



**Diocese of Rochester  
Department of Catholic Schools**

*St. Michael School*

# **2020-21 Re-Opening Plan**

*July 2020*

## General Information:

**Name of School:**  
St. Michael School

**Address:**  
214 Keuka Street Penn  
Yan, NY 14527

**BEDS Code:**  
680601166202

**Principal:**  
Debra Marvin

### **PARTY RESPONSIBLE FOR REOPENING**

**Name:**  
Debra Marvin

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**Intended Start Date:**  
09/09/2020

**Date Plan Submitted:**  
07/31/2020

**Name and Title of Person Submitting Plan:**  
Debra Marvin, Principal

## Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

## Developing This Plan:

This plan was developed after building inspections were completed and with the guidance of the needs assessment survey information provided by families in a voluntary survey disseminated by the Diocese of Rochester. Parents and staff have also provided insight during the process. The plan was then reviewed by staff at the Diocese of Rochester, as well as a committee of parents, teachers, staff, building and grounds personnel, finance, and the Parish priest. Committee members included:

- Debra Marvin, Principal
- Father Leo Rhinehardt, Pastor
- Gary Pierce, Finance Manager
- Bonnie Basler, Building and Grounds for the parish
- Keith Prather, Teacher
- Caroline Boutard-Hunt, Parent, Educator for Cornell Cooperative Education
- Rachel Robak, Parent, paralegal at Alexander & Co.
- Mr. Lewis, Parent, Business Owner
- Dr. Robert Anderson, Parent/Physician

## 1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

**Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation

- *St. Michael School has a student population of less than 100 students. This provides opportunities to return to in-person with manageable scheduling, transitioning, and use of space.*
- *All spaces within the school have been measured and capacity determined using social distancing protocols. In areas of activities where social distancing protocols will not be able to be ensured, physical barriers will be used to ensure that students will be able to engage in instruction without the use of face coverings. This will also provide space for students to be able to take a break from the use of face coverings when necessary. Face coverings will be required in communal places such as hallways or when engaging in group activities where social distancing cannot be maintained. All spaces will be labeled with the social distancing numbers for that space.*
- *Transition throughout the building will be limited to use of the bathroom or transition for PE or outside activities. Face coverings will be used during all transitions throughout the building. Specials classes will be conducted within the individual classrooms, unless they are being conducted in the church hall or outside to ensure social distancing. Lunches will continue to be provided in the classrooms. Lunches will be prepackaged delivered to students from Penn Yan CSD or provided by the family if they choose.*
- *Students will be asked to bring a filled water bottle to school daily to reduce transmission between students. If a student does not have a water bottle, a disposable cup will be provided for them. If a student requires additional drinks, they will be given a disposable cup for use.*
- *Bathrooms will only be used by 1 student at a time. These areas will be cleaned at the beginning of each day, periodically throughout the day, and fully sanitized at the end*

of each school day. Students will be instructed to keep their mask on while using bathroom facilities to decrease the spread of germs to the mask by soiled hands.

- The school will be using a cohort system that will limit activities to grade-level classes or class groupings. The building structure provides the ability to direct traffic closest to the classrooms and limit interactions between grade-levels and improve transitions into the building. PreK will continue to use entrance #2 (office). Before and After care, Pre-School, K, and 1 will use entrance #3, and grades 2thru 5 will use entrance #5.
- All school-wide announcements/prayers will be conducted via the intercom or video. There will be no large group gatherings at this time. Upcoming events/activities and attendance at Masses will be determined based upon the safety protocols needed. When social distancing cannot take place, alternate methods of gathering will be used.
- Each student, staff, and essential personnel (paid and unpaid) will be required to have a clean face covering daily. If anyone is unable to provide face coverings, they will be provided by the school.
- A health/isolation area has been established at entrance 1. This area will be used to isolate any sick individual(s) until they are able to exit the building safely. Student health services are provided by the LEA, which is 2 blocks away. St. Michael school will follow health and safety protocols established by Penn Yan CSD regarding the triage of students who need to seek additional medical attention and guidelines for sending students home. These protocols will be shared with parents and staff. They will also be posted in the health/isolation area.
- The playground is secured by a fence and will be restricted for use by St. Michael students. It will be sanitized daily with playground sanitizing solution. Due to the small number of students, this will only need to be done twice a day (morning and mid-day,) but will increase when necessary.
- Transportation is provided by the LEA and all protocols for the district will be followed including daily self-certification via Penn Yan Central School District automated collection system. Approximately ¼ of St. Michael students use transportation provided by the LEA. All others are transported in personal vehicles. It was indicated in the needs assessment that transportation would not be an issue if transportation was cancelled by the district of residence.

**Social Distancing:** Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities

- Ensure 6 ft. distance between all individuals, unless safety or core function of the work/activity requires a shorter distance. Any time any individual is less than 6 ft. apart from one another, an appropriate/acceptable face covering must be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity

- *Posted social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. all entrances, reception areas, bathrooms)*
- *Limit in-person gatherings as much as possible and use videoconferencing (or other virtual meeting platforms) whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants if possible, if not, a virtual format will be used*
- *Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose. However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work.*
- *Employees and essential personnel (paid and unpaid) will always wear face coverings when interacting with students and staff when they cannot practice social distancing.*
- *Employee and student groupings are as static as possible by having the same group of students stay with the same staff member(s) whenever and wherever possible. Group size will be limited to 50% capacity.*
- *Students will have minimal contact with individuals outside of their cohort groupings to the greatest extent possible*
- *Staff changes and rotations to student groups will be minimized to the greatest extent possible, unless such rotation is necessary to safely supervise students and due to unforeseen circumstances (e.g. staff absence)*
- *The use of small spaces is prohibited (e.g. offices, storage areas, vehicles, or restrooms) by more than one employee at a time, unless all employees in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant*
- *Staff must minimize the congregation and gathering of staff in any and all areas*
- *The school will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. hallways during drop off and pickup).*
- *The school will put in place measures for student drop-off and pick-up procedures to allow for strict social distancing of six feet between parents/guardians and employees.*
  - *Parents/guardians are not permitted to spend an excessive amount of time at the school when dropping or picking their child up*
- *The school will establish staggering arrival and drop-times for students and staff.*
- *All efforts will be made to ensure social distancing during dismissal and limit parents coming to the building entrances for pickup. Parent, guardian, caregivers should wear face coverings when picking up children at dismissal.*
- *Students and staff will be assigned a designated entry and exit point to minimize the number of people using one entrance or exit at any one time.*
- *The school will post signs throughout the site, consistent with DOH COVID-19 signage.*
- *For all extra-curricular activities, the school must keep stable groups of students separated; focus on activities with little or no physical contact; and encourage activities that involve less physical closeness or involve shared equipment that cannot be cleaned and disinfected between uses. Encourage activities that are of low risk,*
- *The school will ensure adherence to hygiene and cleaning protocols*

**PPE and Face Coverings:** *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

*Students-*

- *Ensure students have access to PPE and receive training on proper use and disposal.*
- *Provide PPE when students do not have proper protection*
- *Face covering must meet CDC guidelines and may include cloth covering that cover both the nose and mouth. Plastic face shields will be available for use during appropriate times.*
- *Establish entry points/exit points for student cohort groupings.*
- *Encourage use of technology, use virtual tools and less sharing of paper.*
- *Installation of barriers in instructional/work areas where social distancing is not possible or to allow scheduled times for no masks such as during lunch, individual work times, and breaks.*
- *Aid with routine sanitation of personal, workspace, and play areas.*
- *Breaks/Meals must be done in isolation, with the use of barriers, or in spaces where social distancing can be practiced.*

*Employees/Essential personnel (paid and unpaid)-*

- *Ensure employees/essential personnel (paid and unpaid) have access to PPE and receive training on proper use and disposal.*
- *Provide PPE when employees/essential personnel (paid and unpaid) do not have proper protection*
- *Face covering must meet CDC guidelines and may include cloth covering that cover both the nose and mouth. Plastic face shields will be available for use during appropriate times.*
- *Establish entry points/exit points for employees/essential personnel (paid and unpaid).*
- *When possible, stagger lunch and break times.*
- *Encourage use of technology, use virtual meetings and less sharing of paper.*
- *Installation of barriers in offices and instructional/work areas where social distancing is not possible.*
- *Provide proper equipment for sanitation of personal & workspaces.*
- *Breaks/Meals must be done in isolation or in species where social distancing can be practiced.*

*Visitors-*

- *Visitors are restricted in the building during school hours.*
- *Hold virtual parent meetings.*
- *Restrict use of facilities by outside organizations.*
- *Visitation policy-post/share on social media platforms, websites, and entrances.*

- Anyone requiring access to the school during the day must have an appointment, complete a self-certification form, and have proper face covering.
- The office will retain all self-certification forms for contact tracing purposes.
- Face covering must meet CDC guidelines and may include cloth covering that cover both the nose and mouth. Plastic face shields will be available for use during appropriate times.
- Every attempt to schedule building services or meetings (that cannot be held virtually) before or after school will be made to decrease the number of people in the school during operational hours.

**Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

### **Instructional Program Options**

#### **Plan A- School is open for all with restrictions and requirements**

St. Michael School students will receive in-person instruction, five days per week. For those students who are unable or uncomfortable attending in-person instruction, a home learning plan will be provided so that, with parent support, the child can continue to receive instruction while at home. St. Michael School teachers will be utilizing a variety of materials (physical, digital, etc.) to support their content instruction for the in-person learning environment that can be easily translated into a home learning plan, should the need arise where a partial or complete school closure is required.

#### **Plan B-Hybrid Instruction**

St. Michael School students would attend on an alternating schedule. Students will be divided into two cohort groupings that would provide virtual instruction on with Tuesday-Thursday or Wednesday-Friday and everyone in a virtual learning environment on Mondays. This would limit the number of students in the building at any given time allowing for greater social distancing.

- Virtual-The school will live stream classes as they transpire where applicable and where appropriate
- If live streaming classes as they transpire is not applicable or appropriate, the school will provide recorded instruction and materials in paper or digital format Support for the students learning needs will occur through a virtual meeting application, telephone or by other communication as per the needs of the individual family.
- Arrangements will be made on an individual basis for diagnostic and assessment purposes to ensure that students are on-track with learning benchmarks.

#### **Plan C- School building is closed- Distance Learning Plan will be implemented for all students and staff.**

- No students or staff are reporting
- All academic and support is provided virtually online and paper based
- Remote/Distant Learning will take place
  - Staff Scheduling for Preparation
  - Printed Materials
  - Zoom/Google Meet Times
  - Consistent Distance Learning Platforms
  - Materials Needed
  - Communication Plan/Student Outreach
  - Lunch Meal Distribution

**Our current plan is to focus on plan A with virtual learning options for those at higher risk of Covid-19 infection.**

### **General Education Class**

- Groups of students will be divided into grade-level cohorts to limit exposure of students to the larger school population.
- Upon entry into the classroom, students will be required to sanitize their hands and be wearing their masks.
- Face coverings will be strongly encouraged to be used throughout the day.
- Students may remove their masks at the discretion of the instructor.
- Masks will be required in the classroom when social distancing cannot be maintained (small group activities and play).
- Social distancing (maintaining six feet between individuals) will be observed as much as possible.
- Visual reminders such as taped areas and posters will be in each classroom.
- Classes will favor activities that require little to no physical contact with others and minimizing the use of shared equipment as much as possible.
- Workspace and equipment will be disinfected after each use by the teacher or essential personnel (paid and unpaid).
- The school maintenance worker will conduct thorough cleaning and sanitation of equipment and the gym space daily after school.
- No drinking fountains will be used; instead, students will be asked to bring individual water bottles; if students do not bring individual water bottles, small disposable cups will be provided
- When possible, students will refrain from using the school-wide bathrooms. Pre-School, Pre-Kindergarten, and kindergarten will use the restrooms in their classroom to the greatest extent possible.
- Students will possess individual supplies and the use of shared materials will be minimized.
- Classrooms will be equipped with medical-grade air-filtration systems to filter the air when windows cannot be open in the classroom.
- Classroom doors may remain open to limit the touching of doors and door handles.

### **Gym Classes**

- Gym classes will be by grade-level cohort to limit exposure of students to others.
- Social distancing (maintaining six feet between individuals) will be observed as much as possible. As per NYS Guidelines, during indoor aerobic activity, students will maintain 12 feet whenever possible.
- Weather permitting, classes will be held outside.

- *When students are unable to be outside, the church hall will be used for PE classes. When necessary, PE classes may be held in the classroom with a focus on health and wellness activities in lieu of physical activity.*
- *Tape will mark the gym floor to help ensure social distancing during seated lessons and warmups.*
- *Gym classes will favor activities that require little to no physical contact with others and shared equipment as much as possible; units and lessons will be determined by the gym teacher with support from the school principal.*
- *Students will wear their PE uniform to school on gym days and remain in them throughout the day.*
- *Equipment, including playground equipment if used for PE classes, will be disinfected after each use by the PE teacher; the school maintenance worker will conduct thorough cleaning and sanitation of equipment and the gym space daily after school.*
- *No drinking fountains will be used; instead, students will be asked to bring individual water bottles; if students do not bring individual water bottles, small disposable cup will be provided.*

### **Music Classes**

- *Music classes will be by classroom cohort to limit exposure of students to others*
- *Classes will be held in the homeroom to limit interactions between other cohort groups.*
- *Social distancing (maintaining six feet between individuals) will be observed as much as possible. As per NYS Guidelines, during indoor singing activity, students will maintain 12 feet whenever possible. Face coverings/shields will be used when appropriate if social distancing cannot be maintained. Non-vocal music activities will be used when necessary.*
- *Alternate locations to hold classes when social distancing cannot be achieved, may include the use of outdoor space or use of the church hall.*
- *Tape will mark the classroom floor to help ensure social distancing during lessons*
- *Music classes will favor activities that require no physical contact with others and limited shared equipment. Equipment cleaning will occur after each use, units and lessons will be determined by the music teacher with support from the school principal.*

### **Art Classes**

- *Art classes will be by classroom cohort to limit exposure of students to others.*
- *Classes will be held in the homeroom to limit interactions between other cohort groups.*
- *Social distancing (maintaining six feet between individuals) will be observed as much as possible.*
- *Tape will mark the classroom floor to help ensure social distancing during lessons.*
- *Art classes will favor activities that require no physical contact with others and limited shared equipment. Equipment cleaning will occur after each use, units and lessons will be determined by the art teacher with support from the school principal.*

### **Library Classes**

- *Library classes will be by classroom cohort to limit exposure of students to others.*
- *Classes will be held in the homeroom to limit interactions between other cohort groups.*

- *Social distancing (maintaining six feet between individuals) will be observed as much as possible.*
- *Tape will mark the classroom floor to help ensure social distancing during lessons.*

**Cafeterias:**

- *St. Michael School does not utilize a cafeteria. Students will continue to have lunches within their classrooms where they are monitored by their teacher or essential personnel (paid and unpaid).*
- *School lunches are provided by our LEA, Penn Yan Central School District. Lunches will be packaged individually and delivered to the school for distribution in the classrooms.*
- *Parents will continue to have the option to send a lunch that has been prepared at home and brought to school by the student.*
- *NO food will be shared between persons in the building.*
- *Student desks will be thoroughly cleaned before and after meals or snacks.*

**Gymnasiums and Worship Spaces**

- *St. Michael School does not utilize a gymnasium. Physical activities either take place outside or within the church hall space.*
- *Church hall space will only be used when the weather does not permit being outside and classroom space does not meet the needs for instruction.*
- *The church hall will be sanitized at the beginning and end of the day. Cleaning throughout the day will occur between classes based upon need and the activity taking place.*
- *Worship space will be used limitedly. Whole-school worship services will be postponed. Masses can be viewed virtually within the classroom setting.*
- *When the school resumes attendance at Mass, it will occur one class at a time to ensure proper distancing and decrease exposure to community members.*
- *All Parish protocols will be followed when attending public Masses.*

**Outdoor Play Spaces:**

- *Use of the school playground will be restricted to the students of St. Michael School during school operating hours.*
- *Strict sanitation protocols will be followed per CDC guidelines for playgrounds.*
- *Use of sanitizers, specific for playground equipment, will be used at the beginning and end of each day, as the sanitizer is rated for use up to 500 people for a 20-hour period. Additional cleaning and sanitizing will be completed as needed.*

**Spaces Where Other Groups Congregate:**

- *Morning prayer will no longer take place in the hall to increase social distancing and avoid mixing of cohorts. All morning announcements and prayers will be done via the intercom system.*
- *Students will wait for bus pickup in their classrooms. They will be called for the busses when the bus arrives to decrease the amount of time they will be congregating together.*
- *Students will not be able to use the bus-buddy system this year due to the district transportation protocols.*

**Restart Operations:** *Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable*

**General Health and Safety Assurances**

- Spaces will be measured to ensure the school is able to meet social distancing requirements.
- A deep sanitizing of all school facilities in combination with Increased daily cleaning measures for frequently touched spaces will be implemented to prevent spread of infection.

### **Fire Code Compliance**

- *Emergency Drills:* The school will conduct standard operations and procedures to the best of our ability without deviating from current requirements. Masks will be worn during emergency drills. The school will comply with all Department of Education and Fire Code Section 404 requirements.

### **Means to Control Infection**

- *Time Management:* The school will manage time and schedules to reduce student use of the corridors.
- *Leave Doors Open:* To reduce the spread of the virus from touching door levers and knobs, classroom doors may be left in the open position.
- *Plastic Separators* (in compliance with Building Code Section 2606) will be used when appropriate in locations where social distance or mask requirements cannot be complied with or easily regulated. Everyone is responsible to ensure that the barriers are used appropriately and will encourage individuals to wear a mask when the barrier is not effective in preventing transmission of COVID-19.
- *Alcohol-Based Hand Rub Dispensers:* The school will assess the school's capacity to provide adequate hand washing facilities (In compliance with 2020 Fire Code of New York State (FCNYS) Section 5705.5) and determine if the use of alcohol-based hand rub dispensers is required. If required, installation of sanitizing stations in will occur in accordance with CDC, DOH, OSHA, and fire regulations.
- *Visual reminders for social distancing* will be placed throughout the building, particularly in areas that students may congregate (i.e.- outside of bathrooms)
- *Occupied/Unoccupied signage* will be added to the bathroom entrances to ensure that only 1 student is in the bathroom at a time.
- The school will establish cleaning schedules to ensure that frequently used areas are being cleaned at an appropriate frequency during the day (i.e.- bathrooms, handrails, bathrooms, doorknobs, etc.)

### **Ventilation**

- When appropriate, fresh air ventilation (open windows) will be utilized to aid in maintaining a healthy indoor air quality.
- The current system already draws in air from the outside. Filters will be upgraded and installed before school resumes normal operating schedules.
- The school is investing in medical grade air filtration systems for classrooms and office spaces to be used when fresh air is not able to be accessed. All filtration systems will meet guidelines set forth by federal guidelines and by a Nationally Recognized Testing Laboratory.

### **Drop-off and Pick-up**

- The school will develop procedures to ensure a safe transition for students, Considering:
  - Traffic flow
  - Supervision of all students
  - Maintaining social distancing protocols during health screenings

### **Equity and access**

- The school will routinely check in with families to ensure that instruction and services are equitable and accessible for all students. This may address a variety of needs such

as access to devices, internet services, services for students with disabilities, those students experiencing homelessness, etc.

- Instruction will be aligned to include regular and substantive interaction with a competent teacher regardless of the delivery method (e.g., in person, remote or hybrid).
- A clear communication plan will be developed for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
- The school will address concerns about learning loss that students may have experienced learning loss. Teachers and other school personnel will allow ample time for students to readjust to the school setting before students are assessed.
- The school will determine individual student needs through various forms of assessments and target extra help to ensure both academic and social-emotional needs are addressed.
- Administration will provide opportunities for staff to meet prior to the start of school to discuss individual student needs and share best practices with in-person, remote, or a hybrid model of learning.
- The school will offer training and support for students and families/caregivers to ensure comfort and ease with instructional programs and any technological platforms and devices used to deliver instruction.

**Hygiene, Cleaning, and Disinfection:** *Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds*

- *The school will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH*
  - *Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection*
  - *Employees and students must perform hand hygiene immediately upon entering the school.*
  - *The school will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands*
  - *The school will place receptacles around the facility for disposal of soiled items, including PPE.*
  - *The school will require children and staff to practice hand hygiene:*
    - *Upon arrival to the school*
    - *After using the restroom*
    - *Before and after eating*
    - *Whenever hands are soiled or potentially contaminated*
    - *Before departing the school*
  - *The school will provide and maintain hand hygiene stations on site, as follows:*
    - *For handwashing: soap, running warm water, and disposable paper towels.*
    - *For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.*
    - *Make hand sanitizer available throughout common areas on site. It should be placed in convenient locations, such as at entrances, exits, and office spaces.*

- The school will provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces (e.g. door handles, multi-seat strollers, handrails, toys, art supplies, areas where children eat) and encourage their employees to use these supplies following manufacturer's instructions for use before and after use of these surfaces
- The school will conduct regular cleaning and disinfection of the site and more frequent cleaning and disinfection for high risk areas (e.g. common areas, bathrooms, doorknobs, handrails, bathrooms) used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and as needed.
- The school will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use
- The school will ensure that equipment and toys are regularly cleaned and disinfected using registered disinfectants, please consult the Department of Environmental Conservation's (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
- The school will implement measures that limit children from using toys that cannot be cleaned and sanitized, (e.g. soft toys, dress-up clothes, puppets)
- The school will strongly encourage children not to bring in toys from home. Should a toy from home be brought to school, the school will ensure that children do not share the toy with others
- The school will implement measures to limit sharing of personal items between students by keeping each student's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and/or cleaned and disinfected daily.
- The school will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19.

**Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

- School space will not be used for community clubs or activities such as Scouts.
- Assemblies and gathering will be done only if cohort groups can be maintained while using social distancing or masks.
- All gatherings within the school will be for students, staff, and essential personnel (paid and unpaid), as no parents will be in the school building without a scheduled appointment.
- At the time of publication, interscholastic sports are not permitted.
- School clubs and activities can only take place if cohorts remain intact and activities comply with social distancing or face covering protocols.

**Before and Aftercare:** Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

- St. Michael School understands the importance of providing before and aftercare for families and will develop protocols and procedures to increase health and safety measures for this environment.
- Pre-registration for attendance will be required except in cases of emergency to ensure proper social distancing and staffing.
- Students will remain with their cohort groups or family groups to the greatest extent possible.
- All social distancing protocols will be practiced.
- When social distancing cannot be maintained, a face covering must be worn in the before or aftercare setting.
- Every effort to limit the number of students in before and aftercare will be made. When possible, a second room will be used to limit the number of students in the activity center room.
- Once a student has been assigned to a room, they will remain in that room until they are dismissed by staff.
- Covid-19 screenings (temperatures and symptoms) will occur before a student may enter the before care program.
- Any equipment or toys used within the activity center will be cleaned prior and after each use.
- Students are encouraged not to share equipment/toys.
- Equipment and toys within the activity center area should be easy to clean and in good shape.
- Cleaning of the room and materials will occur routinely.
- Students will be encouraged to use the restrooms that they use throughout the normal school day to limit exposure in these high traffic areas. Whenever possible, only Pre-School-Grade 1 students should use the activity center restroom when Pre-School is in session.

**Vulnerable Populations:** Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

- Students who are at increased risk for severe COVID-19 illness will be provided with instructional options that include synchronous and asynchronous instruction.
- Students who are at increased risk for severe COVID-19 illness, will be given the option of increasing their level of personal protection that do not hinder the ability to receive instruction within the classroom.
- Staff who are at increased risk for severe COVID-19 illness will be provided with increased PPD in accordance with medical recommendations of their physician to the best ability of the school.
- Staff who are at increased risk for severe COVID-19 illness will be given the option of increasing their level of personal protection that do not hinder the ability to deliver instruction within the classroom.

- Anyone with an increased risk for severe COVID-19 illness will be encouraged to participate remotely.
- Visual reminders will be used to promote a safe environment for non-readers or hearing-impaired students and staff.
- When necessary, alternative methods of presenting safety and protocol information will be used to promote a safe environment.

**Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

- St. Michael School does not provide transportation services.
- Parents/legal guardians will be encouraged to drop off/pick up students at the school to decrease exposure to other students within the local districts.
- Protocols for drop-off and pick-up will be established to ensure proper social distancing.
- When the use of a bus is necessary, students will follow the established safety protocols established by the district of residence.
- Health screening will be conducted at home before students ride the bus as outlined by the district of residence.
- Masks will be required during transport.
- Students will sit one to a seat that has been socially distance from others, unless they are members of the same household.

**Food Services:** Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include 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. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)

- St. Michael School lunches are provided by Penn Yan Central School District.
- Lunches will be delivered to the school in prepackaged individual portions and be distributed directly to the students who have ordered for the day.
- Parents/legal guardians can bring their own prepared meals from home.
- Sharing food is prohibited.
- Students will eat within their classrooms at an acceptable social distance.
- Teachers will be trained on food allergies, including symptoms of allergic reactions to food.
- Student desks will be cleaned and sanitized prior and after eating.
- Everyone will wash their hands before and after eating. Hand washing will be monitored by assigned staff to ensure adherence to CDC guidelines for hygiene.
- Staff may eat at their desks or at the designated staff area that will include socially distanced seating.
- Staff and essential personnel (paid and unpaid) will wash their eating surfaces before and after use.

- Staff and essential personnel (paid and unpaid) are required to wash their hands before and after eating using the CDC guidelines for hygiene.

**Mental Health, Behavioral, and Emotional Support Services and Programs:** Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff

- St. Michael School will leverage our current relationship with our community based SEL program for support. Types of support available:
  - Training in the identification of social-emotional needs of students and staff
  - Training in methods to provide social-emotional support to students and staff in need
  - Training for teacher in creating a supportive classroom environment to promote healthy relationships and develop age appropriate SEL skills.
- The school will leverage access to mental health services and family support from Penn Yan Central School District, as well as local public health agencies, if the need should arise.
- The school will provide communications to families to assist with transitions and activities to support social emotional well-being at home.
- The school will provide engagement activities within individual cohorts to support the transition to school prior to the first day of school.

**Communication:** Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary

- The school will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as alumni, and/or community-based groups) when developing Reopening Plans. Plans for reopening will identify the groups of people involved and engaged throughout the planning process.
- The school will develop 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.
- A new website is being developed that will give administrators and teachers access to update information related to school operations, COVID-19 responses, and community updates as needed.
- The school will continue to engage families and community members via traditional mail, email, social media, email, the parish bulletin, and weekly parish emails.
- All students will be 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.
- The school will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to Centers for Disease Control and

Prevention (CDC) and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings.

- The school will continue to communicate with local school districts regarding updates and changes as they affect St. Michael School and the greater community.

## 2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

**Screening:** Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors

### Visitor Protocol

- Limit non-essential visitors to the school.
- Hold virtual parent meetings.
- Restrict use of district facilities by outside organizations.
- Visitation policy-post/share on social media platforms, website, and entrances of the building.
- All essential personnel (paid and unpaid) will need to comply with school health screenings and provide attestation that they have completed a health screening prior to entering the school.

### Health Screening

- The school will direct staff to stay home if they are sick.
- The school will remind parents/guardians to keep sick children home if anyone in the household is sick.
- Staff and parents/guardians should look out for signs and symptoms of COVID-19.
- The school will implement mandatory daily health screening practices (including temperature checks) of all employees, students and visitors, such as contractors or vendors.
- Screenings must be completed, before the individual reports to the school buildings or property (including boarding the school bus) daily. Screening must be completed prior to boarding the bus or entering the school.
- Screenings will be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
- At a minimum, screening must be completed using a questionnaire that determines whether the individual has:
  - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19; tested positive for COVID-19 in the past 14 days; and/or had experienced any symptoms of COVID-19 in the past 14 days.
- The school will require employees to make visual inspections of students, throughout the day, for signs of potential COVID-19 illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fuzziness.
- The school must prohibit children, staff, and parents/guardians from entering school property, if they are showing symptoms of COVID-19.

- The school is prohibited from keeping records of health data (e.g. temperature data). Records only indicate if all criteria have been met for entry.
- The school will ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals seeking to enter the site. Personnel performing screening activities will be trained by employers identified individuals who are familiar with CDC, DOH, and OSHA protocols.

**Testing Protocols:** Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school

- Anyone attempting entry into the building who screens positive for or exhibits symptoms of COVID-19 will not be allowed to enter the facility or area and will be sent home with instructions to contact their healthcare provider for assessment and testing if deemed appropriate by the healthcare provider.
- The school will immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Employees or students who are being sent home because of a positive screen (e.g. onset of COVID19 symptoms) must be immediately separated from other employees and children. All children will be supervised until their parent/guardian or emergency contact can pick them up.
- The school will provide the employee with information on healthcare and testing Resources.
- The school will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees, parents/guardians, or students seeking to return to work/school after a suspected or confirmed case of COVID-19 or after such person has had close or proximate contact with a person suspected or confirmed with COVID-19
- The school will cooperate with state and local health department contact tracing efforts
- If a parent/guardian of a student must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian cannot enter the site for any reason, including picking up their child. If the parent/guardian – who is a member of the same household as the students is exhibiting signs of COVID-19 or has been tested and is positive for the virus, the school will utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child.
- As a "close contact," the student must not return to the school facility for the duration of the quarantine.
- If the parent/guardian – who is a member of the same household as the students is being quarantined as a precautionary measure, without symptoms or a positive test, the student should not return to school during the duration of the quarantine.
- If a student's household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return or attend school until after quarantine is complete

**Testing Responsibility:** Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed

### **Tracing and Tracking**

- School administration will notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee or child/camper at their site.
- The school administrator is the designated site safety monitor and is responsible for continuous compliance with all aspects of the site safety plan.
- In the case of an employee, parent/guardian, or child tests positive, the school administrator will cooperate with the state and local health department as required to trace all contacts in the workplace, and the state and local health department where the site is located must be notified of all individuals who entered the site dating back to 48 hours before the employee, parent/guardian, or child first began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations.
- State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to the school at the time of alert and shall follow the protocol referenced above.

**Early Warning Signs:** Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- The school will refer to CDC guidance on "Symptoms of Coronavirus," for the most up to date information on symptoms associated with COVID-19.
  - Symptoms at the time of submission include:
    - Fever 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
- The school will periodically review the CDC website for updated lists as the CDC continues to learn more about COVID-19.
- St. Michael School will work cooperatively with the Yates County Department of Health and the LEA to help monitor infection rates within the community and school.

### 3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

**School Health Offices:** *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

- *If a person within the school develops symptoms throughout the school day, the main office or school principal will be notified immediately. The individual will be met at their location and be escorted to the designated isolation area for further evaluation.*
- *The school will follow the triage protocols established by the Penn Yan Central School District for contacting nursing services.*
- *The school will make proper arrangements for the dismissal of the individual with COVID-19 symptoms.*
- *The school will send home written instructions for procedures with the parent/guardian of the student or with the essential personnel (paid and unpaid) for medical consult and the requirements for the return to school.*

**Isolation:** *Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff*

- *The school will provide appropriate PPE for individuals needing to supervise/evaluate individuals who will need to isolate due to positive screening upon arrival or after becoming symptomatic during the school day.*
- *Anyone in the isolation area will be monitored with the strictest safety precautions available.*
- *The school will ensure that safe transportation is provided for the individual in isolation.*
- *Isolation areas will be deep cleaned using CDC and OASHA protocols before being used again.*
- *Appropriate waste receptacles will be included in the isolation area for disposal of potentially infected materials and PPE.*

**Collection:** *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

- *The school will establish and post protocols for picking up students who are showing symptoms of COVID-19 on a variety of communication sites. These protocols will be verbally shared with parents/legal guardians/care givers when being notified of the student needing to be picked up.*
- *Parents/legal guardians/caregivers will not be permitted in the building when picking up an ill child. The child will be united with the parent/legal guardian/caregiver outside of the school building.*
- *The school will share printed instructions for accessing care for parents/legal guardians/caregivers who are picking up a student who are showing symptoms of COVID-19.*

- An employee or students who screens positive for or exhibits symptoms of COVID-19 will not be allowed to enter the facility or area, and will be sent home with instructions to contact their healthcare provider for assessment and testing
- The District will immediately notify the state and local health department about the case if test results are positive for COVID-19

**Infected Individuals:** Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

- The school will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees, parents/guardians, or students seeking to return to work/school after a suspected or confirmed case of COVID-19 or after such person has had close or proximate contact with a person suspected or confirmed with COVID-19
- The school principal will be identified as point of contact for the school to be prepared to receive notifications of suspected or positive cases and initiate the respective cleaning and disinfection procedures
- The school will cooperate with state and local health department contact tracing efforts
- If a parent/guardian of a student must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian cannot enter the site for any reason, including picking up their child.
- If the parent/guardian – who is a member of the same household as the students is exhibiting signs of COVID-19 or has been tested and is positive for the virus, the school will utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child. As a "close contact," the student must not return to the school facility for the duration of the quarantine.
- If the parent/guardian – who is a member of the same household as the students is being quarantined as a precautionary measure, without symptoms or a positive test, the student will be delivered to the parent/guardian at the boundary of, or outside the premises.
- If a student's household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return or attend school until after quarantine is complete.

**Exposed Individuals:** Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department

- Exposed individuals are expected to quarantine as per CDC guidelines.
- Exposed individuals to the Covid-19 virus must complete quarantine and have not developed symptoms before returning to in-person learning.
- Exposed individuals must provide evidence of discharge from quarantine from their physician and/or public health.
- Return to school for students, faculty, and staff will be conducted in coordination with the Yates County Department of Public Health.

**Hygiene, Cleaning, and Disinfection:** Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

- St. Michael School will adhere to all hygiene, cleaning, and disinfecting guidelines set forth by the Department of Health and Center for Disease Control.
- The school will promote hygiene within increased instruction and monitoring of handwashing and respiratory hygiene practices.
- The school will post reminders of the CDC hygiene guidelines throughout the building, especially in communal areas.
- The school will increase the frequency of cleaning throughout the building throughout the day, particularly areas of frequent use.
- When available, the school will use disinfecting materials and methods as recommended by the CDC and the Health Department.
- The school notify all individuals who may have shared a potentially exposed area(s) within the school.
- The school will immediately address any potentially exposed area(s) using the CDC and public health guidelines.

**Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies

- The school will retain daily records of health screenings and health certification forms.
- The school will cooperate with state and local health department contact tracing efforts.
- The school will maintain confidentiality of all health information when assisting with contact tracing programs and the Department of Health.

**Communication:** Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community

- St. Michael School will share approved protocols with the school community regarding protocols and safety measures regarding infected individuals in a variety of methods such as: phone calls, emails, letters (mail), website and Facebook postings.
- Notification to all relevant parties including parent/legal guardians, faculty, staff, students, and the local community will be done while ensuring that privacy of medical information is being maintained.
- Communication regarding infected persons will come from the Principal and the Diocese of Rochester Department of Catholic Schools.

#### **4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION**

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

**Closure triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure

The conditions that may warrant reducing in-person learning or closure of school will be determined collaboratively between the Saint Michael School Principal, the Diocese of Rochester Catholic School Superintendent and Yates County Health Department officials. At any time during the school year, it is understood that the New York State Governor and Department of Health have full authority to close any New York State school (public or private) due to a pre-determined metric.

**Operational Activity:** Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel

Determination of which operations will be decreased or ceased, and which operations will be conducted remotely will be decided collaboratively with the Yates County Health Department, the Diocese of Rochester Department of Catholic Schools and the Saint Michael School Principal. Plans to ensure orderly closures may utilize partial cohort closure, phasing or complete school closure, and will be based on milestones set by the Yates County and New York State Health Departments.

**Communication:** Plan to communicate internally and externally throughout the closure process

Strong communication during any challenging situation is vital to the successful and positive navigation of the situation. Communication prior to any closure will be ongoing and will come from the Principal and the Diocese of Rochester Department of Catholic Schools. Communication modes could include phone calls, emails, letters (mail), website and Facebook postings. During any closure, communication will be delivered to parents/guardians and staff members on a regular basis, from classroom teachers as well as the Principal.