



Return to School Plan for September 2020

As of August 4, 2020

St. Aloysius Regional School Reopening Plan 2020-21

Dear Stars Families:

Religious and independent schools serve an important role in educating students throughout the State of New York. We play a critical role for families seeking a faith based educational alternative. Because we have smaller enrollment than our public school counterparts, leading to lower population density, as well as flexibility within our physical plant, we are able to transition to the new guidelines provided by the CDC and the Department of Health (DOH) as the state reopens. We can also innovate in such areas as hybrid learning models, facility, schedule, and calendars to meet the needs of their students, faculty, and families. At the heart of our reopening plan is the health and safety of our school family while maintaining the academic excellence you expect from STARS.

In formulating these plans for the return to the 2020-21 school year, we are mindful that the course of the pandemic cannot be confidently predicted. We must follow the Governor's order for the return to school which is scheduled to be released by August 7th. As with all plans, circumstances can change in a moment's notice. It is possible that conditions may warrant reopening, only to have the pandemic worsen again to the extent that the Governor or local health officials would order a new shutdown. Our plan is meant to be flexible and has planned contingencies including a physical reopening and a potential reclosing with all scenarios. Our opening plan is for 5 day a week in-person instruction. We have also included a hybrid plan for partial closure, that would deliver some instructional programming in person and some remotely and in the case of a total closure, all programming would be delivered remotely.

All plans had to include mandatory protocols and procedures that address: capacity; social distancing; personal protective equipment (PPE) and face coverings; operational activity; restart operations; hygiene, cleaning, and disinfection; extracurriculars; before and aftercare; vulnerable populations; transportation; food services; mental health, behavioral, and emotional support services and programs; and communication.

Our health and safety reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) Reopening Guidelines for Religious and Independent Schools, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. **As guidance changes our plan will also need to change. The health and safety of our school family is our top priority.**

This plan was developed with the collaboration of key stakeholders, including representatives from administration, staff, teachers, parents, our school's governing board, Catholic Charities social worker, maintenance and school nurse. The school also sent links to surveys to all parents and staff to ensure input.

According to our parent survey 64% of our families were very comfortable or comfortable with returning to in person instruction. 29% were unsure and 6% were not comfortable. 81% of our families strongly agree or agree that their children learn best in the traditional school setting. 64% of our families preferred 5 days of in school instruction, 16% preferred a hybrid plan, 12 % were undecided and 3%

preferred total remote learning. We also took into consideration the protocols that you felt needed to be in place for a safe return to in school instruction.

Please read through this carefully thought out plan. Our reopening committee worked hard in a very short time frame to develop a plan that we felt was responsive to the required components and the needs of our families. As always, I am available to address any questions or concerns you may have. Please do not hesitate to contact me and I will do my best to assure you that we will do all in our power to provide a safe learning environment for our STARS.

May God keep you safe and healthy,

Mary Beth Webster
Principal

School Contact List
Phone 716-592-7002

Role	Name	Email
Canonical Administrator	Deacon Jeffrey Forster	Deacon.jeffrey.forster@gmail.com
Principal	Mary Beth Webster	mwebster@staloysiusregional.com
Asst. Principal	Connie Stahl	cstahl@staloysiusregional.com
School Secretary	Heather Nutter	starsoffice@staloysiusregional.com
School Social Worker	Victoria Spada, LMSW	tspada@staloysiusregional.com
School Nurse	Cheryl Steffan, RN	csteffan@staloysiusregional.com

Communication/Family and Community Engagement

Regular and frequent communication between St. Aloysius Regional School, families, and the wider community has always been an essential element of effective family and community engagement. With all the uncertainty surrounding COVID's spread and its impact on local communities, communication and family engagement will be more important than ever this year. When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits.

We pledge to work together with families to foster trust and instill confidence. Building these strong relationships takes regular, frequent, and transparent two-way communications. We strive to make our communications clear and consistent. Families are encouraged to send questions and concerns to Mrs. Webster.

Our families, faculty and staff can expect regular communication from the principal and our teachers.

1. We engaged with school stakeholders in the development of our reopening plan. This plan was developed with the collaboration of administration, staff, teachers, parents, representatives from our school's governing board, Catholic Charities social worker, maintenance and school nurse.
2. Our communications plan for stakeholders includes **providing important information through digital means**. This will reduce the handling of take home envelopes and the printing of multiple hardcopy versions of communication. Important information will be available in the following formats:
 - Email including an digital copy of the Wednesday communication (a hard copy will be provided upon request)
 - Phone calls
 - Notifications through our mobile app. All parents and interested parties should download the free app for St. Aloysius Regional School through their phone's app store.
 - A dedicated Covid resource page on our school website (www.staloyisiusregional.com)
 - Frequent postings for the public on our main Facebook Page and parent specific information on our Facebook parent page.
3. On the opening day of school, all students Pre-K through Grade 8 will receive instruction in their individual classroom on how to follow new COVID-19 protocols. These protocols include hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Instruction will be repeated as necessary.
4. Signage aligned to CDC and DOH guidance will be conspicuously posted in every classroom, bathroom, hallway, office and on every bus.
5. **The COVID-19 Coordinator** for St. Aloysius Regional School is **Mary Beth Webster, Principal**.
The responsibilities of **The COVID-19 Coordinator** include:

- Promptly disseminating updated, current information regarding the Covid -19 public health emergency to stakeholders.
- Serving as the main contact person for answering questions from students, faculty, staff and parents or legal guardians regarding the Covid -19 public health emergency
- Assuring continuous compliance with all aspects of DOH guidance and our 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.
- Serves as the main contact upon identification of positive COVID-19 cases and is responsible for subsequent communication with the Department of Health.

Health and Safety

The health and safety of the children and adults in our school is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school.

Whether instruction is provided in person, remotely, or through some hybrid of the two, schools have an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention is accomplished by following the recommendations of health authorities in the following areas:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Personal Protective Equipment (PPE) and Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfection.

Opening Day: Governor Cuomo has indicated that by Friday, August 7, he will decide whether or not it is safe to reopen schools. The decision is anticipated to be made by the Governor (rather than a regional or local decision). As soon as we learn of this decision, we will communicate with families. At this time, we anticipate opening St. Aloysius Regional School on Thursday, September 10 with in person instruction for all students. The change in our opening day is to coincide with the availability of busing from our public schools.

1. **Capacity:** With consideration of the square footage of our classrooms and our small class sizes, we are confident we can maintain appropriate social distancing and will have adequate supply of personal protective equipment (PPE). We will constantly reevaluate, and make decisions as necessary following the executive orders of the governor and local officials, the rate of infection within our region of NY and within our own community, and all DOH/CDC guidance.
2. **Social Distancing and Operational Activity** also called “physical distancing” means keeping a six foot space between yourself and others. St. Aloysius Regional School will ensure that student groupings are as intact as possible by having the same group/cohort of students stay together when possible. Additionally, we will follow the DOH recommendations:

- The size of groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining 6 feet of social distancing.
- We will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use.
- We will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible.
- We will reduce in-school movement when maintaining a six foot distance is not possible.
- With our small class sizes and the ability to adapt schedules to minimize hallway traffic, we anticipate students will be able to safely transition to the Parish Hall for PE class, to the Art room for Art class and to the music room for music. We will monitor and adjust these plans to conform to guidance if necessary. Schedules will allow time for cleaning and disinfecting before another group of students enters the room. An alternative plan will be for teachers to conduct specials classes in the classroom or, whenever possible specials classes will be held outdoors.
- We will stagger the use of restrooms, allowing use at other times when necessary. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
- We will open windows to improve ventilation, but will not open windows if there is a health or safety risk (e.g., allergies).
- We will keep individual student belongings separated. Use of shared supplies will require cleaning between uses by cohorts of students.
- We will use visual aids (e.g., painter's tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- We will ensure classroom groups are together in lunchrooms while adhering to the social distancing rules.
- We will 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. We will assign lockers and other student storage areas by cohort. Students may go to lockers only during designated times. Students are expected to be prepared for class to reduce the need to go to lockers during undesignated times— however, students should not carry an unreasonable number of books or materials throughout the day.
- Playgrounds may continue to be used when proper safeguards are in place. In elementary school settings, we will stagger playground use rather than allowing multiple classes to play together. Students will wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- Based on recommendations of the NYSDOH and NYSED, we will ensure that a distance of twelve feet in all directions is maintained between individuals while

participating in activities requiring projecting the voice (e.g., singing, playing a wind instrument, or aerobic activity). This also refers to teachers who are instructing a class of children and expecting that they will appropriately distance when instructing the whole group.

- For now, we will cancel/limit student assemblies, athletic events/practices, performances, school-wide parent meetings. We are exploring the opportunities of changing field trips to free virtual opportunities or in school outreach programs from our STREAM partners. We will use virtual events as much as possible.
- We will limit visitors to school buildings. Whenever possible we will use online meetings with parents and other persons.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include school office, copy room, and storage spaces.
- Six feet distance between personnel and students will be maintained, unless safety or core function of the work activity requires a shorter distance. Any time personnel and/or students are less than six feet apart from one another, personnel and students must wear acceptable face coverings unless medically noted.
- Some common situations that may not allow for six feet of distance between individuals:
 - Custodial and Maintenance Work
 - Food Preparation and Distribution
- Office workstations will be arranged so that employees are at least six feet apart. A six foot distance marker will be placed around workstations. If adequate social distancing cannot be maintained all parties must wear face coverings. A protective barrier will be erected at the front counter of the office. All business will be conducted at this counter. Access to Mrs. Nutter's desk is restricted.
- Shared workstations will be discouraged and should only be used when no other option exists. If a shared workstation is used, it must be cleaned and disinfected before and after by the user.
- We will post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas).
- We will limit in-person gatherings as much as possible and use telephone or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- We will establish designated areas for pick-ups and deliveries, limiting contact to the greatest extent possible.

- All required and standard operations and procedures for school safety drills will be conducted, following social distancing modifications to the extent possible. This will include fire (evacuation) drills and lockdown drills as required by Education law and regulations and the Fire Code. Drills will be conducted without exceptions
- **PPE and Face Coverings: Cloth face coverings** are meant to protect other people in case the wearer is unknowingly infected but does not show symptoms. Cloth face coverings are not surgical masks, respirators or other medical PPE. We recommend that all students have at least two face masks to allow for daily washing of worn face masks. Per NYS guidance, staff will be provided with two washable face coverings per person. Staff may choose to wear their own face covering.
 - All individuals on in the school building or on school grounds, must be prepared to put on a face covering if another person unexpectedly cannot social distance.
 - All students and staff **must** wear cloth face coverings:
 - Whenever they are within 6 feet of someone
 - In hallways
 - In restrooms
 - On buses
 - Face coverings must be marked with the student's name cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - All students and staff will be trained in the proper use of face coverings. An information page of how to wear and care for a face covering will be provided. This will include:
 - [How to Wear Face Covering Appropriately](#)
 - [How to Put On/Remove Face Covering](#)
 - [Proper Care of Face Coverings](#)
 - All classrooms are set up to follow social distancing guidelines with 6 feet between seating to allow for masks to be removed at the teacher's direction with consideration for the student's comfort level when following social distancing within classrooms. Teachers will provide face covering breaks at their discretion.

HEALTH CHECKS: We have developed a written protocol for to be used in observing for signs of illness in students and staff and to require symptomatic persons to be sent to the nurses office. The written protocol follows for daily temperature screenings of all students and staff, along with a daily questionnaire for faculty and staff and periodic use of the questionnaire for students.

Health screening for visitors to our building

- Nonessential visitor access to the school building will be limited.
- Visitors will follow the six-foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
- When possible, parent meetings and other meetings will be held as phone/virtual conferences. In person meetings must be scheduled in advance. Please call to make an appointment.
- The use of shared writing utensils and clipboards for sign-in/out will be minimized. Shared items will be disinfected between uses.
- A protective barrier will be provided for the office reception areas. Social distancing markers will be placed. All business will be conducted at the front counter.
- Reception seating areas will be limited and set up to allow for social distancing.
- Anyone seeking entry to the building will be asked screening questions and have a temperature check before being allowed to enter.

Protocol for Family and Staff Daily Health Checks

Families and staff members will be responsible for the careful observation of symptoms of COVID-19 and health screening that must be conducted **each morning before coming to school. Families and school staff are instructed that any student or staff member with a fever of 100°F or greater (without the aid of fever reducing medication) and/or symptoms of possible COVID-19 virus infection can NOT be present in school.** It is very important that our families take responsibility for observing their children in the morning before sending your child to the bus or to school. Families are a critical part of keeping everyone safe. Families will be responsible for completing the Student Daily Health-Screening Questionnaire before allowing your child to take district transportation or to come to school. We trust our families as a part of the parental responsibility to attend to the health and welfare of your child each and every morning. As an additional safeguard, we will have staff stationed at the entrances to our schools during bus unloading to temp check students as is possible and at our parent drop off.

The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/21/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;

- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea

If symptomatic as per the following questionnaire or protocols that follow, staff must stay home and parents must keep their child at home.

COVID-19 Staff/Student Daily Health-Screening Questionnaire

Name: _____

If student PARENT/GUARDIAN Name: _____

Questions	Yes	No
1. Have you or a member of your household tested positive for, or had a confirmed case of COVID-19 in the past 14 days?		
2. Are you experiencing any COVID-19 or flu-like symptoms such as (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?)		
3. Does you have a temperature of 100 degrees or greater this morning?		
4. Are you or any member of your household under active quarantine due to COVID-19 exposure? Have you been in contact with anyone who has a confirmed case of, or has been exposed to COVID-19?		
5. Have you traveled outside the U.S. or to a prohibited state within the past 14 days?		

If you have answered "YES" to any of questions 1-5 above please:

- ***If staff- stay home***
- ***If student***
 - ***Do not place your child on the bus***
 - ***Do not enter any school buildings***
 - ***Immediately notify your child's school nurse***

1. Students or staff with a temperature, signs of illness with no other explanation, and/or a positive response to the questionnaire who come to school must be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The school nurse or Covid coordinator may notify the school medical director or Erie County DOH if concerned that someone is presenting with covid related symptoms. Symptomatic students or staff who are sent home with COVID-19 related symptoms must have a doctor's note, negative COVID-19 test results, symptom resolution or if positive, release from isolation from a medical doctor to return to school.
2. Instructions on correct hand and respiratory hygiene, social distancing of at least 6 feet and signage will be posted in every classroom, office and throughout the common areas. Signage, [based on the COVID-19 protocols](#), will include the following to remind individuals to:
 - Stay home if you feel sick.
 - Cover your 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, to Mrs. Webster or Mrs. Nutter.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow respiratory hygiene and cough etiquette.

We will provide a video for teachers to show students on how to properly wash their hands, use face coverings and practice social distancing. The video will also be posted on our website for our families. We will provide additional information and teaching, as necessary regarding how and why the virus is spread and what we can all do about it to stay healthy and safe. Each classroom will have extra face coverings and gloves available.

Protocol for Confirmed Case of COVID-19

If a student or staff member has been identified as testing positive for COVID-19, we will notify health officials to determine what additional steps are needed for our school community. We will work with state and local health departments to communicate a possible COVID-19 exposure. **Any communication to the school community will be at the discretion of the Department of Health.** In such a circumstance, it is critical to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA). In addition, students and staff who are well but are taking care of, or share a home with, someone with a case of COVID-19 must not attend school and must follow precautionary quarantine instructions from State health officials, who will determine when it is safe for them to return to school.

Our daily routine cleaning protocols, coupled with our mandates for social distancing and face coverings, are designed to keep all students and staff safe should there be a possible exposure.

Protocol for Return to School AFTER COVID-19

Our school protocols follow the DOH and CDC guidance for students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19, including coordinating with the Erie County DOH.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings. CDC **recommendations for discontinuing isolation** in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with **recommendations on when to discontinue quarantine** for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Protocol for Return to School after Illness

We will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is **not diagnosed** by a healthcare provider (physician, nurse practitioner, or physician assistant) **with COVID-19** (in other words, they learn from a healthcare provider that there is a different medical reason for the symptoms) **they can return to school:**

- a. If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
- b. Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.

If a **person is diagnosed** with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- a. It has been at least ten days since the individual first had symptoms;
- b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- d. The person has a medical note authorizing a return to school.

PROTOCOL FOR CLEANING AND DISINFECTION

The CDC provides Reopening Guidance for [Cleaning and Disinfection](#) with specific guidance for schools along with the Cleaning and Disinfection Decision [Tool](#) to aid in determining what level of cleaning and/or disinfection is necessary. Our cleaning will include classrooms, restrooms, cafeteria, library, and playground. The guidance provides a general framework for cleaning and disinfection practices. We will ensure that all health, safety, and security measures are being implemented when entering our school building. Employees, Students and Visitors

entering our building will be informed of any screening procedures/safety protocols that must be followed prior to entrance into a school.

St. Aloysius Regional School will conduct regular cleanings and disinfection of the facilities as indicated below:

- Areas considered high-risk will be disinfected between each individual's usage. This would include work areas, cafeteria seating and other commonly used locations.
- If used with a cohort, cleaning and disinfection will take place between cohorts.
- Continual cleaning and disinfection of high touch areas (door handles, sink handles, drinking fountains, electronics, shared objects) will take place throughout the day by cleaning staff whenever possible.
- Deep cleaning of instructional spaces, restrooms and large group areas will take place at the conclusion of each scheduled school day.

Cleaning will be rigorous and ongoing following CDC, NYSED and County Health Guidelines. Custodial staff will keep on file a daily cleaning log documenting date, time, and scope of cleaning

1. St. Aloysius Regional School will continue to utilize the same instructional spaces as utilized in the past to stay in current compliance/standing with NYS Fire Code. We do not have any new building scheduled.
2. Lead-In-Water testing was previously conducted throughout the district. The district will continue to mark any faucet/receptacle with potable/non potable signage. Students and staff should continue to utilize the filtered drinking fountains in each building. We will also follow protocols for flushing water lines prior to the opening of school.
3. All installed Alcohol-based Hand-Rub Dispensers are compliant with Section 5705.5 of the NYS Fire Code.
4. The school will use a combination of the square footage calculator provided by NYS and a visual assessment of each instructional space to determine the maximum occupancy for instruction. Current seating, classroom shelving cabinets and tables may impact the square footage available for instructional numbers. Any adjustments needed to ensure compliance with square footage requirements will be made.
5. We plan on using the existing toilets and sink fixtures within our facilities. Frequent cleaning within these facilities will take place throughout the school day. All toilets and sinks meet the minimum standard of the BCNYS code(s).
6. Students and staff will be encouraged to use the water bottle refilling stations rather than drink from the fountains. We plan to plug the fountain portion so only the bottle filling station will be accessible. Students and staff are encouraged to bring prefilled personal bottles from home for consumption.
7. The maintenance staff will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk to students using the facility.
8. Our cleaning and disinfecting of the school and Parish Hall follow the DOH and CDC guidance. Our cleaners and custodians have been instructed in and will use the recommended cleaning procedures. Daily cleaning logs will be maintained

DETAILED DAILY CLEANING PROCEDURES

- Occupied areas of all buildings will be cleaned and disinfected every evening and throughout the day.
- High-touch areas will be cleaned and disinfected more frequently. Additional cleaning will take place as necessary.
- A log will be signed daily by the head custodian.
- A log will be kept of all cleaning done as the result of a positive case of COVID-19.
- Employees will be instructed to frequently clean shared used high-touch items before and after each use. A cleaner and disinfectant will be available. When a cleaner or disinfectant is not appropriate, a hand-sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products will be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important.
- We will identify cleaning and disinfection frequency for each facility and area type; and we will maintain logs that include the date, time, and scope of cleaning and disinfection in an area.
- Opening windows, if it can be done safely, and conducting classes outdoors are strategies that will be encouraged to increase airflow.
- We will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use.
- Playgrounds will be cleaned per CDC guidance. Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

DISINFECTION OF CONTAMINATED AREA

In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building or facility if someone is sick:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- We will close off areas used by the person who is sick. The building does not necessarily need to close operations if affected areas can be closed.
- We will open outside doors and windows to increase air circulation in the area.
- We will wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
 - Disinfectants used must be listed on EPA List N: Disinfectants for Use Against SARS-CoV-2.

- WE will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- If needed, we will vacuum the space, using a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- We will not vacuum a room or space that has people in it. We will wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- We will temporarily turn off room fans that service the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately cleaned and disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it is more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Teaching and Learning

Our reopening plan includes a continuity of learning plan for the 2020-2021 school year. All students should feel safe, engaged and excited about learning whether in person, remote or through a hybrid model. We believe relationships are at the heart of teaching and learning. We recognize that students want to return to their routines and sense of normalcy. We pledge to provide a welcoming environment that supports all students during these tumultuous times. During this upcoming school year, we feel it is of the utmost importance that individual student needs and equity in instruction are at the center of all learning experiences. Flexibility is essential when planning for a return to school this year. Our plan prepares for in-person, remote, and a hybrid model of instruction that provides for the least disruption for students and families. All core and special area courses will follow the specifications of the determined model. The models are subject to change at any time during the school year dependent on guidance from the DOH, CDC, governor and/or local health authorities.

Our instructional program, whether in-person, hybrid, or remote, is at all times aligned to the NYS Learning standards and diocesan curriculum. As a school, we will conduct universal screening benchmarks during the first full week of school to identify gaps in learning from our sudden March closure through the summer. Teachers will administer diagnostic testing in Math and ELA to identify any gaps in core subject areas from the previous year's standards. The St. Aloysius Regional School will utilize Google Classroom as the main platform for communication, posting of instructional activities and plans for the week. Communication to parents through this platform will be concise, direct and consistent. Teachers will be able to instruct students how to better access and utilize the Google Classroom platform and provide them support during face to face instructional days. Teachers will utilize best practices developed for remote learning.

Opening Plan: Beginning September 10, 2020, all of our students will return to school for five full days of in person instruction as long as the infection rate and guidance from DOH/CDC/NYSED and Governor Cuomo allow. With our small class sizes and our ability to appropriately social distance, we feel we can maintain DOH and CDC guidance and protocols. We pray that the COVID-19 infection rate in NYS and our local region will remain low. If necessary, our plan will allow us to seamlessly change to a hybrid or remote learning platform. The first two days of school will allow our school community to come together, to reestablish friendships and to train our students in needed Covid-19 protocols. We will work closely with our Catholic Charities Social worker to focus on the SEL (Social Emotional Learning) needs of our students in the first few weeks of school. More details will be forthcoming as we have them.

School Schedules

St. Aloysius Regional School will welcome our students back on **September 10, 2020**. It is important for our students to have the time to meet their teachers, learn the mandatory requirements around PPE and social distancing and the new protocols of the building and remote learning (arrival, dismissal, technology, transitions, etc.).

In Person Instruction: Students and staff in be in the school building. We will follow our normal school schedule with students arriving at school between 8:00 and 8:30. At 8:30, all students will be expected to be in their homerooms for attendance taking. Announcements will begin at 8:40, followed by the regular school schedule. Our instructional day will end at 2:50 with closing announcements and dismissal at 3:00.

Hybrid Learning Model: If we need to move to a hybrid learning platform, we are planning for four days of in school instruction with one day of remote learning. Our schedule would be Monday/Tuesday in person, Wednesday remote learning/ project-based learning, Thursday/ Friday in person. Wednesdays are the remote learning day for all students. Our teachers will be in school on Wednesday for remote teaching, contact via Google classroom, email, or phone calls to teach and support learning. Teachers will deliver lessons/hold office hours/engage with students on Wednesdays and the hours of the school day are consistent with that of our regular schedule. Teachers will clearly communicate to families and students the times that they are leading learning consistently each week on remote learning days.

Remote Learning Model: Neither students nor staff will attend school in the physical building. Instruction would be conducted digitally through online methods. We will use Google Classroom and Google Meet as our learning platform for remote instructional communication and learning. We will provide an electronic device for use at home for all students in grade 3-5. Each teacher will establish a schedule with exact times for subject area instruction. Attendance will be taken for each session. Teachers will set meeting times in advance and will commit to response times for email and submitted work. We will provide families with tech help resources. Teachers will establish weekly checklists with clear instructions that can be followed on or off site. Teachers will be expected to provide regular, substantial interaction with their students on remote learning days.

During our first two days of school, we will ensure all students are familiar with the operation of their chromebook, and are comfortable with logging on.

Eschool will be used to track completion of **assignments, grading and attendance**. We will return to grading protocols, policies and procedures in place prior to the closure in March. ***Work assigned during the remote days will be graded as determined by the classroom teacher.***

Pre-K

All children are capable of learning, achieving and making developmental progress through access to high quality Pre-Kindergarten programs. We feel the Montessori method provides the best introduction to early childhood learning. While the Montessori philosophy would not support the use of hybrid or remote learning, we must develop plans to assure continuity of learning for this age group.

In developing plans for this age level, we are cognizant of the amount of time young learners are spending directly viewing screens. During periods of virtual or remote learning, emphasis will be placed on authentic learning activities to be completed at home. Please note that our hybrid model includes 4 days of in school instruction for this group of learners.

Recognizing that center-based and small group learning is a critical component of a Prekindergarten instructional program we will:

- To the extent possible, provide students with individual sets of materials to avoid sharing of common items
- Follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups will be followed.

Before School Program

Parents must accompany the child to the main door where a temperature check will be conducted and the child will be screened for symptoms of illness. If the child presents with symptoms of illness they will not be allowed to enter the building. As of now the before school program will be held in the school cafeteria, where social distancing and mask use will be mandatory. The program supervisor may give mask breaks at their discretion. Students will be required to use hand sanitizer before entering the cafeteria. The recommended cleaning and disinfecting protocols will be followed when students are dismissed from the Before School program. Dismissal from the program will be staggered to prevent congestion in the hallways as students move to their homerooms.

After School Program

Dismissal from classrooms to the After School Program will be staggered to prevent hallway congestion. As of now the After School Program will be held in the cafeteria. Students will be required to use hand sanitizer upon entering the program. Social distancing and mask use will be mandatory with breaks given at the discretion of the program supervisor. As much as possible the After School program will be held outdoors as weather permits. Children should be prepared for outside play. At the conclusion of the After School program the cafeteria will be cleaned and disinfected in accordance with the recommended cleaning protocols of the CDC and the DOH.

Attendance

Regardless of the instructional method in use, St. Aloysius Regional School will track daily attendance. We will continue to utilize eschool as our mechanism for tracking student attendance. Daily attendance will be taken in the school office including period attendance taken through eschool. During hybrid/remote instruction, students will need to check in with their homeroom or class teacher daily. This check in will be utilized for attendance purposes on hybrid/remote learning days-if the need may arise. Teachers will clearly communicate manageable expectations for daily check-in with families.

Chronic Absenteeism

St. Aloysius Regional School will follow its current attendance policy, stated in the Parent/Student Handbook. St. Aloysius Regional School and Montessori Pre-K, along with parents and students, realizes the importance of regular attendance and shares in the responsibility of maintaining consistent school attendance for all students. St. Aloysius Regional School and Montessori Pre-K is aligned with New York State Law regarding the matter of attendance. The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. The minimum attendance rate is a rate of 90% of the cumulative days. Monthly attendance meeting will occur to review students who are in violation of this policy. Please note that the absence, excused or unexcused, will count towards the cumulative total of absences when a student's attendance record is reviewed. When a student's attendance rate drops below 90%, the principal will communicate with the family. A meeting may be called to create a plan to increase student attendance. The school social worker will be an integral part of this process. We pledge to work with families to remedy circumstances affect a child's attendance.

Professional Development

St. Aloysius Regional School will provide teachers with a professional development opportunities to enhance best practices and streamline our remote processes. Staff will be provided additional training in Google Classroom, eschool and remote learning, Restorative Circle Practices and other topics as necessary to ensure a consistent approach for families and students. Professional Development in Google Classroom will include consistency in naming protocols, the set-up of assignments and grading to allow for a streamlined view of the program. Also, the principal will continue to provide professional development opportunities throughout the year during faculty meetings as needed.

We will continue to share professional development opportunities that are provided by our diocesan department of professional development and regional BOCES staff development specialists. Examples of this professional development already shared with St. Aloysius Regional School staff include:

- Training on Google Classroom
- Restorative Practices
- Flip Grid
- Screencastify
- PNW BOCES – Social studies and ELA curriculum
- Sharing of educational articles and blogs on best practices for virtual learning
- Seesaw learning platform

Social Emotional Well-Being

1. St. Aloysius Regional School recognizes the changes that the COVID pandemic brought to the lives of our students, staff, families, and community. St. Aloysius Regional School will formulate a team of education and mental health professionals to address the social emotional needs of staff, students and families. This team will work with students and staff alike using restorative practices to ensure that all social and emotional needs of individuals are being addressed.
2. A mental health professional will be onsite/accessible during school hours to provide crisis intervention and meet other social-emotional needs. If a crisis situation cannot be handled by the appropriate people in the building then Crisis Services will be called/consulted with by an administrator at (716) 834-3131.
3. Students and staff will have access to a mental health professional who has knowledge based-in trauma informed care. Our school will emphasize the use of collaboration, choice, and empowerment of students and families within our curriculum and policies. We will strive to provide physical and emotional safety and trust amongst our staff, students, and families. St. Aloysius Regional School will facilitate an environment for resilience by emphasizing individual student's assets, building supportive relationships, and an overall positive school culture.
4. Mental health professional will administer a social emotional screening assessment for all students and parents to complete which will evaluate each student's strengths and deficits with social-emotional learning. This assessment will be administered throughout the year to monitor student progress.
5. St. Aloysius Regional School is prepared to address the varying needs of our students by implementing a system of multi-tiered supports, as recommended by NYSED. All students will also have access to the mental health professional.
 - For tier one the mental health professional will facilitate classroom presentations educating students on social emotional topics that are applicable to the needs of the school or classroom. These presentations will also serve as a safe and open environment for students and teachers to share their experiences and emotions with their classmates and school staff. All classrooms will also engage in Restorative Practices such as community building circles and restorative circles. These practices will aim to emphasize community building and maintaining a positive school climate.
 - Tier two will be for students that are identified for needing extra social-emotional support through self-referral, staff referral, parent/guardian referral, and assessments, specific supports will be implemented. For each referral, the student will meet with the building mental health professional for further assessment and collaboration. Some of the possible interventions for tier two would be: an individual check-in with the building mental health professional, Restorative problem solving with the support of teachers and mental health provider, or participation in small social - emotional learning groups specific to students with common needs. These supports will be in addition to the universal supports previously discussed.
 - For students that continue to reflect a lack of skills or additional needs, a third tier of supports will be implemented. These students may be identified by self-referral, teacher-referral, parent- referral, or by The Devereux Student Strengths Assessment (DESSA) Comprehensive Social - Emotional Learning System. Tier three supports would build from tier one and two preventative supports, and further address student's individual needs. These supports include: individual sessions with the mental health professionals, re-evaluation of the student's support plan by collaborating with school administrators and the student's family,

a referral to outside mental health or support services, or a formal restorative conference with building administrators.

6. All St. Aloysius Regional School staff will attend professional development opportunities to learn how to best address the social-emotional needs of students and themselves. These professional development opportunities will address topics such as self-care, setting professional boundaries, building relationships with students and families, impact of trauma on students and teachers, and techniques for integrating social-emotional learning into the classroom. Staff will also have resources within the building such as the mental health professional and administrators to help guide and support physiological needs.

Technology and Connectivity

The access to technology and the connectivity of both staff and students is important to any instruction that will be provided in a remote setting. For the initial closure, staff and students were surveyed to determine access to devices and availability of internet access in their place of residence. Based on the responses of the survey, staff and students were provided with devices. In this reopening plan additional outreach is needed to determine needs of families for a planned hybrid instructional program if needed. Prior to returning to school the school will complete a technology survey with each of our families to determine the needs to provide devices and address internet connectivity. The survey will include the following questions:

- Does your child(ren) have access to a dedicated device (chromebook, PC, MAC, laptop)? The device should not include any that are shared with other siblings or used by a parent for work.
- Does the device have a webcam/microphone/speakers?
- Do you have a reliable high speed internet connection in your home?
- If yes, what type of connection do you currently have?
 - Mifi, satellite, cable
- Does the connection have unlimited or limited data?

Based on the responses of the survey, St. Aloysius Regional School will distribute devices if needed for remote learning. Students will receive training in how to access programs, assignments and communication from the teachers. Our intention is to provide devices for all students that do not have access to a device at home. All devices will be filtered and checked to keep students safe while browsing the web.

Students who do not have sufficient access will be provided with instructional materials that can be accessed off-line and/or in paper format in addition to the support they will receive while attending in-person days if we should have to use our hybrid program. Teachers will utilize multiple forms of instruction to meet the technical needs of our students. For those students in the primary grades or those without connectivity due to geolocation, teachers will be encouraged to use paper activities while students are at home and digital when in school. Teachers will provide both online and in-person instruction to all students to access mastery of the NYS Learning Standards. Additional supports will be provided for students on an as needed basis. Teachers will coordinate directly with families to develop individualized plans that meet the needs of their students.

Child Nutrition, SGI Culinary Program

All students of St. Aloysius Regional School will have access to school meals, each school day to include both in-person and remote learning days. Our food service program is provided by Springville Griffith Institute Culinary. Our programs will follow all Child Nutrition health and safety guidelines as we follow in every school year and as were followed during the March-August food program managed by our SGI Culinary, to include measures that protect students with food allergies throughout our building. Our Wellness Committee has developed procedures to protect students with food allergies, including all culinary staff are trained on procedures as per our district BOE Policy. All culinary staff are ServSafe certified. Allergy stickers are placed on all meals going outside of the building or to the classroom with the student's name but not listing the allergy as to protect the confidentiality of the student's health privacy. SGI Culinary Director Laura Watson, lwatson@springvillesi.org, is our administrator responsible for our food service program and she ensures compliance with the Child Nutrition Program requirements at all times. We have protocols, teaching, signage and procedures for hand hygiene before and after eating. Sharing of food and beverages will be prohibited. As with all district reopening plan documents, the child nutrition documents will be provided in the language(s) spoken in the home by families. Listed below are the NYSED Guidelines:

1. Our students will socially distance while consuming meals.
2. Students will have meals available in the cafeteria following social distancing guidelines. Cafeteria schedules will allow for smaller cohorts of students to be in the dining area at one time. Monitors will direct students to seating locations where cleaning has occurred. Each cafeteria space will be divided into regions allowing time to be used/cleaned to keep an organized flow for those in the cafeteria.
3. St. Aloysius Regional School will continue to follow all NYSED/DOH guidelines for students dining in-person or collecting meals if we are in hybrid or remote learning.
4. The SGI Culinary will continue to follow current policies and protocols keeping students with food allergies safe from harm. This includes flagging student meals to indicate an allergy.
5. All district culinary staff have been ServSafe certified providing additional insight into the health and wellbeing of our student body and their dietary needs/requirements
6. The district will continue to utilize the district's wellness policy for students with food allergies and the cafeteria management software which alerts staff to a child's allergy.
7. St. Aloysius Regional School will encourage students and staff to use the hand sanitizing stations at the entrances of each cafeteria. Social distancing protocols will be in place for both the lunch line and seating area.
8. Locations will be staffed and visual signage will be used to reinforce proper CDC, DOH, district hygiene and social distancing protocols. St. Aloysius Regional School will conduct regular cleaning and disinfection of the facilities as indicated below:
 - o Areas considered high-risk will be disinfected between each individual's usage. This would include work cafeteria seating.
 - o If used with a cohort, cleaning and disinfection will take place between cohorts.
 - o Continual cleaning and disinfection of high touch areas (door handles, tables and chairs, and other shared objects) will take place throughout the day by cleaning staff whenever possible.
 - o Deep cleaning of spaces will take place at the conclusion of each scheduled school day.
9. Cleaning will be rigorous and ongoing following CDC, NYSED and County Health Guidelines. Custodial staff will keep on file a daily cleaning log documenting date, time, and scope of cleaning for each building.
10. SGI Culinary will survey families to determine whether they would be requiring breakfast, lunch, or both during the hybrid scenario. Families will be able to use

myschoolbucks.com to add funding to their accounts or send money directly to SGI Culinary. If federal funding for food services becomes available families would have the option to opt out of the service.

11. St. Aloysius Regional School will use our website, Wednesday Communication, and email blasts to broadcast food service options for students during the hybrid scenario.
12. Students dining in the cafeteria will follow social distancing guidelines (including: while in line, while seating in the cafeteria, and disposing of their trash). Cafeteria monitors will be assigned throughout the area to maintain order and health and safety protocols. Signage will be available throughout the area to reinforce the social distancing and safety guidelines from the CDC/DOH and district. Monitors will direct students to seating locations where cleaning has occurred.

Facilities

Religious schools must follow all guidance related to health and safety. We will comply with building occupancy and social distancing guidance. St. Aloysius Regional School will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the Lead-In Water Testing required by NYS DOH regulations. We will meet all cleaning protocols as prescribed by the CDC and NYS DOH. We will meet all requirements of our local municipality and/or code enforcement officer associated with related changes to building space. We are not planning any new building construction or temporary facilities nor are we leasing space or tents. Any changes or additions to facilities will be reviewed by local municipalities and/or code enforcement officials to ensure compliance.

Fire (Evacuation) drills and Lockdown drills will be conducted in accordance with Education Law and Fire Code Section 404. All drills will include social distancing and the use of masks to the extent possible. Lockdown drills will be held in classrooms without actual hiding/ or sheltering but students will be instructed on procedures for sheltering or hiding in an actual emergency. Students will be instructed that in an actual emergency, the most important concern is to get to safety. Our fire doors with automatic hold open functions, have not been changed and are automatically released by the fire alarm system. Our water fountains will be capped so that students may only access the water bottle filling stations. We have adequate stations for our occupancy.