



## Holy Spirit School Reopening Plan

*LAST UPDATED: [October 1, 2020] at [8:00 am]*

### Overview

Holy Spirit School is committed to the safety and security of all of our school community members. We believe in the value of in-person learning, and the advantages a classroom can afford to students, not just in their learning but also in their growth and development as a child - socially, emotionally, physically, and spiritually. This plan was designed with the best interests of our students in mind, and with a purpose for returning our students and teachers to the classrooms in a safe manner. We understand, however, that some families may be concerned about beginning the year with in-person instruction. Thus, families have the option to begin the year with remote learning. This plan includes a plan for providing a hybrid model of instruction where teachers can instruct students both remotely and in the classroom.

This reopening plan was created in collaboration with all stakeholder groups. See the “Communication/Family and Community Engagement” section below for more detailed information on the involvement of stakeholders in the creation of this plan.

### Introduction

On Monday, July 13, 2020, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by regions about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While schools have been instructed to prioritize efforts to return all students to in-person instruction, the school is also planning for remote/distance learning, as well as for a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model.

Families who wish to begin the year with a remote learning option for their children should email Principal Kosar at [principal@hsseg.com](mailto:principal@hsseg.com). Families choosing the in-person option do not need to email the principal. It is assumed that all students will be participating in-person unless the school is otherwise notified.

The plan outlined here is for the reopening of Holy Spirit School for the 2020-21 school year, following the building closure related to the COVID-19 pandemic.

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Reopening Guidance for Religious and Independent Schools](#), the [Religious Services Guidelines on the New York Forward website](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our school.

Mr. Michael Kosar, Principal, will serve as the school's Primary COVID-19 Coordinator. Mr. Antonio Morabito, Parish Manager, will serve as the Secondary COVID-19 Coordinator. Mrs. Alicia Fleischer and Mrs. Theresa Girvin, Administrative Assistants/Secretaries, will serve as the Coordinator's Designees (henceforth referred to as Designees) as addressed in the plan and will act in his absence, with his approval and designation, as needed. Mr. Michael Kosar and his Secondary Coordinator and Designees will work closely with our local health department and will be responsible for overseeing the successful implementation of the Reopening Plan. They will serve as a central contact for stakeholders, families, staff and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines.

**CONTACT INFORMATION**

**Primary Safety Coordinator: Mr. Michael Kosar, Principal**

Office Phone Number: 518-477-5739

Principal's Email: [principal@hsseg.com](mailto:principal@hsseg.com) (monitored by Mr. Kosar, Principal)

**Secondary Safety Coordinator: Mr. Antonio Morabito, Parish Manager**

Office Phone Number: 518-477-7925

Email: [halo@hsceg.org](mailto:halo@hsceg.org)

**Designees: Mrs. Alicia Fleischer and Mrs. Theresa Girvin**

Office Phone Number: 518-477-5739

Office Email: [hssoffice@hsseg.com](mailto:hssoffice@hsseg.com)

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## Communication/Family and Community Engagement

This reopening plan was created in collaboration with all stakeholder groups. Parents and family members completed a Parent Survey, and a Parent Forum was held to answer questions and gather input prior to finalizing this plan. The school's Crisis Intervention Team held meetings over a period of several months to outline and finalize various aspects of this plan. The School Board met on several occasions to review this plan prior to its finalization. The entire faculty held several meetings so that their input and feedback could be integrated into this plan. Finally, this plan was reviewed and approved by the Pastor and Principal prior to being submitted to the State Office of Religious and Independent Schools, and includes aspects of the school's reopening document that was previously submitted to the Department of Health.

The school remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the school website at [www.hsseg.com/reopening](http://www.hsseg.com/reopening), and will be updated throughout the school year, as necessary, to respond to local circumstances. The plan may also be accessed by going to the main home page [www.hsseg.com](http://www.hsseg.com) and clicking on the tab for "Reopening" at the top of the page. The plan will appear as a PDF, and will also be available in HTML text. Parents and family members may also request a paper copy from the school office. Every effort has been made to ensure that the plan is accessible to all individuals.

As part of its planning for the reopening of school and the new academic year, the school has developed a plan for communicating all necessary information to school staff, students, parents/guardians, visitors and education partners and vendors. The school will use its existing communication channels – including Email Distribution Lists; SchoolClosings Network which posts to local TV and radio stations; Swift K-12 Emergency Communication System for Calls, Text, and Email; school Facebook page; and individual teacher communications – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

The school is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The school will rely on hard copy distribution to students and families, email communication from the main office and teachers, and use of the Swift K-12 Emergency Communication system for calls, texts, and email to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance and the input of our stakeholder groups and individuals such as the Pastor, Parish Manager, Trustees, School Board, Crisis Intervention Team, Faculty, Parents and Family Members.

In support of remote learning, the school will make computer devices available to students and teachers where appropriate. The school has already sent and received the results of a survey to define expectations for families' needs in terms of devices the school would need to help procure. The school will endeavor to provide families with a device upon request, and may request the return of the device at the end of the school year, or at any point in between.

The school will provide students and their families with multiple ways to contact teachers during remote learning, including email communication, messages left with our main office that are received remotely, and communication in the Google Classrooms. Teachers may elect to schedule phone or video meetings with families upon request.

The school will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. The channels/methods used to communicate may include, but are not limited to: Email Distribution Lists; School Closings Network which posts to local TV and radio stations; Swift K-12 Emergency Communication System for Calls, Text, and Email; school Facebook page; school website; and the Faculty and Staff Phone Tree.

The school is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the school will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Hand hygiene - See "Hand Hygiene" section below
- Proper face covering procedures (how to wear and remove) - See "Personal Protective Equipment (PPE) and Face Covering" section below
- Social distancing - See "Social Distancing" section below
- Respiratory hygiene - See "Respiratory Hygiene" section below
- Identifying and reporting symptoms - See "Health and Safety" section below

The school will create and deploy signage throughout the school building to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the school will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as email communications from the main office; hard copies sent home with students; our website and social media; during announcements, prayer services, liturgies, and other virtual gatherings of the community.

The school is committed to creating a learning environment that protects student and staff health, safety and privacy. Our school will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening).

The protocols and safety measures for containment are outlined in this plan, and will be communicated to all families using the methods described above should a situation arise that results in containment protocols and safety measures being implemented. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state’s contact tracing protocols as implemented by the local health department. The school will not notify the wider community unless specifically directed to do so by local health officials.

### School Closures

The school is preparing for situations in which the school building needs to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

Any suspected or confirmed case of COVID-19 that is reported to the Safety Coordinator will immediately result in a phone call to the Rensselaer County Department of Health (RCDOH) by the Safety Coordinator, who will ensure that the school follows the guidance of the RCDOH moving forward regarding containment, closing sections of the building or the building itself, quarantine and isolation, cleaning and disinfecting, contact tracing, and any other directives from the RCDOH. Each report of a suspected or confirmed case of COVID-19 would result in a phone call being made to RCDOH by the Safety Coordinator or Designee. The reporting of multiple suspected or confirmed cases could result in the closure of the entire building, to be determined by the Safety Coordinator in consultation with the RCDOH.

The school may choose to modify operations prior to closing to help mitigate a rise in cases. The school will consult the Rensselaer County Department of Health (RCDOH) when making such decisions.

The school building administrator will communicate with the superintendent or his designee regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely. The school will examine the levels of in-person attendance and the nature of the absenteeism for faculty and staff as well as students, and will consult with faculty and staff, the Superintendent's Office, and the Pastor, in determining when a school closing (in whole or in part) is necessary due to absenteeism and its impact on the ability of the school to operate safely. In a closure, the school would communicate how remote learning would occur, and if, how, and when childcare for essential workers would be offered.

Should the building need to be closed during off-hours (outside of 7:30 am to 5:30 pm on a school day), communication regarding a closure would be communicated in the ways described in the above sections, specifically through the use of the school’s emergency communication system. In the event of an orderly closure during a school day, a determination would be made in consultation with the parties described above. Should a portion of the building close and a select group of students or cohorts be required to leave the building, the Safety Coordinator and Designees would communicate with all families and outline the dismissal process. Should the entire building closure, the same procedures would be communicated. Following the successful closure of the school building, additional information would then be communicated to school community members regarding the various aspects of the closure, remote learning, cleaning and disinfecting, and a timeline for possible reopening, along with any other relevant information.

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## Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Reopening Guidance for Religious and Independent Schools](#), the [Religious Services Guidelines on the New York Forward website](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at [principal@hsseg.com](mailto:principal@hsseg.com) or 518-477-5739.

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan, located on the school's webpage at [www.hsseg.com/reopening](http://www.hsseg.com/reopening).

### Health Checks

The school has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

Holy Spirit School will implement the following practices to conduct mandated health screening.

Health Screenings for all students, faculty and staff, and visitors will consist of a temperature check and the completion of a health questionnaire. Faculty, staff and visitors will complete their own health questionnaires, while students' questionnaires will be completed by a parent or guardian. The school will communicate how questionnaires are to be completed and submitted to the school, and may employ the use of an electronic or digital means to receive this information. Should a digital means be employed, a hard copy option will still be available for all as needed.

The health screening questionnaire will include a series of questions intended to determine if any individual entering the building, or a member of their household, is exhibiting any symptoms of COVID-19. The list of COVID-19 symptoms, as defined by the CDC in the linked document above, include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

#### Faculty/Staff Entrances and Exits

All faculty and staff must sign in, perform a temperature check and complete a health screening questionnaire immediately upon arrival to the school each day. This must be done in the following locations:

- Staff based in the middle school wing: upon entry into the middle school at the science lab entrance
- Staff based in the elementary wing: in the hallway upon entering through the side door near the main entrance
- Main office staff, educational therapists, and all visitors: in the lobby near the main entry door

Stations will be set up in all locations for this purpose

#### Health Screening and Temperature Checks

##### 1. Students

Upon arrival, students must undergo a temperature check when exiting their vehicle each morning, and again during homeroom.

If detected to have a temperature over 100.0 degree Fahrenheit on the initial scan at the vehicle, the student must return to the vehicle and leave campus. The parent must produce a doctor's note of clearance for the student to return to school OR a negative COVID-19 diagnostic test, and the student must be symptom free, before being cleared to return to school.

A secondary temperature check will occur during homeroom, and this temperature reading will be recorded along with attendance each morning in a Pass/Fail format. The homeroom teacher is responsible for submitting this information, both temperature checks and attendance, through PowerSchool prior to 8:30 am each day. Students who arrive after 8:30 am will undergo a temperature check in the lobby prior to being admitted into the building, and the main office staff will record this.

Additional temperature checks may be performed on students during the day as needed.

All parents/guardians must complete health screening questionnaires on a regular basis as defined by the school. These will include temperature checks done at home. The school will communicate the procedures for doing so, and how frequently these must be completed. If parents/guardians fail to follow this guidance, their student(s) will not be admitted to the building until they are in compliance.



If family members answer YES to one or more questions on the health screening, they should notify the main office and await guidance from the Safety Coordinator before coming to the school building or bringing their child/student to the school building.

Faculty and staff members will use touchless temporal scanners to perform temperature checks.

It is recommended that parents perform a temperature check on their student(s) each morning prior to arriving at school. If the child presents with a temperature over 100.0 degrees Fahrenheit, the parent should keep the child home and immediately notify the Safety Coordinator (may notify through the main office staff).

Students who have had a temperature of greater than 100.0 degrees Fahrenheit at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever, should not return to school without the approval of the Safety Coordinator, who will make this determination in consultation with the health department. A physician's note clearing the individual to return to school or a negative COVID-19 diagnostic test result, along with the student being asymptomatic, will be the requirement for clearance to return to school.

Students, faculty or staff members must quarantine after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to CDC and DOH guidance and Executive Order 205. Please consult the Governor's travel ban.

It is recommended that students and families, faculty and staff do not travel out of state during the school year, and if so, that they travel to states that are not listed on the Governor's travel advisory. These would be states that one could travel to and not need to quarantine upon return to our state.

## 2. Faculty or Staff Members

All faculty and staff must sign in, perform a temperature check and complete a health screening questionnaire **prior to their** arrival to the school each day.

Any faculty member who **fails a health screening or survey should stay home and contact the Safety Coordinator. If symptoms are noticed while at school, the faculty or staff member** must immediately leave the building, and is not permitted to return to school until cleared by the Safety Coordinator to do so. **Please notify the main office as soon as possible, and wait in the hallway near the classroom for assistance if you are currently supervising children.** A physician's note clearing the individual to return to school or a negative COVID-19 diagnostic test result, along with the student being asymptomatic, will be the requirement for clearance to return to school.

Any faculty member who answers YES on the questionnaire to one or more questions should consult with the Safety Coordinator prior to moving elsewhere in the building

**Faculty and staff members should** perform temperature checks on themselves each morning prior to arriving at the school building, **and must perform a temperature check upon arrival to the school.** If the faculty or staff member presents with a temperature over 100.0 degrees Fahrenheit, the faculty or staff

member should stay home and immediately notify the Safety Coordinator (may notify through the main office staff).

### 3. Visitors

Visitors may only enter through the front door of the building. Main office staff will open the door if they believe it is warranted for the visitor to enter the building, but may deny entry if the purpose of the visit can be completed/accomplished at the door.

Any visitor who enters the building must be wearing a face covering that covers both the mouth and nose entirely, and must have this on prior to entering the building. Main office staff members may ask the individual to remove the mask while outside the building in order to be identified prior to admittance into the building.

The visitor must immediately use hand sanitizer, sign in, undergo a temperature scan, and complete a health questionnaire.

Any visitor whose temperature scan shows a temperature greater than 100.0 degrees Fahrenheit, or who answers YES to any question on the health screening questionnaire, or who is exhibiting any symptoms of COVID-19, will be denied entry and must immediately leave the building and the campus

If the visitor is authorized by the Safety Coordinator or his designee to travel to an area of the building other than the lobby and main office, he or she must have the permission of the main office, and must comply with all aspects of this plan and all policies of Holy Spirit School

Visitors who are not in compliance must leave the building, and may have their entry privileges revoked until further notice, to be determined at the discretion of the Safety Coordinator

#### In-Person Screening

Faculty and staff will be asked to perform their own temperature check and complete a health questionnaire immediately upon arrival to the building

Faculty and staff will perform temperature checks on students, and must wear a face covering and use a temporal scanner while doing so

Main office staff will perform temperature checks on visitors and ensure the completion of the health questionnaire, and must wear a face covering and use a temporal scanner while doing so

All students, faculty and staff, and visitors must perform a temperature check and a health self-assessment questionnaire prior to arriving at school. A daily temperature check will be performed on all individuals upon arrival to the school, and additional temperature checks may be performed during the day as needed. It is recommended that a temperature check occur following lunch time. For students remaining in aftercare, an additional temperature will be performed at the start of aftercare, and during aftercare as needed.

All families will be asked to take the temperature of every member of the household and conduct a self-assessment questionnaire of their students and all household members every morning prior to leaving home. If answering YES to any question on the questionnaire, **please keep the symptomatic student(s) home**. The parent/guardian should contact the Safety Coordinator and follow guidance and instructions.

Families will be required to complete a health questionnaire **remotely from home each day**. Please use **the Google Form located on the main page of our school's website [www.hsseg.com](http://www.hsseg.com) to complete the survey each morning before leaving your home**.

Parents/guardians will help the school by completing all health screenings and questionnaires at home. However, any parent/guardian who is concerned about being able to complete screenings and questionnaires at home should speak with the Safety Coordinator. The school will work collaboratively with families who need screenings to be done at school for their students.

Screening data will be collected and maintained digitally for the entire 2020-2021 school year. Data will be retained for the duration of the school year. Data will not include temperatures reported, only whether the screening resulted in a Pass (100.0 degrees Fahrenheit or lower) or a Fail (100.1 degrees Fahrenheit or higher)

IF YOU NEED TO REPORT A CONFIRMED CASE OF COVID-19, IMMEDIATELY FOLLOW THE GUIDANCE BELOW:

- Do not come to school, and do not allow any member of your household to come to school
- Call the school office at 518-477-5739 and inform the main office. Leave a message if no one is there.
- If leaving a message, send an email immediately to BOTH [principal@hsseg.com](mailto:principal@hsseg.com) and [hsoffice@hsseg.com](mailto:hsoffice@hsseg.com)
- The individual must contact the county health department where they reside.
- The school will contact its county health department of residence, the Rensselaer County Health Department, at [\(518\) 270-2655](tel:5182702655) and follow all instructions

All individuals will need the approval of the Safety Coordinator before returning to the school building. This decision will be made by the Safety Coordinator in consultation with the health department.

## ISOLATE SUSPECTED CASES OF COVID-19 IN THE SCHOOL BUILDING

### I. Students

If a student is suspected or confirmed to have COVID-19 while at school, a faculty or staff member should immediately notify the Safety Coordinator. This student should immediately be isolated from others using the following guidance:

1. Immediately escort this student to the hallway outside of the classroom with a mask on
2. Contact the main office right away

3. The main office will contact the student's family for immediate pick up
4. A member of the office staff, or designee, will escort the student to a quarantine/isolation area until such time as he or she can be picked up. Primary isolation area is the nurse's office. Secondary isolation area is the Resource Room near the lobby.

Faculty and staff must immediately inform the Safety Coordinator if one of their students develops symptoms during the school day.

Parents/Guardians must immediately inform the Safety Coordinator if their student(s) or any member of their household develops symptoms, or if their answers to the questionnaire change during or outside school hours, using the Contact Information found on page 2 of this document.

## II. Faculty and Staff Members

If a faculty or staff member is suspected or confirmed to have COVID-19 while at school, he or she must immediately notify the Safety Coordinator. If a faculty or staff member, the individual should immediately leave the building and go home. If he or she cannot leave immediately, the following guidance should be followed:

1. Immediately isolate the faculty or staff member until such time as he or she can leave the building.
2. The Safety Coordinator, in consultation with the main office, will coordinate the supervision of the faculty or staff member's students for the remainder of the day.
3. If necessary, the emergency contact of the faculty or staff member will be notified.
4. This faculty or staff member should remain out of the school building until notified to return, and may be required to produce a note from his or her physician indicating that the individual may return to the school building.

Faculty and staff members must immediately inform the Safety Coordinator if they develop symptoms or if their answers to the questionnaire change during or outside school hours, using the Contact Information found on page 2 of this document.

## III. Visitors

If a visitor is suspected or confirmed to have COVID-19, he or she must immediately leave the building, inform the Safety Coordinator, and may not return to the building until approved to do so by the Safety Coordinator. The Safety Coordinator may indicate that the visitor must produce a note from his or her physician indicating that the individual may return to the school building.

If a previous visitor is suspected or confirmed to have COVID-19, and visited within the past 7 days, the Safety Coordinator will consult with the local health department to determine appropriate action. Cleaning and Disinfecting protocols outlined above will be followed in all cases described in this section.

#### IV. Other Considerations

##### REVIEW OF INCOMING REPORTS

The Safety Coordinator and Designees will review the incoming reports of screening by faculty and staff, and parents/guardians, and ensure their completion as defined in this plan.

##### SCREENING COHORTS DURING SCHOOL AS NEEDED

Temperature screenings done on cohorts during school should be performed upon return to the classroom from lunch, while using the signage and markers in the hallway outside of the classroom, or the barriers and social distancing in the classroom, to maintain appropriate social distancing.

##### TRAINING FOR STAFF ON HOW TO CONDUCT SCREENINGS

All staff members will be trained by the Safety Coordinator on how to conduct temperature checks using the temporal scanners, and how to conduct health screenings using the questionnaire.

##### MONITORING SUPPLY OF PPE AND OTHER NECESSARY EQUIPMENT

The supply of PPE and other necessary supplies will be maintained by the Safety Coordinator, in conjunction with the Secondary Coordinator and maintenance staff.

#### Arrival/Dismissal Procedures

##### I. Arrival

All faculty and staff may begin arriving at 7:00 am, and must arrive before 7:30 A.M.

Arrival for all students will begin at 7:45 am. Students will be dropped off in the upper lot, which will have designated lanes for arrival and locations for drop off. A health screening for all students will occur upon arrival.

- Middle School students will enter through the Library door
- Pre-K and Elementary students will enter through the Gym side door
- Pre-K only families entering from the former Aftercare door at the far end of the Elementary wing

At 8:15, arrivals will be transferred to the main door of the school, and office staff will take over screening and admittance to the building

##### II. Dismissal

Lanes will be set up in the upper lot for cars to move through for pick up.

Pre K Only Lane: Dismissal begins at 2:15 pm for these families, who only have Pre K children to pick up

Main Pick Up Lane: Dismissal begins at 2:30 pm. This lane is for all families who have at least one student in grades K-8

Bus Dismissal: Bus students will dismiss from the main lobby out the front door. Buses will pick up at the parking lot path at 2:25 pm.

Any student who is not picked up by 2:50 pm will be sent to aftercare.

## Health Hygiene Practices

The school will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

## Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.

- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

### Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the school will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening).

### Social Distancing

The school has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation.

All individuals must maintain a six foot distance from others whenever and wherever possible. If there is the likely possibility that appropriate social distancing cannot be maintained, an acceptable face covering must be worn.

Social Distance for Certain Activities - When participating in music class, or anything involving singing or use of wind instruments, or when participating in gym classes when doing aerobic activity resulting in heavy breathing, a distance of 12 feet must be maintained between each student. Masks should not be worn during this time.

### Space Configurations

All student spaces must be configured so that students are either six feet away from one another or separated from one another by a protective barrier.

Any shared work spaces or shared surfaces must be cleaned and disinfected between uses (e.g. lab tables or group play spaces).

As we are using a Cohort model, cleaning and disinfecting may be done between each group's use instead of each individual's use.

All hallways will be marked to indicate six feet of separation between individuals when moving through the hallways. Hallways will be marked to indicate the direction of foot traffic in the hallway (i.e. stay to the right and follow the arrows and markings)

The following areas are currently closed: lower playground/elementary playground (next to lower parking lot). As of 10/01/2020, the upper playground/Pre K playground behind the school building is open.

Faculty and Staff Meetings - Faculty and Staff meetings will be held virtually throughout the school year, until further notice.

Restroom occupancy is as follows:

- Faculty Restroom = one person at a time
- Upstairs Elementary Restroom = two persons at a time
- Lower Elementary Restroom = two persons at a time
- Kindergarten Restroom = one person at a time
- Pre K 3 Restrooms = one person at a time
- Middle School Restrooms = two persons at a time

Students who enter a restroom that has met its occupancy should return to the area outside of the restroom and wait until the occupancy rules above allow him or her to enter the restroom

Markers on the floors and/or walls outside of each restroom will indicate appropriate social distancing while waiting to use the bathroom

Faculty and staff are encouraged, whenever possible, to avoid sending more than two students at a time to a restroom on their own, and should check the hall to see if there is a wait to use the restroom before sending students

Faculty who escort groups of students to use the restroom may do so, and should follow the rules outlined above, and use the markers in the hallway to keep students appropriately social distanced while waiting to use the restroom

Pre K 4 students may not enter Pre K 3 classrooms to use the restrooms in these classrooms

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. For those medically unable to wear face coverings, the faculty/staff member or the parent/guardian of the student should submit documentation from a physician attesting to the need for this student/faculty or staff member to be exempted from wearing a face covering. The school would then discuss this with the family or faculty/staff member, and would offer the option of additional PPE such as a face shield or goggles, gloves and/or a gown, and/or the use of modified social distancing practices and protective barriers within the areas occupied regularly by the affected individual.



The availability of safe transportation and local hospital capacity in consultation with local department of health officials were considered in the development of this reopening plan.

### Personal Protective Equipment (PPE) and Face Covering

Students, staff and visitors to our school will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Students or staff members who are unable to medically tolerate a face covering will not be required to wear one, provided they have approval from the Safety Coordinator after submitting appropriate documentation and have conversed with the Safety Coordinator on considerations for alternate PPE.

Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The school will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

### Additional Guidance on Face Coverings

Face coverings must be used whenever social distancing cannot be maintained. Face coverings should be worn whenever this occurs, and should be worn whenever it is likely that this will occur (e.g. while preparing and then moving students down the hallway to use the hallway restroom).

While seated at their desk or table in the classroom, students do not need to wear a face covering, provided they are socially distanced by either six feet or a protective barrier from others.

Students must wear a mask whenever they are outside of their classroom, while entering or exiting the building, while in the hallways and common areas of the school, and in the classroom whenever they cannot maintain social distancing of either six feet or a protective barrier.

Faculty and staff must wear a mask at all times. Masks may be removed for breaks when the faculty or staff member is at least six feet away from all other individuals.

The school administration may require the wearing of masks at all times by all individuals, if circumstances change (e.g. positive or suspected cases, or new updated from NYSED or the Governor's Office)

If students are required to wear a mask for an extended period of time, teachers should allow for students to take at least a five minute break from wearing a mask every 30-45 minutes. Students must maintain social distancing or use a protective barrier during these breaks.

All individuals must have a face mask on their person at all times and be prepared to put on the mask if another person unexpectedly cannot social distance.

All individuals must wear a mask whenever in a common space within the school building (this list includes but is not limited to the hallways, stairwells, lobby, main office, gymnasium, library, faculty room, or church).

Students who are unable to medically tolerate a face covering are not subject to the required use of a face covering provided the parents/guardians have submitted documentation from the child's physician attesting to the circumstances and stating that the child should be exempt from wearing a mask. The parents/guardians may also be required to sign a waiver indemnifying the school, parish, school insurance provider, and others.

Faculty members who are unable to medically tolerate a face covering are not subject to the required use of a face covering provided the faculty member has submitted documentation from their physician attesting to the circumstances and stating that the faculty member should be exempt from wearing a mask. The faculty member may also be required to sign a waiver indemnifying the school, parish, school insurance provider, and others. A discussion will also occur with the Safety Coordinator regarding the use of alternate PPE.

Faculty should periodically review with students how to put on and remove face coverings as needed, and should periodically review when face coverings must be worn and when it is acceptable for students to remove face coverings.

Reusable face coverings must be cleaned between each use (i.e. when worn for one day, must be cleaned prior to wearing it again the next day)

Disposable face coverings must be discarded at the end of use (i.e. at the end of the day and may not be reused the next day)

#### Additional Guidance on Personal Protective Equipment (PPE)

All faculty, staff, and students, as well as any visitors to the building, must wear an appropriate face covering when required in this plan. An appropriate face covering is now defined by our school as a cloth mask or surgical mask that covers the mouth and nose. Bandanas and neck gaiters are no longer considered to be appropriate face coverings under our policy.

All students, staff and visitors on school property, including schools, parking lots, fields and buses, must wear a face covering (cloth mask or surgical mask that covers the mouth and nose). Bandanas and neck gaiters will not be permitted.

Students, faculty or staff with a medical or other need that precludes them from wearing a face covering must obtain approval from the principal, in order to be allowed to forego a face covering.

The school will provide each faculty or staff member who is an employee of Holy Spirit School with two reusable face coverings. These must be cleaned between each day's use.

Students are encouraged to bring their own face covering. The school will provide a face covering at no cost to any student who cannot do so, or arrives without a face covering.

Faculty, staff, and students may bring in your own face covering and wear this in lieu of the provided face coverings, as long as these face coverings cover both the mouth and nose and are cleaned after each day's use (if reusable) or disposed of at the end of each day's use (if disposable).

The school will have a supply of disposable masks on hand for any student or staff member who is in need of a face covering.

Staff members may elect to bring in your own additional PPE such as a face shield or N-95 respirator, in addition to the wearing of a face covering.

Face coverings are required when in common areas or in situations where social distancing may be difficult to maintain. All students, faculty and staff must have a mask on their person at all times in case a situation like this develops unexpectedly.

#### Management of Ill persons, Contact Tracing and Monitoring

The school requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The school has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Individuals who are suspected to have COVID-19, or who exhibit symptoms of COVID-19, will be sent home, and will be in quarantine/isolation if they cannot be immediately removed from the building. See guidance above. Designated areas for isolating/separating a student (or staff member who cannot immediately leave the building) will be determined by the Safety Officer. These may include, but are not limited to:

- Nurse's Office
- Resource Room near lobby
- If necessary, additional spaces will be determined by the Safety Coordinator or designee

A staff member must remain with this student(s) at all times, and should wear a mask and remain six feet away at all times, until picked up by a parent, guardian, or their designee

It is recommended that this staff member, in addition to wearing a mask, also wear gloves, a gown, a face shield, and/or eye protection while supervising students with a suspected or confirmed case of COVID-19

Once the student has been picked up, the areas the child was in (at minimum the classroom and isolation area) will remain closed until further notice. These will be reopened by the Safety Coordinator once it is determined that proper cleaning and disinfecting guidelines have been met, and in consultation with the health department. PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

### Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will

be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

### If Students or Staff become Ill with Symptoms of COVID-19 at School

The school requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

### Return to School After Being Symptomatic

When a student is either kept home or is sent home from school due to a failure of the health screening or being symptomatic at school, the following will be required in order for the student to return to school:

- A doctor's note clearing the student to return to school OR a negative COVID-19 diagnostic test result
- Symptom resolution

### Return to School After Illness

The school has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The school will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The school requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual

from quarantine and return to school will be conducted in coordination with the local health department.

### COVID-19 Testing

Should a student be isolated due to a Suspected or Confirmed Case of COVID-19, the parent/guardian will be immediately notified, and pick up should occur within 45 minutes.

Should a faculty or staff member be isolated due to a Suspected or Confirmed Case of COVID-19, the school will inform the faculty or staff member's emergency contact upon request.

The Safety Coordinator will contact the Rensselaer County Department of Health, and with their guidance, will notify all relevant parties as directed.

The school will use the following definitions and guidance regarding Suspected and Confirmed Cases of COVID-19:

**Suspected Case of COVID-19:** You have reason to suspect that yourself or a member of your household has been exposed to COVID-19 and may be infected, or you have been asked to quarantine or isolate or self-quarantine by a physician, health department, or under the guidelines of New York State's travel advisory or other guidance.

In instances of a suspected case of COVID-19 for a student, faculty or staff member, or any member of their household, the school will require the individual to produce a physician's note approving their return to school. The school would also consult the Rensselaer County Department of Health and follow all directives.

**Confirmed Case of COVID-19:** Yourself or a member of your household, or someone you or a member of your household have been in close contact with, has tested positive for COVID-19.

In instances of a confirmed case of COVID-19 for a student, faculty or staff member, or any member of their household, the school will require the individual to produce a physician's note approving their return to school, and may require the individual to produce a negative COVID-19 test along with the physicians' note. The school would also consult the Rensselaer County Department of Health and follow all directives.

When referring, sourcing, and/or administering testing, the school will work with the following providers: Rensselaer County Department of Health; the physician's office of the affected student, faculty or staff member; the designated hospital of preference and/or physician listed on the student's emergency card or the employee's emergency contact information sheet.

### Contact Tracing

The school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.

To assist the local health department with tracing the transmission of COVID-19, the school has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The school may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the school will do the following:

- Close areas where the affected individual was present in the building at any time in the past 7 days.
- Remove and isolate the affected individual and any members of their household present in the school building until such time and they can leave the school grounds.
- Consult with the RCDOH on the isolation of any additional individuals (students and staff in the affected individual's class, students and staff from cohorts of the affected individual's household members, etc.)
- All directives from the Rensselaer County Department of Health (RCDOH) supersede the list above if there is a conflict in guidance.
- Any areas closed must remain closed until proper cleaning and disinfecting can occur, and the Safety Coordinator has indicated that the areas may reopen.
- The school may also send information to families on the confirmed case or that the level of COVID-19 transmission is rising
- The school may close parts or all of the school building for a period of time, including a full shift to remote learning.
- It is possible that certain cohorts or all cohorts may be switched to a remote learning model at any time if suspected or confirmed cases are reported

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

### School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The school will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.

- Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the Rensselaer County Health Department.
- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%
- Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise above 5% until it reaches 9% for the 7-day average.
- The school will be notified by Rensselaer County Department of Health on the situation.
- School administrators may consider closing school if absentee rates impact the ability of the school to operate safely.
- The school may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
- The school may consult their school nurse, and will consult the local department of health when making such decisions.
- In a full building closure, all teachers and students will proceed with remote learning as defined in this plan. Maintenance staff, office staff, and administrators would continue to report to the school as directed by the Principal and Pastor. The process for in-building childcare offered to the students of essential workers would be communicated, after consultation with the school's insurance company, the local health department, and the Catholic School Office.
- The process for orderly closure, and phased closure and/or reopening will be determined by the Safety Coordinator, in consultation with the Rensselaer County Health Department.

For more information about how school closure information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

### Cleaning and Disinfecting

The school will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,”](#) and the [“STOP THE SPREAD”](#) poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Libraries



- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The school will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The school will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

### Vulnerable Populations/Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal to provide reasonable accommodations that ensure these individuals are able to safely participate in educational activities. Students (or their parent/guardian) and staff members with concerns should bring them to the attention of the Safety Coordinator. The school will seek to provide appropriate accommodations that satisfy both the individual and the school. These accommodations will be determined on a case-by-case basis, and may include (but is not limited to) a full-time remote learning option for the student, or the additional supply of PPE to the student or staff member such as a face shield, goggles, gloves, and/or a gown, along with the ability to leave the face covering on throughout the day or as needed.

### Visitors on Campus

No outside visitors or volunteers will be allowed on the school campus, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school building.

Visitors must follow all safety protocols as outlined in this document.

The following areas are closed to the public: the entirety of the school building, with the exception of the lobby. Visitors may only enter the lobby with permission from the main office, must use hand sanitizer, wear a mask, and undergo a health screening with temperature check, and must remain in the lobby for the duration of their visit.

Deliveries may only be made via the front door. If the deliverer enters the lobby, he or she must be wearing a mask and undergo a health screening

Visitors may only enter through the front door of the building. Main office staff will open the door if they believe it is warranted for the visitor to enter the building, but may deny entry if the purpose of the visit can be completed/accomplished at the door.

Any visitor who enters the building must be wearing a face covering that covers both the mouth and nose entirely, and must have this on prior to entering the building. Main office staff members may ask the individual to remove the mask while outside the building in order to be identified prior to admittance into the building.

The visitor must immediately use hand sanitizer, sign in, undergo a temperature scan, and complete a health questionnaire.

Any visitor whose temperature scan shows a temperature greater than 100.0 degrees Fahrenheit, or who answers YES to any question on the health screening questionnaire, or who is exhibiting any symptoms of COVID-19, will be denied entry and must immediately leave the building and the campus

If the visitor is authorized by the Safety Coordinator or his designee to travel to an area of the building other than the lobby and main office, he or she must have the permission of the main office, and must comply with all aspects of this plan and all policies of Holy Spirit School

Visitors who are not in compliance must leave the building, and may have their entry privileges revoked until further notice, to be determined at the discretion of the Safety Coordinator

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## Facilities Guidance

In order to prevent the spread of COVID-19 infection in the school, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The school plans to meet the deadline for submission of Building Condition Survey or Occupational Safety Inspections on time.

Upon reopening, the school plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The school will revisit Emergency Response Plans, protocols, and procedures and make modifications in light of COVID-19.

Describe the facilities reopening plan and activities, which will occur including:

- Fire Code Compliance: The school will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d). Such activity may require building permits and review by local municipalities and/or code enforcement officials to ensure such compliance. The school will consult with the Town of East Greenbush regarding code enforcement. Changes or additions to facilities may require review by local municipalities and/or code enforcement officials to ensure such compliance.
- Doorways: Stairwell doors and corridor doors, or shared doors that are not classroom doors, should be kept open whenever possible to eliminate the touching of shared door handles. Classroom doors should also be left open when possible, and especially if students are out of the classroom, again to minimize the touching of shared door handles. The function, position, and operation of those doors must remain unchanged.
- Time Management: Students will remain in one classroom for the majority of the school day. Students will not change classrooms between periods, except as needed to complete lab work for middle school science classes. Teachers who instruct multiple cohorts may change classes.
- Faculty and staff should minimize the number of students leaving the room at one time to one student, to minimize the number of students in the hallways. Faculty and staff with a line of sight to the bathroom door should observe if there is a wait, and send students when they can go directly into the restroom without waiting in the hallway.
- Faculty and staff should not send students to the office for any reason, unless first notifying and receiving approval from the main office.
- Students should only be in common spaces (hallways, restrooms, cafeteria/gym, lobby, etc.) when absolutely necessary.
- Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.
- Plastic Separators: The use of light-transmitting plastics is recommended in locations where social distance or mask requirements cannot be complied with or easily regulated (e.g., to separate individual lavatory sinks from each other). Light-transmitting plastics must comply with Building Code Section 2606.
- The school will provide hand sanitizing stations with approved hand sanitizer in all classrooms and common areas.
- Alcohol-based Hand-Rub Dispensers may be installed in rooms and corridors in limited quantities in accordance with the *2020 Fire Code of New York State (FCNYS) Section 5705.5*.
- Dividers at Doors and Other Points of Congregation: The school may utilize dividers at queue lines and other areas subject to overcrowding to control the groups. The school will consult the local municipality and/or code enforcement officials for their review, to ensure that dividers are properly placed and do not obstruct escape during an emergency.

- The Elementary side of the building does not have an HVAC system. The Middle School has an HVAC system for heat only. The Library has an HVAC system for both AC and heat. All spaces in the building that are used by cohorts will have an air purifier with UV light filtration.
- Windows and doors should be kept open when weather permits. AC units circulate air in and out of the classrooms on the Elementary side of the building. All classrooms in the building will have an air purifier with UV light filtration.
- Drinking Water Facilities: All three water fountains will remain open as bottle-fill stations. The water fountain spout component has been disabled.

## Infection Control Strategies

### Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

Immediately, all areas where the individual (who has a suspected or confirmed case of COVID-19) traveled will be closed for at least 24 hours, and may not reopen until approval is given to do so by the main office. If anyone is currently occupying that space, they should be relocated while cleaning and disinfecting occurs. This applies to all areas of the school building.

School administration will consult with the local health department to determine when these areas may reopen (these areas will be closed for at least the remainder of that day), or if further action is needed (i.e. sending certain students, a cohort, or faculty and staff members home).

Outside doors and windows (not interior classroom doors) should be immediately opened to increase air circulation to the area

Custodial staff should wait 24 hours before cleaning and disinfecting the space whenever possible. If waiting 24 hours is not feasible, wait as long as possible.

All areas used by the person suspected or confirmed to have COVID-19 must be cleaned and disinfected

Once these areas have been cleaned or disinfected, they may be reopened for use

Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfecting should continue.

### Coordination and Phased Reopening

The COVID-19 Safety Coordinator will be the Principal of the school. In the Principal's absence, the Parish Manager will assume this role.

This Safety Coordinator will ensure continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

#### LIMITING CONGREGATION IN COMMON AREAS

Students will receive instruction in one classroom throughout the day (exception: it is possible that students in 7th and 8th grade may cycle between the Science Lab and one other classroom). During arrival, dismissal, and lunch time, when groups of students need to move through the hallways, the teacher will supervise the cohort's movement through the hallway, ensuring social distancing and proper protocols. When students enter the hallway to use a restroom or bottle-fill station, teachers should limit the number of students in the hallways so that only one student is present in the hallway from their classroom at a time. Teachers with line of sight from their classroom doors to the bottle-fill stations or restrooms should check to see if there are other students waiting to use these areas, and if so, should wait until these areas are clear before sending students into the hallway. Faculty members moving through hallways should always be mindful of reminding students about bi-directional traffic flow, adhering to markers regarding social distancing, use of hand sanitizer or practicing hand hygiene, and using a mask at all times while in these common areas.

#### CLASS SIZES

Class sizes are capped in each classroom to ensure that all classrooms are in compliance with NYSED guidance on square footage per person. The guidance requires 20 square feet of space per person. Pre K 3 classes will be capped at 18 students, Pre K 4 classes at 21 students, K-4 classes at 20 students, and middle school classes at 20 students.

#### Facility Alterations and Acquisition

- The school will utilize the gymnasium to operate arrival and dismissal, as well as our Aftercare Program. Students will be in cohorts with appropriate social distancing and protective barriers in place, and proper cleaning and disinfecting protocols will be followed.
- The school will utilize the Library to house middle school students during arrival and dismissal. These students will be in cohorts with appropriate social distancing and protective barriers in place.
- Classrooms will have clear protective barriers in place on and between desks, as well as on and/or between common areas/spaces such as lunch tables, arrival/dismissal areas, etc. These barriers are sufficient to maintain proper protection of students, but do not interfere with the layout of the classroom/spaces or the means of egress.

#### Space Expansion

The school, as of the publishing of this plan, is able to satisfy all social distancing requirements without the expansion of additional square footage.

## Tents for Additional Space

The school does not plan to use tents for additional space.

## Plumbing Facilities and Fixtures

- Faculty will have access to the Faculty restroom. Elementary and Pre K 4 students will have access to the Elementary restrooms. Pre K 3 students and Kindergarten students will have access to the restroom in their classroom. Middle school students will have access to the middle school restrooms.
- Drinking Water Facilities: The water fountains have been modified to function as bottle-fill stations, while the drinking spout feature has been deactivated. The school will seek to provide each student and staff member with a water bottle, and all students and staff are asked to bring in a full water bottle at the start of each day. The school will be prepared to supply a water bottle or container for water if the student or staff member does not have one.
- In shared bathroom/restroom spaces, occupancy is capped at 2 persons. Markers and signs will indicate the capacity of each rest room, along with appropriate waiting spaces that ensure social distancing.
- Only one individual may use the sink at a time.
- Use proper hand hygiene techniques as defined in this plan.
- Use a paper towel to dry hands, or if not feasible or possible, use the air dryer.
- Teachers and staff should minimize the number of students out of the classroom to use the restroom at a given time. Those with line of sight to the bathroom waiting areas should examine these areas prior to sending students out of the classroom. Pre K 4 staff members should escort their students in small groups to and from the rest rooms, and monitor them throughout. This will minimize the number of students congregating near restrooms.
- Teachers should employ similar methods with regard to bottle-fill station use.

## Ventilation

- Ventilation should be a focus for all staff members throughout the day.
- When warm weather allows, windows should be opened whenever possible to allow outdoor air into the classroom and building.
- When colder weather is present, a window should still be opened if possible, even while heating systems are on, to increase ventilation. This must be done while maintaining an appropriate temperature in the classroom.
- The use of air conditioners cycles outdoor air in and indoor air out
- Regardless of whether windows are open or the AC unit is in use, each room will have an air purifier with a UV light filtration system, and these should run at all times.

## School Safety and Emergency Drills

The school will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. The school 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 in emergencies.

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. These plans will be modified to address social distancing and/or use of face coverings during the lockdown and evacuation drills.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency; however, these drills will be modified to minimize the risk of spreading infection while conducting drills. During a lockdown drill, all individuals should immediately put on their mask and move to their designated area, follow all instructions from faculty and staff members present in the room, and all lockdown procedures as defined in the school’s safety plan. During an evacuation drill, all individuals should immediately put on their mask/face covering, follow all instructions from the faculty and staff member supervising the group or individual, and follow the protocols for leaving the building as defined in the school’s safety plan.
- Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- When conducting drills, the school will give consideration to modifying drills to allow for social distancing, while at the same time ensuring the drills are conducted in a manner that prepares students, faculty and staff for an evacuation or lockdown.

The school modifications to Evacuation Drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
- Students participating in a hybrid model, and those participating remotely, will receive instruction in emergency procedures, and participate in drills while they are in attendance in-person.

The school modifications to Lockdown Drills protocols may include, but are not limited to:

- The use of masks during the lockdown drill.
- Conducting some lockdown drills in the classroom without “hiding”/ “sheltering” but providing an overview of how to shelter or hide in the classroom.
- Conducting drills on a “staggered” schedule.

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## Child Nutrition

As a private school, the school does not provide a free and reduced lunch program. Based on the Parent Survey conducted in the creation of this plan, the school will not offer a lunch program this year. Families will be asked to send in their students with a full water bottle, a morning snack, a lunch, and (if attending Aftercare) an afternoon snack. The school will endeavor to provide a lunch to any student who does not have one on a given day.

Families who are unable to provide their child with the items listed above, or who need assistance with contacting their local public school district concerning meals, especially if they qualify for free or reduced lunch, should contact the principal Mr. Kosar at [principal@hsseg.com](mailto:principal@hsseg.com) for more information.

## Meals Onsite

For students onsite, snack time and lunch time will occur while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The school will assess where meals will be served (classroom, cafeteria, other). The school will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing.

Students will not be able to enter the kitchen area or use the microwaves.

When students eat in classrooms all non-food service staff will be trained on any meal service-related activities they will be responsible for. Teachers will be trained on recognizing food allergies, including symptoms of allergic reactions to food.

Students must be 6 feet apart or be separated by a barrier while consuming meals. The school will provide physical distancing guides in food service areas such as tape on floors, signage, increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables to ensure students are 6 feet apart when consuming meals.

Proper cleaning and disinfection of tables, chairs, and other frequently touched hard surfaces will take place in between groups of students.

The use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments is prohibited.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

The school will coordinate school personnel in order to meet the feeding safety needs of students with disabilities.

Students will eat either in the cafeteria or in their classroom, with appropriate protocols in place as defined above.

The nurse will create and disseminate an allergy list for all students, and each homeroom teacher should be aware of all allergies in their classroom, and monitor during the snack and lunch times. All lunch monitors should also be aware of and monitor student allergies.



Students must perform appropriate hand hygiene, as defined in this document, before and after eating. The teacher will schedule this as a part of preparing for snack or lunch, and for preparing to end a snack or lunch period.

Teachers and staff will instruct students on the importance of not sharing food or beverages, unless members of the same household, and will monitor for this during snack and lunch times.

When eating in the classrooms, appropriate barriers are already in place to ensure social distancing.

When eating in the cafeteria, students will either be separated 6 feet apart facing in the same direction, or will have protective barriers placed between them. If eating in the cafeteria, maintenance staff and office staff (along with volunteers if present) will clean and disinfect all tables and seats in the cafeteria between each cohort's use.

### Meals Offsite/Remote

As a private school, we do not provide meals to students who are learning remotely. Families who qualify for free and reduced lunch should contact your public school district of residence for information on the subject.

### Birthday Celebrations and Food Items

Please note that families may send in a special birthday item for your student. You may not send in any food items for other students, only for your child. Teachers and students will not be able to distribute birthday treats or other food items to other students, staff, or siblings. We appreciate your understanding.

### Delivering Lunch to Your Child

We encourage all families to ensure that your student has his or her lunch box, which includes a snack and a lunch, as well as a full water bottle, before leaving the house each day. In the event that you must deliver lunch to your child, you may drop it at the main office. You may not arrange for food delivery to the school, and may not provide lunch to students other than your own children.

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## Transportation Guidance

The school will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings on school buses (e.g., entering, exiting, and seated) and maintain appropriate social distancing at all times. All students who receive transportation from the public school district are encouraged to adhere to CDC and NYSDOH guidelines.

### School Bus

Students who are able will be required to wear masks and social distance on the bus; however, students whose physical or mental health would be impaired are not required to wear a face covering but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of

each other. Parents and legal guardians are encouraged to drop off/pick up or walk students to school to reduce density on buses.

All buses that are used every day by the school and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.

All students are entitled to transportation by the public school district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

## School Bus Staff

**NOTE:** Holy Spirit School does not own or operate any buses, and does not employ any individuals to operate buses or provide transportation to our students. Through the Diocesan School Board and the Catholic School Office, we contract with a private company to transport students from Columbia County. All other students are transported by the public school district, or by their parents/guardians or their designee. Each bus rider should comply with the policies and procedures established by the district or company transporting that student.

A member of the Holy Spirit School staff, or a volunteer, will perform health checks on all students arriving via bus.

### GENERAL GUIDELINES THAT SCHOOL BUS STAFF SHOULD COMPLY WITH:

**NOTE: Please contact your transportation provider for a copy of their policy and guidelines, which supersede the guidelines below.**

School bus drivers, monitors, attendants and mechanics are required to perform a self-health assessment for symptoms of COVID-19 before arriving at work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

## Students on Transportation

**NOTE: Please contact your transportation provider for a copy of their policy and guidelines, which should be followed by our students whenever on a bus.**

When students disembark from transportation vehicles, they should follow social distancing protocols and all guidelines from the transportation provider.

Students exiting the bus will undergo a temperature check upon arrival, and should use hand sanitizer immediately upon entering the school building.

Parents and family members whose children are transported by a public school district should monitor the district's status for information on changes to transportation (closings and delays, bus schedules, differences between the public school district calendar and Holy Spirit School calendar, etc.)

Parents and family members whose children are transported by our private bus company from Hudson should monitor the company's website for changes to transportation.

## Use of Hand Sanitizer and Transportation

In line with the updated guidance released by the New York State Education Department on August 21, 2020, Holy Spirit School has added the section below to our Transportation section of the Reopening Plan.

As a result of the COVID-19 pandemic, and as students in NYS get ready to go back to school, school districts will have the authority to install hand sanitizer dispensers on buses as well as allow students and district staff to have personal-size quantities while aboard the bus. Installation of such dispensers will only be allowed in the area of the driver and must be secure to withstand any sudden stop or impact. The dispenser will not block any aisles and will not present any obstructions to passengers getting on and off the bus. The sanitizer will be ethanol-based, and the dispenser can be no larger than 40 ounces. Students and personnel on the bus will also be authorized to carry personal-size bottles of sanitizer, whose contents should not exceed 8 ounces in volume. These should be secured when not in use. Holy Spirit School requests that families sending hand sanitizer with their students on the bus,

especially younger students, should notify the school so that we are aware that the child is in possession and can appropriately supervise this during the school day.

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## Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The school has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. The school has done this by:

### Mental Health, Behavioral, and Emotional Support Services and Programs

- Faculty will receive training in how to identify students that are exhibiting mental health, behavioral, and emotional needs.
- Each cohort will seek to hold a weekly meeting to address student concerns and feelings in a safe space. Faculty will receive training on how to do so.
- Faculty will refer concerns to the principal, who will work with the Superintendent's Office, local public school district, and appropriate agencies to provide the families of these students with resources to help their child.
- The principal will monitor faculty and check in on a regular basis, and will provide resources to faculty as needed. The principal and pastor will remain available for counseling, and the Superintendent's Office will be able to make recommendations for resources to be provided.
- The principal will engage with local agencies and organizations as appropriate to procure resources and make referrals as needed.

The school has established an Advisory Council that involves shared decision-making and will be composed of families, students, members of the board of education, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan.

The school will seek to provide professional development opportunities 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 provide support for developing coping and resilience skills for students, faculty, and staff. This is addressed by:

- Providing staff training on how to hold weekly cohort meetings
- Providing staff with training on how to support students
- Providing staff with training on how to identify students in crisis, or who are exhibiting behaviors that indicate a concern for the student's mental health, behavioral, and emotional wellbeing
- Engaging with the Superintendent, Catholic Schools Office, diocese, local public school district, and local agencies and organizations to offer training in these areas

- Distribute information (as it becomes available) to faculty, staff, and families regarding online trainings and seminars relating to mental health, behavioral and emotional needs

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## Religious and Independent School Schedules

The school schedule will be designed to ensure that students can receive a full day of instruction and education, aligned to New York State standards, while at the same time following the DOH and CDC guidance to protect the health and safety of all.

Students can expect to remain in one classroom for a majority of the day. Certain faculty will move from one classroom to the next.

Cohorts in classroom spaces are in line with the square footage guidance from NYSED.

Arrival and dismissal times and locations are staggered to decrease congestion in hallways and at entry/exit points.

All of our staff are necessary to be in the building in order to fulfill the functions and requirements of their positions.

Students will not change classes. When moving cohorts of students, at arrival or dismissal, during lunch/recess, or at other times, they will be staggered to prevent congestion in the hallways.

All students, teachers and staff should minimize their presence in common areas whenever possible. For information about how school schedule information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

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## Attendance

Attendance will be taken using the PowerSchool system for all students. Students attending in-person will have their attendance recorded based on previously established diocesan attendance guidelines. Students participating remotely may have different attendance codes to indicate participation or absence while in a remote setting, while those attending in-person would also have Present and Absent categories.

Students participating in remote learning will be expected to leave their camera on at all times while attending live instruction in order to be counted as Present, unless they have received special permission to turn off their camera by the teacher or principal. Requests for this special permission should be made in writing via email.

Considerations for attendance will also be given based on student submission of assignments, and communications from parents to the teacher (e.g. a teacher could mark a student as Present who did

not attend the live session, but whose parent sent an email indicating the reason for the absence, and/or the assignment given was submitted on time).

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## Teaching and Learning

### Cohorts

Each classroom at the Pre K level will be considered to be its own cohort, and each grade level will be considered to be its own cohort at the K-8 level

Cohorts should not intermingle, and when in the same space, should be socially distanced

Faculty may teach more than one cohort.

### THREE OPTIONS FOR COHORTS

Options will exist with each cohort for in-person instruction, remote learning from home in a digital setting, and hybrid instruction (a combination of in-person instruction and remote learning)

**Status A (In-Person Instruction)** will mean that all members of the cohort are participating in in-person instruction. See below for more information.

**Status B (Remote Learning)** will mean that all members of the cohort are participating in remote learning. See below for more information.

**Status C (Hybrid Model)** will mean that some members of the cohort are participating in remote learning while other members of the cohort are receiving in-person instruction. See below for more information.

Families may elect to begin the year with either In-Person instruction full time, or Remote Learning full-time. Families looking for a hybrid option for their child will need special permission from the Safety Coordinator to do so. The family will need to provide appropriate justification or documentation explaining why the student can be in school on some days and not on others.

If there is a need to prioritize certain students for in-person instruction, priority consideration be given to students with an IEP or 504, students who receive services such as OT, PT, Speech or Counseling, students with disabilities, Pre-K students and early elementary students, and the children of essential workers and employees of the school. This priority consideration should also be given to English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

If there were a building closure, we would offer in-building childcare for the children of essential workers, and they would be able to participate in the remote learning program.

The school has developed a continuity of learning plan for the 2020-2021 school year for in-person, remote, and hybrid models of instruction.

#### OTHER CONSIDERATIONS

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

The school calendar will include two staff-only days on Tuesday 9/8 and Wednesday 9/9 before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the school will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

Thursday 9/10 and Friday 9/11 will be utilized for student and family orientation. This time will allow families to practice arrival and dismissal procedures, allow small groups of students to meet with their new teacher, allow for the drop off of supplies in advance of the first full day of school, and begin to establish the relationship necessary for a successful school year. These days will be partial days for students and families, and a schedule will follow. The first official day of school will be Monday, September 14th.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

#### THREE STUDENT OPTIONS

Cohorts will operate under the three statuses defined above. Families may individually choose from the same three options for their student. For individual students, these are defined as such:

**Student Status A (In-Person):** The student is participating in in-person instruction full time. Parents who wish to have their child participate under In-Person Instruction do not need to inform the school. It is assumed that you are choosing this option unless we are otherwise notified.

**Student Status B (Remote Learning):** The student is participating in remote learning full time. Parents who wish to have their child participate under Remote Learning should submit their intention to do so in writing via an email to the principal at [principal@hsseg.com](mailto:principal@hsseg.com)

**Student Status C (Hybrid Learning):** The student is participating in remote learning part time and in-person learning part time. Parents wishing to choose a hybrid learning option will need the approval of the principal. In order to be approved, the family must show appropriate cause or justification as to why the student cannot attend in-person on a full time basis.

### **Changing Your Student's Status**

Parents may alter their student's status by contacting the principal. Parents must have the principal's approval before shifting to the new status for their student.

The Safety Coordinator/Principal may alter your child/student to Status B Remote Learning at any time, and will give proper notification if it is necessary to do so.

### **Questions about Instruction or Technology**

Families with questions about instruction should first contact the student's teacher via email, and may thereafter contact the main office or school principal as necessary. All teacher email addresses are listed on our website [www.hsseg.com](http://www.hsseg.com) under the Faculty tab. Families may contact either the teacher or the main office with questions about technology.

### **In-person Instruction**

**IN-PERSON INSTRUCTION: Cohort Status A** (In-Person Instruction) will mean that all members of the cohort are participating in in-person instruction. Students will receive a full schedule of core and special subjects in person during the day, as defined by the cohort's schedule. Students will attend school for the duration of the school day. Pre K students will attend based on the option the parent/guardian chose.

Minimum assignment requirement for all grades K-8 for in school instruction and/or remote learning:

At least ONE assignment per core subject area per week to be graded and entered into PowerSchool (giving each student approx. 8-10 assignments per quarter). (Exception: K-4 social studies and science alternating per classroom instruction.)

Classrooms will be designed to adhere to the guidance that requires that all student desk spaces be either 6 feet apart, or be separated by a protective barrier.

Students will remain in one cohort for the duration of the school day, and will be supervised by the teacher leading instruction.

All instruction will continue to be aligned to the New York State Learning Standards. Teachers, in their professional capacity and in consultation in their team meetings, will determine how to prioritize learning standards and adjust scheduling to best fit the needs of all students and families.

The school will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., Spanish, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.



To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the School Schedules section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

The school will seek a schedule for students receiving in-person learning that operates in a manner consistent with previous schedules, while at the same time adhering to the CDC and DOH guidance. Pre K and Elementary classes will operate mostly on a self-contained basis, with the homeroom teacher providing instruction for all of the core subjects and some of the special subjects, with specials teachers, consultant teachers, and educational therapists or specialists pushing in to the classroom, or pulling students out of the classroom, as needed.

The school will endeavor to schedule a cohort meeting between the cohort and its main teacher once a week to solicit input and feedback, and to lead discussions centered on social-emotional wellbeing.

For information about how in-person instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

## Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, the school has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

**REMOTE LEARNING: Cohort Status B** (Remote Learning) will mean that all members of the cohort are participating in remote learning. The following are the minimum requirements teachers will follow if all students are participating in remote learning:

- I. Pre-K
  - A. At least one live class per week (most likely divided into small groups)
  - B. Recording of instruction (at least 3-4 times per week)
  - C. Assignments and submission thereof are at the discretion of the teacher
  
- II. Kindergarten
  - A. At least 2-3 live classes per week (most likely divided into small groups)
  - B. Recorded instruction on the other days (2-3 days a week)
  - C. At least ONE assignment per core subject area per week to be graded and entered into PowerSchool (giving each student approx. 8-10 assignments per quarter). (Exception: K-4 social studies and science alternating per classroom instruction.)
  
- III. Grades 1-3
  - A. At least 3-4 live classes per week
  - B. Live (small group instruction) or recorded instruction on the alternate days

- C. At least ONE assignment per core subject area per week to be graded and entered into PowerSchool (giving each student approx. 8-10 assignments per quarter). (Exception: K-4 social studies and science alternating per classroom instruction.)
- IV. Grade 4
- A. Live class every day (5 times per week)
  - B. Additional recorded instruction is optional
  - C. At least ONE assignment per core subject area per week to be graded and entered into PowerSchool (giving each student approx. 8-10 assignments per quarter). (Exception: K-4 social studies and science alternating per classroom instruction.)
- V. Grades 5-8
- A. Live classes three times per day (core AM/PM and special/religion mid-day)
  - B. Minimum assignment requirement for all grades for in school instruction and/or remote learning: At least ONE assignment per core subject area per week to be graded and entered into PowerSchool (giving each student approx. 8-10 assignments per quarter).
- VI. Specials Classes
- A. Physical Education
    1. Students will select from a menu of physical activity items, videos, or tasks.
    2. The teacher may opt to do a live or recorded lesson.
    3. Assignments will be participation-based.
  - B. Spanish
    1. PK-2nd Grade: At least one recorded instructional video OR live class session per week
    2. For K-Grade 2: Students must submit an assignment through email or google classroom to demonstrate completion of video/lesson.
    3. Grades 3-8: Live or recorded classes to be held weekly.
    4. Submission of assignments to be determined by the teacher.
  - C. Art
    1. Art classes will be offered remotely, and may be live or recorded.
    2. Submission of assignments to be determined by the teacher.
  - D. Technology and Music
    1. Teachers at the Pre K and Elementary level will utilize a variety of strategies and resources to offer students opportunities to learn about Technology and Music in the classroom. Technology and music may become interdisciplinary elements of another core or special subject lesson, or the teacher may schedule dedicated time to these subject areas.

2. At the middle school level, the use of Google Classrooms and technology in assignments and in class will be utilized.
3. Middle school teachers should look for opportunities to incorporate music and technology into their lessons on a regular basis.

## VII. Grading during Remote Learning

To the extent that it is possible, the following grading system could be used in all elementary and elective courses for each assignment:

C – Complete (Evidence of Learning): A student has demonstrated learning of curriculum based on what was taught or assigned. (65% and above)

CH- Complete (Evidence of Learning) with Honors: A student has demonstrated learning of curriculum based on what was taught or assigned with a distinction of academic excellence. (90% and above)

I – Incomplete (Not Yet Learning): Student has not completed assignment or work completed does not yet demonstrate learning of the curriculum.

### Pre K 3 and 4

- Students participating in remote learning will receive a summary narrative on the students' development, which will be prepared by the teacher.

### Elementary Grades K - 4th

- All elementary grade level courses including special content area subjects will be assigned grades of Complete (C), Complete with Honors (CH), or Incomplete (I)

C – Complete (Evidence of Learning): A student has demonstrated learning of curriculum based on what was taught or assigned. (65% and above)

CH - Complete (Evidence of Learning) with Honors: A student has demonstrated learning of curriculum based on what was taught or assigned with a distinction of academic excellence. (90% and above)

I – Incomplete (Not Yet Learning): Student has not completed assignment or work completed does not yet demonstrate learning of the curriculum. Students will have the opportunity to resubmit work.

At the end of the marking period, students who do not meet the passing grade threshold of 65% will be given an Incomplete (I)

### Middle School 5th-8th Grade

- Students will be assigned a numeric/percentage grade in the core courses: Social Studies, ELA, Math, Science, Spanish, and Theology
- Students who do not meet the passing grade threshold of 65 will be given an Incomplete (I)

- Physical Education and Art will assign grades of Complete (C), Complete with HONORS (CH) or Incomplete (I) and these grades will not be included in the students' quarter average.
- Students who earn a failing grade (below 65) in a course will automatically have their grade converted to Incomplete (I).

**HYBRID: Cohort Status C** (Hybrid Model) will mean that some members of the cohort are participating in remote learning while other members of the cohort are receiving in-person instruction.

Members of the cohort participating in-person should follow the guidance above regarding In-Person Instruction.

Members of the cohort participating remotely should follow the guidance above regarding Remote Learning.

Members of the cohort who have the approval of the Safety Coordinator to participate in-person on some days and remotely on others should follow the guidance above regarding In-Person Instruction and will be graded under this format.

If there is a need to prioritize certain students for in-person instruction, priority consideration be given to students with an IEP or 504, students who receive services such as OT, PT, Speech or Counseling, students with disabilities, Pre-K students and early elementary students, and the children of essential workers and employees of the school. This priority consideration should also be given to English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Instruction will not only focus on "core" subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously. This does not mean that the entire school day will be available to participate in from a remote setting. Students participating from home will follow a similar schedule to those participating in-person. When live sessions are occurring, students participating remotely should attend the live sessions when they are occurring. When live sessions are not occurring during school hours, students participating remotely should be working on similar subject matter at home to that students are working on in class at the same time during the day. Families whose students are unable to participate in live instruction should communicate with the teacher on a regular basis.

Students participating remotely while their cohort is in a hybrid model can expect the following in terms of scheduling:

Pre K: One live and/or recorded session per day in Math or ELA/Reading/Writing; posting of material to the Google Classroom. Optional: recording of an additional session to be posted to the Google Classroom.

Elementary: Two live and/or recorded sessions per day, one in Math and one in ELA/Reading/Writing; posting of material for other subject areas to Google Classroom. Optional: Inclusion of a third live or recorded session each day in another subject area such as Religion, Social Studies or Science.

Middle School: All classes operating with a live session that is recorded. Students participating remotely would experience a full day of school, including all classes and breaks that an in-person learner is experiencing.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

For information on school schedules, visit the School Schedules section of our reopening plan at [www.hsseg.com](http://www.hsseg.com)

For information about how remote/hybrid instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section of our reopening plan at [www.hsseg.com/reopening](http://www.hsseg.com/reopening)

## Technology and Connectivity

The school has conducted two surveys, one in March 2020 and one in July 2020, to gauge the level of access to devices and high-speed internet all students and teachers have in their places of residence. The school will be able to provide devices to families on loan as needed, based on the results of the parent survey and the overall low number of families who need access to devices. The school will work in collaboration with any family who indicates that they do not have access to internet or wifi. During the past six months, many providers have offered free internet for students whose families did not previously have internet. The school would assist any family in need of internet or devices, based on the individual family's situation and need.

Families who do not have the necessary resources to begin participating remotely, but would like to do so, should contact the teacher and principal, who will work with the family to provide instruction and learning resources through an alternate means until such time as the student can begin participating remotely.

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## Athletics and School Activities

### Liturgies, Prayer Services, and Morning Announcements

#### Liturgies

Liturgies will continue to be held in the church. Participants in the liturgy, including the students who are leading the liturgy and their Religion/Theology teacher, will attend the liturgy in the church itself, and

will follow all protocols and procedures contained in the church's safety plan, which appropriately addresses all areas of the CDC guidelines, including but not limited to: social distancing, PPE usage, and cleaning and disinfection, as well as protocols and procedures to reduce the risk of COVID-19 transmission. The remainder of the student body and faculty PK 4 through 8th grade, who are not participating in the liturgy, will attend the liturgy remotely. Communion will be brought to the school either during or following the liturgy for all faculty members and for students in grades 2-8 who have made their First Communion. Families may contact the parish office with questions regarding the church's safety plan.

#### Prayer Services

Friday prayer services will continue to be held and led by students. These prayer services will be led by students from their classroom, with all students, faculty and staff, and community members participating remotely.

#### Morning and Afternoon Announcements

Students in grades 5-8 will continue to do morning prayer and announcements from their classroom or homeroom each morning, using the phone system to communicate with all other classrooms. Students in grades 3-4 will continue to do afternoon prayer and announcements from their classroom or homeroom each morning, using the phone system to communicate with all other classrooms.

#### Faith Formation

As of the time of publication of this document, faith formation programming and classes will not be held in the school building. If it is later determined that the faith formation program would like to begin offering in-person classes in the school building, the Pastor, Principal, and Parish Manager will reassess, and will adjust and update this plan accordingly.

#### Extracurriculars

As of the publication of this document, all extracurricular activities are suspended until further notice. This includes athletics and clubs.

#### CLUBS AND EXTRACURRICULARS

All clubs and extracurricular activities are suspended until further notice. If the school determines that the proper procedures are in place, and the appropriate guidance exists, to begin to offer clubs and extracurriculars, this plan will be adjusted and updated.

#### ATHLETICS

The fall soccer season is cancelled. The school will follow CYO guidelines, along with subsequent guidance issued by state agencies following the release of this document, in considering allowing the winter basketball season, late winter/early spring volleyball season, or the spring track and field season to commence, and will adjust and update this plan as needed.

## Childcare

A written plan is in place for the following forms of child care outside of the normal school day:

- The Patricia Honahan-Leffler Aftercare Program, operating on school days 2:30-5:30 pm
- Vacation Camp and Summer Camp Program, operating during the school breaks in December/January, February, and March/April, as well as for 6-7 weeks of the summer break from late June through early August
- Childcare for Essential Workers Program, where the school would offer in-building childcare for the students of essential workers in the event of a Governor-ordered school building closure or other form of building closure that is not due to COVID-19 cases within the school community.

See below for more information on the policies relating to all three programs.

Policies regarding before and aftercare programs include social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Protocols in how to maintain cohorts, if applicable, or group members of the same household will be considered.

### AFTERCARE GUIDANCE

Follow all guidance outlined throughout this document, as well as the Vacation and Summer Camp Guidance below.

- a. Aftercare will take place in the gym after school until 5:30 pm
- b. All students and staff must wear a mask at all times
- c. All individuals must do the following upon arrival to the program entrance:
  - i. Use hand sanitizer
  - ii. Undergo a temperature check
- d. Students should be socially distanced by at least six feet, or use a protective barrier, whenever possible
- e. Limit intermingling of students who are not in the same cohort during the day, or who are not in the same household
- f. Use hand sanitizer before and after using any shared items (toys, materials, athletic equipment, etc.) These items should be disinfected at the end of each day's use.
- g. Aftercare staff may elect, when weather permits, to hold aftercare outside in the parking lot for a period of time, and may elect to dismiss from the outdoor area
- h. When aftercare is inside, students will be picked up at the gym's side entrance.
- i. Parents/guardians picking up should pull up to the designated area for pick up and wait in their vehicles until students are brought out.
- j. Please display your family card in the passenger window facing the gym's side door. This will notify staff as to who you are picking up.
- k. Aftercare staff will be responsible for cleaning and disinfecting horizontal surfaces such as tables and chairs, along with any shared items used during aftercare. Maintenance staff will clean and disinfect the floors and restrooms.

### SUMMER AND VACATION CAMP GUIDANCE

- Follow all guidance outlined above in this document.

### Physical Distancing

- a. All employees must wear a face mask at all times, and should maintain a six foot distance from others whenever possible
- b. Campers should remain in one room for the duration of the day
- c. Staff members should remain in one location as much as possible
- d. The Safety Coordinator will determine room occupancy
- e. Bathrooms to used are as follows:
  - i. Campers in Pre K 3 rooms will use the bathrooms in their classrooms
  - ii. Campers in Pre K 4 rooms will use the main hallway bathroom
  - iii. When using rest rooms, one student may enter at a time, and anyone waiting much be six feet apart from the next person in line
    - 1. Place lines on floor to mark off waiting spaces
- f. The aftercare door is the only door to be used in and out of the building, unless there is an emergency
- g. The parking lot may be used as an outdoor play area
- h. When weather precludes campers going outside, the gym space may be used
  - i. Limit to one room at a time, disinfecting all shared items between each group's use, and cleaning at the end of each day the space is used
- i. As of now, the large playground on Highland Drive is closed; the smaller playground behind the school may be used
  - i. If used, the smaller playground should be cleaned and disinfected at the end of each day's use, and shared items should also be cleaned and disinfected
- j. Only campers and staff members may enter the building
- k. Parents and Family Members should drop off and pick up from the curb near the driveway leading to the aftercare door; only campers should exit the vehicle
- l. Employee breaks may be taken in the lobby area, and may use the kitchen
- m. Half of the gym is reserved for parish use; the other half is reserved for camp use

### 2. Protective Equipment

- a. Employees must wear a face mask at all times that fully covers the nose and mouth
  - i. These will be provided to employees, two each
  - ii. Face masks may not be shared among employees or campers
  - iii. Face masks should not be worn two days in a row; alternate masks and wash each in between use
- b. If you must be in physical contact with a student (e.g. treating a cut and bandaging or similar situation), sanitizer should be used on the hands and arms up to the elbow before and after, and gloves should be worn and immediately disposed of thereafter
- c. Limit sharing of objects (toys, electronics, arts and crafts materials)
  - i. Each student should have his or her own arts and crafts materials
  - ii. Any shared toys or devices should be disinfected between uses



- iii. Students should use hand sanitizer before and after touching a shared toy, device or material
- 3. Child Care Program and Camp Activities
  - a. Water-based activities are prohibited
  - b. Sport and Athletic Activities
    - i. Activities with little or no physical contact should be prioritized
    - ii. Prioritize sports with less physical closeness and those that do not use shared equipment
  - c. Food Services
    - i. No food will be provided by the camp
    - ii. Campers should arrive with snack, lunch, and a full water bottle
    - iii. The bottle fill station in the hallway may be used to refill water bottles throughout the day, or a pitcher of water may be used to refill
      - 1. The pitcher must not be in contact with any bottle
    - iv. Students will remain in their assigned classroom for snack and lunch, unless eating outside
    - v. When eating outside, each group of students should be socially distanced six feet from the next, and students within each group should be socially distanced six feet from one another when eating inside or outside.
    - vi. No food or drink may be shared among campers or staff members.
  - d. Excursions/Field Trips
    - i. No off-site field trips are allowed
    - ii. Students will be transported to and from the camp each day by their parent/guardian or designated family member
- 4. Hygiene, Cleaning, and Disinfecting
  - a. Logs must be maintained to record when and by whom each room was cleaned and disinfected
    - i. Camp Staff members are responsible for recording in the logs for each classroom
    - ii. Maintenance/Custodians are responsible for recording in the logs for each restroom, both those in the classrooms and the hallway restroom, as well as the entry/exit door and hallways
    - iii. Each room must have a hand sanitizing station with hand sanitizer with an alcohol base of 60% or more
    - iv. Another hand sanitizing station should be set up near the entry/exit door, and another outside the main hallway restroom
    - v. Students may use hand sanitizer, or may wash hands with soap, running warm water, and use disposable paper towels or hand dryer; antibacterial wipes may also be used on hands after eating, but in conjunction with either hand washing or use of sanitizer
  - b. Hand hygiene should be practiced in the following instances:

- i. Upon arrival to camp as they enter the building
- ii. Between each activity
- iii. Before and after using the restroom
- iv. Before and after eating
- v. Before entering or exiting a room
- vi. Before entering or exiting the building
- vii. Before leaving camp at the end of the day
- viii. Before and after using a shared toy, device, or material
- c. Staff members will disinfect frequently touched surfaces and shared materials throughout the day as appropriate
- d. Campers should not use shared materials which are not easy to clean and disinfect
- e. Staff members will disinfect classrooms at the end of each day, remaining after the end of the camp day to do so
- f. Custodians will disinfect hallways, floors in and out of classrooms, and entry door at the end of each day
- g. Custodians will disinfect and clean bathrooms twice per day (at the end of the day, or if not, in the morning prior to the start of the next day; and every day at mid-day)
- h. There will not be a rest or nap time
- i. If a child has a bathroom accident or is soiled with secretions in some form, staff members should use hand sanitizer on hands and arms up to the elbows before and after, and use gloves and assist the child with changing his/her clothes and cleaning the child, as needed

#### 5. Communication

- a. Staff members must attend a training prior to their first day of camp work, to review all of the procedures and guidelines outlined in this document
- b. Staff members must sign to acknowledge receipt of these policies and agreement to adhere to them
- c. Signs should be posted at the entry door, the door to each classroom, and outside of each used bathroom reminding individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols
- d. Copies of this plan should be available in each classroom, and should be referred to daily as needed
- e. Staff members should have a team meeting each week to review procedures and this document as needed

#### 6. Screening

- a. All staff members must complete a daily Self-Check Form for Employees prior to entering the building each day,
  - i. Employees who answer NO to every question on the form should submit this to the supervisor immediately upon arrival each day

- ii. Employees who answered YES to any question on the form should stay home and contact their supervisor immediately; the form should be turned in when you are able to return to camp
- iii. Staff members will have access to temporal scanners to use in scanning each other and campers
- iv. All staff members and campers will be screened for temperature every day upon arrival to the school building as you enter the building and before you enter any classroom
  - 1. Be sure to screen students prior to accepting them into the building and while their parent/guardian is still present
- v. Anyone who has a temperature of 100.1 or higher, or who exhibits any symptoms of illness, will be sent home immediately, and may not return for at least the remainder of that day and the next full day, or until they are fever-free with a temperature of 100.0 or lower for 24 hours without the use of fever-reducing medication, whichever is longer.
- vi. If suspected illness or fever is identified during the camp day, it will be necessary for the camper(s) or staff member(s) impacted to be quarantined/isolated within the school building until such time and he/she can be removed from the camp
  - 1. Symptoms of illness include, but not limited to:
    - a. Fever of greater than 100.0 degrees Fahrenheit without having taken any fever reducing medication
    - b. Loss of smell or taste
    - c. Muscle aches
    - d. Sore throat
    - e. Cough
    - f. Shortness of breath
    - g. Chills
    - h. Gastrointestinal symptoms such as nausea/vomiting, diarrhea, or loss of appetite
- vii. Students or staff members who have taken fever-reducing medication prior to arriving to camp may not attend camp for that day, and must remain out of camp until they have been fever free with a temperature of 100.0 or lower for at least 24 hours without the use of fever-reducing medication
- viii. Students or staff members should inform the camp immediately, and remain home until cleared and notified by the camp to return, in the following situations:
  - 1. If you have been diagnosed with illness, including COVID-19
  - 2. If you have been in close contact with someone who has been diagnosed with COVID-19
  - 3. If you have been placed on quarantine for possible contact with COVID-19

4. If you have been asked to self-isolate or quarantine by a medical professional or a local public health official
5. Depending on the situation, the camp may require a doctor's note (including COVID-19 testing) prior to being allowed to return to camp
- ix. All staff members and parents/guardians of campers are expected to immediately report to the camp director and principal any suspected or confirmed illness, including COVID-19. In the case of a confirmed case of COVID-19, both the camp and the staff member or parent/guardian must also inform the Rensselaer County Health Department and follow their guidance for next steps

#### 7. Removal from Program

- a. Families who fail to adhere to the guidance in this document, and specifically (but not limited to) those who medicate a camper to reduce his/her fever prior to sending the child to camp, may be suspended or removed from the summer or vacation camp program, to be determined at the discretion of the camp director and principal.
- b. Staff members who fail to adhere to the guidance in this document may be terminated from their position, at the discretion of the camp director and principal.

#### 8. Documents for Families

- a. Waiver Form for Campers/Families from Catholic Mutual
- b. Guidelines for Registering for Camp
- c. Acknowledgement of Receipt of Plans (SEE NEXT PAGE)

### CAMP REGISTRATION POLICY FOR VACATION CAMPS 2020-2021 AND SUMMER CAMP 2021

1. Those eligible to attend the camp include those entering PK 4 through 5th Grade for the 2020-2021 school year. The Coordinator and Principal may expand the program to include other grades as appropriate.
2. Attendees must be registered and enrolled at the time the camp is offered.
3. Priority with registration will be given in the following order:
  - a. First, to families with enrolled students who participated in the Summer Camp program or Vacation Camp program the previous year
  - b. Second, to families with enrolled students
  - c. Third, if space is available, consideration will be given to accepting former students and non-enrolled siblings of enrolled students

### CHILDCARE FOR THE CHILDREN OF ESSENTIAL WORKERS GUIDANCE

- If the Governor orders the closure of all school buildings, Holy Spirit School would offer in-person childcare for the children of essential workers. Our insurance company has already approved us to do so.
- Information on enrollment in this program would be communicated to all families.

- Guidance would mirror the outlines regarding Vacation and Summer Camp and Aftercare Guidance detailed above
- Families will be determined to qualify for childcare if a member of the household qualifies as an essential worker under the State’s current definition at that time
- If there are more registrants than spaces in this program, the school will prioritize enrollment into our childcare program based on the following criteria:
  - First, to the children of employees working the childcare program
  - Second, to families who utilized the aftercare program during either the 2020-2021 or 2019-2020 school year
  - Third, to families who utilized the summer camp program previously
  - Fourth, to families who utilized the vacation camp program previously
  - Fifth, to families who have multiple students enrolled in the school for the 2020-2021 school year
  - The principal has discretion in the order of admittance into this program, as well as the ability to adjust these criteria as needed

### Interscholastic Athletics

Per the [NYSDOH Guidance](#), interscholastic sports are not permitted at the time of publication of this guidance. Additional information is forthcoming.

The [New York State Public High School Athletic Association](#) (NYSPHSAA) has established a COVID-19 Task Force comprised of religious and independent school Athletic Directors and public school district administrators responsible for providing guidance to allow New York high school student-athletes to return to athletics as soon and as safely as possible. The task force is reviewing State and local health guidelines, as well as NYSED guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season. The COVID-19 Task Force will continue to review all aspects of the fall 2020 season and the 2020-2021 school year related to the COVID-19 crisis, such as: practice requirement; fan attendance; resocialization efforts; protocol, procedures; transportation; etc. As more information becomes available it will be shared on the [NYSPHSAA website](#).

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### Bilingual Education and World Languages

- English Language Learners: Holy Spirit School will engage with the East Greenbush Central School District when giving consideration to enrolling students who are identified as English Language Learners, and will follow all protocols and guidance from EGCSA on the subject.



## Key References

- [New York State Reopening Guidance for Religious and Independent Schools \(July 27, 2020\)](#)
- [Reopening Survey for Religious and Independent Schools \(July 27, 2020\)](#)
- [State Education Department Issues Guidance to Reopen New York State Schools \(July 16, 2020\)](#)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools \(July 13, 2020\)](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health \(July 13, 2020\)](#)

## Additional References

- [Interim Guidance for Religious and Funeral Services and Operations of Faith-Based Institutions \(June 26, 2020\)](#)
- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the school's website. By August 7, 2020, schools will need to [complete a survey through the Portal](#), providing NYSED with:

- A link to the public website where each school plan has been publicly posted
- A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance

*NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school website.*

Also by July 31, 2020, schools must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website](#).