



COVID

Addendum

to the Parent Student Handbook

Provided by the Diocese of
Brooklyn/Queens to be inserted at the end
of the academies' handbooks

Section 14- COVID-19

*All health-related policies and procedures have been adopted from the regulations published by the CDC, NYC DOHMH and NYS DOHMH NYC. (August 2021)

14.1 Hygiene and Health Requirements

14.1a Face Coverings

In accordance with the NYS DOHMH order, all 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. 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. Non-disposable mask should be washed daily.

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. Faculty and Staff are also required to wear masks

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.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them while eating.

There is no outdoor NYS DOHMH face mask policy currently.

14.1b Social Distancing

Because of the importance of in-person learning, schools will implement physical distancing to the extent possible within their structures but should not exclude students from in-person learning to keep a minimum distance requirement.

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

In general, CDC recommends people who are not fully vaccinated maintain social distance of at least 6 feet from other people who are not in their household. However, several [studies](#) from the 2020-2021 school year show low COVID-19 transmission levels among students in schools that had less than 6 feet of physical distance when the school implemented and layered other prevention strategies, such as the use of masks.

Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing to reduce transmission risk. A distance of at least 6 feet is recommended between students and teachers/staff in classrooms. Outside of the classroom setting a distance of six feet social distance should be maintained between students and between students and teachers/staff.

Some extracurricular activities such as contact sports, playing a wind instrument or singing may require a social distance of 12 feet.

14.1c Cohorting

Students are assigned to a cohort. Cohorting means keeping people together in a small group and having each group stay together throughout an entire day. Cohorting can be used to limit the number of students,

teachers, and staff who come in contact with each other, especially when it is challenging to maintain physical distancing, such as among young children, and particularly in areas of moderate-to-high transmission levels. The use of cohorting can limit the spread of COVID-19 between cohorts but should not replace other prevention measures within each group.

14.2 Health Policies

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

14.2a Health Screenings

Parents/ legal guardians will be asked to monitor and screen students for flu like symptoms prior to their arrival to school grounds. Any student displaying a cold, allergy or flu like symptom should stay home until a healthcare provider submits a note that the student can safely return to in person instruction.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion, or runny nose,
- Nausea or vomiting,
- Diarrhea.

14.2b Daily Health Screening Questionnaire

Parents/legal guardians will be required to complete for each of their children the Daily Health Screening Questionnaire each day. Students who do not have a completed Daily Health Screening Questionnaire will be kept in a supervised location until their parent/legal guardian can complete the Daily Health Screening Questionnaire or pick up the student from school.

Students who have a YES answer to any of the Daily Health Screening Questionnaire questions are to stay home.

14.3a Students Excluded from In-Person Learning

School-based staff and students **cannot** report to school if they have:

- Been knowingly in close or proximate contact in the past 10 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 10 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 10 days.
- Traveled internationally or domestically without being in compliance with the NYS DOHMH Travel Advisory.

Out of precaution at this time the Elementary schools within the Diocese of Brooklyn will follow the NYC DOH and NYS DOH recommendation which states to follow the CDC Travel guidelines for vaccinated and non-vaccinated individuals.

All travelers, domestic and international, should follow all CDC travel requirements and recommendations.

International Travel: Fully Vaccinated Individuals

Before you arrive in the United States:

All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

After travel:

- Get tested with a [viral test](#) 3-5 days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements

International Travel: Non-Vaccinated Individuals:

Before you arrive in the United States:

All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

After you travel:

- Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements

Domestic Travel: Fully Vaccinated Individuals

After Travel:

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

- You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.
- Follow all [state and local](#) recommendations or requirements

Domestic Travel: Non – Vaccinated Individuals

After travel:

- Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements

14.4 Returning to School after Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

14.5a Contact and Trace Protocols:

- Principal or School Designee will confirm that the individual has tested positive for COVID-19 (molecular or antigen) and not a COVID Antibody Test.
 - Parents/ legal guardians or Faculty/Staff are asked to send a copy of their positive test result through a secure method to the appropriate school administrator.
- The Principal or School Designee will send the COVID Report to Tom Chadzutko and Joan McMaster
- Principal or School Designee will confirm that the individual was in school during the infectious period.

- The infectious period is two days before the onset of symptoms or two days before the positive test date if no symptoms. (Not the date of receiving the test results)
For Example: If an individual has symptoms and/or tests positive without symptoms on September 4, the infectious period begins on September 2.
- Principal or School designee will identify the students, faculty and staff who had close contact with the person with COVID-19 during their infectious period. Both vaccinated and unvaccinated individuals are to be included in the identification of close contacts.
 - In school settings, a close contact is someone who has been within 6 feet for 10 or more minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face mask use or the presence of plexiglass or other barriers. **Exception:** Per CDC guidance, in the classroom setting, students sitting 3 to 6 feet from a student with COVID-19 do not need to quarantine if they and the student with COVID-19 wore masks correctly and consistently. **This exception applies only to students and not to staff.**

Please Note:

- All students in a Nursery, Pre-Kindergarten and Kindergarten class will be considered close contacts and subject to quarantine protocols.
- During classroom Mask Breaks, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.
- During Lunch or Snack Time, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.
- During some sports, singing and the playing of wind instruments, if students are less than 6- 12 feet social distance, depending on the activity, from a COVID positive individual they may be considered a close contact and subject to quarantine protocols.
- All students riding the school bus with a COVID positive individual are considered close contacts and are subject to quarantine protocols.
- Principal or School designee will call the Deputy Superintendent to review the infectious period, close contact identification and the next steps for notifications and reporting of positive COVID-19 cases.

14.5b Notification of Close Contacts:

- Close Contacts are **only** to be notified by the Office of the Superintendent-Catholic Schools Support Service communication letters issued by the Deputy Superintendent.
 - We respect the privacy of our students, faculty, and staff, and do not disclose the identity of the person who has tested positive for COVID -19 or other identified close contacts
- Close contacts who fall into one of the quarantine exception categories (fully vaccinated or having had COVID-19 in the last three months) do not need to quarantine and can come to school provided they have no symptoms or tested positive for COVID-19. (Exception: positive cases within the same household)
- Close contacts who do not fall into one of the exception categories must quarantine for 10 days after the date they last had contact with the person who has COVID-19 or on Day 5 of

their quarantine, the person may take a lab-based molecular COVID19 test (PCR test), and with a negative result, return to attending school in person after Day 7. **PLEASE NOTE: If a whole class/cohort/pod are required to quarantine the Day 5 PCR Testing Option would not apply.**

- Close contacts who are not fully vaccinated and reside in the same household as a positive individual if the positive individual cannot self-isolate are required to quarantine for 10 days from the last date of contact. Last date of contact for non-vaccinated individuals residing in the same household as a positive individual is defined by the NYC DOH as 10 days from the symptom onset or date of the positive test.

Example: Symptom onset or positive test date is September 1, add 10 days until September 11. Add 10-day quarantine until September 21, individual can return on September 22.

14.5c Quarantine for Students and Staff Identified as Close Contacts to Someone with COVID-19

- In the event there is a positive case in a classroom, students or staff identified as close contacts may be asked to quarantine due to exposure to COVID-19. Students or staff who are:
 - At least 12 years old, fully vaccinated* and not showing symptoms may continue to attend school in person. Out of an abundance of caution, these students are encouraged to take a COVID-19 test three to five days after exposure.
 - At least 12 years old, fully vaccinated* and showing symptoms will be directed to quarantine for 10 calendar days.
 - Unvaccinated will be directed to quarantine for 10 calendar days. On Day 5 of their quarantine, students or staff may take a lab-based molecular COVID-19 test (PCR test), and with a negative result, return to attending school in person after Day 7. Schools should verify negative test results. (Unless the entire class/cohort/pod is out for quarantine)
 - Fully recovered from laboratory-confirmed COVID-19 in the past three months and show no symptoms of COVID-19 since the current exposure may continue to attend school in person. Three months is measured from the date a person first had COVID-19 symptoms or, if they had no symptoms, the date of their first positive diagnostic test.
 - An individual is fully vaccinated two weeks after a single-dose vaccine or second dose of a two-dose vaccine, where the vaccine has received emergency approval from the FDA or World Health Organization.
 - All individuals identified as close contacts to someone with COVID-19 must continue daily symptom monitoring through Day 14. If symptoms occur, they should isolate themselves, contact their health care provider, get tested for COVID-19 and must not attend school.
 - It is recommended that schools require proof of vaccination or previous (recent) positive test from individuals who are exposed but exempt from quarantine. This information should be collected using the same standard protocols that are used to collect and secure other immunization or health status information from students

14.5d Submit Positive Case and Close Contact Information to the NYC DOHMH

- Principals or School Designee are to Submit information on all positive cases to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form. <https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>
 - If there are no close contacts just the positive case information is submitted using the COVID-19 Facility Exposure Form
 - If there are identified close contacts both the positive case and close contacts information are submitted using the COVID-19 Facility Exposure Form.
- Principals or School Designee are to Submit information on close contact information to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form. <https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>
 - The contact list for the individual who has COVID-19 should include people's first and last names, phone numbers, and date of last contact with the person. Dates of birth and addresses may be helpful but not necessary to include.
 - If the Principal or School designee has trouble submitting the contact list using the COVID-19 Facility Exposure form, contact the NYC Health Department for help at facilities@health.nyc.gov.
 - Fully vaccinated individuals who are considered close contacts should be included in the close contacts spreadsheet.

14.6 Returning to School After Isolation, Quarantine or Calling Out Sick:

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

For Reference:

Isolation refers to individuals who have tested positive for COVID-19 through a molecular or antigen COVID-19 test.

Quarantine refers to individuals who have been identified as close contacts by the NYC DOHMH or NYC Test & Trace Corps.

- A person who has completed quarantine **does not** need a doctor's note to return to school if they show no symptoms of COVID-19 and did not test positive for COVID-19.
- A person who has completed isolation **does need** a doctor's note stating they can safely return to in person instruction. The NYC DOH does not recommend a negative COVID-19 test after isolation as an individual can continue to test positive for many weeks or months after infection even though they are no longer contagious
- A person, faculty, staff, or student, who has called out sick with COVID-19 symptoms is required to submit proof of a negative COVID-19 PCR test in addition to a doctor's note indicating they can safely return to in person instruction.
- A person, faculty, staff, or student, who has called out sick for any reason other than COVID-19 symptoms is required to submit a doctor's note indicating they can safely return to in person instruction.

- Contacts of someone in quarantine do not need to stay home unless the quarantined person develops symptoms of COVID-19 or tests positive for COVID-19 (becomes a case).

14.7 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning if it is safe to do so. Academies and parish schools will follow guidance from city and state health agencies to ensure student safety.

If there are multiple confirmed cases of COVID-19 in different classrooms, the school administration will follow the NYC DOHMH guidance on excluding any students, faculty or staff who meet the definition of a close contact. The cases are likely to be independent introductions of COVID-19 to the school from the community, rather than due to COVID-19 transmission within the school. **Schools considering whether to close will first discuss options with Deputy Superintendent, Office of the Superintendent~ Catholic Schools Support Services who will consult with the NYC Health Department, which will work collaboratively with the school to keep schools open for in person instruction whenever possible.**

The decision to close a school is based on various factors including the number of cases over time and their distribution across grades and classrooms, the size of the school, the ability of the school to exclude people who need to be isolated and quarantined in a timely manner, adherence to NYC Health Department guidance, and cooperation with the NYC Health Department.

15.8 Distance Learning

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- Device Usage – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.
- Video/Audio Conferencing – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
- File Transfer/Submission – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom, and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.

Distance Learning should be made available to students who have been identified as close contacts by the NYC DOHMH, NYC Test and Trace Corps and are subject to quarantine protocols.
Please check with the School Principal for the Distance Learning Policy at your school.

Please Note:

- The Office of the Superintendent ~Catholic School Support Services reserves the right to implement more restrictive safety and health protocols than the mandatory NYC or NYS DOHMH protocols.
- These guidelines, policies and protocols are subject to change as information is received from the CDC and city and state health agencies.