



## SCHOOL REOPENING PLAN



*Based on Department of Health Checklist for Pre-K to Grade 12  
School Reopening Plans*

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The administration would like to thank the IHC faculty, staff, Education Council and parents for helping to craft our reopening plan. Feedback from parents was helpful in determining our course of action and continued communication helps to guide us as we move towards our reopening. Surveys from parents in May and July helped to determine our course of action. Committee meetings involving janitorial staff, health care, cafeteria, teachers, aides and administration all helped to formulate this reopening plan.

1. REOPENING <i>Protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.</i>	
<b>1.1</b>	<p><b>Capacity:</b> Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;</p> <ul style="list-style-type: none"> <li>• <b>Elementary</b> - Immaculate Heart Central seeks to provide in-person instruction Monday - Friday for students in grades PreK-6th. Students will be socially distanced in their classrooms (6 feet apart). The maximum capacity for classrooms in the main building for grades 1-4 will be 13 students. The maximum capacity for 5th grade will be 19. The maximum capacity for 6th grade will be 23. The maximum capacity for Kindergarten will be 16. The maximum capacity for each PreK section will be 12. Fifth grade, sixth grade, Kindergarten, and PreK occupy significantly larger classrooms.</li> <li>• <b>Jr/Sr High</b> – Immaculate Heart Central seeks to provide in-person instruction Monday-Friday for students in grades 7-12. Students will be socially distanced in their classrooms (6 feet apart). Capacity in the high school varies by classroom. We can comfortably fit 12 students in the main classrooms. Some larger classrooms can hold 15 students. The auditorium will be used for morning arrival, as well as for music class, chorus, and band.</li> </ul>
<b>1.2</b>	<p><b>Social distancing:</b> Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities;</p> <ul style="list-style-type: none"> <li>• <b>Elementary</b> - Within the classroom, student desks will be distanced 6 feet apart. The teachers' desks will also be 6 feet away from the nearest student desk. There is adequate space in the hallways for students to travel 6 feet apart as well. Students in PreK - 1st grade will be utilizing tables. They will be seated 6 feet apart, and a physical barrier of plexiglass will be added to the middle of each table. One set of stairs will be used only for moving to the lower level of the building. The other set of stairs will only be used for moving up to the main level of the building. The number of students allowed in the restroom at one time will be limited to 2. There will be floor markings in the bathrooms at the sinks to indicate appropriate social distancing while they wait to wash their hands. There will be additional floor markings in the hallway outside the restrooms to indicate appropriate social distancing while they wait for their turn. Such floor markings will be placed in the classrooms that have their own sinks and restrooms as well. Only 5th and 6th graders will be allowed to use lockers. No more than one student per locker will be allowed, and they will be spaced 6 feet apart while at their lockers.</li> <li>• <b>Jr/Sr High</b> – Students' desks will be at least 6 feet apart. Students in the Jr/Sr High building will be grouped by cohort. Each cohort will consist of students taking the same classes. They will be</li> </ul>

<p>placed in the same classroom together. Teachers will rotate to each cohort, as opposed to students moving to different classrooms between class periods. This will help to reduce hallway traffic. Locker use will also be restricted. Students will only move through the building for special classes, such as PE, art, music, etc. Stairwells will be one-directional. Bathroom stalls and sinks will be taped off to help with social distancing. Water fountains will be turned off or taped off. Arrows through hallways and stairwells will give the direction of travel.</p>	
<p><b>1.3</b></p>	<p><b>PPE and Face Coverings:</b> Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses);</p>
<ul style="list-style-type: none"> <li>• Students and staff must wear face masks anytime they are unable to socially distance (maintain a distance of 6 ft. apart). Examples of this would be in the hallways, common areas, building entrances &amp; exits, and main lobby areas. Acceptable face coverings for students and staff include cloth face masks (handmade or bought), quick cut, bandanas, or surgical masks. Cloth face masks need to be properly cleaned and disinfected daily. Surgical masks can only be worn once. Face shields aren't considered adequate protection (unless a mask is worn with them). In order for masks to be effective, they must cover the nose and mouth. Face mask breaks will be provided to students frequently (as long as they are 6 ft apart at such time). Face masks will be supplied for staff and students who are in need. All students and staff will be educated concerning how to properly wear, take off, dispose of, and store their face coverings in the classrooms and during PE classes. Janitorial staff, nurses, food service workers, and any staff assisting with health screenings will be provided PPE.</li> <li>• Physical barriers will be used at the PreK, K and 1<sup>st</sup> grade levels. These barriers will be polycarbonate material. At the Jr/Sr High school, similar barriers will be used to separate students eating in the cafeteria.</li> </ul>	
<p><b>1.4</b></p>	<p><b>Operational Activity:</b> Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative –school and non-school –spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create an overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used; and if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events;</p>
<ul style="list-style-type: none"> <li>• <b>Alternative Approaches to Learning</b> -In the event that a parent is uncomfortable sending their child back to school in person, online/virtual instruction will be provided via Google classroom, Google Meet, Zoom, and other acceptable resources. When possible, they will be provided the same activities as the students participating in person. They also will have equal</li> </ul>	

access to the classroom teacher. In the event that the school needs to close due to illness, the students will continue their learning virtually. The teacher will have prepared the students for such an event by familiarizing them with the platforms and resources he/she will be utilizing. This will be an essential part of instruction at the beginning of the school year.

- **Hybrid Model-** If the need arises for IHC to move to a hybrid model, we anticipate students in grades PreK-12 will attend in person Monday, Tuesday, Thursday, and Friday. Students will learn virtually from home on Wednesday. The need for this model may arise in the event that students or staff become ill or there is a need for deep cleaning. A synchronous block schedule will be used for the virtual learning day.
- **Elementary**
  - **Arrival and Dismissal** - As students arrive at school, they will undergo a health screening. There will be three stations available. The first will be the main entrance for walkers. Walkers' arrival time will be staggered by the first letter of the last name (A-I 7:30 am, J-Q 7:40 am, R-Z 7:50 am). As students wait to be screened, they will be socially distanced. Another station will be available at the ground floor entrance for bus students only. The last station will be located at the entrance of the building that houses our Kindergarten and PreK programs. Dismissal time will be staggered as well to prevent the intermingling of cohorts. Bus students will be dismissed at 1:50 pm in groups (PreK-3 first, 4-6 last). They will be supervised in the gym until their bus arrives while maintaining social distancing and wearing masks. Walkers will be dismissed at 2:00 pm in intervals based on the first letter of their last name (2:00- A-I, 2:05- J-Q, 2:10-R-Z) After School Care students in grades PreK-3 will be dismissed at 2:15 pm and 4H students will be dismissed at 2:20 pm. Any students who are attending extracurricular activities after school (if they are allowed) will be dismissed last. Teachers will remain in their classrooms with their students until the last child is dismissed. Special area teachers, preschool aides, and the family support coordinator will assist with dismissal. Students and teachers must wear masks.
  - **Special Area Classes** -Immaculate Heart Central Elementary School intends to provide in-person instruction for grades PreK-6, Monday - Friday. Class sizes will be small, and all students will be socially distanced (6 feet apart). Students will still engage in special area classes (Art, Music, PE, Computer, and Library). However, procedures will promote social distancing and avoid intermingling of cohorts. The art instructor will go to each classroom for instruction. The computer instructor will also move to each classroom for instruction. Students will have their own personal chrome pad which will be disinfected between each use. Students will move to participate in PE and music instruction. Music and PE teachers, at times, will not be able to see the entire class during the same period. They will be broken into smaller cohorts. Students will be socially distanced 12 feet apart due to their participation in singing and aerobic activity. Students will be allowed to visit the library in smaller cohorts once weekly. They may check out a book, but the book must stay with their belongings at school. When books are returned to the library, they will be set aside for an extended period of time and be disinfected.
  - **Cafeteria-** The cafeteria will not be used at this time to avoid the intermingling of cohorts. Students will still be allowed to purchase school lunches or bring lunch from home. However, they will be eating in their homeroom. Our cafeteria staff will deliver school bought lunches to the classroom. If there are students with allergies in a homeroom (for example, peanuts), that particular food will not be

allowed. Students will wash or sanitize their hands before and after eating. Their desks will be disinfected as well.

- **Recess** - Every possible opportunity will be provided for the students to engage in recess daily. IHC elementary has two large fields that can be used on the grounds. Each class will have an opportunity to utilize the playground on a rotating schedule. The goal of the schedule is to limit the intermingling of cohorts and to allow an opportunity for disinfecting. Indoor recess will consist of teachers creating bins that contain activities students may engage in that discourage, as much as possible, sharing of objects and allow for social distancing.
- **Field Trips or Special Events and Visitors** -Students at IHC elementary will not be engaging in field trips or special events held outside of school or in public places. They may participate in educational programs that are presented virtually. Any visitor to the school must give prior notice to the office. All visitors will be screened before being allowed to enter (temperature check and health questionnaire). All visitors must wear facemasks if allowed into the building.
- **Jr/Sr High School**
  - **Arrival and Dismissal** – Arrival time will be from 7:20 am to 7:50 am. The main entrance at the front of the building will be used for student drop off. As students arrive at school, they will undergo a health screening. Students must wait in a socially distanced queue while they wait to be screened. Once cleared, students will make their way into the auditorium where they will be socially distanced according to cohort. Bus students will be dismissed at 2:10 pm. Walkers, student drivers, and parent pick-up will be at 2:20 pm. Athletes will dismiss at 2:20 pm and will report to the gym where they will be monitored by their coach. Teachers will remain in their classroom until the last student is dismissed. Students and teachers must wear masks during arrival and dismissal.
  - **Special Area Classes** - Immaculate Heart Central intends to provide in-person instruction for grades 7-12, Monday – Friday. Students will engage in special area classes such as art, PE, and music. Students will move by cohort to their special classes. The use of lockers in between classes will be restricted. Classrooms will be sanitized before a new cohort enters the room. Music classes, chorus, and the band will use the auditorium so that students will be 12 feet apart. Students will move to art and computer class. These classrooms will be sanitized after each cohort exits. The use of the library will be restricted. However, the librarian will be able to check out books as needed. Students will complete a form to request a book, and the librarian will deliver the textbook to the student. Unstructured study halls ("free periods") will be a study hall in their cohort classroom.
  - **Field trips/special events/visitors** - Students at the Jr/Sr High school will not be engaging in field trips or special events held outside of school or in public places. Visitors to the school will be screened (temperature and health questionnaire). Visitors must wear a facemask while in the building.
  - **Patio** - the patio will be available for small classes. Students and teachers must wear masks and be socially distanced while moving to the patio. While outside, the students will be socially distanced. The main office will be notified that a class is using the patio. The patio tables must be wiped down after each class.

<p><b>1.5</b></p>	<p><b>Restart Operations:</b> Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable;</p>
<ul style="list-style-type: none"> <li>• <b>Elementary and Jr/Sr High</b> - To ensure a safe reopening, IHC elementary custodial staff will sanitize and disinfect each room in the building thoroughly before students return. All high touch areas will be disinfected often. Tables, desks, doorknobs, handrails, lockers, light switches, countertops, handles, keyboards, tablets, toilets, faucets, faucet knobs, and sinks will be wiped down with an approved cleaning product. Fogging machines will be purchased and will be used to sanitize large area spaces. Some sinks and urinals will be blocked off and not used in the restrooms to promote social distancing. In order to promote ventilation, teachers will have windows and doors open whenever possible. Signage encouraging healthy hygiene practices will be posted at the entrances, restrooms, hallways, classrooms, and main office. Signage to promote social distancing and proper movement in the hallways will also be posted. The use of water fountains in the hallway will not be allowed. Students will be allowed to bring a water bottle to school with them. However, it must be taken home every evening for cleaning and disinfecting.</li> <li>• Classroom configuration will maintain fire code requirements. For example, the escape window and door will not be blocked. Fire doors will still function and operate as normal.</li> <li>• Emergency drills will be conducted to the best of our ability while maintaining social distancing. Examples include fire drills and lockdown drills. During fire drills, students and faculty will be required to wear their masks and proceed to the nearest exit while social distancing. Lockdown drills will be conducted as normal, except students will not congregate next to the wall. They will remain seated in their classroom.</li> <li>• Faculty and Staff will use the first weeks of school to go over orientation and training for students. Grace will be given to students who are socially or emotionally challenged during the reopening phase. Relationship building, teacher-student connections and peer-to-peer relationships will be emphasized.</li> <li>• Dynamic breaks will be offered for students. This will involve periods of stretching and relaxation.</li> <li>• Comprehensive attendance will be taken daily for in-person instruction. For students who have opted out of in-person instruction, attendance will be taken through participation in synchronous Zoom sessions. Virtual students will be closely monitored. Frequent absences will result in loss of instructional time and students falling behind. In the event of frequent absences, the administration will reach out to parents/ guardians to address any issues that may be preventing the student from participating and to devise a plan that will improve student participation and success.</li> </ul>	
<p><b>1.6</b></p>	<p><b>Hygiene, Cleaning, and Disinfection:</b> Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds;</p>
<ul style="list-style-type: none"> <li>• As stated above, all high touch areas will be cleaned and disinfected frequently throughout the school day. Fogging machines will be purchased and will be used to disinfect large area rooms. Restrooms will also be cleaned and disinfected frequently throughout the school day. Logs will be maintained by the custodial staff stating the date and time of disinfection of each area of the school. The playground equipment will be appropriately disinfected on a routine basis as well. Any gym equipment or recess equipment students are sharing will be disinfected after each</li> </ul>	

	<p>use. The sharing of objects by students will be as limited as possible. All custodial staff will be provided with the appropriate PPE and will use safe and approved cleaning products. All students and staff will be educated concerning the proper use and cleaning of face coverings. Students will receive instruction concerning hand and respiratory hygiene from their classroom teacher and in PE classes as well.</p>
<p><b>1.7</b></p>	<p><b>Extracurriculars:</b> Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Schools Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of the guidance, and additional information on athletic activities is forthcoming;</p>
	<ul style="list-style-type: none"> <li>• <b>Elementary</b> - After school activities involving sports are not allowed at this time. Any after school activities that can be offered to students virtually will be permitted. Assemblies will be limited to small groups of students and no parent participation. Attending mass will be limited to small groups of students socially distanced in the gymnasium and no parent participation.</li> <li>• <b>Jr/Sr High</b> - After school activities involving interscholastic sports will follow guidelines from NYSPHSAA. No other after school activities will be held at this time. Assemblies (such as masses) will be limited to students and faculty only.</li> </ul>
<p><b>1.8</b></p>	<p><b>Before and Aftercare:</b> Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household;</p>
	<ul style="list-style-type: none"> <li>• <b>Elementary</b> - Aftercare will be provided in a limited capacity. PreK- 1st-grade students will create one cohort. Second and Third grade will be another. The intermingling of these two cohorts will be avoided. They will be housed in separate locations. No more than 12 students will be allowed per group each day. The 4H program will also be provided. The 4H students will be divided into two small groups as well. No more than 15 students will be allowed per group each day. No last-minute additions to the rosters will be permitted. Social distancing will be maintained when possible. Students will wear masks whenever it isn't possible for them to be socially distanced. High touch surfaces will be disinfected and sanitized often. Toys and any objects shared by the students will be disinfected daily. Efforts will be made to limit the sharing of objects. Snacks will still be provided. Students will be discouraged from sharing any food. When parents arrive to pick up, their child will be delivered to them with their belongings. Parents will sign students out at the entrance. Parents will not be allowed to enter the aftercare classroom.</li> <li>• <b>Jr/Sr High</b> – No aftercare will be provided. The cafeteria will not be available to students after school. Bus students will be dismissed at 2:10 pm. Walkers, student drivers, and students being picked up will be dismissed at 2:20 pm. Athletes will dismiss at 2:20 pm and must report to the gym where the coaches will pick them up for practice.</li> <li>• <b>Residential Life</b> <ul style="list-style-type: none"> <li>○ All students will attest that they have completed a 14 day quarantine immediately preceding their arrival to the residence hall. Self quarantine involves eliminating non-</li> </ul> </li> </ul>

essential interaction in public places, wearing a face covering and maintaining social distance in all circumstances when leaving the house, and reducing interaction with anyone outside the household.

- All Residence Hall students will be required to present a negative COVID-19 test that was taken within 7 days of arrival. Students will be temperature checked upon their arrival every day at school.
- Students will wear face coverings and social distance in all common areas outside their dorm room.
- An emphasis on hand washing hygiene and reporting COVID-19 like symptoms will be followed.
- If a student requires testing while on campus, quarantine protocols are in place to protect the student and the community from wider spread. These protocols take in to consideration the student's need to maintain distance, but also realize the continued academic, social and emotional needs of the student. If a student is symptomatic, and waiting for test results, the student will be safely quarantined in a designated and separate dorm area. If the student's test is positive, and is not able to leave campus safely to convalesce, the student will have the comfort of a traditional dorm room, but will be under the medical supervision of a registered nurse. Academic coursework will be accessible as the student's health permits and mental health services will be part of an active recovery procedure.
- Illness and exposure testing will be done for any student who is symptomatic of COVID-19 and for all members of the dorm who are in close contact with tested students deemed necessary by staff. Surveillance testing in the form of frequent temperature checks and daily health and wellness assessments will help us to monitor for trends and be proactive in the treatment of all illnesses.
- Guests and visitors to the residence hall will be restricted to essential personnel

**1.9**

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

- Students who are at increased risk for severe COVID-19 illness or individuals who may not feel comfortable returning to an in-person educational environment can participate in instruction virtually. Teachers, when possible, will provide the same activities that the students participating in person are engaging in. Vulnerable students will have equal access to the classroom teacher. Teachers or staff who are at an increased risk or feel uncomfortable may be provided additional PPE.

<p><b>1.10</b></p>	<p><b>Transportation:</b> Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);</p>
<ul style="list-style-type: none"> <li>• Parents and guardians of students that attend IHC often drop off their children themselves. Students who ride the bus are transported by the public school system of their home district. Our students and their parents who utilize this service will follow the protocol and procedures for safety and hygiene set forth by their home public school district. As bus students arrive at IHC, they will undergo our health screening with assigned staff.</li> <li>• IHC Soccer Academy students will be required to wear masks while being transported by the residence hall supervisor. Appropriate social distancing will be required.</li> <li>• The van will be disinfected once per day</li> <li>• High contact spots will be wiped down after each use</li> <li>• Drivers will not carry personal bottle of sanitizer</li> <li>• Drivers must wear a mask</li> <li>• Appropriate PPE will be provided for the driver</li> <li>• Drivers will perform a health check prior to reporting to work</li> </ul>	<p><b>1.11</b></p> <p><b>Food Services:</b> Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the common area (e.g., cafeteria);</p> <ul style="list-style-type: none"> <li>• <b>Elementary</b> - The cafeteria will not be used at this time to avoid the intermingling of cohorts. Students will still be allowed to purchase school lunches or bring lunch from home. However, they will be eating in their homeroom. Our cafeteria staff will deliver school bought lunches to the classroom. Cafeteria staff will be provided with adequate PPE (masks, gloves, aprons). If there are students with allergies in a homeroom (for example, peanuts), that particular food will not be allowed in that homeroom. Students will wash or sanitize their hands before and after eating under the direction of their classroom teacher. Student desks will be disinfected before and after eating as well.</li> </ul> <p><b>Jr/Sr High</b> - Students will be escorted to the cafeteria by their classroom teacher. There will be a marked queue where students will receive lunch. Teachers will monitor the queue and ensure social distancing. Students must wear masks while in the queue. The cafeteria will use foil containers w/lids. Hot lunches will be served to each student, and there will be no buffet items. All food will be</p>

behind the counter, and students must ask for items. Vending machines will be turned off. Milk, water, and juice will be available with lunches. Napkins and utensils will be pre-wrapped, and condiments will be placed in containers. Tables will be spread out, with seats six feet apart. The tables will be sanitized after each lunch. A pre-pay option will be encouraged to reduce cash exchange. Because there is limited capacity in the cafeteria, classes will use both the cafeteria and classroom to eat lunch. The cafeteria maximum capacity is 30 persons socially distanced. Therefore, only one grade level will be allowed to eat in the cafeteria each day. The other grade levels will eat in their classroom. The cafeteria tables have seats separated six feet apart and plastic barriers will separate the seats. Students will face the backs of the other tables to prevent cross contamination. If a student has a known allergy, that particular food item will not be allowed in the cafeteria or classroom. The parent or guardian must notify the school of the known allergy.

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

- Teachers and staff at IHC have been engaged in SEL educational training for the past two years. Teachers are well informed concerning signs of anxiety and stress in their students. Teachers will carefully monitor the behaviors and actions of their students. Concerns will be shared with the administration, school nurses, and the family support coordinator. Communication between home and school will be consistent and frequent.
- **Elementary** - The family support coordinator will continue lunch bunch discussions (while practicing social distancing) to allow students the opportunity to share their feelings, worries, or questions concerning the changes they are experiencing due to COVID. Teachers will continue to incorporate morning meetings into their daily routine to provide additional opportunities for students to share their thoughts, feelings, and concerns. Teachers will do their best to provide recess and/or opportunities for safe physical activities throughout the school day. PE classes will also incorporate SEL practices and allow students safe opportunities for physical exertion to promote physical health and mental well-being.
- **Jr/ Sr High** – The family support coordinator and guidance counselor will be available for student services. The advisory program will be used as an outlet for students to discuss school-related issues. Teachers will undergo training for the advisory program as a way for students to develop relationships with their peers as well as their teachers. The enrollment director will frequently survey students in both buildings to assess their mental health. This information will be relayed to the administration.

**1.13** **Communication:** Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools

	<p>will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.</p>
	<ul style="list-style-type: none"><li>• Immaculate Heart Central school will share the reopening plan with parents and staff on the school website, via email, social media, and traditional mail if necessary. There will be an abundance of signage at the entrances of the school to remind parents, students, and visitors of the protocol and procedures for entering the building. Social media and the school website will be utilized to share helpful information and resources regarding how to speak to their children about proper hand and respiratory hygiene, proper use of face coverings, examples of adequate face coverings, etc. A virtual open house and meet the teacher events will be provided to walk parents and students through what a typical day of school will consist of.</li></ul>

## 2. MONITORING *Protocols and procedures to track health conditions at schools.*

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

- Teachers will arrive prior to students to have temperatures checked and fill out a health questionnaire daily. Student temperatures will be taken and recorded (C= clear, NC = not clear) as students arrive.
- Any staff member or student who exhibits a temperature greater than 100 degrees will not be admitted into the building. If a student exhibits a fever upon arrival and isn't accompanied by a parent or guardian, they will be isolated in the health clinic until they can be picked up.
- Staff members will take turns assisting with health screenings. Proper PPE will be provided for them.
- **Elementary** - Arrival time for students who walk or are dropped off by their parent/ guardian will be staggered by 10-15 minutes by the first letter of their last name. There will be three screening stations. The first will be the entrance for busses. The next is the main entrance for walkers grades 1-6, and the last is the entrance of the building that houses our Kindergarten and PreK students. Cones or other markers will be used at the entrances to indicate social distancing (6 ft apart) while students/ parents wait to be screened. Parents/ guardians may walk their children to the temperature check but may not enter the building. Parents must wear a mask. Periodically (twice a month), parents/ guardians will be sent a health questionnaire digitally they must fill out and return. Students will report directly to their homeroom once their health screening is completed.
- **Jr/ Sr High** – Student arrival time is between 7:20 am, and 7:50 am. Markers will be used to indicate a queue for temperature checks and screening. Once cleared, students will go to the auditorium where they are sectioned off by cohort. Students will be socially distanced in the auditorium. The main entrance is the entrance for student drop off. Any guest or visitor to the building must wear a mask and undergo a health screening. Parents will complete health questionnaires in digital form twice a month.

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

- Teachers will be educated to recognize the signs and symptoms of COVID-19. If a student exhibits any of these symptoms, the student will be evaluated by the school nurse. Parents/ guardians will be advised to have their child evaluated by their family health care provider. The health care provider will determine if testing is necessary and direct them appropriately. In the event of a positive diagnosis, the local health department will be notified by the health care provider and our school nurse. The school will assist the local health department in every way possible to trace any contact the infected student or staff member has had with other individuals.

<p>The local health department will determine the need for additional testing of individuals. Any families/ students who have recently engaged in international travel, traveled to a state that has widespread transmission of COVID -19 or a state that has been quarantined by the state of New York, is expected to notify the school and engage in self-quarantine before attending in-person instruction.</p>	
<p><b>2.3</b></p>	<p><b>Testing Responsibility:</b> Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system, etc.), particularly in the event that large-scale testing at the school is needed;</p> <ul style="list-style-type: none"> <li>Family health care providers of individual students who are symptomatic are responsible for directing them to the proper resource for testing. The local public health department is responsible for advising the school concerning testing needs and resources to have testing administered on a large scale if necessary. The school is responsible for keeping records and assisting the local public health department as much as possible with monitoring and contact tracing. Such records include accurate attendance records of students and staff, an accurate log of visitors allowed into the building, monitoring students' schedules, and tracing any individuals the positive individual may have had contact with throughout the school day.</li> </ul>
<p><b>2.4</b></p>	<p><b>Early Warning Signs:</b> Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.</p> <ul style="list-style-type: none"> <li>Teachers and staff will be educated concerning the early signs of COVID-19. They include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste and smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea. They will also be aware of the signs of MIS-C (multisystem inflammatory syndrome), which include fever, abdominal pain, neck pain, rash, fatigue, bloodshot eyes, vomiting, or diarrhea. A student or staff member exhibiting any of these symptoms must be evaluated by the school nurse.</li> </ul>

**3. CONTAINMENT** *Protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.*

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

- Nursing staff will be provided with appropriate PPE (face shields, masks, gloves, and gowns). Students exhibiting any signs of COVID-19 will be seen by the nurse and evaluated. The maximum number of students allowed in the health office at once will be 3. Students and nurses must wear masks while in the health office.
- Floor markings will indicate appropriate social distancing in the hallway outside the health office for students who are waiting.
- In the case of a student who is exhibiting fever or symptoms of severe illness, the back room off the main clinic will be used to isolate the student.
- Students who are ill are to remain in the health office until their parents/ guardians can pick them up. The parents/ guardians will pick up their student at the side entrance in front of the building closest to the health clinic. At that time, they will sign them out in the register.
- Office staff will assist with obtaining personal belongings of students who are ill. Other students will not be allowed to bring them to the health clinic.
- The isolation area will be thoroughly disinfected and sanitized after each use.
- Students who test positive will not be allowed to return to school until their symptoms have resolved, they have been screened by their health care provider who has provided the appropriate documentation and have tested negative for COVID.
- Parents/ guardians are expected to notify the school concerning a positive test result, and nursing staff will be responsible for alerting the state and local health departments of any positive COVID diagnosis in students or staff.

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

Any student or staff member who exhibits a fever of 100 degrees or more upon arrival at school will not be admitted into the building. If a student who has a fever isn't accompanied by an adult, they will be isolated in the health clinic until the parent/ guardian can pick them up. In the event that a student becomes symptomatic while at school, that student will be evaluated by the school nurse and, if necessary, taken to the isolation area in the health clinic. Nursing staff will be provided the proper PPE (masks, gloves, goggles, gowns, or aprons).

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

- The parents/ guardians will pick up their child at the side entrance in front of the building closest to the health clinic (Elementary) and through the main entrance (Jr/Sr High). Parents will call the main office to notify the health clinic that they are present, and arrangements will be made to

<p>retrieve the student's belongings from their classroom. The students will be brought to their parent or guardian. Parents will sign them out at that time. The school nurse will advise them concerning the need to consult with their family health care provider. Once a student leaves, the isolation area will be closed off for deep cleaning and disinfecting.</p>	
<b>3.4</b>	<p><b>Infected Individuals:</b> Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department;</p>
<ul style="list-style-type: none"> <li>Students or staff who test positive will not be allowed to return to school, and in-person instruction until their symptoms have resolved, they have been screened by their health care provider who has provided the appropriate documentation and have tested negative for COVID.</li> </ul>	
<b>3.5</b>	<p><b>Exposed Individuals:</b> Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department;</p>
<ul style="list-style-type: none"> <li>If a student or staff member has been exposed to an individual who has tested positive for COVID-19 or traveled to a state that has widespread transmission of COVID -19 or has been quarantined by the state of New York, they are expected to notify the school, consult their health care provider and engage in self-quarantine before attending in-person instruction.</li> </ul>	
<b>3.6</b>	<p><b>Hygiene, Cleaning, and Disinfection:</b> Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;</p>
<ul style="list-style-type: none"> <li>Any area used by the individual suspected or confirmed positive for COVID-19 will be closed off. It is recommended they be closed off for at least 24 hours. However, an attempt should be made to close it off as long as possible. Opening windows and doors to ventilate the area is also recommended. The area will be deep cleaned and disinfected (using the fogging machine). Once the areas have been disinfected, students who have not been in close contact with the individual who is symptomatic or confirmed may use it.</li> </ul>	
<b>3.7</b>	<p><b>Contact Tracing:</b> Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies;</p>
<ul style="list-style-type: none"> <li>Immaculate Heart Central will collaborate with the Department of Health to conduct contact tracing in the event of a positive diagnosis. Parents/ guardians and staff members are obligated to inform the school health office and/or the administration of a positive test result. The department of health will be notified by the health office, and the administration will then track the movement of the infected individual to secure possibly affected areas and notify impacted individuals. The school will also assist by maintaining accurate attendance records of students and</li> </ul>	

<p>staff, an accurate log of visitors allowed into the building, monitoring students' schedules, and tracing any individuals the positive individual may have had contact with throughout the school day.</p>	
<b>3.8</b>	<p><b>Communication:</b> Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students, and the local community.</p>
<ul style="list-style-type: none"><li>• The reopening plan, protocol &amp; procedures, and safety measures taken by the school will be shared with parents, faculty, and staff via email, the school website, and traditional mail.</li></ul>	

**4. CLOSURE** *Contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.*

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

- Immaculate Heart Central will work closely with the local health department to monitor conditions that serve as an early warning that positive COVID-19 cases may be increasing beyond an acceptable level. Such conditions include an increase in absenteeism and an increase in illness in the school community. A positive diagnosis may require temporary closure for extensive deep cleaning.
- If a positive case of COVID-19 is confirmed within IHC, the main point of contact will be the Principal. If the elementary school is involved, the Vice-Principal will assist the Principal with communications.

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

- In the event of another extended school closure, teachers will continue to provide instruction using Google Classroom, Google Meets, Zoom, videos, and live instruction via technology.
- Students will be taught how to use Google Classroom and other resources upon their return in the fall so that they become more comfortable and familiar with this technology.
- Teachers will be provided with professional development to enhance their knowledge and success while utilizing this technology.
- Teachers system-wide will consistently use the same platforms for virtual learning to make things less complicated for students and their parents.
- Teachers will be expected to be available during the typical school day.
- Teachers will be expected to post tasks, activities, assignments, and projects in a timely manner.
- Students in need of devices or internet capability will be provided with these items to the best of our ability.
- Attendance will be taken by teachers through student participation in online Zoom classes. This option will be used if the school uses the virtual option for learning.

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

- In the event of another extended school closure, the administration will provide frequent updates to parents, faculty, and staff via email, school website, and social media. Teachers may be contacted via email or Google Classroom. Teachers are expected to respond in a timely manner. If teachers are unable to address specific concerns or questions, the administration will be notified and will respond in a timely manner. Office staff will be available to answer questions as well.

