



## QUEEN OF HEAVEN SCHOOL

### COVID-19 REOPENING PLAN 2020-2021 SCHOOL YEAR

JULY 31, 2020

***The mission of Queen of Heaven School is to educate children in a faith-filled Catholic environment that provides a foundation for life by fostering academic excellence, moral integrity, and service to others.***

*\*\*This document was developed based on parameters outlined with the most current NYS guidance and information. The information contained within will continue to evolve based on emerging guidance, assessment of internal protocols, and feedback from stakeholders. \*\**

Queen of Heaven School's COVID-19 Health and Safety Reopening Plan follows and explains the necessary policies, practices, and conditions set forth by the Centers for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH), the New York State Education Department (NYSED), the State Office of Religious and Independent Schools (SORIS), the "New York Forward" guidelines, along with Federal Occupational Safety and Health Administration (OSHA). As always, the school's top priority is the health and safety of all staff and students. Queen of Heaven School's administration, staff, and stakeholders all have a commitment and responsibility to uphold the guidelines set herein.

This plan will be divided into categories based on the guidelines. Each category contains procedures, protocols and/or measures which explain practices that will be considered for the health and safety of all.

#### **COMMUNICATIONS:**

This section will explain the School's continued use of various means of communication to inform and alert parents, students, and staff regarding COVID-19 topics.

#### **OPERATIONS:**

This section will explain the School's continued compliance with Fire Code enforcement and the current requirements for Fire (evacuation) Drills and Lockdown drills.

#### **HEALTH & SAFETY PROTOCOLS:**

This section will explain the School's steps to follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. It will further explain commitment to the use of masks, symptom monitoring and health screenings and plans for when a stakeholder becomes sick.

#### **BUILDING PROCEDURES:**

This section will explain the School's steps to follow the guidance and requirements of the state, this section will explain the classroom layouts, other areas of instruction, building access points, flow of traffic within the building during arrival, dismissal, and throughout the day.

#### **ACADEMICS:**

This section will explain the School's instructional models used in the school to close academic gaps, provide interventions, and meet the needs of all learners. It will also include plans for in person instruction, schedule changes, and remote learning if needed.

#### **SOCIAL EMOTIONAL SUPPORT:**

This section will explain the School's commitment to create an environment that fosters the whole child--Body, Mind, and Soul.

#### **ATHLETICS AND EXTRACURRICULARS:**

This section will explain the School's commitment to follow state guidelines regarding interscholastic sports, extracurricular activities, and community events.

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## **Communication**

### **Plan Development**

A variety of stakeholders (teachers, administrators, clerical staff, custodial staff, parents, clergy and school health care provider) were engaged in the development of this plan via the use of surveys, virtual meetings, and in-person meetings.

### **General Communication**

Queen of Heaven School will continue to School Messenger (email and Robocall) to inform parents and staff on procedure changes throughout the year and updates in our community. As this pandemic continues to be ongoing, frequent communication will be given as health updates or operating procedures change. Parents will be encouraged to check their email daily. Our website, [www.qofhschool.org](http://www.qofhschool.org), will also be used to alert parents, staff, students, and community members about ongoing important events and information and be the primary source for any documents, forms, letters, or other written materials. Students will be notified of any important announcements through their homeroom Google Classroom. Classroom teachers will also utilize the REMIND App to notify parents of important announcements or changes to the daily routine.

### **Parent, Staff, & Student Notification:**

Parents will be invited to a ZOOM meeting with the principal after the plan is submitted to the state. Students and Parents will be invited to orientation/supply drop off prior to the start of school. Grade levels will be invited for a specific hour over the course of 2 mornings and 2 afternoons. Students/parents will follow social distancing during orientation in the gym. Explanations of the Reopening plan and guidelines/procedures will be provided. Parents/students will be instructed on mask use, scheduling, and daily personal wellness checks.

### **Communication to parents regarding health and safety procedures for COVID-19 will be given by our health care professional & COVID-19 contact person:**

**Patty Jaehn, RN. [pjaehn@qofhschool.org](mailto:pjaehn@qofhschool.org) 716-674-5206 ext 115**

Information will include:

- When/how long to stay home from class/other activities if students are sick.
- What parents should do if exposure is suspected and what will happen if a student tests positive.
- What will happen if there is a need for isolation in the school, and when the student can return to school.
- What the procedures are if a student's close contact tests positive.
- How students and employee's health will be monitored at home and at school.
- What to do if they suspect someone else may be sick.
- When and how they (students/staff) will be permitted to return to campus, including new updates from the Health Department/State.
- What will happen if there is a case or outbreak on campus.
- How school closure will be handled.
- What the updated/safest social distancing/PPE protocols guidelines are in the school.

- How work spaces/classrooms/common areas will be cleaned/disinfected.
  - Staff and students (parents) will complete a Health Questionnaire daily.
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## **Operations:**

### **Cleaning & Disinfecting**

Prior to the first day of school the administration will consult all local, state, and federal guidelines for schools for any changes or new mandates regarding COVID-19 . The administration and health care provider will train all staff and faculty on the proper use of PPE equipment and the sanitization requirements from the CDC. The school will follow all existing and updated health guidelines to ensure that proper and frequent cleaning of high touch areas in the building are sanitized. Disinfecting products and cleaners will be on the safe to use guidelines from the CDC.

### **Hygiene**

- Students/staff will be instructed on proper hand washing procedures.
- Students/staff will be instructed on proper mask wearing and storing.
- Staff will be asked to sanitize common areas before and after use i.e. copier.
- Visual reminders (signs) will be posted throughout the building and in bathrooms.

### **Ventilation**

All classrooms have a wall of windows that are able to be opened throughout the day for increased air circulation.

### **Visitors and other Non-Essential Employees to the building**

Visitors to the building will be limited until such a time that restricted movement is lifted by the local, state, and federal authorities.

Visitors will buzz for entry into the building and communicate with the front office. Employees will ask what the purpose of the visit is. Visitors wishing to drop off something to the office will be asked to place the item on a designated table in the front hallway. Packages from mail and delivery providers will also be left in the front hallway.

Visitors with scheduled meetings or requested volunteers will be admitted into the building during school hours. Visitors will be asked to complete a health questionnaire, sanitize their hands upon entry, have a temperature check, wear a face mask, and be signed in. Disposable masks will be provided if needed.

### **Transportation via Public School Bus**

Students that require transportation from their public school district will need to follow the COVID and safety guidelines/procedures for the bus. Students getting dropped off in the morning will have their temperature checked upon arrival. Safety guidelines will be given to the families from the individual public school transportation office.

### **Food Service**

Food service employees will follow the same daily self-reporting procedures as the faculty and staff of the building. Temperatures will be checked up arrival, face masks will be worn, gloves for food preparation will also be provided.

### **Cafeteria use:**

- 2 cafeterias will be used to enable students to social distance while eating lunch.
- Students will continue to have the option of hot lunches.
- Lunch times will be staggered to reduce long lines in the cafeteria.
- Tape on the floors will mark off 6ft to stand in the lunch line.
- Cafeteria counters will be equipped with high sneeze guards.
- Pre-pay options will be encouraged to limit money exchanging hands.
- Volunteers and aides in the cafeteria will limit traffic movement in the cafeteria during eating by providing utensils and condiments.
- Cafeteria tables and high touch areas will be cleaned between each lunch.
- Cafeteria trays will be high temperature washed.
- Students will be at least 6ft apart at cafeteria tables.
- Students will continue to access to Free/Reduced lunch
- Students with allergies will continue to have a designated table that will be cleaned and sanitized
- Students learning remotely can access Free/Reduced lunch from West Seneca CSD or their public school district

### **Before and After School Program**

Queen of Heaven School's Before and After School Program is a vital part of our school and will follow the same protocols and procedures as the school.

#### **Before School Program 7:00-7:30am**

- All students arriving between 7:00am-7:30am will report to the Church Hall (old cafeteria) via the Church doors. **See Building Entry Plan section**
- Students will have temperature checks and be allowed to sit at a table or designated area.
- Students will have the option of working on homework, reading their own book, or playing with a select activity that has been sanitized prior to arrival.
- Students will remain in the Church Hall until 8:00am. At that time, they will be escorted to their homerooms.
- All surfaces and materials will be cleaned/sanitized after 8:15am.

#### **After School Program (Dismissal) until 5:45pm**

- The after school program will be located in the Church Hall.
- Surfaces materials will be sanitized and cleaned prior to students arriving.
- To the extent possible, students will be grouped according to their school cohorts.
- Students will engage in a homework room first using their own materials.

- Students will be using the Church Hall or the outdoor space and pavilion.
- Social distancing will be mandatory.
- When social distancing is not possible students will wear masks.
- Snacks will be pre-packaged and provided for the students.
- All snacks will be peanut/tree nut free
- Surfaces and materials will be cleaned and sanitized after use

### **Safety Drills**

The school will continue to perform the mandatory number of safety drills (Fire evacuation and Lockdown) throughout the year.

- Evacuation drills will be conducted on a staggered basis at first to get students/staff acquainted with requirements and procedures.
- Students will wear masks during the drill in the event that social distancing cannot occur.
- Students will be given a lockdown drill orientation.
- During lockdown drills students will need to wear masks to effectively shelter/hide themselves.

## **Health and Safety Procedures**

Queen of Heaven School is always committed to ensure that all staff, students, and visitors are safe while they are in the building. The Health and Safety protocols set herein (and any additional changes throughout the year) are expected to be followed. The school will ensure that personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds, in school facilities, and all school related activities. Face coverings will be worn by all individuals at all times when social distancing cannot be maintained. Acceptable face coverings include: cloth-based face coverings (homemade sewn, quick cut, bandana) and surgical masks that cover nose and mouth. Students will be instructed on how to safely put on, take off, and store masks. Students/faculty will be reminded daily to wash their masks each evening.

### **Personal Protective Equipment (PPE)**

- Students will be provided (at no cost) with 1 cloth mask.
- Students will be permitted to wear a mask of their own with limited patterns/colors.
- Staff will be provided with 2 cloth masks.
- Disposable masks will be provided to anyone needing one.
- Gloves will be available in the office and given to staff.
- Face shields will be available for staff members assisting with morning arrival duty.
- Signage will be placed throughout the building on proper handwashing, mask wearing, social distancing, and proper hygiene.

Masks or cloth face-covering **must be worn** when:

- Personnel are less than 6 ft apart from one another
- Upon entry to the building until arriving in your workspace
- While in any common spaces (restrooms, hallways, copier room, supply closets, office)
- When in tightly confined spaces with more than one person

Masks or cloth face-coverings **do not need to be** worn when:

- At least 6 ft of social distance is able to be maintained
- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among others
- Employee are in their normal workspace, observing social distance, or working alone

Exceptions to masks or face-covering requirements will be made for those whom it is not possible due to medical conditions, or other health or safety factors.

All employees, students, and visitors should be considerate of those who are wearing a mask and those who request that they put a mask on for their interaction.

***\*The above is subject to change based on the evolving information regarding COVID-19.***

Teachers and support staff will reinforce proper hand hygiene and cough/sneeze covering with all students.

Times will be designated on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:

- At the start of the day when children enter the classroom or before snacks/lunch
- After using the toilet
- After sneezing, wiping, and blowing noses
- After snacks and lunch, particularly if hands are sticky, greasy or soiled when students come in from outdoor play or recess

## **Hygiene and Cleaning**

Cleaning protocols will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The school will conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects and surfaces as well as high transit areas, such as restrooms and common areas. A deep cleaning of the building will take place prior to the opening day of school.

- Bathrooms will be monitored and cleaned throughout the day and thoroughly cleaned after hours.
- Cleaning logs will be outside of every bathroom on each floor and will document date, time, and scope of cleaning.
- Touchless hand soap dispensers and paper towel dispensers are installed in each bathroom.
- Regular building cleaning and disinfecting practices will continue to occur.

- Classrooms will have a supply of disinfectant materials and gloves to safely sanitize high touch areas between classes.
- Touchless hand sanitizers will be located in the hallways throughout the building and will contain an alcohol-based hand sanitizer containing 60% or more alcohol.
- Individual manipulatives, supplies, equipment, technology will be provided.
- Community play materials and physical education equipment will be cleaned before and after each use.
- Handrails and door handles throughout the building will be sanitized during the school hours.
- School health office equipment (cots, sink, thermometers) will be cleaned after each use.

### **Health Monitoring**

It is the obligation and priority of the school to actively monitor for symptoms related to COVID-19, as it will not be possible to reduce the risk of COVID-19 transmission in schools to zero. Collaboration between school personnel, our families, and local health officials will be critical as we proceed through the school year. Considerations will be made regarding screening processes for both students and staff that will include daily reporting utilizing paper or digital communication. Per the recommendation from the NYS DOH, screening should be conducted at home prior to reporting to school or any school facility.

Employees will be required to complete a health questionnaire on a daily basis.

Questionnaire will include a yes/no answer to: **DO I HAVE** a fever; cough; sore throat; new loss of taste/smell; shortness of breath; **HAVE I HAD** exposure to anyone with COVID or in contact with anyone that has been diagnosed with COVID; travel out of the area/country (restricted states) in the past 2 weeks.

Employees should be kept home if the questionnaire answer yields a YES. Temperature and wellness checks should include:

- fever/chills (100°F or greater);
- cough;
- shortness of breath/difficulty breathing;
- fatigue;
- muscle or body aches;
- headache;
- new loss of taste or smell;
- congestion or runny nose;
- sore throat,
- nausea or vomiting;
- Diarrhea

**If employees believe they are experiencing symptoms, they are required to stay home.**

## **Plan for Returning to School**

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time **AND is** experiencing COVID-19 related symptoms, the employee/student may return to school upon completing at least 10 days of quarantine from the onset of symptoms.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time **AND is not** experiencing COVID-19 related symptoms, the employee/student may return to work upon completing 14 days of self-quarantine.
  - If such an employee is deemed essential, upon a documented determination by the school in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practice prior to and during their work shift:
    - Regular monitoring of temperature every 12 hours and symptoms consistent with COVID-19 under the supervision of the school health care provider;
    - wear a mask at all time in the workplace;
    - Social distance while in the workplace of 6 ft of distance from others
    - Clean and disinfect workspaces
    - Maintain quarantine-employee must continue to self-quarantine and self monitor for temperature and symptoms when not at the workplace for 14 days after that last exposure.

### **Compliance will be monitored and documented by the Administration and employee.**

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the employee must be serrated and sent home immediately and may return to work after completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

### **Protocol for Staff and Students Presenting with COVID-19 Symptoms**

Staff will be on the lookout for children with flushed cheeks; rapid or difficulty breathing; fatigue and /or irritability; frequent use of the bathroom.

Students or staff exhibiting any of these signs will be sent to the health office for further evaluation by the school nurse. If isolation is needed, the student will be in an adjacent health office to wait for transportation home.

Areas used by any sick person will be closed off and not used until they have been disinfected. Sick staff members or children will be advised not to return until they have met CDC and/or DOH criteria.

The school will cooperate with contact tracing efforts according to the Department of Health guidelines to ensure health and safety of students and staff.

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment.

The school will engage in deep cleaning, disinfection, and temporarily closing off affected areas as ordered by the DOH, in the event of a positive COVID-19 case.

### **Medically Vulnerable/High Risk Groups (Staff/Students)**

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Person in these groups should consult with their healthcare provider and the district regarding prevention:

- Individuals age 65 or older
- Pregnant individuals
- Individuals with underlying health conditions including, but not limited to:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised
  - Severe obesity (body mass index of 30 or higher)
  - Diabetes
  - Chronic kidney disease
  - Liver disease
  - Sickle cell anemia

### **Student Health Screening**

All students will be screened by their parents/guardian **EACH DAY** before they depart for school. This questionnaire will be given at the start of each month and due back to the office at the end of each month. **A possible platform for online questionnaire submission will be researched and put in place to replace paper options.**

Questionnaire will include a yes/no answer to: **DO I HAVE** a fever; cough; sore throat; new loss of taste/smell; shortness of breath; **HAVE I HAD** exposure to anyone with COVID or in contact with anyone that has been diagnosed with COVID; travel out of the area/country (restricted states) in the past 2 weeks.

Parents who answer YES to any of these questions for their child should not send their child to school and contact the school nurse and your child's medical provider. Parents will be required to follow normal call-in procedures for children who are ill and cannot attend school. Additionally, parents will be instructed to notify the school nurse of any COVID-19 related symptoms.

Parents will receive regular communications (robo-call, email) regarding screening protocols.

The necessary documentation for a student to return to school after experiencing symptoms is outlined in the chart below and is subject to change based upon CDC, NYS DOH, and local public health guidelines.

## COVID-19 FEVER/SYMPTOMS CHART FOR QUEEN OF HEAVEN SCHOOL

While at school, student has a temperature of 100°F or greater (non-touch forehead thermometer) that does not resolve within 30 minutes

**OR**

**While at school, student has symptoms of COVID-19 which may include:**

Fever, chills, rigors	Nausea or vomiting or diarrhea*
Cough*	New loss of taste or smell
Shortness of breath*	Fatigue*
Rash*	Headache*
Nasal congestion or rhinorrhea*	Muscle or body aches*
Sore throat	Poor appetite*

\*Disregard this symptom if school personnel are already aware of a non-COVID chronic pre-existing condition that causes that symptom AND if the nature of that symptom (duration, intensity, etc) is consistent with what school personnel are familiar with **and** have documentation of.

**ACTIONS:** Wear appropriate PPE; Isolate student until sent home; Refer student to their MD/DO/NP.

**NOTE:** If someone reports direct contact for >10 minutes, closer than 6 ft, without a mask in the past 14 days to a person known or suspected to have COVID-19, judicious self-protection will be used, individual will be isolated, given a mask, and arrangements will be made for immediate dismissal.

### STUDENT TO STAY HOME UNTIL...

WITH COVID TEST	WITH COVID TEST	WITHOUT COVID Test BUT WITH Consultation from Medical Provider	WITHOUT COVID TEST but with Note from Medical Provider regarding pre-existing medical condition
<b>POSITIVE TEST RESULT</b> <i>Follow state and local guidance for isolation, quarantine, and contact tracing</i>	<b>NEGATIVE TEST RESULT</b>		
<b>MAY RETURN TO SCHOOL WHEN</b>	<b>MAY RETURN TO SCHOOL WHEN</b>	<b>MAY RETURN TO SCHOOL WHEN</b>	<b>MAY RETURN TO SCHOOL WHEN</b>
<p><b>(A)</b> Medical provider provides school with 2 negative acute COVID-19 test results, both taken since symptoms first appeared and are at least 24 hours apart <b>OR</b></p> <p><b>(B)</b> Follow CDC, state and local public health guidelines for symptom-based return (see also Negative Test Criteria)</p>	<p>School receives certificate from licensed medical provider who treated the child attesting current illness is unrelated to COVID-19, providing confirmation of alternate diagnosis, labs, date of diagnosis, other pertinent information, affirming the child is fever-free for <b>72 hours</b> and without other COVID-19 symptoms. Note must include medical provider's contact information, and be accompanied by signed parent consent for school to interact with the medical provider.</p>	<p>A confirmed statement in writing by parent affirms that the child:</p> <p>3 days with no fever off medication</p> <p style="text-align: center;"><b>AND</b></p> <p>Respiratory and presenting symptoms have improved</p>	<p>School receives a note from a licensed medical provider who manages child attesting to chronic medical conditions unrelated to COVID-19.</p> <p>School is provided with confirmation of diagnosis, labs, date-of-record when diagnosed, other pertinent information. Note must include medical provider's contact information, and be accompanied by signed parent consent for school to interact with the medical provider</p>

***\*\*The above is subject to change based on continuing guidance from the CDC and the Health Dept***

Students/staff/visitors will have a temperature check using a touchless thermometer upon arrival into the building. No student/staff/parent/visitor will be admitted into the building with a temperature of 100° F or higher.

## **Contact Tracing**

The School Nurse and the Principal will work together with the Health Department to provide the necessary information needed for contract tracing. The important task of contract tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Substitute employee records (substitute teachers, aides, etc.)
- Our visitor management log, which provides the date and entrance/exit, time, and phone numbers of all visitors.

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## **Building Procedures**

### **Social Distancing**

Faculty and staff will need to ensure at least 6 ft of distance between individuals. Anytime that less than 6 ft from one another cannot be maintained, individuals must wear acceptable face coverings. Classrooms will create new layouts to social distance to the greatest extent possible. Staff will ensure that social distancing of 6ft OR barriers OR facemasks/coverings are in place. Each classroom will create a new layout to determine its capacity within parameters of proper social distancing. Extra/unnecessary furniture may have to be removed in order to create the maximum space possible.

Alternative spaces in the school (e.b., cafeteria, library, and gym) may be repurposed to increase the amount of available space to accommodate the maximum distance possible.

Gatherings, events, and extracurricular activities are limited to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas.

Each child's personal belongings will be kept separated from others' and in individually labeled containers, cubbies, or areas. Students will not be sharing electronic devices and toys, games, or other learning materials will be individually bagged.

***The above is based on current CDC guidelines and is subject to change.***

## **Entering the building**

### **DROP OFF**

Students entering the building between 7:00am-7:30am will enter through the Church doors (back parking lot) and proceed downstairs to the Church Hall (after school room). Students and parents must have a

mask on to enter the building. A staff member will be on site to take the child's temperature and admit them into the hall. Students in grades 1-8 will be escorted to their classrooms from the Church Hall at 8:00am. **All Preschool and Kindergarten students will also enter the building using this entrance anytime between 7:00am-8:10am.**

Students entering the building from a **bus or drop off** (using the back entrance or front circle entrance) must be wearing a mask and will be submitted to a temperature check. Students in grades 1-6 will proceed into the gym and be directed to sit on a marked spot on the floor. Students in grades 7 and 8 will be directed to go up into the loft and sit on a marked chair. All students will have their masks on during this time. Parents will not be allowed in the gym at this time.

Faculty will pick up the students from the gym and escort them to their classrooms. Students will follow social distancing in the hallways and continue to wear masks.

To the extent possible, parents are encouraged to drop off their child between 8:00am-8:10am.

**Preschool and Kindergarten students will be picked up from the Church Hall at 8:15am and taken to their classrooms. Masks will be worn while moving throughout the hallways.**

Arrows will indicate one-way traffic in the hallways.

## **DISMISSAL**

### **Pick Up Procedure:**

#### **Preschool-2:00pm dismissal**

- Parents picking up students from **Preschool** will pull into the parking lot from Mill Road and form a line in front of the Church door entrance in the back parking lot.
- A **FAMILY SIGN** will be placed in the passenger side window for faculty to see clearly.
- Faculty will identify the driver and open the door of the car for the child to get in.
- Cars should move forward for the next parents to proceed.
- Parents should remain in their cars at all times.
- Parents should exit the parking lot via Seneca Street.
- If you are picking a sibling in another grade level you will need to park and join that pick up line when it begins.
- Students requiring after school care will be escorted directly to the program at 2:00pm.
- Students not picked up by 2:25pm will be escorted to the after school program. Parents will need to park and enter the Church door, ring the entrance bell, and be let into the building. Parents will need to wear a mask upon entering the building.

#### **Kindergarten-2:30pm dismissal**

- Parents picking up students from **Kindergarten** will pull into the parking lot from Mill Road and form a line in front of the Church door entrance in the back parking lot.
- A **FAMILY SIGN** will be placed in the passenger side window for faculty to see clearly.
- Faculty will identify the driver and open the door of the car for the child to get in.

- Cars should move forward for the next parents to proceed.
- Parents should remain in their cars at all times.
- Parents should exit the parking lot via Seneca Street.
- If you are picking a sibling in another grade level you will need to park and join that pick up line when it begins.
- Students requiring after school care will be escorted directly to the program at 2:30pm.
- Students not picked up by 2:45pm will be escorted to the after school program. Parents will need to park and enter the Church door, ring the entrance bell, and be let into the building. Parents will need to wear a mask upon entering the building.

### **Grades 1-8--2:45 dismissal**

- Parents picking up students in grades 1-8 will need to enter the parking lot from Seneca Street, proceed past the Convent and form a line adjacent to the Church. ***Please do not arrive early and impede on the Kindergarten pickup.***
- Faculty will let you know when to proceed in line to the gym doors.
- A **FAMILY SIGN** will be placed in the passenger side window for faculty to see clearly.
- Faculty will identify the driver and open the door of the car for the child to get in.
- Cars should move forward for the next parents to proceed.
- Parents should remain in their cars at all times.
- Parents should exit the parking lot via Seneca Street.
- Please do not park your car or enter the building at this time. **The office will be closed between 2:30-3:00pm to ensure that all students get to their transportation. The office will re-open from 3:00pm-3:30pm**
- Students requiring after school care will be escorted directly to the program at 2:45pm.
- Students not picked up by 3:00 pm will be escorted to the after school program. Parents will need to park and enter the Church door, ring the entrance bell, and be let into the building. Parents will need to wear a mask upon entering the building.

### **Bus Riders**

- Students taking the public school transportation home will be sent to the gym for dismissal at 2:30 and will be dismissed through the front entrance.
- Transportation will be notified that all buses will dismiss from the front circle.
- Students will have masks on in the gym and will remain with their bus cohorts 6ft apart.

### **Visitors to the building**

- Visitors to the building will need to state their name and business in the building ringing the doorbell.
- Things that need to be dropped off can be placed easily on a designated table in the hallway.
- Visitors with appointments in the office, will be told to proceed (with mask) to the main office to be signed in.
- Temperature checks will be taken.
- Parents/guardians picking up students from the health office will need to pull up to the door and remain in their car. Students will be escorted out to the car.

- Volunteers in the building will need to be arranged ahead of time with the Cafeteria Manager, classroom teacher or the office.

### **Picking up a student prior to dismissal**

While we understand that it is sometimes necessary to take a child out of school prior to dismissal, due to COVID-19 restrictions, we are highly discouraging this practice if at all possible. As always we want to ensure that students are socially distancing themselves and that there is the necessary “waiting room” and staff available to do that.

### **Bathrooms/Drinking Fountains**

- Teachers will monitor the students in the bathrooms ensuring that a limited number of students are allowed in the bathroom at one time.
- Scheduling bathroom breaks will alleviate crowds in the bathroom.
- Bathroom facilities will be cleaned throughout the day. A cleaning schedule will be posted outside of each bathroom.
- Drinking fountains in the hallways will not be in operation.
- Students will be encouraged to bring their own water bottles and refill them from the gym’s filtered water fountain.

### **Classrooms**

- Desks will be separated 6 feet apart
- Desks will be in groups providing there is a protective barrier between and around each desk.
- Class size will be no more than 17 students in a room.
- Hand sanitizer will be available in the classrooms.
- Unnecessary equipment or furniture will be removed to accommodate desks.

### **Use of Facilities Outside of the School Day**

- Extra curricular activities after school or tutoring sessions will be allowed to continue following the same procedures and protocols as activities during the school day.
- A limited number of Clubs or organizations (scouts, religious groups) outside of business hours (after 5 pm) will only be permitted to hold meetings/practices in the gym, cafeteria, or Church Hall. These spaces are cleaned in the evening and will not disrupt the regular classroom cleaning.
- Outside clubs or organizations will need to coordinate their activities with the main office or the Rectory office. All persons in attendance will need to follow the same guidelines and protocols as the school staff and students.

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## Instructional Programming

### Academics

Much care and consideration will be given to the first trimester of learning. Teachers will be operating under the assumption that some areas of learning may need to be repeated regardless of the grade level curriculum. Benchmark testing will be done in order to determine the pacing and planning of whole group and small group instruction.

Kindergarten students will begin the school year with learning on the SeaSaw App. Students will be trained by the technology teacher and homeroom teacher for use in the classroom and during remote learning.

Teachers in grades 1-8 will be using 1-1 Chromebooks and the Google Classroom application for instruction, homework, communication with students, and remote learning.

Students will be trained on the use of Google Classroom during the first weeks of school and will continue to progress with consistent use of the platform.

Parents will have the opportunity to have a tutorial on Google Classroom by trained staff.

Parents will have a contact email for their teacher, administrator, and/or technology teacher in the event that problems or questions arise about the use of Google Classroom.

Chromebooks will be made available to students that do not otherwise have the necessary technology to be on the platform.

All students will have a period or more in their schedule for Academic Intervention Services. RTI services will be provided for Tier 2 and Tier 3 students when warranted.

Students with Individualized Education Plans (IEP) will continue to get consultant teacher or resource room services provided by a Special Education Teacher from West Seneca CSD. All accommodations will continue to be provided by the classroom teacher as well. Services will continue to be provided when school is in-person, Hybrid model, or remote learning. **(See Alternative Instruction Model)**

- Instruction is being planned for in-person 5 days a week.
- Classroom schedules will be on a M-F rotation.
- Students will wear masks upon entering the building, in the hallways, and anywhere else 6 feet social distance cannot be maintained.
- Teachers will wear masks for instruction when 6 feet social distance cannot be maintained.
- Limited to no cohort travel in the hallways will be scheduled.

- If students are traveling to a different location, all high touch areas will be sanitized before and after leaving the classroom.
- Students will wear masks in the hallways.
- Staggered times at the lockers will be scheduled and enforced. Masks will be worn by students while at their lockers.
- Remote learning can be done if a student is at home due to quarantine, lengthy illness, or other medical needs.

### **Attendance and Chronic Absenteeism**

- Daily student attendance will be recorded in eSchool, regardless of the model of instruction (i.e, in-person, hybrid, or remote learning). Parents will be able to view their child's attendance in the Parent Portal.
- Students struggling with remote learning attendance will be assigned a faculty mentor that will touch base daily with students and parents for help, consultation, and guidance. These students will be identified by teachers during weekly team meetings. A Catholic Charities social worker may also be provided and/or consulted.

### **Specials Classes**

#### **Art**

- Smaller classes of students will be using the art room for instruction providing 6ft distance can be achieved
- Art classes will also be held in the cafeteria or church hall for larger class sizes (grades 3-8).
- Art will be travelling to the classrooms in PK-2 for the first trimester.
- Individual art packets will be provided and maintained for each child.
- Individual art supplies will be provided and maintained for each child.
- All high touch surfaces will be sanitized between classes.
- **Art instruction will continue during a hybrid model or remote learning experience.**

#### **Music**

- Instrument lessons and choir classes will be held in the church or Church Hall for proper social distancing of 6-12 feet.
- Students in PK-2<sup>nd</sup> grade will be going to the music room (or outdoor spaces) for rhythm and movement classes.
- All equipment used during class will be sanitized between classes.
- Any high touch areas will be sanitized between classes.
- **Music instruction will continue during a hybrid model or remote learning experience.**

#### **Technology**

- During the first trimester, students will be instructed on Google Classroom and Chromebooks (Grades 1-8)

- 1-1 Devices will be available in Grades 1-8.
- Technology classes will be held in the cohort classrooms maintaining 6ft apart.
- Smaller classes will be able to take their Chromebooks into the Computer Lab for instruction.
- High touch surfaces will be sanitized after each class.
- **Technology classes will continue during a hybrid model or remote learning experience.**

### **Spanish PK-5**

- Spanish instruction will take place in the cohort classrooms for grades PK-2.
- Students in grades 3-5 will travel the short distance in the hallway to the Spanish room.
- All materials used will be students' personal items and will not be shared.
- High touch surfaces will be sanitized after each class.
- **Spanish classes will continue during a hybrid model or remote learning experience**

### **Physical Education**

- Smaller class sizes will have physical education in the gym spaced 6-12 feet apart depending on the activity.
- Students in grades 2-8 will have staggered times in the locker rooms
- Students will have the option of purchasing “Spirit Wear” for gym class and will be able to wear the spirit wear on the days that they have gym to reduce locker room activity.
- Outdoor PE classes will also be conducted.
- Any/all gym equipment used will be sanitized before the next use.
- Xs will be placed on the gym floor marking a distance of 6 ft.
- **PE classes will continue during a hybrid model or remote learning experience**

### **Library/STEM**

- It is not recommended that library books are checked out at this time.
- Literacy/story time activities will be conducted in the cohort classrooms or in the library (directly after lunch) for PK-2<sup>nd</sup> grade for the first trimester. Second trimester students in PK-2 will have STEM classes.
- Students in grades 3-5 will have STEM class/demonstrations.
- Classes will be conducted in the cohort classrooms or in the library (following lunch)
- Individual materials needed will be bagged for each child
- High touch surfaces will be sanitized after each class.
- **Library/STEM classes will continue during a hybrid model or remote learning experience.**

### **Weekly School Masses**

- Prayer services will begin remotely the second week of school
- Students will go to mass with their cohorts on 1 of 2 days (further into the trimester)
- Kindergarten and PK students will attend mass later in the trimester
- Church pews are marked off to ensure 6 ft between each person
- Church pews are roped off to ensure 6 ft between pews

- Masks will be worn during Masses
- Singing will be done by a soloist or small choir that is at least 12 ft apart
- Priest/Eucharistic ministers will administer hosts between the pews

### **Faculty and Staff Meetings**

To the extent that it is possible, faculty meetings will be held after school in the cafeteria or gym to allow for social distancing. If these spaces are not available, faculty meetings will continue to be conducted through Google Hangouts.

## **Alternative Instructional Planning**

### **Hybrid Model**

Should the mandate or guidance from the state or local officials state that we need to reduce the population of the building throughout the week, a **Hybrid Model** of learning will be in place.

- Parents in grades 3-8 will be given Mondays & Wednesdays or Tuesdays and Thursdays for in-school instruction for their child/children. This will be determined by the Administration and Building Leadership Team
- The alternating days would be remote learning
- All students grades 3-8 will be on remote learning from home on Fridays.
- PK , Kindergarten, 1st grade & 2nd students would continue to attend school each day.

### **Remote Learning Model**

If mandated for a complete shutdown (**from state or local officials**), students (PK-8) will be learning from home. Preschool students will be learning from a packet of material and Remind app announcements. Students in grades K-8 will access remote learning using a schedule that is similar to the one in their classroom using a platform that is familiar to them and possible packets of materials. Students will be trained in online resources throughout the first part of the school year for easy transition to remote learning when/if needed.

Remote learning will be offered to students that have extended health needs.

## **Social Emotional Supports**

As a faith-based organization, we will strive to uphold our school's mission of Faith, Service, and Knowledge. Important community activities and celebrations will continue to shape our school year when we can ensure the safety of each student, staff, and visitor.

- School children will continue to have a Buddy System of older peers.
- School children and families will continue to have the support of the Catholic Charities social worker in the building.

- Students will still have the opportunity to participate in leadership activities and clubs when social distancing can be achieved.
  - Classrooms will continue using Community Circles on a weekly basis to keep in touch with Social/Emotional needs.
  - Adult Mentors (staff) will be assigned to students in need of academic/emotional support for in class instruction and remote learning.
  - Professional Development for staff on Social Emotional or Trauma informed classes will be attended when applicable.
  - Prayer tables in the classroom and in the main hall will serve as a reminder of faith and hope.
  - Additional resources for students/families in crisis will be accessed through our local Catholic Charities or other health care/professional services.
  - Staff will continue to have weekly meetings with the principal to assess needs.
  - 2 staff members in the building will be identified and available for a social-emotional wellness check if needed by students or other staff.
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## **Interscholastic Athletics**

At the time of this publication no determination has been made about interscholastic athletics.

If Interscholastic Athletics are approved for the start of the year, coaches, parents, athletes, referees, and other volunteers will be trained in the CDC guidelines for youth sports as they pertain to COVID-19.