

Re-Opening Plan

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

Name of School: St. James School Johnson City, NY

Name of COVID-19 Administrator: Tara Edmunds

E-mail of COVID-19 Administrator: tedmunds@syrdioocese.org

Contact Phone of COVID-19 Administrator: (607) 372-4965

Intended date of arrival of the first students: September 9, 2020

Intended date of on-campus classes starting: September 9, 2020

Intended dates for the fall semester, term, or quarter: September 9, 2020

Date Plan Submitted: August 6, 2020

Name of Person Submitting Plan: Matt Martinkovic, Interim Principal

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

Communication & Family Engagement

Category	Items to Include
Engaged Stakeholders	<ul style="list-style-type: none">A survey was sent on Friday, July 17 to all registered families to gather information regarding plans for the reopening of school in September. A survey was sent on Friday, July 24 to all teachers and staff to gather information regarding plans for the reopening of school in September. Zoom faculty meetings and individual meetings with teachers took place during the month of July to gather information regarding plans for the reopening of school in September.
Communication Plan	<ul style="list-style-type: none">Our school will use website, email, social media posts, signage, and phone conversations to communicate reopening plans and instructions to stakeholders.
Training on COVID-19 protocols	<ul style="list-style-type: none">Parents will receive information regarding pre screening their children before leaving for school and proper handwashing, face covering, and social distancing.Teachers will participate in professional development in becoming familiar with COVID-19 protocols and develop lessons for classroom implementation.
Encouraging students and staff to adhere to CDC and DOH guidance	<ul style="list-style-type: none">Our school will post appropriate signage and provide written and verbal communication promoting CDC and DOH guidance regarding use of PPE, specifically face coverings.

Health & Safety	
Classrooms	<ul style="list-style-type: none"> ● With our small enrollment, we have been able to move desks and furniture to be six feet apart. In some classrooms, we are moving unnecessary furniture out of the room to accommodate. We establish class enrollment limits which will allow us to have all students participate in face-to-face learning 5 days per week. For classes in which this is not possible, we will be splitting classes into sections and using additional classroom space. If a child opts out of face-to-face learning, the child will participate through a webcam broadcast that will follow the real-time teacher-led instruction. ● To control the flow of student traffic in the hallways, the hallways and stairwells will be marked off for one way traffic to promote social distancing and students will be expected to wear masks in hallways. ● Cohorts will remain in their classrooms for instruction and teachers will travel from room-to-room as needed. ● Many special area classes (music, foreign language, technology, etc.) will be conducted in the cohort's classroom. ● Classroom doors and windows (weather permitting) will remain open to promote ventilation and airflow.
Cafeterias	<ul style="list-style-type: none"> ● School meals will continue to be served in accordance with the Child Nutrition Program. ● Strategies to achieve social distancing for our lunch program: <ul style="list-style-type: none"> ○ Students will be asked to wash their hands prior to and after eating lunch. ○ We will utilize a schedule that staggers lunch periods and the times that cohorts move through the lunch line. ○ We will add additional lunch periods as needed and account for sanitizing eating areas in between usage. ○ Some students will eat in their classroom and those students who do eat in the cafeteria will be spaced 6 feet apart. Barriers may be used in the dining hall/cafeteria when necessary. ○ Children will be discouraged from sharing food. ○ Single use packaging for utensils & condiments. ○ We will follow New York State restaurant guidelines dealing with single-use condiments and sanitizing.

<p>Gymnasiums</p>	<ul style="list-style-type: none"> Physical education classes will be held outdoors when weather permits. The PE staff will redesign instruction to focus on individual fitness skills which will allow all children to maintain 6 feet social distancing (12 feet when doing aerobic activity). Students will use equipment geared towards individual fitness that will be disinfected between classes.
<p>Worship Spaces</p>	<ul style="list-style-type: none"> School liturgies will follow the host parish's guidelines for maintaining social distancing, capacity, and traffic flow.
<p>Outdoor Play Spaces</p>	<ul style="list-style-type: none"> Outdoor Play spaces will follow NYS DOH guidelines for sanitation and social distancing. Cohorts will have individual recess time.
<p>Spaces Where Other Groups Congregate</p>	<ul style="list-style-type: none"> There will be very limited access to the building for parents or groups. Visitation inside the school building will be by appointment only & visitors must be wearing masks & fill out a health survey questionnaire. There will be no mixing of cohorts during specials classes. All special area teachers will teach in the cohort's classroom (music, art, language, technology, etc.) Extracurricular activities in the building will be limited (remote options provided when possible) and will follow social distancing requirements.
<p>Morning Arrival</p>	<ul style="list-style-type: none"> COVID-19 & health related materials will be sent home to families prior to the start of the school year via email. Meetings with parents or community members will be conducted via Zoom/Google Meets as needed. Whenever students enter the building, masks will be required along temperature/health checks. Social Distancing will be enforced through signage and barriers as needed. Children will be instructed in classrooms by teachers regarding covid-19, sanitation, and social distancing. To prevent the spread of potential COVID-19, children will walk themselves to their classrooms. PreK children will receive assistance from staff in going to the classroom.

<p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> Masks will be required to be worn in the building (per NYSDOH). Furthermore, masks will be supplied to all students and staff. Our building will have a supply of masks at all times. Personal masks can be worn and encouraged. Any person who cannot wear a mask for medical reasons, will need to provide a medical note from a physician.
<p>Other PPE Requirements</p>	<ul style="list-style-type: none"> All staff and visitors will wear PPE in accordance with responsibilities and ability to maintain social distancing
<p>Disinfection</p>	<ul style="list-style-type: none"> The school will have hand sanitizer available at entrances to classrooms and the cafeteria. Disposable wipes will be available in all bathrooms, classrooms, and other shared facilities. 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. Bathrooms will be cleaned hourly with touch points being wiped down and disinfected along with soap and towel dispensers being replenished. Classrooms desks, chairs, etc. will be disinfected after use. Likewise, cafeteria tables and chairs will be disinfected after each usage.
<p>Travel</p>	<ul style="list-style-type: none"> In the Parent/Student Handbook, rules will be put in place regarding domestic and international travel. Our school will enforce Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel
<p>Staffing</p>	<ul style="list-style-type: none"> 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. Staff should assess their own risk factors regarding their vulnerability.
<p>Access</p>	<ul style="list-style-type: none"> Visitors will not be permitted access to the building 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-isolations then they will not be permitted to enter the building until 14 day self-isolation is complete.
<p>Transportation</p>	<ul style="list-style-type: none"> 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.

Use of Facilities Outside of the School Day	<ul style="list-style-type: none"> • 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.
School Safety Drills	<ul style="list-style-type: none"> • Our school will conduct fire (evacuation) drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond to emergencies. • Students will be instructed to wear masks at all times during the evacuations.
Monitoring the Health of Students, Faculty, and Staff	
Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	<ul style="list-style-type: none"> • 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. • 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 of 100 degrees or above, then the student/faculty will be sent home. • If a student shows symptoms, the student will wait in the designated isolation room & parents will be contacted to pick up the student. • 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. When available, our school nurse will be involved with investigating the symptoms and monitoring the individual.
Appointment of a COVID-19 Coordinator	<ul style="list-style-type: none"> • Tara Edmunds has been appointed as our COVID-19 coordinator. This compliments her already existing role as our Community Schools Coordinator. She will be our liaison for other coordinators through Broome County. She will meet with them during the opening months of school. Additionally, Tara will coordinate with our regional public health officials.
Protocol for collecting information about COVID-19 cases	<ul style="list-style-type: none"> • 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>Social Emotional Well-being</p>	<ul style="list-style-type: none">● Community School Coordinator & MSW interns, School Resource Officer will be available for guidance and can also meet with children individually, small groups, and/or the whole class.● Frequent “check-ins” with students (both in person & remote learners) will be conducted by administrators, faculty, and staff.● Provide check in meetings with staff about themselves & students.● Providing additional academic support (both in person & remote learners) as needed.
<p>Attendance</p>	<ul style="list-style-type: none">● In-school and virtual attendance will be kept in Rediker.● Good attendance is student and parent responsibility.● Frequent absenteeism will be followed-up weekly by principals and teachers.

Containment

Containment	<ul style="list-style-type: none"> • 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. • 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.
Contact Tracing	<ul style="list-style-type: none"> • 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.

Shutdown

Shutting Down If a Serious Outbreak Occurs	<ul style="list-style-type: none"> • 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.
Shutting Down if Required by Governmental Agency	<ul style="list-style-type: none"> • 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, video conferencing technology (i.e. google meets), and other technology.
Plan for Continuation of Program Under Shutdown	<ul style="list-style-type: none"> • 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, video conferencing technology (i.e. google meets) , 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.

Name and Signature of COVID-19 Coordinator
(if different from Principal, Superintendent, Head of School, or appropriate official)

Name and Signature of Principal, Superintendent, Head of School, or Appropriate Official

Date Submitted

8/6/2020