



Logistics and Planning

Sacred Heart Catholic Academy of Bayside

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For Reopening in September 2020 we realize many changes may determine which plan will be put in place. The safety and health of all people in the building and their families is what will guide us.

It is also acknowledging that each of these plans may change due to the needs and safety of all school stakeholders. Sacred Heart Parents were surveyed and the concerns expressed by the parents were taken into account in the completion of this plan.

The Logistics and Planning Re-Opening includes three plans for September 2020.

Sacred Heart Catholic Academy of Bayside

Facilities

Sacred Heart Catholic Academy of Bayside is located in Bayside, New York in the borough of Queens. It is made up of two buildings that are connected by a “bridge” between the two.

The older building located on 216 and 38th Avenue in Bayside, NY and it consists of one circular hallway, three stairwells a gym, a library and three bathrooms. There are 9 classrooms on the second floor and 4 on the first. There are 3 entrances to that building. There is also a regulation size gym with a stage.

The newer building, which is located behind the “bridge”, has 4 early childhood classrooms on the first floor and 7 classrooms on the second floor, each level has two bathrooms.

The lower level has the cafeteria, a kitchen, 4 bathrooms and two meeting rooms with various storage rooms. There are 4 entrances and there are 2 stairwells in the building with a large main entrance staircase.

The Logistics and Planning Re-Opening includes three plans for September 2020.

Plan A

Full opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Tracing, Face Coverings for teachers and students.

Plan B

Hybrid opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Training, Face Coverings for teachers and students.

Plan C

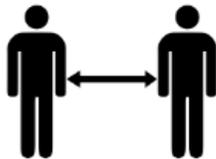
Full Distance Learning with no return to in-school instruction

DEPARTMENT OF HEALTH AND MENTAL HYGEINE: PUBLIC HEALTH TENETS



Stay home if sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Keep hands clean

Wash your hands often with soap and water. Use hand sanitizer if soap and water are not available.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.

These tenets will remain in place until a vaccine is developed or daily transmission levels are close to zero. These tenets have implications for school reopening.

Entrance protocols for students, teachers, and visitors

- Appropriate signage will be posted around the campus both indoors and out to ensure social distancing. Hand and Respiratory Hygiene protocols are enforced through the use of masks in both buildings.
- Students will begin their day by arriving to school with masks on. Only students may enter the building. Markers will be placed for each cohort of students to stand and teachers will be on duty to monitor the students following social distancing protocols. There are six entrances to the school that will be used for staggered entry.
- PK 4 students will enter on the North side entrance on 216th street. Parents will leave their children at the gate with a Teacher/ Aide. Parents will be required to fill out an Affirmation When dropped off the child's temperature will be taken and the child will be able to enter the school building.
- Any child whose temperature is elevated to 100.0 degrees Fahrenheit or above, or who are exhibiting other signs of illness shall not be admitted to the school. They will report to the school nurse and placed in the Isolation room located by the 38th street Main entrance and across from the Nurse's office. That child's parents will be called and the student may not return to the building without a doctor's note.
- Class cohorts will be assigned a dedicated entrance and exit route to minimize contact. These would include the use of specific stairwell marked up or down for movement in the building. There will be staggered entry into the building. There will be a staff member placed at each entrance and temperatures will be checked and logged. Students will Hand sanitize before moving towards their classroom.

List of available entrances entering and exiting throughout the building:

- **Entrance/ Exit 1 - Northwest 216th street entrance into the Cafeteria.**
- **Entrance/ Exit 2 - 216 St. Northwest Bridge Door entrance into stairwell**
- **Entrance/ Exit 3 - 216th and 38th Avenue**
- **Entrance/ Exit 4 - 217th St. & 38th Avenue entrance**
- **Entrance/ Exit 5 - 38th Avenue Entrance**
- **Entrance/ Exit 6 - 216th Street North Entrance with awning**

A staggered entrance schedule will be made in advance to coincide with social distancing protocols as students enter the building.

- Visitors, Teachers and other essential personnel will enter through the main door of the building. Disposable masks will be available at the front of the school for visitors to use as well as a hand sanitizer hygiene station and gloves when necessary. Visitors will be temperature checked and limited to the Main Office unless absolutely necessary. Social Distancing protocols will be in place at all times.
- Appropriate signage will be posted around the campus both indoors and out to ensure social distancing and that Hand and Respiratory Hygiene protocols are enforced.
- Students will begin their day by arriving to school with masks on. Only students may enter the building at all times wearing a mask.. Markers will be placed for each cohort of students to stand and teachers will be on duty to monitor the students following social distancing protocols. There are six entrances to

the school. Class cohorts will be assigned a dedicated entrance and exit route to minimize contact. There will be a staff member placed at each entrance and temperatures will be checked and logged.

Developing routines for daily health checks

- Daily affirmations through OptionC school communication tool from teachers and parents may be required as per DOH guidelines.
- Standard screening protocols for staff and students entering the Academy TBD as per DOH may include Affirmation, Temperature check, Hand Sanitizing and possible Handwashing as well.
- Teachers and Staff will be trained to take students' temperatures and log them as they enter.
- The School Secretary will serve as the COVID 19 Health coordinator. In addition, the principal, AIS coordinator, and at least one faculty member will serve on the COVID-19 Health Team. They will be 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. A COVID
- The COVID-19 Health Team will define metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by the state and local health departments; they will define and deploy methods to monitor against such metrics.
- The COVID-19 Health Coordinator will work with local authorities to facilitate contact tracing pending guidelines TBD as per DOH
- Any student or faculty member, either upon arrival or throughout the school day, who becomes symptomatic will report to the isolation room and will be safely transported to their home or a nearby health facility.
- An isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms or any child and adult who display symptoms of illness has been established. The school nurse will use Standard and Transmission-Based Precautions when caring for sick people. The Room is directly opposite the nurse's office and located by the Main entrance on 38th Avenue. It will be sanitized immediately after the student has left the building. Students in that isolation area will be supervised.
- If a student or faculty member is sick within the school day and is presenting COVID-19 symptoms, such as fever, cough, shortness of breath, they will be sent home or to a healthcare facility based on severity of symptoms. We will follow CDC guidance per caring for oneself. The Teachers and students will be sent home and the classroom will be sanitized as per CDC and DOH guidelines. All tracing and contact information will be reported to the appropriate department by the COVID -19 Health Coordinator. All protocols determined by the city and state will be followed.

- Maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- Our COVID-19 Health Coordinator will be responsible for when parents or legal guardians pick up their students and will provide instructions that the student must be seen by a health care provider. They will also provide information and resources (e.g., local health department testing site, physician offices, hospital system, etc.)
- Sick Staff member and students are advised not to return to school until they have met the CDC criteria to discontinue home isolation for COVID 19 and non COVID related illnesses which includes three days with no fever and illustration that symptoms have improved and 10 days elapsed since the symptoms first appeared.
- “Return to School” or “Return to Work” protocols for those who have been exposed or infected will be created upon receiving CDC and governmental guidelines.
- We will establish procedures for safely transporting anyone who is sick to their home or a healthcare facility. If we need to call an ambulance or bring someone to the hospital, we will make it known to the dispatcher to alert them that the person may have COVID-19.
- Teachers will receive professional development provided by the Diocese of Brooklyn on proper Hand and Respiratory Hygiene as well as other COVID-19 protocols.
- Teachers will turnkey this information to students on or before school begins, on the first day of school and continuing throughout the school year

Developing protocols for social distancing in the classroom

- Each student is required to have 36 sq. feet of space in the classroom. At this time, student in Grades K – 8 must wear a mask in the classroom at all times. Teachers will wear a mask at all times and gloves when necessary. Face Shields, hand sanitizer and sanitizing wipes will be available in each classroom.
- Class size may vary depending on the classroom square footage. Other areas in the school may be used to provide larger classroom areas. These include the cafeteria, gym and Specials classrooms.
- Students will be expected to bring two masks from home. The school will have masks available to all teachers, staff and students if one is lost or damaged during the day. Classrooms have been redesigned to fit all cohorts of students from Nursery through 8th grade with socially distant placement of desks.
 - As necessary, Teachers will move between classrooms to minimize large gatherings in the hallway.
 - AIS and SETTS services may be done virtually to minimize student contact with other cohorts
 - Those students and staff more compromised will have increased social distancing, addition of a Plastic desk guard, etc.

Plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc and Extracurricular activities.

- Teachers will rotate throughout the day between their cohorts in the Middle School. The 5 teachers in that area will do their own coverage with assistance from a Specials teacher during the week. The Specials teacher will be assigned to a cohort for the weeks they are there.
- Students will not leave their classroom unless it is to use the bathroom, recess or leaving the building. Teacher class assignments will be re-considered to limit contact with large numbers of students. Elementary teachers will be self-contained. The only movement will be during Bathroom breaks and outside recess. Any student or adult moving in the hallway will be masked at all times and maintain the proper social distancing. Hand sanitizing stations will be placed throughout the building to be used as needed.
- Specials classes (Art. Music Gym) may be virtual or outside to minimize the amount of contact each person may be having.
- Teachers will be assigned bathroom times during one prep to ensure students are following social distancing rules in the bathroom, and that students follow proper sanitizing procedures.
- Staircases have been designated as up/down staircases, hallways will be marked with arrows and multiple /entrances will be utilized. Signage will be placed throughout the building.
- Lunch will be held in each classroom at their respective scheduled times and students will receive recess time in cohort groupings.
- There will be no breakfast or lunch program this year, the cafeteria may be used for classrooms. All students bring their own food. The exception is the PK 4 All program which will be offering breakfast and lunch in coordination with the NYC Board of Health and the DOE.
- Extracurricular activities may take place to make sure all protocols are followed. They will take place in empty classrooms with instruction taking place via Distance Learning or through students working independently.
- Cohorts will be established and maintained for the Before and After School Extended Day Program. This program will take place in part of the cafeteria, Parish Center and what was previously known

Scheduling options to facilitate reduced capacity at school

- If governmental/health mandates require a reduction in school capacity, we will transition to a hybrid model. Students report to building on alternating days (TBD) Siblings will attend on the same days to benefit families.

Monday	Tuesday	Wednesday	Thursday	Friday
A – In Person B – Online	A- In Person B-Online	B – In Person A - Online	B - In Person A - Online	A & B Online

Cohort A – in Person
Cohort B – in Person
C - Distance Learning

- In addition, if exposures or infections increase, we may need to transition to a 100% distance learning format. Guidelines and communication for such, TBD pending health and governmental protocols.

Handling confidentiality issues

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the HIPPA and FERPA guidelines.
- Individuals who have had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Families will be asked to report any travel or interaction with individuals who may be at high risk for COVID-19 or have potential COVID-19 symptoms. This will be reinforced through the daily affirmation for parents.
- Frequent communication and virtual meetings with parents will be required to remind families of COVID protocols. Online Zoom meetings will take place on a monthly or bimonthly bases if necessary.
- Communication between administration and faculty will be through various modes, including in-person, virtual, and written memos. This will allow for frequent updates and discussions.
Zoom, Google classroom and OptionC will be used for all forms of written and visual communication.
- Compromised students will be monitored more carefully and daily conferencing between parents and the school may be in order. Daily check ins with the nurse might also be promoted.

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

- Our school has purchased and installed hand sanitizer stations throughout the school and in each classroom. As students enter their classrooms in the morning, they will be encouraged to use the hand sanitizer station before being seated. As teachers move between classrooms, they will use the hand sanitizer stations as they enter.
- The school has been stockpiling various hygiene supplies such as hand sanitizer, disinfecting wipes masks and face shields.
- The school's cleaning company, Premium Cleaning, has made it a point to contact vendors for the cleaning supplies necessary
- We are procuring supplies and will continue to do so ensuring all necessary sanitizing supplies will be readily available.
- Additional PPE supplies (gloves, gowns, face shields, personal hand sanitizer dispensers...) will be provided to any vulnerable student or faculty member. These may also include desktop plastic shields.

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.

- The Diocese has arranged for the school to be deep cleaned and sanitized utilizing CDC approved foggers and disinfectants. This will take place in August, and the school will be sealed off until students and staff arrive for the beginning of the school year.
- The custodial staff will be required to receive training on proper disinfecting routines and schedules prior to school opening.
- We will provide our cleaning staff with disinfecting foggers. These will be used at the end of each day, and in between alternating schedules, to sanitize the building. In high touch areas, we have installed hand sanitizer stations and these areas will be cleaned periodically throughout the day.
- There will be regularly scheduled interval cleaning throughout the school day, specifically bathrooms and frequently touched surfaces
- Deep cleaning and disinfecting at the end of every school day after the building has been vacated will be required. These rooms will be sealed or marked in order to deter anyone from entering.
- Special consideration will be given to any possible shared educational materials. They will either be sprayed or disposed of depending on the need.
- We will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting. Classes will be moved to a secure location to avoid contamination.
- We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible. We will ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children. “Do Not Enter” signs will be posted until areas can be disinfected.
- If one staff/student becomes sick with COVID 19 then the class and teacher is quarantined –
Two or more staff/students become sick with COVID 19 the school closes and quarantines.

Necessary protocols for wearing face masks including creating plans for students with sensory issues

- Face masks have been purchased for the school. Each student and teacher will receive a pull up face mask. Students and staff are allowed to wear any facemask that they are comfortable with as long as it adheres to CDC guidelines and school policy.
- For students with sensory issues or anxiety, they are allowed to bring fidget cubes or other small devices that will help deter them from touching their face or face mask.
- 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.

NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.

CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Cloth face coverings should not be placed on:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
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- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - Younger students, such as those in early elementary school.
 - Students, teachers, and staff with severe asthma or other breathing difficulties.

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

- Surveys will be given to stakeholders (parents, board members, teachers and support staff) throughout the school year as guidelines for operations change. Through our surveys, we will provide assistance to those families that need additional support (Chromebooks, tablets, textbooks...) or Social and Emotional help.
- Periodically surveying stakeholders to evaluate programming and support and make adjustments.

ZOOM Town Hall meetings with parents and staff

Survey Teachers

Survey Students

Survey Parents

- Surveys will address current guideline changes as well as social/emotional well being of all constituents. Our school counselor and one provided by PDHP will be utilized to address students in groups and individually.
- Our counselor has, and will continue to, provide resources to parents and staff to address the emotional health of our students. These resources will be shared on social media platforms and the school website.

The counselor is available to any staff member who would like to utilize her services.

Reviewing and Updating the Emergency Contact Plan

- Parents will be updated throughout the school year via OptionC, Parent Alerts, emails, and text messages. This plan will be monitored daily by school personnel
- All changes to be noted immediately and updates distributed ASAP through all modes to all school stakeholders.
- 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 current health information and other applicable federal and state laws and regulations relating to privacy and confidentiality. A self-reporting app such as the academy may choose to use will follow the Family Educational Rights and Privacy Act (FERPA).. To monitor student and family health.
- We will notify staff, families, and the public of school closures and of any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation). State and City communication guidelines will be followed in the event of COVID exposure.
- All Emergency plans and communications are to be available on the school website and distributed to all stakeholders.
- Daily check ins with the nurse will be available to those on staff and any student who have underlying conditions. Parents and family members will be notified if any exposure happens.