

# Logistics and Planning

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**OUR LADY OF THE BLESSED SACRAMENT CATHOLIC ACADEMY**

*34-45 202<sup>nd</sup> Street Bayside, Queens*

*Responsible Parties:*

*Joan Kane, Principal*

*Maura McCarthy, Chairperson, Board of Directors*

Diocese of Brooklyn

8/31/20



# Entrance protocols for students, teachers, and visitors

- Social distancing indicators have been purchased to ensure the queue of entrants are appropriately spaced both outside and inside the facility.
- **Revised** -- Entry times will be spaced by grade and distributed to all families. **Seven separate entrances will be used for entry and dismissal to keep students in their own cohorts.**
- Contactless thermometers have been purchased. Staff and students will be checked at their designated entrance to the Academy.
- Visitors will not be permitted entry without an appointment. If they are approved (contractors, parents, etc.), they will also be screened at the entrance. Parents will be encouraged to phone or Zoom.
- Automatic sanitizer dispensers have been installed inside the entry points.
- A hand-washing station is being researched for installation outside in the parking lot.

# Routines for daily health checks & Isolation Protocol

- A daily health questionnaire will be sent to all families with a request for response.
- Individuals entering the facility will have his/her temperature checked via contactless thermometers
- Teachers will be instructed to observe any student who displays warning signs of illness. If observed, the student will be referred to the NYC-funded (NYCDOHMH) on-staff nurse.
- ***Isolation Protocol*** -- If an illness is detected, the individual will be sent to the nurse's office and isolated if appropriate.

# Protocols for social distancing in the classroom

- All classrooms, with the exception of the Nursery class, will have no more than 12 students socially distanced 6' apart from each other.
- As the nursery classroom is larger, a maximum of 15 students with 6' of social distance will be permitted.
- Some of the grades will be divided into sections – one classroom staffed by a Teacher and the other staffed by a Teaching Assistant (TA). The Teacher & TA will rotate between these two sections with the class streamed into each classroom.
- The teachers move from classroom to classroom, rather than the students.
- As the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade enrollment is larger, these classes will be moved to the gym, cafeteria and auditorium respectively with 6' of distancing.

## Plan for social distancing outside of the classroom in highly populated areas – hallway, restrooms, the library, etc.

- Social Distancing indicators and Directional Indicators have been purchased and will be placed in the hallways and staircases.
- All restrooms have automatic faucets, automatic soap dispensers and automatic towel dispensers. Restroom use is supervised by an adult who will ensure social distancing.
- The cafeteria will only be used by the 7<sup>th</sup> grade. Everyone will eat at their desks throughout the school. **Students will be instructed to provide their own meals from home. In the PreK for All classes we will follow the NYCDOE guidelines regarding meals.**
- The library will also be monitored by an adult and limited to provide for social distancing.
- Gym class will be conducted in the parking lot, weather permitting, with 12' of social distancing. When inclement weather occurs the class will occur inside and focus on nutrition, wellness and hygiene.
- ***Revised – Mass attendance by students will be virtual – Mass will be streamed to the Academy from the church.***
- After school program will be moved to the Parish Center socially distanced and separated by cohorts.

# Scheduling options to facilitate reduced capacity at school

- The current enrollment figures allow for all to attend in-class socially distanced.
- **Vulnerable Population Consideration** -- We will be providing a remote learning option for those students who may become ill or who might be unwilling to attend in the fall to ensure continuity of instruction. Faculty have been surveyed and have indicated a willingness to return to in-class instruction.
- Should the CDC, NYC, or NYS guidelines call for the closure of the facility, we are prepared for distance learning. The distance learning schedule will be much more structured than in the past with specific class times for the students.
- Should a particular class need to be quarantined, distance learning will be implemented for that class.

# Plan to handle confidentiality issues

- All staff and faculty will be reminded and instructed on his/her professional responsibility to keep medical and social/emotional issues private. No cases may be discussed outside of a private discussion with the principal.
- In accordance with all local and state guidance from DOH and DOE the school nurse will report any cases of Covid 19 to the proper authorities via the designated channels.
- The school nurse will report directly to the principal such cases. In her absence, the nurse will report directly to the Board Chair.

## Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.

- Automatic hand sanitizers have been purchased and installed throughout the facility – at least 2 on each floor and one for every entry point.
- Automatic faucets, automatic soap dispensers and automatic paper towel dispensers have been installed in every restroom.
- Covered step-on refuse pails have been purchased for every classroom and rest room.
- 4,000 Masks have been purchased for forgetful students and staff. The families have been encouraged to purchase a number of cloth masks that their children can rotate through during the week.
- Sanitizing wipes and individual hand sanitizers are being purchased for in-classroom use.



Plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

- The Diocese will be conducting a thorough sanitizing of the Academy prior to opening in the fall.
- Air purification and ionization machines have been purchased for each classroom, for the gym, the cafeteria and the auditorium.
- Electrostatic sprayers have been purchased for use each evening by the cleaning contractor. They have also been purchased for use in the church by custodial staff.
- The custodial staff will be disinfecting the handrails, door knobs, restrooms and other high-touch areas throughout the day.
- In the case of evidence of positive cases, distance learning will be implemented with the area vacant for the appropriate period followed by a thorough cleaning prior to re-use.

## Protocols for wearing face masks including plans for students with sensory issues

- Face masks will be required to be worn by all staff and students throughout the day.
- Masks may be removed by a rotating portion of the class for a specific period throughout the day.
- Masks may be removed during the lunch period and also outside during gym and recess periods – socially distanced.
- Students with sensory issues will be provided various coping mechanisms to distract them from the mask and to promote keeping away from touching their faces.

# Reviewing and updated the Emergency Contact Plan

- All stakeholders will be updated weekly (or sooner, if needed) regarding any changes to the protocols set forth at the start of the academic year. Updates will be sent via Option C in the form of email, text messages or voice mails if necessary.
- All faculty, staff, board members and parents/guardians will be periodically reminded to keep their contact information up to date.

## Periodically surveying stakeholders to evaluate programming and support and make adjustments.

- Periodic surveys will be sent to all of the members of the learning community throughout the year. The survey will provide information regarding support needed for families in the areas of technology, devices for distance learning, social/emotional, etc.
- Regularly scheduled Zoom meetings with parents will take place to update them on protocols and to get feedback on areas that are in need of adjustment. They will also be used as a vehicle to provide updates from the State, City and Diocesan Authorities.
- Ongoing faculty/staff meetings will be in place to support their needs as educators and to meet the needs of the students in their classes.

# Health and Safety Measures: Monitoring and Containment

## General Information

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

## Daily Health Screening

### Temperature Checks

It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.

Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:

- Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
- If the school has a nurse, the nurse will conduct the screening. In schools where a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- In schools utilizing multiple entrances to avoid gatherings and enhance social distancing a designated trained school personnel should be at each entrance to conduct the daily temperature check.

Schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

# Health and Safety Measures: Monitoring and Containment

## Health Screening Questionnaires

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

Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- has traveled internationally or from a State with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Schools should implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

Schools must require individuals to immediately disclose if and when their responses to any of the questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

## Symptoms and Signs of Illness

School Personnel will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:

- • Fever of 100.0 degrees Fahrenheit or higher
- • Cough
- • Stuffy nose
- • Chills
- • Shortness of breath/difficulty breathing
- • Loss of taste or smell
- • Congestion/runny nose
- • Nausea/vomiting/diarrhea
- • Muscle/body aches
- • Fatigue
- • Sore throat
- • Headache

# Health and Safety Measures: Monitoring and Containment

## Screening Positive for COVID-19 Symptoms at School

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

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

## Reporting a Positive COVID-19 Case

- Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families
- Once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

**PLEASE NOTE:** Plan is subject to change according to state and local health agencies.

## Face Coverings Guidelines from the Office of the Superintendent of the Diocese of Brooklyn

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



# Face Coverings Guidelines from the Office of the Superintendent of the Diocese of Brooklyn

## Clear Face Coverings or Face Shields

Teachers and staff who may consider using clear face coverings or face shields include;

- Those who interact with students or staff who are deaf or hard of hearing, per the [Individuals with Disabilities Education Actexternal icon](#)
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

*Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.*

## Practical Recommendations

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

***Added:*** The Center for Disease Control and the Occupational Safety & Health Administration Links:

- **Centers for Disease Control and Prevention (CDC)**
  - <https://www.cdc.gov/>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- **Occupational Safety and Health Administration (OSHA)**
  - <https://www.osha.gov/SLTC/covid-19/>