Rooms 107 and 109, will be designated the COVID-19 Isolation Room, apart from the Health Office
- The faculty bathroom diagonally across from the COVID-19 Isolation Room will now be designated the COVID-19 bathroom for anyone in isolation
- Any student or staff member that screens positive for COVID-19 symptoms or close contact will be sent home with instructions to contact a healthcare provider for assessment and testing
- The student or staff member may return after self-quarantining and self-monitoring for 10 days after the onset of symptoms or upon receipt of a negative COVID-19 test result or from a positive test if asymptomatic

Signage:

Signage will be placed around the school building and at all entrances and exits to provide directives and hygiene advice and reminders. Topics include but are not limited to;

- Symptoms of COVID-19
- What to do if you think you have COVID-19
- Proper hygiene expectations including masking, social distancing, and hand washing

Visitors/Guests:

- All non-essential visitor access/entrance to the school building **will be limited**. This includes the following;
 - Parents/family members
 - Volunteers
 - Outside groups: Soccer Shots, guest speakers, etc.

- Tours for prospective families should be conducted via the video on the web page and include personal communications from office staff and administration
- Families needing to contact the school office should do so via phone or email as opposed to entering the building
- Families needing to contact teacher will email and schedule virtual (Zoom/Google Meet) meetings

IV. Cleaning/Sanitizing School Facilities:

Cleaning Staff:

- The increase of cleaning and required staffing
- Coverage of hours for cleaning staff must be expanded to include and allow for frequent cleaning throughout the day, especially of high-touch areas and monitoring and cleaning of restroom facilities. This is in addition to regular cleaning schedules that occur after school hours.
- Cleaning personnel will be provided with disposable gloves and masks to perform their cleaning and disinfecting duties as well as training on proper cleaning and disinfecting protocol.

Cleaning Products: The school will follow the hygiene and sanitization requirements from OSHA and the Centers for Disease Control and Prevention (CDC) and NYSDOH document; “Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19”

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf

Disinfecting products will be specifically labeled for SARS-CoV-2.

Cleaning:

A daily cleaning checklist will be in place for building custodial staff and cleaners.

- Deep cleaning will take place prior to students and staff being reintroduced to the building
- Regular cleaning and disinfecting practices will continue at the end of each workday
- *Daily* cleaning and disinfecting to be conducted in the following high-touch areas a minimum of 3x per day:
 - Communal work surfaces; office counters, microwave, coffee maker, refrigerator door handles, copy machines, break rooms, door handles, sink handles, drinking fountains, electronics, shared objects
 - Classrooms; toys, classroom objects, community play materials, community supplies, any shared objects or equipment (Chromebooks)
 - Physical Education: all equipment must be disinfected between each class (basketballs, volleyballs, etc)
 - Consider covering or restricting access to beverage vending machines as they would be considered high-touch areas requiring frequent cleaning

- Restroom Facilities:
 - Required cleaning minimum of 3x per day
 - A daily cleaning log documenting date, time and scope of cleaning must be posted on all doors.
 - Only 2 students allowed in a bathroom space at a time (or 50%)
 - Sinks and toilets must be marked for social distancing

- Health Clinic/COVID-19 Isolation Room:
 - Deep cleaning and disinfecting daily by custodial and cleaning staff

- Shared Classroom/Common Spaces:
 - Students will use hand sanitizer upon entering each common space
 - Teachers will sanitize shared high-touch areas in their classrooms such as door handles regularly
 - All materials touched/used by students during class must be sanitized when they leave the space and prior to another class entering the space. This includes, but is not limited to:
 - Student desks
 - Student chairs
 - Technology equipment
 - Tables
 - Shared musical instruments
 - Shared P.E. equipment
 - Shared materials, manipulatives, etc.(Maker Space)

V. Classroom/School Physical Configurations and Physical Distancing Guidelines:

St. Christopher Catholic School will implement all mandatory provisions established by NYSED and NYSDOH and other recommended guidelines with the expressed goal of providing all students and staff the opportunity to safely return to school on a daily basis, 5 days per week.

Classrooms:

All classroom spaces will include 2 forms of COVID-19 virus mitigation listed below, if 6 feet of social distancing cannot be maintained;

- Three foot distancing
- Masking
- Protective Barriers

Protective barriers will be installed where feasible to act as a second mitigation of transmission in addition to distancing and/or masking.

- Class sizes will be configured to maintain the lowest size possible in compliance with the recommended square footage per each physical space/room. (6' or 90 square foot area around each individual without masks, 3' space with masks and barriers)
- All unnecessary furniture (bookcases, tables, area rugs, pillows, upholstered seating, etc.) will be removed from rooms to create the maximum space possible between individuals and shared classroom space. Permitted items will be; student desk and chair, teacher desk and chair

- Create visuals and marking on the floor to reinforce social distancing and manage the flow of students in the classroom
- All students in grades K-8 will be seated at individual desks to the maximum extent possible
- Individual seating/desks from storage will be used to replace K-8 multi-student seating such as tables and chairs to the maximum extent possible
- Pre-K Tables may only accommodate 2 students per table, sitting on the same side of a rectangular table. Students must wear face coverings/masks and a protective barrier must be installed on each table as 6' distancing will be impossible
- All seating; Teacher and Students must face the same direction in the classroom, unless teacher seating is removed, or turned far away from the student seating areas to reduce transmission of droplets. Teachers may want to consider locating their desk in the back behind the student seating, or a back corner facing the wall
- The use of individualized seating will be used to the maximum extent possible. When not available, capacity at tables will be reduced to 2 individuals seated on the same side of a table with protective barriers installed for separation
- Students in Pre-K - 8 will remain in their homeroom location for all core academic classes there will be no movement of students from class to class for departmental, core academic instruction
- Teachers will move from class to class to mitigate transmission of COVID-19 unless special accommodations are necessary; i.e. physical education classes, selected art and music instruction, and to check out library books
- Special accommodations such as student rotations and smaller groups will be considered for art, music and library to allow for proper cleaning and disinfecting of shared items
- Textbooks; hard copy textbooks should not be assigned if electronic versions are available. Teachers will post assignments on **Google Classroom**
- Lockers may only be used to store coats and overshoes
- Student desks will contain all necessary folders and supplies for the assigned student
- All students should be provided with individual sets or materials to avoid sharing of common items; pencils, scissors, markers, etc.
- Avoid communal class boxes of tissues, request each child bring their own small package - an updated supply list will be sent home as well
- Teachers or Teacher Aides must follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups
- Remove centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.
- Family style eating will not be practiced
- Napping materials will be sanitized daily

Staff:

- All staff will wear face coverings/masks;
 - Whenever moving or standing
 - Whenever 6 foot spacing to others cannot be maintained or if another mediation such as plastic barriers are not in place
 - Whenever teaching due to increased likelihood of droplet transmission
- Staff may provide own masking or use school provided masks

Students:

- Special education students with an IEP or 504 may need special accommodations regarding face coverings/masks requiring an update to their IEPs or 504 Plans
- All students in grades Pre-Kindergarten - 8 will wear face masks;
 - When moving about the building, hallways, classrooms, restrooms
 - When moving about their classroom space
 - When entering, exiting or moving about the classroom
- *All students may remove masks when seated and physical distancing of 6 feet apart can be maintained or another form of transmission mitigation such as a protective barrier is in place*

Please note: Face shields offer an extra layer of protection, but may not be used as the sole face covering. Teachers or students for whom reading lips is an integral part of their education may be provided with special masks with clear plastic face spaces over the mouth area.

Art Classes:

- Art room sinks, props, drying racks, easels, shared materials and work spaces, etc. must be cleaned and disinfected between classes
- Ask students to supply individual kits of high touch supplies, scissors, markers, pens, pencils, etc. to limit sharing of supplies between students. These kits could be taken home and used should school return to remote learning
- Limit or discontinue use of hard to clean materials such as clay

Music Classes:

- Must maintain at least 9' of space per participant during activities requiring singing or forcible air displacement such as woodwind instruments this may involve using a larger space in the building or outdoors
- Use traditional classroom for small lesson groups
- Use larger communal spaces such as the cafeteria or gymnasium for band rehearsals
- Create smaller classes or ensembles from larger ensembles for practice or performances
- Spectators will not be allowed use live streaming or video conferencing to allow families to view events/concerts remotely

Physical Education:

- Use floor markings (9-12 feet apart without masks, six feet apart with masks) to ensure social distancing due to exertion and forceful expulsion of breath
- Maximize use of outdoor activities whenever possible
- Locker rooms will be closed, students to wear appropriate P.E. attire on designated P.E. days to eliminate the need to change clothes
- Redesign the curriculum for social distancing requirements to include activities such as; yoga, nutrition/health related topics and individual sports like golf
- Recognize that students engaged in fitness activities outside of school may demonstrate learning of physical education standards

- Develop a plan to clean/sanitize physical education stations and equipment in-between classes

Extra-Curricular Sports and Activities:

- The St. Christopher Catholic School Athletic Director will work closely with the Diocesan Director of Athletics who will determine the continuation of the athletic programming in WNY Catholic Schools and the protocols and procedures required for such participation

Restrooms:

- Lavatory usage will be reduced both in quantity and capacity. Usage will be regulated to a cap of 50% capacity at any one time and to eliminate student congregation in hallways. (Preferred 2 students at a time)
- Social distancing must be maintained at all times in the restroom
- Sinks and toilet areas will be covered or restricted if the social distancing protocols cannot be maintained

Staff Only Restrooms:

- Cafeteria restroom
- 3rd floor ("Top Floor") Faculty restroom
- Parish restroom located in the Rectory Office hallway (next to "Lift")

Student Only Restrooms:

- 3rd floor ("Top Floor") (boys/girls)
- 2nd floor ("Middle Floor") boys/girls
- Classrooms inside Pre-K and Primary rooms
- Lower Hall across from the Music room for boys/girls

Please note: the former faculty restroom located on the Middle Floor will now serve as the COVID-19 Isolation Room restroom and is NOT to be used by any other individuals

Large Common Areas:

- Cafeteria and parish center/gymnasium may need to be reconfigured to accommodate large group instruction or as additional classroom space for non-traditional instruction such as band rehearsals and P.E. activities
- School Office:
 - Students may not be sent to the office on errands
 - Faculty/Staff should limit visits as well, using phone or email
 - Staff Workspace: 2 copiers will be limited to one staff member each. Staff are expected to wipe down the work area and anything they touch prior to leaving the area

Hallways/Stairwells/Doors:

- *Teachers will move* about the building rather than entire classrooms changing classes at the bell to minimize the number of individuals in a hallway at any given time
- Signage will be posted to guide student/staff movement when classes are required to move to the gymnasium/parish center and the cafeteria to minimize bi-directional traffic. Movement patterns and signage will be posted to create unidirectional movement to the maximum extent possible
- The master schedule will be adjusted to stagger passing times of classes and their start times for P.E., lunch, and other possible classes, (Art, Music, LMC) to reduce the number of individuals in the hallways
- All magnetic doors will remain open during the school day
- P.E. students will use Religious Education doors/exit, down stairs on the Lower Hall (outside Music Room and Sensory Makerspace) to the Lower Hall restrooms.

Staircases:

There will be one staircase dedicated as the “UP” staircase and one dedicated as the “DOWN” staircase.

- The South Staircase (Main Office Entrance/”Link”) will be used only as an “UP” staircase
- The North Staircase (Rooms 108, 208, PK) will be used only as the “DOWN” staircase
- The small set of stairs going to the Principal’s office and main office near the School Store are the only exceptions that may be used for both up and down traffic

Safety Drills: Modifications to evacuation drill protocols may include, but are not limited to;

- Conducting fire 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
- Conducting lockdown drills in classrooms without “hiding”/”sheltering in place”, but provide an overview of how to shelter or hide in the classroom

School Lunches/Cafeteria:

- Provided the cafeteria can accommodate the number of students enrolled, lunch periods will be reduced to 3 - 4 twenty-five minute periods each day to reduce the amount of students in the cafeteria space at one time, and to mitigate the risk of talking and the emission of droplets during lunches
- If enrollment exceeds the square footage to accommodate the cafeteria then all student meals will be consumed in their homerooms. Bag lunches purchased through the lunch program will be brought to the students.
- Remove student microwave and restrict purchasing items in vending machines as they are high-touch hot spots
- Everyone will be required to wear a mask/face covering upon entering and departing the cafeteria and whenever they are not seated (purchasing lunch, cleaning up trash, etc.)
- Lunch time will serve as a mask/face covering break for students when seated

- Teachers will accompany their class via the procedures utilizing the ‘up” and “down” staircases when entering and exiting the cafeteria
- Strict adherence to scheduling for drop-off and pick-up will be required to allow time for cleaning and disinfecting of all chairs and tables in between lunch periods and to ensure classes are not congregated in the hallway waiting to enter the cafeteria
- Hot lunches will not be available from Sweet Home, they will provide a cold, bag lunch for those ordering, including Pre-K students whose lunch is included in their tuition
- Cafeteria Social Distancing:
 - Students will be seated two (2) per table, on the same side, with all students facing the same direction. No more than 2 chairs at each table
 - No more than 2 individuals to a rectangular table
 - Physical barriers must be provided for all lunch tables where less than 6’ of distancing cannot be maintained
 - Lunches purchased through Sweet Home will be dispersed from a cart, students will not enter the kitchen area
 - Students will be called to the cart one at a time to purchase their lunch to avoid waiting in line

Transportation Guidelines:

Transportation for students attending St. Christopher Catholic School is provided either by their families or the public school district in which they reside. Therefore, our students participating in transportation services will be subject to the procedures and protocols outlined by their residential district’s transportation plan.

VI. New AM Arrival Procedures:

Multiple entry locations will be utilized to minimize student/adult congregation, please see plan below:

- School buses will be assigned to a specific entry way for unloading students (Main Entrance)
- Students will be directed to enter the school one busload at a time
- The next bus may not allow students to depart until all students from the previous bus are inside the building
- Parents transporting their children to school will be assigned a specific entry point (Religious Education Door)
- Signage on the ground will indicate student spacing to stand while waiting to enter
- Students will follow signage to move to their arrival locations
- Students will be required to move directly to classroom locations

Designated Entrances:

Pre-K Entrance: Appropriate Signage will need to be attached to the outside of the building next to the double doors. Signage on the ground will need to be created indicating 6’ spacing of students/families to stand while waiting to enter.

The Pre-K doors will only be for Pre-K students. A minimum of 2 staff members will be required to monitor the entrance for AM arrival. Parents will be instructed to park in the center of the school parking lot as was the previous policy. Parents/Guardians will walk their child to the door, but will not be allowed to accompany the child into the building. ***All Pre-K students will***

have their temperature taken at the door in the presence of their family and use hand sanitizer as they enter the building. A child whose temperature is elevated will not be admitted and the family will need to take them home for monitoring. The school nurse and administration will be notified for additional contact and monitoring of the child's health.

Main Doors Entrance Foyer:

Appropriate Signage will need to be attached to the outside of the building and on a free standing sign approximately 2 feet inside the doors. Signage on the ground will need to be created indicating 6' spacing of students departing their bus to stand while waiting to enter.

These doors will be used for AM arrival bus students only. Public school transportation departments will need to be notified that arriving buses should make a larger loop up to the main entrance. Students will NOT have their temperature taken upon entering the school as the public schools will provide monitoring prior to students boarding their bus. ***A minimum of 2 staff members will monitor arrival at this entrance, making sure students use hand sanitizer as they enter the building.***

All students will proceed up the South Stairwell (Main Office Door/"Link") to homerooms upon arrival. There will be no communal waiting area. The South Stairwell (Main Office Door/"Link") is to be designated as the "UP" staircase and as such will also require signage and arrows.

Religious Education Entrance Doors:

Appropriate Signage will need to be attached to the outside of the building and on a wall directly facing the entrance. Signage on the ground will indicate 6' spacing of students/families to stand while waiting.

These doors will be used for AM arrival Car Rider/Drop Off students only.

A minimum of 2 staff members will be required to monitor the entrance for AM arrival. Parents will be instructed to pull into the loop in front of the church where they will be greeted by a staff member who will take the students' temperatures in their vehicle. Students will exit the vehicle and walk to the Religious Education doors, parents will not be allowed to accompany the children into the building.

All students will have their temperature taken in the presence of their family and use hand sanitizer as they enter the building. A child whose temperature is elevated will not be admitted and the family will need to take them home for monitoring. The school nurse will be notified for additional contact and monitoring of the child's health.

Once admitted, students will proceed up the stairs and directly through the gymnasium/parish center to the main entrance and up the South Stairwell to their homerooms.

Two staff members will be required to stay in the middle of the gym and one near the front staircase to monitor the flow of students through and down to the main foyer.

VII. New PM Dismissal Procedures:

Student departure will be staggered. It is expected that *these procedures will take longer* than in the past as we are mindful of maintaining social distancing and safety for staff, students and families and will communicate this change to families.

***Masks/face coverings are to be worn by everyone during dismissal procedures**

Bus Riders:

- Will be called by bus district and bus number (Starpoint, Sweet Home, etc.)
- Students will exit the building using the NORTH/DOWN Stairwell. Top floor students will exit using the Pre-K Door
- Students must move outside as quickly as possible heading immediately to their bus
- A staff member will be stationed on the landing between the Irvington Door and the PK Door to facilitate traffic flow and monitor student conduct
- Multiple staff members will be outside in the parking lot monitoring and assisting in the boarding of buses.
 - Transportation directives include students sitting in the order they will be exiting the bus, first stop drop-off sits in the front seats.

Please note: Once the buses have left the parking lot parents/guardians will be permitted to pull their vehicles into the school parking lot.

Car Riders/Pick-Ups:

Pre-K Door:

- Entry into the building is not permitted
- Classes must be dismissed one at a time
- Pre-K teachers and aides will devise a designated time schedule for their class to be dismissed once buses have left the parking lot
- Students must be taken to the door as parents/guardians are not to enter the building
- Classes must wait in their homeroom until the hallway/door is clear for the next class to walk to the exit doors minimizing the number of individuals in the hallway.

Main Entrance Doors:

- Entry into the building is not permitted
- Classes will proceed down the South Staircase (Main Office/"Link") (DOWN only at dismissal)
- Option 1: Students will be dismissed over the PA by family or household as the parents/guardians approach the doors
- Option 2: Classes must be escorted by a staff member and will be called to the doors over the PA system one by one starting with the youngest in kindergarten through eighth grade.

During dismissal (pick-ups) it is the staff members responsibility to verify the identity of the person to whom the student is being released.

- Faculty/Staff will request ID in the form of a driver's license if not familiar with the individual

- Any concerns will be brought to the attention of the office staff and administration
- Option 2 only: Staff members may not leave the dismissal door until all their homeroom students have been dispersed

KidsKare/After School Program:

- Appropriate staffing for school cohorts/family cohorts
- The use of large common areas such as the cafeteria for snack time will be monitored due to COVID-19 cleaning protocols and procedures
- Students attending the KidsKare after school program will remain in their classrooms or “cohorts” with the same students they were with throughout the school day
- If students are mixed, they will be grouped by family members only

VIII. Staff Policies and Protocols:

Addendum to the Faculty/Staff Handbook

General Staff Expectations:

The safety of our staff is a top priority. The following were designed to safely transition all staff to the workplace. Flexibility will be important. Please discuss concerns and needs as they evolve with Administration.

Travel: The request of New York State, at the writing of this, is that students, faculty and staff be advised to avoid unnecessary travel internationally or domestically (This can change as conditions warrant).

Access: Any faculty, staff or student that has engaged in travel that the CDC and New York State has indicated should be subject to a 14-day self-isolation must adhere to the requirements of that self-isolation. Please see the complete list of all states at:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Hand Washing/Hand Sanitizing and Respiratory Etiquette:

- Staff are expected to wash their hands regularly throughout the workday with soap for at least 20 seconds
- Hand sanitizer will be provided throughout the building and for your classroom and desk/workstation
- Staff are expected to cover their mouth and nose when coughing or sneezing

Face Coverings/Masks:

For the safety of others and yourself, staff must wear face coverings or masks in shared spaces

- All staff will wear face coverings/masks;
 - Whenever moving or standing
 - Whenever 6 foot spacing to others cannot be maintained or if another mediation such as plastic barriers are not in place
 - Whenever teaching due to increased likelihood of droplet transmission
- All staff must wear them when in hallways, bathrooms, or other areas where social distancing can be compromised

- A staff member sitting in an office, classroom or workspace, into which others do not walk, are not required to wear a mask. However, if another employee enters your space and comes within six feet of you, it is required that you also put on your mask
- *The school will provide employees with an acceptable face covering at no-cost to the employee.* The school encourages employees to use any fabric face covering they may have as well. *Face masks are to be professional and are not to contain any offensive language or designs that would intimidate or frighten students.*

Social Distancing:

- Workspaces will be spread out. Open office spaces require a distance of 6 feet between staff or use of physical barriers will be required
- Certain staff may be permitted to rotate work schedules using staggered shifts or every other day models to ensure social distancing, utilizing remote work options
- Limit in-person meetings; Use of email, virtual meetings or phone calls to communicate as needed. Where face-to-face meetings are needed practice proper social distancing protocols using larger spaces where people can be seated 6 feet apart from each other, wearing face masks as appropriate
- Avoid any physical contact such as shaking hands and hugging
- No congregating in break rooms, hallways, storage rooms or at copiers. Keep six feet apart and avoid visiting each others workspace if possible
- Visits to break rooms or faculty/staff rooms will be limited or avoided. Faculty/staff will be asked to consider eating lunch at their desks or outside
- Limit use of shared appliances; microwave, refrigerators, coffee makers, new office work space, etc. Be respectful of colleagues and wipe down areas you have touched or used
- Limit visits to the office, use email, phone or virtual conferencing whenever possible

Screening Expectations:

- **On a daily basis, all staff are expected to attest that they are self-monitoring/symptom free via daily checklist.**
- Employees will self-monitor daily for signs and symptoms of COVID-19
- Stay home if you are sick, especially when demonstrating COVID-19 symptoms
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If you believe you are experiencing any of these symptoms, please follow standard protocol in procedures for sick days. Employees should immediately call their healthcare provider for

further guidance. Please also follow the additional guidance related to Medical Leave listed below;

COVID-19: Accommodating high risk medical conditions/related leaves

- If you or someone in your household has been diagnosed with COVID-19, please notify administration as soon as possible, based upon the circumstances you may be placed on Medical Leave. All staff will be afforded any and all benefits provided under Federal or New York State laws and school benefits. Use of sick time, other benefits, and return to work options will be discussed with you individually
- St. Christopher Catholic School will notify the state and local health departments and cooperate with contact tracing efforts, while maintaining confidentiality as required by state and federal laws and regulations
- If you are out sick and being tested for COVID-19 you must follow your regular procedures for using sick days
- Upon providing documentation of testing for COVID-19 St. Christopher Catholic School will review your sick day accrual and reconcile against any sick time benefits afforded under the Family First Coronavirus Response Act or other state/federal benefits
- If you are at higher risk for developing severe illness from COVID-19 per the DCD, older adults, and people of any age who have serious underlying medications, and you are concerned about returning to work, you may request an accommodation. Please contact your administration and/or the parish Business Manager, Mrs. Marie Schwab
- The Family Medical Leave Act and Families First Coronavirus Response Act provide additional protections for employees who are sick, employees providing care for a family member who is sick, and employees who are home with their children because their school or place of car is closed/unavailable. Please contact Mrs. Schwab for additional information
- If you experience COVID-19 symptoms while at work, advise administration, the school nurse and consult a physician

This reopening plan will be posted on the St. Christopher R.C. Catholic Church and School website and also disseminated via a hard copy to all employees:

- All School staff, including maintenance, are expected to read and certify that they have read and understand these policies and procedures
- Continued training will be provided on an ongoing/as needed basis
- Employees who have questions or concerns regarding this plan should contact the school administration

VIII: Curriculum and Instruction

- Assess learning gaps from March 18, 2020 transition to Distance Learning with AIS Team (AIS Literacy, AIS Math, Exceptional Education (Special Education))
- Implement instructional interventions targeting learning gaps with full instructional team collaboration (Faculty, Teacher Aides, AIS Literacy, AIS Math, Exceptional Education)
- Vertical alignment planning for NYS Core Curriculum Learning Standards
- Ongoing formative assessment for progress monitoring purposes

- Summative assessment at trimester ends to assess progress
- Use of Google Classroom across Pre-K - 8 for ongoing collaboration with students and families for all Teaching and Learning Model Options A, B, and C

X. Remote Learning Plan

- Will be implemented via Google Classroom and Google Meet with comprehensive use of Google Suite for continuity and consistency in curriculum and instruction
- Regular communication between faculty and students, parents/guardians
- Regular communication via School Messenger, robo calls, Google Meet/Zoom, Conference Calls for the promotions of transparency and understanding to support school community through all transitions and current teaching learning model

