



**Covid-19 Reopening Plan**  
**Saint Adalbert Catholic Academy**  
2020-2021

### **Responsible Party**

The school principal is responsible for ensuring all portions of this plan are followed.

### **Facility Capacity**

Due to the layout of the Main and Annex Buildings, Saint Adalbert Catholic Academy will be able to re-open under full capacity. Vacant classrooms will be utilized to create overflow classes to maintain social distancing. Classrooms will range from having 15 – 20 socially-distanced students depending on the size of the room, following state distancing guidelines. The PreK classes will follow the Article 43 guidelines on student capacity. The Testing Center (across from the nurse's office) will be used as an Isolation Center.

### **Operational Activity**

As the facility allows for a re-opening, parents will have the option to enroll their student in a remote learning program provided by the Diocese. Even though the plan is for a full reopen, the faculty is ready and able to switch to a hybrid or remote model, if circumstances lead to this decision. Due to PreK's Article 43 requirements, if parents of more than 15 students choose to send in their students instead of the remote learning option, a hybrid schedule will be created for alternating days and alternating Fridays. The school will be as accommodating as possible to families with reservations to a full return to learning.

The Gym will be used as the early drop-off center and door for arrival, starting at 7:15 am. Dismissal will follow a staggered schedule by grade to best utilize exit doors and to provide more than adequate social distancing.

Each program that may use the facility (After-School Program, Christ the King SETSS services, SONYC Greater Ridgewood, Boy Scouts, and the St Adalbert School of Religious Education, CYO Basketball) are responsible for following the guidelines of this plan.

### **Transportation**

A very small number of students utilize school bus transportation. This transportation is provided by the NYC DOE and all of their rules, guidelines, and procedures will be followed.

### **Face Coverings**

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. Mask breaks will be built into the schedule.

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 the 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 will 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 will consider adaptations and alternatives whenever possible.

Teachers of younger grade students who are learning to read, from grades Pre-3 to grade 2 and teachers of students with disabilities may consider using clear face coverings or face shields.

Additional PPE masks will be available onsite for any person that needs one.

### **Hand Washing**

Students will be encouraged to wash their hands with soap and water throughout the day. Bathrooms will be checked multiple times per day to ensure adequate supplies. Additionally, each room will be equipped with a sanitizing station. We encourage parents to teach their children how to safely use hand sanitizer. Students will be able to possess their own sanitizer if capable of self-dispensing. Any students demonstrating inappropriate use of hand sanitizer that may result in harm to themselves or a classmate will no longer be permitted to self-dispense sanitizer.

### **Cleaning and Disinfecting Surfaces**

Every Day: All high frequency touch surfaces will be cleaned multiple times per day. For example (but not limited to):

1. Handrails will be disinfected
2. All door handles and push/pull hardware will be disinfected
3. Water fountains will be disinfected. Students should use the bottle filler option only.
4. Soap dispensers will be checked.
5. Sanitizer dispensers will be checked.
6. Classroom desks will be wiped down.

Evening: The school will be cleaned each evening by our cleaning company.

Additional Cleaning:

The cleaning company will regularly use an electrostatic sprayer and fogging devices to treat hard to clean surfaces.

### **Social Distancing**

Social distancing will be encouraged inside and outside of the elementary school. Social distancing where able will be encouraged through the use of floor markings and teacher supervision.

Within classrooms, at least 20 square feet per person will be maintained consistent with guidance from the New York State Reopening Guidance for Religious and Independent Schools released July 27, 2020.

Except in cases of emergency (fire drills, evacuation, etc.), and single direction use (specifically the beginning and end of the school day), stairwells will operate in a single direction. Stairwell A will be used to travel upstairs and Stairwell B will be used to travel downstairs. This will be the case in both buildings.

All hallway travel will be done single file with students walking on their right leaving a social distancing gap in the middle of the hallway between the two lines. Signs, especially those with distanced markings, will be placed throughout the building to help students and everyone present in the building socially distance in the hallways, in the bathrooms and in all common areas. The signs will indicate the direction in which to travel in hallways and stairways for consistent flow, social distancing, movement of students and classes.

### **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.
- The school nurse will conduct the screening. If the nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- Starting at 7:45 after the early-drop off period, the school will utilize the Annex door and Main Door entrances to avoid gatherings and enhance social distancing. A designated trained school personnel will 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 Screening Questionnaires**

- Screening is strongly recommended to be conducted remotely before staff and students report to school.

The screening for all students and 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 will implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

School requires 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.

### **Health and Safety Measures: Monitoring and Containment**

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 is 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.

### **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

### **Screening Positive for COVID-19 Symptoms at School**

Any individual who screens positive for COVID-19 exposure or symptoms 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.
- The Isolation Room, 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.
- School 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.
- The Isolation Room will be prepared with plastic sheeting on the main door. There is access to a bathroom and the room can be accessed from outside. A bin will be stocked in the room with food, water, and medical supplies to provide comfort until medical personnel can arrive.

- School will 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.
- School is 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 will 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 will immediately notify Superintendent Tom Chadzutko and Head of Human Resources 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
- Principal will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- School will follow all health department directives on school closures, because of COVID-19.
- School will be 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.

### **Vulnerable Populations**

Accommodations may be made for students and staff that are at-risk. Parents with students who are at-risk will be encouraged to enroll in the Remote Learning option. Accommodations to the schedule for staff who are at-risk will be taken into consideration and provided when possible.

### **School Lunch**

All Pre-K 3 and K-8 students must bring their own lunch to school each day. Students will eat lunch in their classrooms. Students will not be asked to wear their masks while eating, but will be asked to refrain from talking to students while they are eating and not wearing their face coverings.

UPK students will receive lunch as per NYC requirements.

### **School Recess and Gym**

Students will need access to fresh air and physical movement daily. Recess periods will take place outside, even during inclement weather as long as student safety will not be compromised. If parents choose not to send their kids outside, they will sit on the floor in the gym 6 feet apart and be required to wear their masks. Gym class will take place on a regular schedule.

### **Online Instruction**

In the event of a long-term school closing, instruction for students in grades Pre-3 through 8 will take place online via Google Classroom. Teachers will post assignments for students to complete. Teachers will provide videos/Zooms to serve as direct instruction and will be available to answer questions during class meetings. All students will have the opportunity to check out an iPad or Chromebook with a Sprint data plan.

### **Social Emotional Learning**

Students will have access to a PDHP counselor assigned to the school to address mental health, behavioral, and emotional needs. PDHP will also provide similar resources for faculty and families; and opportunities for counseling, if needed. Teachers will utilize daily check-ins with students to gauge moods and feelings. School will utilize PBIS methods of positive recognition and reward for effort and performance. Students will be recognized through social media and the website on their contributions to the school in SEL. Principal will implement a LIT (Leadership In Training) program to help build capacity in these areas. Regular student and family surveys will be created and utilized by the principal to provide actionable feedback and evaluation on the systems in place.

### **Curriculum and Instruction**

For English Language Arts, Grade K utilizes SuperKids Curriculum, Grades 1-8 uses MyView programs, Junior Great Books, and iReady supplement all which can be blended in-person and remotely, providing essential data points for small groupings and differentiation. For Mathematics, Grades K-8 uses GoMath and iReady supplement which both can be blended in-person and remotely, providing essential data points for small groupings and differentiation. Teachers must submit weekly plan which shows the incorporation of the Junior Great Books, MyView and iReady formats

### **Building Catholic Identity**

The morning gathering will be replaced with daily prayers and recognition led by the Principal. The new Christ in Us series will be utilized for Religious Instruction. The Principal will lead a series of virtual prayer assemblies to focus on Essential Understandings and Key Concepts. The Leadership in Training program will focus on building Catholic Virtue

### **Technology Support**

All students Nursery through Grade 8 will be assigned iPads or Chromebooks. Students in Nursery - grade 2 will utilize ClassDojo for communication and posting assignments and Zoom for live instructional sessions

Parents will utilize their own accounts to monitor progress & communication. Students in Grades 3 - 8 will utilize GoogleClassroom for communication and posting assignments and Zoom/GoogleMeet for live instructional sessions. Parents will utilize their own guardian accounts to monitor progress & provide communication through email or Remind.

### **Conditions for Closure**

The school will be in consultation with state and local health departments in identifying the conditions that may warrant reducing in-person education or closing the school.

### **Communication**

Parents and Staff will be notified through OptionC Parent Alerts and Saint Adalbert Remind on any updates to the school schedule. The school website- [saintadalbertca.org](http://saintadalbertca.org)- will be used to post all relevant information. In the event of a school closure, the government will also be notified through either the NYSED Business Portal, or the [SORIS@nysed.gov](mailto:SORIS@nysed.gov) email address.

### **Amendment**

The Board and Academy Administration retain the right to amend this plan when necessary in accordance with NYC City Government, Department of Health, NY State Education Department and Diocese of Brooklyn policies, guidelines, regulations, or internal practices.