

# Re-Opening Plan

for Religious or Independent Schools  
for the 2020-2021 School Year

Name of School: Seton Catholic Central School

Name of COVID-19 Administrator: Kim Johnson

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Contact Phone of COVID-19 Administrator: 607 723 1547

Intended date of arrival of the first students: September 9<sup>th</sup>, 2020

Intended date of on-campus classes starting: September 9<sup>th</sup>, 2020

Intended dates for the fall semester, term, or quarter: September 9<sup>th</sup>,

Date Plan Submitted: By August 7<sup>th</sup>, 2020

Name of Person Submitting Plan: Matthew D. Martinkovic

As schools develop their re-opening plans, those schools with Early Childhood students who refer to the **Reopening New York: "Child Care and Day Camp Programs Guidelines"**.

## Part One: Repopulating the Campus

Category	Items to Include
Classrooms	<p><b><i>Statement that 6-feet of physical space has been achieved or reasonable alternatives are provided</i></b></p> <ul style="list-style-type: none"> <li>• Student desks will be set 6ft apart to promote social distancing</li> <li>• All non-necessary items in classroom will be removed</li> <li>• Hand-sanitizer will be supplied in each room</li> <li>• Desks will be sanitized between classes</li> <li>• Remote learning will be available during the class via Google Meets/Classroom</li> <li>• Masks will be worn when social distancing can't be maintained</li> <li>• Increased sections of courses to maximize class capacity</li> <li>• Staggered release times to limit hallway interactions.</li> <li>• Hallways will be split to create better flow of students.</li> <li>• Lockers will not be used</li> <li>• Signage will be throughout hallways and classrooms to promote social distancing and proper hygiene</li> </ul>

<p>Dining Halls or Cafeterias</p>	<p><b><i>All students will remain socially distance</i></b></p> <ul style="list-style-type: none"> <li>• Increase amount of lunch periods to maximize capacity</li> <li>• Social Distancing of 6ft apart with the use of space and barriers if needed</li> <li>• Designate entrances and exits to prevent congestion</li> <li>• Following restaurant guidelines on providing individual pkg (condiments, utensils, etc)</li> <li>• Will designate other spaces</li> <li>• Masks will be worn when not eating</li> <li>• Tables will be disinfected between lunch periods</li> <li>• All families will be sent communication on Free and Reduce Lunches/Breakfast Program</li> <li>• Compliance with Child Nutrition Program</li> <li>• Follow NYSDOH guidelines for food serving</li> <li>• Maximize signs and communication on Social Distancing and best practices</li> </ul>
<p>Social and Emotional Needs of Staff and Students</p>	<ul style="list-style-type: none"> <li>▪ Counselors, Nursing staff, Lourdes Substance Abuse Counselor, School Resource Officer</li> <li>▪ Check in with students frequently (in person and remote learners)</li> <li>▪ Providing academic guidance (in person and remote learners)</li> <li>▪ Providing check in meetings with staff about themselves and students</li> </ul>
<p>Attendance</p>	<ul style="list-style-type: none"> <li>▪ Daily attendance will be recorded</li> <li>▪ Attendance reports will be submitted to NYS</li> <li>▪ Period attendance will be recorded</li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>▪ Engaged All stakeholders</li> <li>▪ Parent and staff surveys were provided</li> <li>▪ Data was analyzed to help formulate plan</li> <li>▪ Reopening plan will be posted on our website</li> <li>▪ There will be a chance for parents to ask questions</li> <li>▪ COVID 19 handbook for parents, staff and students</li> <li>▪ Training on COVID-19 Plan for all students, teachers and staff</li> <li>▪ Re-opening plans will be loaded on websites and social media</li> </ul>

<p>Gymnasiums and Worship Spaces</p>	<p><b><i>Students in PE will social distance per NYDOH guidelines</i></b></p> <ul style="list-style-type: none"> <li>• Utilize outdoors when possible</li> <li>• Increasing sections</li> <li>• Marked areas for social distancing</li> <li>• Locker rooms closed</li> <li>• Single use equipment (disinfected between classes)</li> <li>• Limited capacity masses (utilize virtual prayer through Google Meets)</li> </ul>
<p>Outdoor Play Spaces</p>	<p><b><i>Athletic field will be utilized as classroom spaces when needed</i></b></p>
<p>Spaces Where Other Groups Congregate</p>	<p><b><i>Extracurricular activities in school will be limited (remote options when possible)</i></b></p> <ul style="list-style-type: none"> <li>• Remote options</li> <li>• Building will be limited by 3:15 to allow proper sanitation/disinfecting</li> </ul>
<p>Dormitories</p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p>Orientation/Arrival</p>	<p><b><i>Students will be required to social distance</i></b></p> <ul style="list-style-type: none"> <li>• Masks will be required</li> <li>• Temperature checks</li> <li>• Designating entrances for cohorts to prevent congregation</li> <li>• Questionnaire for all students periodically (daily for all non-students)</li> <li>• Any student/non-student who shows any symptoms will be placed in designated isolation room</li> <li>• Hand sanitation stations at all entrances</li> </ul>

<p>Personal Protective Equipment (PPE)</p>	<p>Masks will be required to be worn in the building (per NYSDOH)</p> <ul style="list-style-type: none"> <li>• Masks will be supplied to all students and staff</li> <li>• Personal masks can be worn</li> <li>• Building will have a supply of masks at all times</li> <li>• Any person who cannot wear a mask for medical reasons, will need to provide a Medical note from a physician</li> <li>• PPE equipment stockpile purchased</li> </ul>
<p>Other PPE Requirements</p>	<p>All Non students will be required to wear proper PPE and masks. (Custodial, Teachers, Nurse, Counselors, Cafeteria, Aides, Office staff)</p>
<p>Disinfection</p>	<p>*The school will have hand sanitizer available at entrances to all buildings, classrooms and dining halls.</p> <p>*Disposable wipes will be available in all bathrooms, classrooms, and other shared facilities.</p> <p>*Students will be reminded to wash hands frequently, and public corridors and office spaces will be cleaned in accordance with State's general guidelines for businesses.</p>
<p>Travel</p>	<p>*Students, faculty and staff have been advised to avoid unnecessary travel domestically and internationally.</p> <p>- This has been communicated with all students, faculty and staff</p>
<p>Staffing</p>	<p>*It will be communicated to staff through written and verbal communication that they should not come to work or that they must leave their rooms immediately if experiencing covid-19 like symptoms.</p> <p>* Staff should assess their own risk factors regarding their vulnerability</p>
<p>Access</p>	<p>Visitors will not be permitted access to the campus on a routine basis. If a visitor has a need to enter the building, they will need to complete a health and travel check questionnaire. If they indicate that they have engaged in travel to areas requiring 14 day self-isolation then they will not be permitted to enter the building until 14 day self-isolation is complete.</p>

<p>Transportation</p>	<p>We rely on local public schools for transporting many of our students and the school districts are requiring students to wear masks at all times while on the bus. Social distancing will be encouraged: family members sitting together, loading seats from back to front, unloading seats from front to back. We will support and implement all policies set forth by the public schools regarding this matter. As buses arrive at our schools, students will be supervised to ensure social distancing and mask wearing as they enter the building. At the end of the day, as buses are loaded at our schools, students will be supervised to ensure social distancing and mask wearing as they exit the building and board the bus. Students being dropped off at the beginning of day and/or picked up at the end of the school day will be supervised to ensure social distancing and mask wearing as they enter/exit the building and vehicles.</p>
<p>Safety Drills</p>	<ul style="list-style-type: none"> <li>▪ Will be conducted while socially distancing</li> <li>▪ Students and staff will be trained ahead of time on procedures</li> <li>▪ Will follow NYSED and NYSDOH guidelines when performing</li> </ul>
<p>Remote Learning</p>	<ul style="list-style-type: none"> <li>- Students will be learning synchronously with the in-person instruction</li> <li>- Google Suite will be the platform</li> <li>- Parents, Students and Staff will be given written expectations</li> <li>- All students will be provided Chromebooks as in previous years</li> <li>- Parents were surveyed on technology and Wi-Fi capability at home</li> </ul>

Use of Facilities Outside of the School Day	D Proper cleaning protocols set forth by the Department of Health will be followed during and in between uses of shared facilities outside of the school day.
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**Part Two: Monitoring the Health of Students, Faculty, and Staff**

<b>Category</b>	<b>Items to Include</b>
Monitoring the Health of Students, Faculty, and Staff	<p>*Parents will be instructed to pre-screen students at home to make sure they have no COVID-19 related symptoms (i.e. coughing, fever, shortness of breath, loss of taste/smell, etc) and acknowledge that students have not had any direct exposure to COVID-19.</p> <p>*Students will receive a temperature check/health screening upon entry to the building. Staff members will also receive a temperature check and complete a health survey prior to the start of their day. A temperature over 100.4 student/faculty will be sent home.</p> <p>*If a student shows symptoms, their family will be contacted to take them home within 1 hour. If a staff member shows symptoms, they will be asked to go home and a substitute will be contacted and appointed to their duties.</p> <p>*When available, our school nurse will be involved with investigating the symptoms and monitoring the individual.</p>
Appointment of a COVID-19 Coordinator	<p>Kimberly Johnson has been appointed as our COVID-19 coordinator. She will be our liaison for other coordinators throughout Broome County. She will meet with them during the opening months of school.</p> <p>Additionally, Kimberly will coordinate with our regional public health officials.</p>
Protocol for collecting information about COVID-19 cases	<p>We have developed a protocol that any staff or students immediately inform the COVID-19 coordinator and principal that they are experiencing possible COVID-19 symptoms. We will refer them to their physician or local testing site (Binghamton University). Testing will not be conducted in school buildings. Students and staff will be given a COVID-19 hotline to contact an administrator to report positive and suspected Covid-19 cases within their household. All reports will be confidential.</p>

**Part Three: Containment**

<b>Category</b>	<b>Items to Include</b>
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<p><b>Containment</b></p>	<p>*Infected individuals: Any persons who have tested positive, must complete isolation and have recovered in order to prevent transmission COVID-19 when returning to the school building. Discharge from isolation and return to school will be conducted in coordination with our COVID-19 coordinator and the local health department.</p> <p>*Exposed Individuals: Any individuals who were directly exposed to the COVID-19 virus must complete quarantine and be symptom-free prior to returning to the school building. Discharge from isolation and return to school will be conducted in coordination with our COVID-19 coordinator and the local health department.</p>
<p><b>Contact Tracing</b></p>	<p>* In the event of a positive COVID-19 or suspected case in our school building, our COVID-19 coordinator will collaborate with the New York State Contact Tracing Program and the Broome County Department of Health to conduct necessary follow-up procedures.</p>
<p style="text-align: center;"><b>Part Four: Shutdown</b></p>	
<p><b>Shutting Down If a Serious Outbreak Occurs</b></p>	<p>*Our school is prepared to provide face-to-face and virtual learning synchronously. Our classrooms are equipped with a webcam and document camera so that children in school and at home can learn together every day. In the event that schools are closed for an extended period of time for any reason, instruction will continue online. Teachers will continue to teach throughout the day to all of their students at home in a virtual setting using google classroom, zoom, and other technology.</p>

<p>Shutting Down if Required by Governmental Agency</p>	<p>*If school is closed by a governmental agency; instruction will continue online on the next school day. Teachers will continue to teach throughout the day to all of their students at home in a virtual setting using google classroom, zoom, and other technology.</p>
<p>Plan for Continuation of Program Under Shutdown</p>	<p>*If there is a shutdown for any reason, online instruction will continue for the duration. Teachers will continue to teach throughout the day to all of their students at home in a virtual setting using google classroom, zoom, and other technology. In the event that the prevalence of the virus is not met this summer and the opening of the semester is delayed, we are prepared to begin 100% online teaching without delay.</p>