



**Diocese of Rochester  
Department of Catholic Schools**

*All Saints Academy, Corning, NY*

# **2020-21 Re-Opening Plan**

*July 2020*

**Updated: 8/20/2020**

## General Information:

**Name of School:** All Saints Academy  
**Address:** 158 State Street  
Corning, NY 14830  
**BEDS Code:** 571000166798  
**Principal:** Teresa Graham, Interim

### PARTY RESPONSIBLE FOR REOPENING

**Name:** Teresa Graham

**Email Contact:**  
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**Phone Contact:** 607-936-9234

**Intended Start Date:** September 8, 2020

**Date Plan Submitted:** July 31, 2020

**Name and Title of Person Submitting Plan:** Teresa Graham, Interim Principal

## Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

## Developing This Plan:

### Team Members

- TJ Verzillo, Principal
- Christine Horton, Teacher
- Anna Hoyler, Teacher
- Teresa Graham, Interim Principal
- Allison Williams, Parent
- Christina Layton, Parent
- Christine Mohr, Parent
- Nick Ferratella, Parent/ School Advisory Chair
- Geoff Steenberge, Parent/ School Advisory Member

## 1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

**Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation

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Classroom	Square Footage	36 sq ft/student	20 sq ft/student
Grade 1	806	22	40
Grade 2	1292	36	65
Grade 3	806	22	40
Grade 4	754	21	38
Grade 5	750	21	38
Kindergarten	806	22	40
Math	855	24	43
ELA	825	23	41
Health	663	18	33
Music	570	16	29
Pre K 4	826	23	41
Pre K 3	806	22	40
Library	572	16	29
Tech	638	18	32

**Social Distancing:** Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities

Classes are divided to maintain 36 square feet per person in each room. Each class will be its own cohort and will not mix with other classes. Teachers who visit multiple classrooms will wear masks and maintain social distancing. Students who receive special education and related services can leave the room to work with their small groups. These students will wear masks and maintain social distancing.

Hallways will be marked to show the flow of traffic and encourage social distancing.

Visitors to the schools will be limited.

All Saints Academy has plans to implement the following procedures for our campus:

- Social distancing will be maintained which includes:
  - Classrooms have been measured and desks will be 6' apart
  - During Physical Education and recess students will wear masks, when social distancing is not possible. Strict guidelines of cleanliness and supervision will be enforced. Social distancing will be required as much as possible.
  - All students in a given homeroom will limit their physical interactions with other homerooms and grades of students in the building, to the extent possible.
  - Large gatherings will be limited to numbers that allow for social distancing.
  - Distinct signage will be posted throughout the campus describing signs/symptoms, proper handwashing, social distancing, and when to stay home.
  - Promotion of frequent daily hygiene and social distancing measures will occur throughout the school building.

**PPE and Face Coverings:** Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)

Faculty, staff, students, and all school visitors must have face coverings available. Face coverings include washable or disposable masks with at least 2 layers of cloth. If a person does not have a face covering one will be provided to them. Students and staff are responsible for cleaning their own washable face coverings.

All persons entering the school building must have an acceptable face covering that covers their mouth and nose. Face coverings are required in the hallways and when moving around the school and school grounds. Face coverings may be removed when students are at their desks, 6 feet away from all other persons. Face coverings are required when students are riding the bus.

**Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

**Instructional Program Options:**

*In Person Instruction:*

- All students will attend school 5 days a week.
- Classes will be capped and kept small so students can keep 6 feet apart during instruction in the classroom.
- Students will work in self-contained classrooms to limit cross-contamination across classes.
- Students will have the opportunity to use online learning platforms that they would use during distance learning so they are familiar with them should distance learning have to begin.

*Hybrid Model:* The hybrid model will provide for new concepts and independent learning assignments

- Students will be physically present in school twice a week.
- Distance learning will take place on days students are not physically in class.
- School days will be assigned (A) or (B) and will be posted on the school calendar.

*Distance Learning:*

- There will be a structured daily schedule that is within the framework of the standard elementary school day.
- Related Arts (Art, Technology, Music, and Physical Education) will be included.
- Students will have real time instruction with their teacher.
- Students will be provided with digital coursework through online learning platforms including Google Classroom and iReady.

**Classrooms:**

- Classrooms will have individual desks for students. The desks will be spaced 6 feet apart from each other so students do not need to wear their masks while receiving instruction at their desk.
- Other furniture may need to be removed from the classroom to make room for these desks. If there is space teachers may keep a table for small group instruction. Small group instruction must have dividers and masks for the participants.
- All shared “soft” materials must be removed from the classroom (bean bag chairs, pillows, etc.)
- Teachers will limit the sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable. Teachers will clean and disinfect between uses.
- Classrooms have been sanitized and will be sanitized daily.
- Classroom materials will be stored in bins, shelves and closets as much as possible to aid in ease of cleaning and less need for disinfecting materials.

**Related Arts Classes:**

- Related Arts teachers will travel to the classroom. Teachers will sanitize their shared areas upon departure of their space.
  - Exceptions here will be music and Physical Education. These classes will be held in the gym so that socially distancing requirements may be fulfilled. Students and teachers will wear masks when traveling to and from the gymnasium.
  - Music classes will distance 12 feet apart or wear face masks while singing.
  - Physical education classes will not be required to wear masks but will maintain social distancing of 12 feet during activities, as much as possible. Outdoor classes will be held as weather permits.

**Cafeterias:**

- Lunch schedules will be developed to allow for social distancing.
- Families will be required to provide daily lunches. No school provided lunches will be offered.
- Pre-Kindergarten students will continue to eat lunch in their classroom.
- Kindergarten- 8<sup>th</sup> grade students will follow a lunch schedule which will be a combination of some days in the cafeteria and some days in the classroom.
- An established enter/exit flow in the cafeteria.
- Sanitation of the cafeteria/lunchroom will be completed by staff.
- Cafeteria tables and benches will continue to be sanitized between lunches.
- Hand sanitizer will be available.
- Staff in the lunchroom and in the kitchen will be required to wear masks in addition to the already established health and safety protocols based on the Health Department guidelines.
- Mandatory for all (employees and students): **No sharing of food or drink.**

**Gymnasiums and Worship Spaces**

**Gymnasium:**

- Physical Education will take place in the gymnasium. Students will be required to keep 12 feet apart from each other during PE.
- All equipment will be sanitized at the end of each class.
- Social distancing to occur, as much as possible.
- High Touch points sanitized between classes.
- Cleaned daily as established in our daily protocol.

**Worship Spaces:**

- Classroom worship spaces will be sanitized daily.
- Church worship space will be sanitized per the parish protocol after use.
- All Saints Academy will follow established Church social distancing and face mask requirements when attending Mass.
- School Mass will be limited to school staff and students only.

**Outdoor Play Spaces:**

- All students must sanitize using proper hand hygiene before and after recess.
- There will be staff supervision. They will bring sanitizer with them during recess.
- The playground will be sanitized after each use.

**Spaces Where Other Groups Congregate:**

- There will be limited spaces used for groups to congregate
- Hallways will be kept clear of students and materials. Individuals and groups in the hallways will maintain six feet of distance.
- The desks in the office will be equipped with dividers. Visitors to the office must keep six feet apart.

**Restart Operations:** *Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable*

All Saints Academy has used the summer months to clean and disinfect all areas of the building to make it safe for the re-start of the school year. Water is safe and available throughout the building, including refillable water fountains.

- Students and staff are asked to bring refillable water bottles to school.
- Ventilation and water meets state requirements.

**Hygiene, Cleaning, and Disinfection:** *Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds*

- All employees will be collectively responsible for cleaning and sanitizing, throughout each day.
- Enhanced daily and weekly cleaning activities, including disinfecting touch points around the school throughout the day.
- Hand sanitizer will be available in each room of each building of the school.
- Hand sanitizing in high-traffic locations will be made available where hand washing is not available.
- Cleaning/Sanitizing the floors
- Water Fountains
  - Only refillable water fountains will be active.
- Student Materials:
  - Every student should bring a lunchbox & refillable water bottle
  - Lunchboxes will be used to store water bottles and or mask/covering when students go outside.
  - Please label your child's name on the inside/outside of the lunchbox, outside of the water bottle, and inside of any facemask.

Daily after/before school cleaning routines include but are not limited to:

Wiping down all:

- Student desks
- Tables
- Chairs
- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Stair rails
- Playground equipment
- Toys
- Manipulatives
- Countertops
- Bookcases
- Cafeteria surfaces
- Documenting on data cleaning sheet posted on each classroom door/office space, that cleaning has occurred.

**Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

Any group that uses the school building is responsible for properly disinfecting the shared space after their use. They must provide their own materials and supplies and maintain proper social distancing and safety protocols.

**Before and Aftercare:** Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

**After School Care (Stay and Play)**

- After School Care Program: Available for In School students/families only.
- High touch point areas will be sanitized prior to the staff and students arriving for Stay and Play.
- During dismissal, Stay and Play will be dismissed to the Stay and Play classrooms
  - Cohorts will continue to be grouped together as they were during the school day, e.g.
  - Pre-Kindergarten will go to the assigned classroom which is one of two used during the day.
  - K-2<sup>nd</sup> grade will go to the assigned classroom used by K-2 grade classes during the day.
  - 3<sup>rd</sup>-8<sup>th</sup> grade will go to the assigned classroom used by grades 3-8 classes during the day.

**Vulnerable Populations:** Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

All Saints Academy will provide alternative learning environments, in conjunction with the public school district, to those students who are vulnerable to COVID-19

Families who are at an increased risk or are uncomfortable returning to school in-person will have the option to participate in online learning. There will be a structured daily schedule that is within the framework of the standard elementary school day. Related Arts (Art, Technology, Music, and Physical Education) will be included. Students will be provided with digital coursework through online learning platforms including Google Classroom and iReady.

**Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

Families are encouraged to transport their children to and from school. If students do take the bus, they are required to wear acceptable face coverings and maintain appropriate social distancing. Students from the same families can sit together. Our school is committed to making sure our students follow the procedures set forth by the public school district providing transportation. Students will use hand sanitizer when entering and exiting the school bus. There will be health screenings when students arrive at school in the morning (after being dropped, before entering the school).

**Food Services:** Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)

- Lunch schedules will be developed to allow for social distancing.
- Families will be required to provide daily lunches. No school provided lunches will be offered.
- Pre-Kindergarten students will continue to eat lunch in their classroom.
- Kindergarten- 8<sup>th</sup> grade students will follow a lunch schedule which will be a combination of some days in the cafeteria and some days in the classroom.
- An established enter/exit flow in the cafeteria.
- Sanitation of the cafeteria/lunchroom will be completed by staff.
- Cafeteria tables and benches will continue to be sanitized between lunches.
- Hand sanitizer will be available.
- Staff in the lunchroom and in the kitchen will be required to wear masks in addition to the already established health and safety protocols based on the Health Department guidelines.
- Mandatory for all (employees and students): No sharing of food or drink.
- Classroom staff will be put on a rotating schedule for lunch supervision.

**Mental Health, Behavioral, and Emotional Support Services and Programs:** Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training 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 information on developing coping and resilience skills for students, faculty, and staff

All Saints Academy will continue to support students, staff and families impacted by Covid-19 pandemic, as we always have. Our school will access public school support for any child or staff member deemed to have a need, in conjunction with available local programs such as:

- All Saints Academy employees will receive COVID-19 training (including transmission, prevention, symptoms check and use of facemask/face shield) through the Children's Institute: Whole Child Connection.
- Student Support Services through the Public School District
- Encourage parents to access their health provider.
- Encourage Staff to access Employee Assistance Programs

**Communication:** Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary

All communication must relate to the guiding principle that the health and safety of our students, families, and staff is our top priority and remind stakeholders that all plans are subject to change with the changing local circumstances.

The school principal will establish and continue regular communication with local/state health authorities, public school district personnel, and school stakeholders: students, parents/guardians, school staff, parish staff, parishioners, and public school partners.

Whole school communications and updates will be provided through e-mail, the school website, and school Facebook page.

Teachers will use various modes of communication such as phone calls and e-mail to communicate with their families.

Input from school stakeholders through the use of surveys and other correspondence must be considered when finalizing plans for reopening. An initial survey was sent out in June 2020 and responses helped guide the development of the re-opening plan. The re-opening task force survey stakeholders again after 1st semester. The results will be analyzed by school task force team.

In the event of a case confirmed in our school, school administrators would need to contact: Steuben County Department of Public Health, 3 Pulteney Square, Bath, NY 14810 Phone Number: 607-664-2438. Fax number: 607-664-2166. Contact person is Darlene Smith. Covid-19 Hotline for Steuben County 607-888-364-3065.

The school office will keep records and sign in sheets for contact tracing purposes on file.

## 2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

**Screening:** *Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors*

- The health and safety of everyone in our All Saints Academy community is our first priority.
- Social distancing guidelines will be enforced wherever possible.
- Temperature checks and screenings are mandatory each day for all teachers, staff, students, and visitors.
- The wearing of facemasks is mandatory for all Faculty, Staff, and Visitors. All Saints Academy, at this time, will require students in Pre-K -8th Grades to wear facemasks to and from their classrooms, at arrival and dismissal, as well as moving about the campus.
- Parents and Visitors will have limited access to the building. Anyone planning to enter the building will be required to have a temperature check and health screening before entering. Anyone with a temperature greater than 100.0 will not be allowed in the building. All screenings will be performed by trained staff members.
- Individuals doing the screenings will wear appropriate PPE, provided by the school, as needed.

**Testing Protocols:** Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school

- All Saints Academy will provide contact names and numbers to parents, visitors, contractors and or vendors for the local department of health to follow-up with concerns about contact with COVID-19 (Need to print copies of)
- All Saints Academy will advise parents to take their children who are experiencing symptoms of COVID-19 to their medical health care doctor.
- All Saints Academy will follow the established school re-entry protocols for returning students and staff.

**Testing Responsibility:** Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed

- All Saints Academy in conjunction with the Corning-Painted Post School District will provide anyone who fails the temperature check or health screening with a list of local providers who will administer COVID tests, name and number of the local hospitals.

**Early Warning Signs:** Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- All Saints Academy will monitor the numbers of COVID related illnesses in the building and in the community and follow reporting requirements and make evaluations as to the need for making adjustments to in-school instruction for the individual classrooms and school.
- All Saints Administration will monitor emails and other communications for data regarding local numbers of COVID cases.
- All Saints Administration will communicate regularly weekly through various modes of communication, with stakeholders, the state of the COVID Pandemic, in the immediate area and how it may be effecting All Saints Academy.

### 3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

**School Health Offices:** *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

All Saints Academy will operate with the goal of having students physically present for face-to-face learning. Children should attend school unless prohibited by local public health mandates or because of unique medical or familial needs. Children who are not physically present will be required to document the reason for not attending school and comply with the school's alternative educational program.

1. Symptomatic staff member/student with POSITIVE TEST: Out of school for 10 days, can return once they are free from symptoms AND must be at least 3 days fever free (without medication) AND improving respiratory symptoms (cough can persist but should be improving)

- Any siblings or family members in the same household of a positive test student/employee must be out of school for 10 days from the last day of physical contact.
- In addition to the school health plan, parents/guardians will work with the school on a plan for the students' return to in-class instruction.

2. Symptomatic staff member/student NOT tested (per physician's recommendation to not test: Out of school for 10 days, can return once they are free from symptoms AND at least 3 days fever free without medication AND improving symptoms.

- Any siblings or family members who have been in contact with a symptomatic student/employee showing:
  - Symptoms: Must also be out of school for 10 days and 3 days fever free (without medication)
  - No symptoms: May come to school if they pass all screening protocols

3. Symptomatic staff members/students determined to have an alternative cause of illness may return with doctor's note, per current (school health plan), resolved symptoms and fever free for 72 hours WITHOUT medication.

- No symptoms: May come to school if they pass all screening protocols

4. Symptomatic staff member/student with NEGATIVE COVID test: Out of school until fever free for 72 hours without medication AND improved respiratory symptoms. Test results will need to be given to the office prior to return to school.

5. Exposed and asymptomatic staff member/student (Positive family member in home): Out of school for 14 days from last exposure if remains asymptomatic. If a staff member/student becomes symptomatic; exclude from school for 10 days AND fever free for 3 days without medication AND symptoms improving.

**\*Negative COVID testing does not clear student or staff member for early return if exposed and asymptomatic\***

**Isolation:** Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff

- All Saints Academy will provide, as appropriate, PPE to the health office, administrative office, instructional staff and students.
- Daily employee and student temperature check and health screening will be implemented upon arrival to the campus.
- Staff and Students arriving between 7:30-8 AM will be screened prior to entering the building.
- All students and staff will be asked about the following symptoms in the preceding 24 hours: Fever > 100.0, cough, congestion, shortness of breath, loss of taste or smell, nausea/vomiting/diarrhea. If any symptoms are reported, students/staff will not be admitted to school and advised to see their medical provider.
- During the school day if a student or staff member becomes ill, the ill person will go to the main office and ask to be screened in the designated screening area. If the ill person has a temperature of 100.0 or greater, the student or staff member will be re-screened 5-15 minutes later to confirm fever.
- Student or staff with a confirmed fever will be sent home following established building procedures and advised to follow up with their medical provider.
- Siblings will be screened in a separate location (e.g. nurses' office).
- Siblings may be able to return to class if they do not have any positive symptoms.
- Employees and students will wear masks when in isolation.

**Collection:** Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider

- Upon the arrival of a parent/guardian/spouse to pick-up the ill student or staff member, the parent/guardian/spouse should call the main office and announce they are at the front door and available for pick-up. The student will be escorted to the front door and transferred to the person picking them up. Staff members will walk to the front door to meet their person who will transport them, if they are not driving home on their own.
- Parent/Guardian/Spouse will not come into the building.
- Parent/Guardian/Spouse will be advised that the student or staff member should contact medical health care provider.
- Parent/Guardian/Spouse will be provided the established guidelines for re-entry to school.

**Infected Individuals:** Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

1. Symptomatic staff member/student with POSITIVE TEST: Out of school for 10 days, can return once they are free from symptoms AND must be at least 3 days fever free (without medication) AND improving respiratory symptoms (cough can persist but should be improving) AND the local health department has cleared them for return.
2. Receive documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation per contact tracing procedures.

**Exposed Individuals:** Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department

- All Saints Academy will coordinate re-entry plans for students/staff with Positive COVID-19 test results with the local health department. This includes documentation from the medical health care provider
- Any siblings or family members in the same household of a positive test student/employee must be out of school for 14 days from the last day of physical contact.
- The sibling or family member may return to school once a plan has been made with the school for safe return.
- Exposed and asymptomatic staff member/student (Positive family member in home): Out of school from school for 14 days from last exposure if remains asymptomatic. If a staff member/student becomes symptomatic; exclude from school for 10 days AND fever free for 3 days without medication AND symptoms improving.

**\*Negative COVID testing does not clear student or staff member for early return if exposed and asymptomatic\***

**Hygiene, Cleaning, and Disinfection:** Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

What you can expect from All Saints Academy regarding facilities and safety:

- Social distancing will be maintained where possible.
- All employees will be collectively responsible for cleaning and sanitizing.
- Enhanced daily and weekly cleaning activities, including disinfecting touch points around the Campus throughout the day. Each classroom, restrooms and staff room doors will have a cleaning log posted on the door.
- Hand sanitizer will be available in each room of each building of the school.
- Hand sanitizing in high-traffic locations will be made available where hand washing is not available.
- An isolation room will be in the school health office for students exhibiting symptoms.
- Water Fountains
  - Only refillable water fountains will be active.
  - Student Materials:
    - Every student must bring lunchbox & refillable water bottle
    - Lunchboxes will be used to store water bottles and or mask/covering when students go outside.
    - Please label your child's name on the inside/outside of the lunchbox, outside of the water bottle, and inside of any facemask.

**Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies

Contact Tracing All Saints Academy 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.

- In the case of an individual testing positive, All Saints Academy will maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations.
- Return to School: All Saints Academy will follow establish 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 return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

All Saints Academy will:

- Contact the Local Health Department to report any positive COVID-19 cases.
- Will follow the Contact Tracing Protocol put forth by New York State.

**Communication:** Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community

All Saints Academy will communicate the safety procedures taken with cases of suspected or confirmed cases of COVID-19 to all stakeholders involved, using appropriate HIPPA policy.

All communication must relate to the guiding principle that the health and safety of our students, families, and staff is our top priority and remind stakeholders that all plans are subject to change with the changing local circumstances.

The school principal will establish and continue regular communication with local/state health authorities, public school district personnel, and school stakeholders: students, parents/guardians, school staff, parish staff, parishioners, and public school partners.

Whole school communications and updates will be provided through e-mail, the school website, and school Facebook page.

Teachers will use various modes of communication such as phone calls and e-mail to communicate with their families.

#### 4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

**Closure triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure

##### Temporary Transition from In-School to Virtual Classroom

- All or some grades at All Saints Academy School may temporarily move to online/digital learning at some point throughout the year, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools of the Diocese Rochester

**Operational Activity:** Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel

All Saints Academy will:

- Follow daily building protocols for monitoring for illness and communication procedures for informing building personnel and families of the need for temporary changes in the mode of instruction
- In-Class instruction may change to remote learning should the data indicate a need to because classroom incidence and or local community needs warrant the change.
- Should the building need to close temporarily: instructional staff will provide remote instruction. Schedules for instruction at the various levels will be shared through email and phone calls.
- The building will be closed to all students and staff in the event of a school closure.
- The building will re-open and in-class instruction will resume per Local Health Department and the Diocese of Rochester's permission.

**Communication:** Plan to communicate internally and externally throughout the closure process

Internal Communication:

All Saints Academy Principal will communicate daily through virtual staff meetings, emails and socially distanced in-person meetings with building staff on any concerns of illness that may develop and follow the established protocol for sick staff and students.

External Communication:

All Saints Administrative Staff and School Advisory Team will communicate weekly (daily as necessary) through media, newsletters, emails and phone calls regarding any changes in the status of in-school instruction to ASA Stakeholders (e.g. parents, Diocese, Public School District, Local Public Health, etc.)