



St. Sebastian Catholic Academy

Re-Opening Plans

This plan was developed by the Principal of the school in conjunction with the Board of Directors, faculty members, and parents.

The responsible party for following through with this plan will be the Principal of the Academy.

Logistics and Planning

St. Sebastian Catholic Academy

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

Students

- Take temperature upon entering

- Masks will be worn entering, exiting, and moving through the hallways, staircases, etc.

- Use hand sanitizer stationed at each entrance.

- Different grade levels will use different doors to enter/exit with staggered times schedules:
see below

- Signage for social distance will be posted at each entrance/exit.

- Handrails will be wiped down between groups during entrances and exits.

- Designated staff members will escort younger, new, and late children to class.

- Students with fever or symptoms will be sent home or isolated until someone picks them up.

Teachers

- Take temperature upon entering

- Masks/face shields must be worn

- Use hand sanitizer stationed at each entrance

- Teachers will have a designated entrance for daily use.

Visitors

- Temperature taken before entering

- Non-essential visitors will be limited

- Masks/face shields must be worn

- Use hand sanitizer stationed at each entrance

Entrance schedule

Arrival Frame	Exit A	Exit B	Exit C	Exit D	Exit H
8:00AM-8:10AM	Grade 7	Grade 5	Grade 6	Grade 8	
8:15AM-8:25AM	PreK 2	Kindergarten	PreK3	Grade 4	PreK 4
8:30AM-8:40AM	Grade 3	Grade 1	Grade 2	Nursery	

Exit schedule

Dismissal Time	Exit A	Exit B	Exit C	Exit D	Exit H
2:35 PM	PreK 2	Kindergarten	PreK 3	Nursery	PreK 4
2:45 PM	Grade 3	Grade 1	Grade 2	Grade 4	
3:00 PM	Grade 7	Grade 5	Grade 6	Grade 8	

SIGNAGE

Social distance signs have been purchased for outside the school building.

School specific signage has been printed from the CDC website to be placed in classrooms and around the hallways.

Floor and wall decals have been placed in the hallways and stairwells for directions.

Developing routines for daily health checks

- Staff and students will be encouraged to stay home if they are sick or have come in contact with someone that tested positive for COVID-19.
- Signage will be posted in the classroom and hallways regarding recognizing symptoms of COVID-19.
- All staff and students' temperature will be taken upon entering the building.
- Staff members will fill out a daily attestation report and students will fill out an attestation report every 2 weeks.
- Each classroom will be equipped with a thermometer for temperature checks.
- Teachers will reinforce each morning the importance of keeping distance from one another, wearing masks, covering coughs and sneezes with a tissue, using hand sanitizer when soap and water are not available, and best practiced for hand washing.
- Anyone with a temperature of 100.0% or showing symptoms will be sent to the nurse for observation. If necessary, the individual will isolate and be sent home.
- Visitors will be asked screening questions before entering the building. The receptionist will keep a record of the visitor's name, reason for visiting, and results of screening (cleared/not cleared)
- Vulnerable students and staff will be given special consideration allowing extra social distancing, face shields, and additional protection with plexiglass sneeze guards
- For students that cannot tolerate masks, modifications will be made (face shields, plexiglass barriers, increased social distancing) In severe cases, distance learning should be considered.

** Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Drills shall be conducted to the best of our abilities without deviating from current requirements. Fire Code Section 404 requires that we maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted.

Protocols for individuals who screen positive for COVID-19 exposure or symptoms while in school.

- Students will be moved to isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation rooms, when in use, will be occupied by a school staff member while wearing full PPE and ventilation increased to encourage air-flow.
- Isolation Room will be closed off for 24-hours before cleaning and disinfecting takes place.
- Sick staff members or students should not return to school until they have met the CDC criteria to discontinue home isolation, which includes 3 days with no fever, an illustration of improved symptoms, and 10 days since symptoms first appeared.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Reporting a Positive COVID-19 case

- Principal should immediately notify Superintendent, Tom Chadzutko, and Associate Superintendent, Joan McMaster, in writing with relevant details of any confirmed COVID-19 case.
- Principal will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principal will then notify staff members and families once approved by the Office of the Superintendent. No identifying information will be used in any communication.
- Principal will coordinate with maintenance staff to ensure compliance with CDC disinfecting procedures.
- If school closure is necessary, the school will follow all health department directives on school closures.

Creating a plan to handle confidentiality issues

Staff and families will be encouraged to self-report to the school if they or the student have symptoms of have been in contact with someone testing positive for COVID-19.

In accordance with the state and local laws and regulations, local health officials, staff, and families will be notified of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), HIPPA, and Family Educational Rights and Privacy Act (FERPA)

Developing protocols for social distancing in the classroom

- Classrooms will be arranged so desks are 6ft apart from each other, in rows, facing the front of the room.
- Plexiglass dividers or barriers will be used as added protection in some classrooms, bathrooms, and offices.
- In departmental classes (grades 5-8) the teachers will change rooms while students remain in their homeroom.
- Kindergarten classrooms will be equipped with desks instead of tables, remaining 6ft apart.
- Students will have all their materials at their desks so there is limited movement around the room.



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

- Hallways and staircases will be clearly labeled with specific directions for movement. Staircases will be used as only up for arrival and only down as dismissal. During the day staircase A & C will be up and B & D will be down.
- Classes will use the bathrooms as a class during certain times of the day following a schedule created by the principal.
- In restrooms barriers will be installed between urinals and sinks, and water fountains will be off-limits.
- When possible, Phys. Ed. Classes will be outside where children can spread out with 12 ft distance.
- Lunch will be eaten in the classrooms following social distancing protocol.
- Masses will need to be spread out throughout the month with specific grades in attendance.
- After-school program, if resuming, would take place in the auditorium, with cohorts of students separated at designated tables socially distant from one another. The program supervisor will move around for check-ins and relief if needed. Tables and chairs will be sanitized between use.

Food Services

- All students will eat lunch in their classrooms.
- Students in Nursery, and Kindergarten through Grade 8 will bring lunch from home.
- Students will be permitted to remove their mask to eat lunch.
- Lunch schedules will be staggered.
- PreK for All classes will receive hot lunch from an outside service. All meals will be packaged separately with appropriate portions.
- PreK for All staff will wear gloves, aprons, and masks when distributing meals to students.

Transportation

We are provided buses from the NYC Dept of Pupil Transportation.
We will follow the guidance set forth by the state and city as to the protocols of the pupil transportation

Providing pick-up protocol for families to receive devices/materials.

- In the event of full distance learning there may be a necessity for students to pick-up books, materials, or devices from the school building.
- A schedule will be created to ensure adequate space between families utilizing all entrances to the building.
- Staff/teachers will assist in the process.
- Everyone will follow safety protocols - wearing masks, gloves, and keeping 6 ft distance.

Developing scheduling options to facilitate reduced capacity at school

All rooms available will be reconfigured to become classroom space if necessary (e.g. auditorium, Library, Art room, cellar gathering space)

Plan A: Full opening with social distancing in place, hand and respiratory hygiene, testing and tracing, and face coverings. Classes with overflow due to capacity restrictions will be split into 2 rooms with an aide to watch one group as the teacher instructs in the other room. The aide and teacher switch rooms as needed.

Plan B: Grades 1-6 full opening following room capacity and social distance guidelines. Grades 7 & 8 Hybrid opening using an AM/PM schedule.

Plan C: All grades 5 days from 8:00 – 12:30 PM. Students eat lunch at home and small group live instruction from 1:30-2:30 PM. Independent homework after 2:30 PM

Plan D: All grades hybrid model using 2 cohorts. Group A in-person Mon. and Tues. Wednesday both groups at-home learning, Group B in-person Thurs. And Fri. (While cohorts are not in-person learning, they will be engaged in online tasks, viewing educational videos, conducting research, doing projects, and responding to posts of instructor.

Plan E: Full distance learning

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

- We have procured supplies in bulk using a variety of suppliers. Items already purchased include disposable masks, individual sanitizers, paper towels, tissues, cleaning solution, sanitizing wipes, soap dispenser refills. We will also be acquiring cloth face masks with the school logo.
- A fogger machine has been procured to sanitize after school hours.
- Every classroom will have a wall affixed hand sanitizer.
- Each student will have a personal hand sanitizer and disinfectant wipes.
- All students will have masks (and if possible, face shields)
- All teachers will have masks and face shields.
- Classrooms will have a supply of paper towels, tissues, and disinfecting spray.
- Every teacher has a thermometer.
- Portable sanitizing stations are placed at every entrance/exit.

We anticipate needing to purchase additional paper towels, sanitizer refills, disposable masks, and gloves.


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

- Deep cleaning and disinfecting is scheduled for late August prior to students returning.
- Nighttime cleaning by cleaning company will resume as usual Monday through Friday, with an additional disinfecting twice a week (Wednesday and Sunday).
- Desks, doorknobs, and frequently touched surfaces will be cleaned daily.
- Handrails will be cleaned between classes during arrival and dismissal time slots.
- Phys. Ed. and Playground equipment, if used, will be cleaned between uses.
- In the case of a positive COVID-19 confirmation, the building will be closed for 24 hours for a deep cleaning and disinfecting.
- Teachers will be trained prior to the start of school on proper Hand and Respiratory Hygiene.

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

- Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students will receive one cloth face covering with the school logo to begin the school year. Students should bring an appropriate face covering from home as needed. The school will have surgical masks available for students as replacements.
- Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.
- Non-disposable masks should be washed daily.
- NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Cloth face coverings should not be placed on:
 - Children younger than 2 years old.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - Younger students, such as those in early elementary school.
 - Students, teachers, and staff with severe asthma or other breathing difficulties.
 - Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
 - While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.
 - In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.
 - Clear Face Coverings or Face Shields

- Teachers and staff who may consider using clear face coverings or face shields include;
 - Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act 
 - Teachers of young students learning to read
 - Teachers of students in English as a second language classes
 - Teachers of students with disabilities

Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.

- Practical Recommendations
 - Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
 - Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
 - Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.

- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).
- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

Communication

Parents and families will be notified by email and text via Parent Alert System regarding opening of school routines, schedules, and protocols.

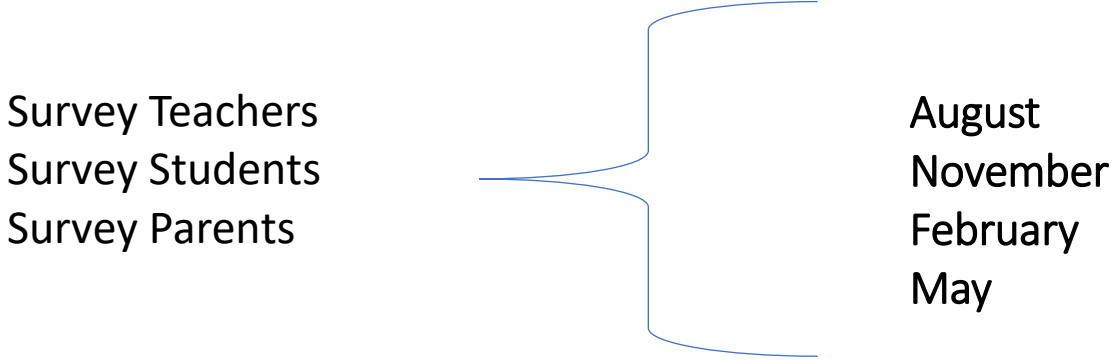
Back to school Zoom meetings will be setup for parent information about school policies and classroom procedures regarding social distancing, face coverings, and hand-washing & respiratory hygiene.

The academy website and OptionC will also have updates and announcements to disseminate information.

Reviewing and updating the Emergency Contact Plan

- OptionC Parent Alert System is our emergency contact platform.
- Parents review and verify contact information in September.
- The system is monitored weekly by the academy secretary.
- School closures notifications are sent via text and email through parent alert and are posted on the school website and the OptionC main page.

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



**Social and Emotional
St. Sebastian Catholic Academy**

Creating community and connecting with students in new school configurations

- Gathering for Mass celebrations via Zoom or outside in the Parish Gardens
- Weekly newsletters to families
- Posting updates on the academy website and OptionC
- Bring different classes together to socialize.
- Using the homeroom zoom meeting as a chance to share thoughts and feelings
- Virtual Spirit Week

Facilitating community and connection with faculty and staff

- Weekly/semi-monthly faculty meetings via Zoom.
- Grade band teachers meet to plan and assess.
- Grade band teachers meet to plan and assess.

Onboarding previous and new students to orient to the new realities of the classroom and school

- Consistent planning and scheduling
- Virtual back to school night
- Rubric in place for students to comply with regarding work and behavior
- Student check-ins and self-assessments
- Welcome back video message from the principal.

Developing authentic ways for parents to connect with the school community in a virtual world

- PDHP can create parent support groups or parent learning programs.
 - Social Well-being (Cooking classes, Yoga, Meditation)
 - Spiritual Well-being (Weekly Rosary, faith-based discussion group)
 - Emotional Well-being (bereavement, loss, grief)

Maintaining daily rituals (i.e. daily announcements, morning prayer, etc.)

- Morning prayer and announcements over the PA in the morning.
- Highlight teachers, students, or classes.
- Announcements from teachers on class Google Site.

Enhancing approaches to support social emotional learning

- Open communication with principal, parents, teachers
- Emotional Literacy
- Look into incorporating an SEL program like Soar with Wings, EverFI, or Sanford Harmony
- PDHP counselors

