



Saint Bernard Catholic Academy

Logistics and Planning

Tracy Flanagan - Principal/Responsible Party

Rick Martino – Board Chair

Linda Capriola – Administrative Assistant

Helene Cirrincione – Technology Coordinator/DTI Coach

Toma Diaz – HAA President

Samantha Mendez – Early Childhood Coordinator

Alexandra Umbria – Elementary School Coordinator

Patricia Bellard – Middle School Coordinator

Dana Kearney – Special Content Coordinator

Deborah Mendez – Teaching Assistant Coordinator

Mendoza Brothers- Custodial Staff

Kathleen David – Academy Nurse

Jim Bellard – School Security Guard

Creating well defined entrance protocols for students, teachers, and visitors:

- ❖ Faculty and staff will enter through the main lobby doors prior to students arriving.
- ❖ All faculty , staff, and visitors will be required to affirm they are not experiencing COVID-19 symptoms prior to entering the building.
- ❖ SBCA will adopt a policy of limiting non-essential visitors and volunteers.
- ❖ When necessary, essential/non-essential visitors/volunteers will enter through the main doors, fill out and sign a questionnaire, and receive a health check.
- ❖ Jr. Pre-k – Kindergarten cohort will enter and exit through the doors closest to Avenue U.
- ❖ Grades 1 – 2 cohort will enter and exit through the main lobby doors on East 69th Street.
- ❖ Grades 3 -4 cohort will enter and exit through the side doors on East 69th Street.
- ❖ Grades 5-8 cohort will enter and exit through the parish hall doors on Veteran’s Avenue (both sets of doors).

- ❖ Staggered arrival and dismissal times will be scheduled by cohort to limit contact between cohorts and direct contact with parents as much as possible.
- ❖ Parents will be required to leave their child/children at the door during arrival, and pick-up students outside during dismissal.
- ❖ Special content teachers, secretary, and principal will continue their weekly rotation of morning duty assisting the early childhood students to their classroom.

Developing routines for daily health checks:

- ❖ Students and faculty will need to stay home if they feel ill or have a fever.
- ❖ Faculty will have their temperature taken each morning and affirm they are not experiencing COVID-19 symptoms prior to entering the building.
- ❖ Faculty on morning duty will take and record student temperatures upon arrival via touchless infrared thermometer.
- ❖ Automatic hand sanitizing stations will be at every entrance/exit and used upon entering and exiting the building to promote sanitary practices.
- ❖ Automatic hand sanitizing stations will be at the entrance to every classroom to promote sanitary practices.
- ❖ Bathrooms will be as touch-free as possible to ensure hygienic conditions.
- ❖ Training for faculty/staff and students that promote behaviors (hand hygiene and respiratory etiquette) that reduce the spread of the virus will be conducted.
- ❖ Families will be encouraged to educate their children on proper COVID-19 school protocols.
- ❖ Academy nurse will keep a record of faculty, staff, and students who have been tested for COVID-19. All records will be kept confidential.
- ❖ An "isolation area" will be designated so that anyone who experiences COVID-19 symptoms or feels unwell, can be isolated from others while additional steps are taken to seek care.
- ❖ Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidelines for caring for oneself and others who are sick.
- ❖ Anyone who is sick, will need a doctor's note before returning to school.
- ❖ Consistent with applicable law and privacy policies, having faculty, staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- ❖ Social-emotional support will be readily available for faculty, staff, students, and families to help them reengage and reenter work and school. A counselor, designated by the Diocese, as well as the administration and DOH nurse, will be equipped with tools and information on how to support students and maintain normalcy throughout the year.
- ❖ Faculty, staff, students, and families will be encouraged to talk with people they trust about their concerns and how they are feeling.

- ❖ Signs will be posted for the national distress hotline 1-800-985-5990, or text TalkWithUs to 66746.

Developing protocols for social distancing in the classroom:

- ❖ Classrooms will accommodate no more than 12 students in all grades.
- ❖ All rooms in the building, including the gym will be used for educational purposes to accommodate social distancing guidelines.
- ❖ Desks/Seats will be placed at least 6 feet from each other.
- ❖ Desks will be placed in rows facing one direction.
- ❖ Teacher's desk will be placed in the front of the classroom with a plexiglass/plastic barrier.
- ❖ Bright tape will be placed on the classroom floors as a guide to ensure desks remain in place.
- ❖ Students will remain with the same group of students for the duration of the day.
- ❖ Special Content Teachers and Departmental Teachers will become push-in classes – Teachers will travel from class to class to minimize interactions of students passing each other in the hallway.
- ❖ Students will be given their own set of supplies to be used throughout the year. They will keep these supplies with them at all times in a labeled container/pouch.
- ❖ Grades Jr. Pre-k-8 will utilize a 1:1 electronic device as to reduce contact of paper-based instruction when deemed necessary.
- ❖ Posted signs throughout the classroom promoting safe practices.

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities:

- ❖ Students will eat lunch in their designated classrooms (pods/cohorts).
- ❖ Teachers of Grades 5-8 will move from class to class as an alternative to students moving each period.
- ❖ Special Content Teachers will move from class to class as an alternative to students moving.
- ❖ First-Friday Masses, as well as special masses will take place at reduced capacity based on city and state guidance. Multiple masses will take place and/or a continuation of 'Live Streaming' via the Parish Facebook page.
- ❖ Hallways will have clear directional markings. Physical guides, such as tape on floors or sidewalks and signs on walls, will ensure that staff and children remain at least 6 feet apart in lines and at other times.
- ❖ Physical barriers will be installed, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks, bathroom sinks, etc.)
- ❖ Following arrival, one staircase will be designated as "UP" and the other will be designated as "DOWN".
- ❖ Special events will take place with social distancing guidelines in place. Multiple schedules/days will allow for all parties involved to participate safely.

- ❖ Bathroom visits will be scheduled by class throughout the day on each floor.
- ❖ Outdoor physical education, whenever/wherever possible (weather permitting).
- ❖ Posted signs throughout the building promoting safe practices.

Developing scheduling options to facilitate reduced capacity at school:

- ❖ SBCA will adopt a “Hybrid Model” where students will attend school on certain days of the week and will “Live Stream” on other days. For example, Group A students will come to school for in-person learning on Monday, Wednesday and every other Friday and Group B students will come to school on Tuesday, Thursday, and every other Friday. The following week, groups will alternate. On days, that Group A and B are not in the physical classroom space, they will participate via remote instruction simultaneously with the group that is receiving “Direct Instruction.” This model will remain in place until the CDC, Department of Health, and state and local authorities deem it acceptable to relax social distancing guidelines, which for the moment remain at 6 feet.
- ❖ SBCA families will also be given the option to choose 100% remote instruction. This choice will allow families to choose a model that they deem safe for their child/children. The students will mimic a regular in-person school day as they will follow their class schedule and participate simultaneously with the students receiving “Direct Instruction.”
- ❖ Families will remain in the same grouping to alleviate the burden of having someone home five days a week and to accommodate working families.
- ❖ If space allows, before and after school programs will continue to take place in a separate part of the building (most likely the Parish Hall Stage). Social distancing protocols will be adhered to.

Creating a plan to handle confidentiality issues:

- ❖ Maintaining confidentiality during COVID-19 case investigations and contact tracing can be particularly difficult in congregate settings. Prior discussions with the client can generate solutions for safeguarding confidentiality. Onsite administrators/employers who already know confidential information regarding a client or contacts can be asked to respect confidentiality, even if they are not legally bound to do so.
- ❖ SBCA will actively encourage faculty, staff, and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick faculty, staff, and students to stay at home without fear of reprisal, and ensure faculty, staff, students, and students’ families are aware of these policies.
- ❖ Academy nurse will keep a record of faculty, staff, and students who have been tested for and/or diagnosed with COVID-19. All records will be kept confidential.
- ❖ An “isolation area” will be designated so that anyone who experiences COVID-19 symptoms or feels unwell, can be isolated from others while additional steps are taken to seek care.
- ❖ Consistent with applicable law, SBCA will put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.
- ❖ Confidentiality issues will be handled by the academy nurse and/or principal who will then electronically transfer information to those concerned.

- ❖ SBCA will be mindful of faculty, staff, and student medical privacy rights, which generally prohibit disclosure of personal health information without proper consent or authorization.
- ❖ SBCA will follow CDC guidelines and maintain the confidentiality of those with confirmed COVID-19 infection.
- ❖ All health checks will be conducted safely and respectfully and in accordance with any applicable privacy laws and regulations.
- ❖ Consistent with applicable law and privacy policies, having faculty, staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- ❖ Social-emotional support will be readily available for faculty, staff, students, and families to help them reengage and reenter work and school. A counselor, designated by the Diocese, as well as the administration, will be equipped with tools and information on how to support students and maintain normalcy throughout the year.
- ❖ Faculty, staff, students, and families will be encouraged to talk with people they trust about their concerns and how they are feeling.
- ❖ Signs will be posted for the national distress hotline 1-800-985-5990, or text TalkWithUs to 66746.

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

- ❖ In addition to following guidance around regular hand washing, hand sanitizing, daily cleaning and disinfecting of high-touch surfaces, and encouraging social distancing, SBCA plans to procure and distribute personal protective equipment for students, faculty and staff to use when in the building. This equipment will include reusable masks for all students, faculty and staff, reusable face shields for security and instructional staff to use when teaching, and gloves.
- ❖ Faculty, staff and students will be permitted to wear their own personal face masks if they are appropriate for school and follow CDC guidelines.
- ❖ Academy DOH Nurse will acquire appropriate PPE supplies through DOH.
- ❖ SBCA will always have a back-up of PPE supplies on hand .
- ❖ Regular orders of PPE and disinfecting supplies will be delivered each month.
- ❖ SBCA will support healthy hygiene behaviors by providing each teacher with a box of face masks, box of gloves, reusable face shield, liquid disinfecting spray, disinfecting wipes, infrared thermometer, and paper towels.
- ❖ Students will be asked to bring their own mask, hand sanitizer, tissues, and wipes to keep at their desk.

Creating a plan for deep cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.:

- ❖ SBCA purchased a hydro-fog machine to disinfect large areas every night.
- ❖ Cleaning company has a fogging machine and will be used nightly to disinfect large areas.
- ❖ Develop a schedule for increased, routine cleaning, and disinfection. Frequent disinfecting of bathrooms, door handles, desks, and other common spaces.
- ❖ Require handwashing in regular intervals. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- ❖ Students help clean where practical, such as their individual desk space.
- ❖ Intensify cleaning, disinfection, and ventilation . Clean and disinfect common areas every two hours and frequently touched surfaces within the school (e.g., door handles, sink handles, banisters, light switches...etc.)
- ❖ Custodial staff will ensure safe and correct storage and application of disinfectants and keep products away from children. SBCA will use products that meet EPA disinfection criteria.
- ❖ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows.
- ❖ Wear disposable gloves to clean and disinfect.
- ❖ Deep cleaning and disinfecting at the end of every school day after the building has been vacated.
- ❖ Special consideration will be given to any possible shared educational materials (e.g., tablets and/or Chromebooks).

Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues:

- ❖ Faculty will teach and reinforce the use of cloth face coverings.
- ❖ Face coverings may be challenging for students (especially younger students) to wear in all-day settings.
- ❖ Face coverings are to be worn by faculty, staff, students, and visitors.
- ❖ Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- ❖ Information will be provided to faculty, staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- ❖ Face coverings should not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance
- ❖ Students will be permitted to remove their mask when eating lunch/snack

- ❖ Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.
- ❖ Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- ❖ All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- ❖ All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.
- ❖ Non-disposable mask should be washed daily.
- ❖ Teachers will allow breaks from wearing the mask when needed.
- ❖ 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.

Reviewing and updating the Emergency Contact Plan:

- ❖ Families will receive an Emergency Contact form before school begins in September. All families will be required to send in the form whether new or returning to ensure all information is up to date.
- ❖ If a student or faculty/staff member has a confirmed case of COVID-19, we will follow the CDC's and DOH's protocols. This includes alerting students, families, and faculty/staff who came in close-contact with the individual, advising them to self-quarantine for 14 days and seek medical attention if they exhibit COVID-19 symptoms. SBCA will continue to update the protocol as directed by the CDC, DOH, and other health officials.
- ❖ All implemented plans will be monitored weekly.
- ❖ All changes will be noted immediately, and updates distributed ASAP.
- ❖ **Communication Systems (CDC May 19, 2020)**
 - Put systems in place for:
 - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14

days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).

- Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Web or Cloud-based School Information Systems

Periodically surveying stakeholders to evaluate programming and support and make adjustments:

- ❖ SBCA will engage in regular monitoring of our re-opening plan to ensure that we are doing our best to meet the needs of our faculty, students, and families.
- ❖ Regular site walk-throughs will take place.
- ❖ Faculty surveys will be routinely administered.
- ❖ Student surveys will be routinely administered.
- ❖ Surveys will be routinely administered to SBCA families.
- ❖ Regular classroom observations will take place.
- ❖ Results will be used to make necessary adjustments.
- ❖ Principal/Student/Parent conferences will take place when needed.
- ❖ Parent/Teacher conferences will take place via remotely each trimester.
- ❖ Teacher/Parent meetings will take place routinely when needed.
- ❖ Regular communication will take place via e-mail and/or the Option C school-based communication platform.
- ❖ Updates will be posted on SBCA website, Option C and all Social Media Platforms.