

NYS DOH Guidance	Notes
<p>I. People</p> <p>A. Social Distancing and Face Covering</p>	
<p>Social Distancing</p> <ul style="list-style-type: none"> ● Responsible Parties must ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household. 	<p>We are adding staff to do temperature check at door, and to enforce social distancing in the classrooms and cafeteria. A teacher's aide will take temperatures at the door and administer questions to all who enter the building.</p>
<p>Face Coverings</p> <ul style="list-style-type: none"> ● Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings. ● Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. However, Responsible Parties can require face coverings at all times, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection. <ul style="list-style-type: none"> ○ Responsible Parties requiring the wearing of face coverings by students at all times will need to consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner. ● Responsible Parties should develop plans for face covering breaks for students when they can maintain social distance. ● All individuals in school facilities and on school grounds must 	<p>Face masks required for all movement in the building. When students are in class or in cafeteria and 6 foot social distancing is maintained, masks do not have to be worn. Anytime students go to the bathroom or move from desk in classroom, masks must be worn.</p> <p>Extra face coverings will be available to everyone who arrives at school not wearing a mask. Should face masks present a trauma for younger students, face shields may be worn.</p>

be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Responsible Parties should consider assistance to students who may have difficulty in adapting to wearing a face covering.
- Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.

A doctor's note will be required for all students who cannot safely wear face covering.

Social Distancing for Certain Activities

- Responsible Parties should ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

Music class will be held in the gymnasium so as to enforce the 12 feet social distance guideline. In grades K-2, Music teacher will divide students into smaller groups for music at least one day per week.

PE classes will include various activities which do not involve heavy breathing where students can maintain social distance.

<p>Space Configurations</p> <ul style="list-style-type: none">• Responsible Parties are strongly encouraged to (1) modify or reconfigure spaces and areas, and/or (2) restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.<ul style="list-style-type: none">○ If Responsible Parties are using a cohort model, cleaning and disinfection may be performed in between each group's use instead of individual's use.• Where feasible, Responsible Parties should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).• Responsible Parties should determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines	<p>Classrooms such as Kindergarten and first grade which formerly used round tables arranged in groups of four students will be changed to allow students to sit at individual desks spaced 6 feet apart. 40 small desks and chairs will be donated during the month of August by Blessed Sacrament School in Syracuse</p> <p>Arrows indicating the flow of traffic in the classrooms, hallways and cafeteria will be placed on the floors in these areas. Teacher aides will help to enforce the direction of traffic in the cafeteria in order to maintain social distance guidelines.</p>

<p>required during all other school operations.</p> <ul style="list-style-type: none"> Responsible parties should work to find additional or alternate space with community-based organizations and other operators of alternative spaces (e.g., local governments) to maximize capacity for in-person learning. 	
<p>Schedules</p> <ul style="list-style-type: none"> Responsible Parties should consider staggered arrival and pick-up times to facilitate proper social distancing, and assign lockers or other student storage areas by cohort or eliminate their use. However, students should not carry an unreasonable number of books or materials throughout the day. 	<p>Arrival time will change. Students will be allowed to go directly to their classrooms at 7:45AM so that they do not congregate in the hallways.</p>
<p>Signage</p> <ul style="list-style-type: none"> Responsible Parties must post signs throughout the school and should regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Responsible Parties can develop their own customized and age-appropriate signage specific to their school or educational setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind individuals to: <ul style="list-style-type: none"> Stay home if they feel sick. 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. Properly store and, when necessary, discard PPE. Adhere to social distancing instructions. Report symptoms of, or exposure to, COVID-19, and how they should do so. Follow hand hygiene, and cleaning and disinfection guidelines. Follow respiratory hygiene and cough etiquette. 	<p>Signs will be posted on the front door. Answers to FAQs have already been affixed to the glass at the front door. Signs are to read: Stay home if you feel sick. Cover your nose and mouth with an acceptable face covering when unable to maintain social distance from others. Properly store and, when necessary, discard PPE. Adhere to social distancing instructions. Report symptoms of, or exposure to, COVID-19 to the main office. Follow hand hygiene, and cleaning and disinfection guidelines.</p>
<p>B. Gatherings</p>	

<p>Meals</p> <ul style="list-style-type: none"> Responsible Parties must ensure social distancing between individuals while eating in school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. <ul style="list-style-type: none"> Responsible Parties must prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals. 	<p>Our meal schedule has been adjusted to meet social distancing guidelines: Pre School will eat in classroom. Meals will be brought to them in sealed containers so that food will not be contaminated. PreK-Kindergarten will eat from 10:55-11:25 in one half of the cafeteria so that social distancing can be maintained at each table. Grades 1-2 will eat during the next shift at different tables. All tables will be misted before grades 3-6 arrive at 11:25AM to eat at different tables in a different part of the cafeteria, 2 students per 6 foot table, one at each end. No student will be allowed to get out of his/her seat without permission and must wear a mask to go to the restroom. Tables will be cleaned and disinfected after each use.</p>
<p>Small Spaces</p> <ul style="list-style-type: none"> Responsible Parties should limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant. 	<p>Elevator will not be used by students. Only one staff member will use the elevator at any given time, usually to bring lunches to the preschool students on the first floor.</p>
<p>Faculty and Staff Meetings</p> <ul style="list-style-type: none"> Pursuant to their school reopening plan, Responsible Parties may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. When videoconferencing or teleconferencing is not preferable or possible, Responsible Parties may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs). 	<p>Faculty meetings will take place virtually. Meetings will occur monthly at 4pm, after teachers arrive home from work. It will be recommended that Advisory Board meetings and PTO meetings remain virtual as they have been during the past 4 months.</p>
<p>Ventilation</p> <ul style="list-style-type: none"> Responsible Parties should increase ventilation with outdoor 	<p>Every window in the building is capable of opening, and will be used to improve ventilation except those designated as</p>

<p>air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.</p>	<p>emergency egress windows. HEPA filters will be placed in each classroom filtration system.</p>
<p>Common Areas</p> <ul style="list-style-type: none"> ● Responsible Parties should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs. ● Responsible Parties may choose to encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed. If open, Responsible Parties should make hand sanitizer or disinfecting wipes available near such amenities or areas (e.g., vending machines, communal coffee stations). <ul style="list-style-type: none"> ○ However, Responsible Parties should not provide cleaning and disinfecting supplies to students, particularly younger students, nor should students be present when disinfectants are in use. ● Responsible Parties should put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. ● To the extent practical, Responsible Parties may consider staggering schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops). 	<p>Water fountains will be covered in plastic so students cannot drink from them. Parents will be encouraged to send filled water bottle with students in the morning. Bottles can be refilled by staff in the cafeteria during lunchtime from a special water dispensing machine. Vestibule will no longer be a catch area for parents to pick up children. Dismissal will take place in a different manner, staggered so that parents can meet children outside the building.</p> <p>Hand sanitizer and disinfecting wipes will be placed in communal areas and in bathrooms. Signs, encouraging the frequent washing of hands, will placed throughout the school.</p> <p>Only two students are to be allowed in the larger restrooms at any time and they must wear masks. Plastic barriers will be posted between sinks.</p>
<p>C. Operational Activity</p>	
<p>Cohorts</p> <ul style="list-style-type: none"> ● Responsible Parties are recommended to cohort students to the extent practicable to limit potential exposure. “Cohorts,” particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in their plan. Responsible Parties should enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by 	<p>Older students, who in the past have visited younger students in order to read, perform skits, etc., will not be allowed to visit another class unless masks are worn and social distance maintained.</p>

appropriate social distancing, particular if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

In-Person Instruction

- While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, Responsible Parties should prepare for a combination of in- person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year. In such approaches and models, Responsible Parties may use video or teleconferencing in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”.
 - In cases where in-person instruction is not feasible, phased-in and hybrid models of education will need to consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.
 - If COVID-19 cases develop, Responsible Parties may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, Responsible Parties may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.
- To maximize in-person instruction, Responsible Parties should consider measures that can be implemented to decrease density and congregation in school facilities and on school

Teachers have been ramping up their ability to conduct classes in a remote learning environment. The last three months of the school year proved to be challenging but every teacher learned how to improve upon instruction. Should remote learning be implemented this year, teachers are better prepared to offer the highest quality of instruction. A weekly schedule will be emailed to parents on Sunday night or Monday morning which includes plans for each day. Links to websites and videos will be provided and packets sent home as needed. One or two Zoom meetings will take place each week. A major focus will be on literacy and math skills. Science will include experiments and history will be incorporated with reading for the older students. A hybrid model is also being constructed in the event that the Governor orders schools to employ partial distance and in-person instruction.

<p>grounds, when possible, such as:</p> <ul style="list-style-type: none"> ○ Finding alternative spaces in the community to allow for more in-person instruction; ○ adjusting class or work hours, where appropriate and possible; ○ limiting in-person presence to only those staff who are necessary to be at the school during normal school hours; ○ maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines; ○ staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings; and/or ○ shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students). 	<p>Where possible, students will remain in their classrooms and teachers will rotate. Specials such as music and PE will share the same large space (gymnasium) on alternating days. For example music will meet in a socially distanced gymnasium on Monday and Friday while PE meets Tuesday through Thursday.</p> <p>Spanish, Technology and Library classes will be divided into smaller groupings so that social distance can be maintained in those rooms designated for these specials. Art tables will be rearranged to accommodate students at 6 feet apart. Barriers will be set between computers so as to maintain safe distance.</p>
<p>D. Movement and Commerce</p>	
<p>Student Drop-Off and Pick-Up</p> <ul style="list-style-type: none"> ● Responsible Parties should establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible. 	<p>Parents will drop students at school in the morning and pick them up after school ends, all while not entering the building if possible.</p>
<p>Deliveries</p> <ul style="list-style-type: none"> ● Responsible Parties should establish designated areas for pickups and deliveries, limiting contact to the extent possible. 	<p>Deliveries will be made at the rear of the school at the door to the parking lot from the gymnasium. Masks are required of anyone making deliveries.</p>
<p>Faculty/Staff Entrances and Exits</p> <ul style="list-style-type: none"> ● To the extent feasible, Responsible Parties should limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable). 	<p>Faculty will park along the rear edge of the parking lot and walk into building where their temperature is checked at the door.</p>

<p>Shared Objects</p> <ul style="list-style-type: none"> Responsible Parties should put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact. 	<p>Students and teachers are encouraged not to bring personal items to school.</p>
<p>II. Places</p> <p>A. Personal Protective Equipment</p>	
<ul style="list-style-type: none"> Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used. <ul style="list-style-type: none"> Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member. However, cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA guidelines. In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to 	<p>Masks which cover both mouth and nose must be worn in building when 6 feet social distance guideline cannot be met. Teachers will tell students when to remove masks in the classroom when they are seated 6 feet apart. A supply of extra masks will be maintained in the front office for anyone who forgets a mask. Students who feel traumatized by wearing a mask will be allowed to wear face shield</p>

<p>Executive Order 202.16, as amended and extended.</p> <ul style="list-style-type: none"> • Responsible Parties should have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need. • Responsible Parties must advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings. • Responsible Parties must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Responsible Parties may otherwise require employees to wear more protective PPE due to the nature of their work. If applicable, employers should comply with all applicable OSHA standards. • Responsible Parties may request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student. • Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning. 	
<p style="text-align: center;">B. Hygiene, Cleaning and Disinfection</p>	
<p>Hygiene</p> <ul style="list-style-type: none"> • Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection 	<p>Stop the Spread posters will be placed strategically throughout the school.</p>

of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection. Responsible Parties must identify cleaning and disinfection frequency for each facility type and assign responsibility.

- Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene, and should provide information to parents and/or legal guardians on ways to reinforce this at home.
- Responsible Parties must provide and maintain hand hygiene stations around the school, as follows:
 - For hand washing: 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.
- School medical or health directors should approve and permit the use of alcohol-based hand sanitizers in school facilities without individual’s physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol- based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
- Make hand sanitizer available throughout common areas. It should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.
- Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Responsible Parties should remind individualsthat alcohol-

Hand washing tutorials will replace teeth brushing tutorials we have had in the past.

based hands sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.

- Responsible Parties should place receptacles around the school for disposal of soiled items, including paper towels and PPE.

Cleaning and Disinfection

- Responsible Parties should ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, Responsible Parties may also choose to provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:
 - Consider providing disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
 - To reduce high-touch surfaces, Responsible Parties should install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.
 - If installing touch-free amenities is not feasible, Responsible Parties should, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
 - Responsible Parties should consider closing water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups.

Responsible Parties must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and

Custodian hours have been raised from 20 to 35 hours per week and a misting machine purchased through WB Mason to make frequent cleaning go faster and to be more thorough.

Classroom teachers will be encouraged to keep classrooms cleaner than in the past by wiping down surfaces and picking up any trash from floors.

Restrooms will be cleaned by cleaning staff throughout the day and more thoroughly at the end of school each day.

Teachers' bathrooms will be cleaned by office staff periodically throughout the school day and more thoroughly at the end of school each day.

Disposable gloves have been purchased and are to be worn by anyone on cafeteria duty and by cleaning staff.

for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

- Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
- Responsible Parties should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.

<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery. ○ Best practices to implement in residential, shared (i.e., communal) bathrooms include, but are not limited to: <ul style="list-style-type: none"> ■ Installation of physical barriers between toilets and sinks if six feet of separation is not feasible; and; ■ Use of touch-free paper towel dispensers in lieu of air dryers. ○ Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible. 	
<p>Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case</p> <ul style="list-style-type: none"> ● Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. ● Responsible Parties are expected to follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19: <ul style="list-style-type: none"> ○ Close off areas used by the person who is suspected or confirmed to have COVID-19. <ul style="list-style-type: none"> ■ Responsible Parties do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols. 	<p>Should a case of COVID-19 occur at school, that area will be cordoned off and cleaned as soon as possible. Deep cleaning and disinfecting will take place before normal operations in that area are resumed.</p> <p>High touch areas such as bannisters and door handles will be wiped with Clorox Disinfecting wipers several times throughout the day.</p>

<ul style="list-style-type: none"> ○ Open outside doors and windows to increase air circulation in the area. ○ Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible. ○ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. ○ Once the area has been appropriately cleaned and disinfected, it can be reopened for use. <ul style="list-style-type: none"> ■ 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. ■ Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts. ○ 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 disinfection should continue. 	
<p>C. Coordination and Phased Reopening</p>	
<ul style="list-style-type: none"> ● Responsible Parties must designate a COVID-19 safety coordinator whose responsibilities include 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. 	<p>In addition to the principal who will act as COVID-19 safety coordinator, a task force of nurses headed by Dawn Lawyer, RN will monitor compliance throughout the school year.</p>
<p>D. Communications Plan</p>	
<ul style="list-style-type: none"> ● Responsible Parties must affirm that they have reviewed and 	<p>We will abide by State mandates for the opening and reopening</p>

understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening.

- Please note that the State will decide on reopening dates for Pre-K through Grade 12 Schools In early August 2020.
- Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
- Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.
- Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Responsible Parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- Responsible Parties should designate a coordinator or other point(s)-of-contact to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinators should be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

of schools.

A parent committee of nursing professionals in our community will be consulted regarding the closing and reopening of our school.

Constituents have been kept informed throughout the spring and summer by way of Principal's Post, emails and FaceBook page posts. Principal will continue to communicate with constituents via Principal's Post, Zoom, Google Classroom, YouTube, School FaceBook page, emails, texts and phone calls throughout the reopening phase. Rediker, the school's main method of communicating with parents and students, will be used extensively should school have to go to a remote learning platform again. Teachers have been trained by Diocesan professionals to use Google Classroom for remote and/or hybrid learning.

Outside groups will not be allowed to use the building as they have in the past. School must be cleaned thoroughly at the end of the school day and outside groups must understand that they are no longer welcome to use the building before, during or after school hours.

<ul style="list-style-type: none"> ○ Coordinators should also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies. 	
<p style="text-align: center;">E. Residential Living Considerations</p>	
<ul style="list-style-type: none"> ● For schools with students who reside on campus, Responsible Parties must consider the following as they develop their plans: <ul style="list-style-type: none"> ○ Residence halls: Plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g., dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow; ○ Residential testing: Plan for screening all students and faculty upon return, and to ensure diagnostic testing for any students or faculty members who screen positive for potential COVID- 19 infection upon return, especially including any individuals with recent international or long- distance travel, or travel from designated states with widespread community transmission of COVID-19, as identified through the New York State Travel Advisory; ○ Residential isolation and quarantine: Isolation (for individuals with suspected or confirmed case of COVID-19) or quarantine (for individuals exposed to a suspected or confirmed case of COVID- 19, or who have recently traveled internationally or in states with widespread COVID-19 transmission) of individuals residing on school grounds may become necessary and schools should develop plans, in consultation with 	<p>We have no residential component to our school. No overnights will be allowed in the future by groups such as the Girl Scouts.</p>

<p>the local health department, that specify where individuals will be residing (e.g., dedicated residence hall, hotel, home) and the support system that will be implemented to meet daily needs (e.g., food, medication, psychosocial, academic and/or other support) throughout the duration of their isolation or quarantine. Plans should include measures to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results; and</p> <ul style="list-style-type: none"> ○ Residence move-out: Plans need to be put in place for how students should safely depart residence halls in the event of a closure. Schools should consider policies for students who may not be able to depart campus quickly (e.g. international students). 	
<p>III. Processes A. Screening and Testing</p>	
<p>Health Screening and Temperature Checks</p> <ul style="list-style-type: none"> ● Responsible Parties must implement 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. <ul style="list-style-type: none"> ○ Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home. ○ Responsible Parties must also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the 	<ul style="list-style-type: none"> ● Students and faculty temperatures will be checked at the door. Any student showing signs of a fever (100 degrees or higher) will be turned away and denied entry to the school. Dawn Lawyer, a RN, has volunteered to lead the health team responsible for record keeping, etc. <p>Standard questions will be asked of anyone entering the building such as have they travelled outside of NY State, come into contact with anyone with the virus, shown signs of fever, etc. Their temperature will be checked upon arrival.</p> <p>This is the questionnaire which will be administered at the door: has the individual or anyone in the family</p> <ul style="list-style-type: none"> ■ (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;

assistance of their parent/legal guardian to answer.

- Responsible Parties are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
 - Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
 - On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
- Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
 - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or

- (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
- (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days. ● As able, Responsible Parties should consider implementing health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds). ● Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19. <ul style="list-style-type: none"> ○ Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. Schools should also consider reminding parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever. ● Responsible Parties should remain aware that quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as Executive Order 205. 	
<p>Positive Screen Protocols</p> <ul style="list-style-type: none"> ● Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing. <ul style="list-style-type: none"> ○ Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school. ○ Responsible Parties should provide such individuals 	<p>Individuals with any virus symptoms will be sent home immediately with instructions to contact their health care provider for testing.</p>

<ul style="list-style-type: none"> <ul style="list-style-type: none"> with information healthcare and testing resources, if applicable. ○ Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19. ● Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours. ● Responsible Parties must establish policies, 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. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation. ● Responsible Parties must designate a central point of contact(s), which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire. 	
<p>In-Person Screening</p> <ul style="list-style-type: none"> ● Responsible Parties must ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols. ● Screeners should be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield. 	<p>Screeners will be provided with appropriate PPE. Point of contact will be the front entrance to the building and the office manager will monitor screening activities.</p>

B. School Health Offices	
<ul style="list-style-type: none"> ● Responsible Parties may consider developing testing systems in school facilities or self-testing systems in collaboration with local health departments or local health care providers, as able. ● Responsible Parties must develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols must include: <ul style="list-style-type: none"> ○ Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness; ○ Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced; ○ PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and ○ Required guidelines for cleaning and disinfection. ● Responsible Parties must develop protocols for asthma-related acute respiratory treatment care using up to date standard of care: <ul style="list-style-type: none"> ○ Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker; ○ Consult with students' health care providers for alternate asthma medication delivery systems; and ○ Consult with school maintenance and facilities 	<p>All COVID-19 Protocols will be adhered to should a student develop symptoms during the school day</p>

<p>department for environmental controls.</p>	
<p>C. Tracing and Tracking</p>	
<p>Metrics</p> <ul style="list-style-type: none"> ● Responsible Parties should identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments. <ul style="list-style-type: none"> ○ Responsible Parties must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department. ○ Responsible Parties may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases. 	<p>Dawn Lawyer and other health care professionals will be notified if any warning signs occur. A school nurse will be requested from the Norwich City School District for at least one day per week.</p>
<p>Notification</p> <ul style="list-style-type: none"> ● Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors. 	<p>All COVID-19 Protocols will be adhered to should an individual test positive</p>
<p>Tracing Support</p> <ul style="list-style-type: none"> ● In the case of an individual testing positive, Responsible Parties must develop 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 must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts. <ul style="list-style-type: none"> ○ If feasible, Responsible Parties may offer optional tracing and tracking technology (e.g., mobile 	<p>All COVID-19 Protocols will be adhered to should contact tracing be initiated</p>

<p>applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community.</p> <ul style="list-style-type: none"> ○ Responsible Parties should partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible. 	
<p>Quarantine, Isolation, and Return to School</p>	
<ul style="list-style-type: none"> ● State and local health departments will implement monitoring and movement restrictions of COVID- 19 infected or exposed persons, including isolation or quarantine. ● Responsible Parties must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. ● Responsible Parties should 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. 	<p>All COVID-19 Protocols will be adhered to should quarantine be instituted</p>