



St. Joseph Regional School  
2 Summit Street Batavia, NY 14020  
P: 585-343-6154 F: 585-343-8911  
[www.sjsbatavia.org](http://www.sjsbatavia.org)

**Academic Excellence**  
*Christian Values*

# Re-Opening Plan 2020-2021 School Year

<b><u>Name of School:</u></b>	St. Joseph Regional School
<b><u>Name of COVID-19 Administrator:</u></b>	Karen Green
<b><u>Email of COVID-19 Administrator:</u></b>	<a href="mailto:kgreen@sjsbatavia.org">kgreen@sjsbatavia.org</a>
<b><u>Contact Phone of COVID-19 Administrator:</u></b>	585-343-6154
<b><u>Intended date of Arrival of the first students:</u></b>	September 8, 2020
<b><u>Intended date of on-campus classes starting:</u></b>	September 8, 2020
<b><u>Intended dates for the fall trimester:</u></b>	September 8- December 4
<b><u>Date Plan Submitted:</u></b>	July 31, 2020
<b><u>Name and Title of Person Submitting Plan:</u></b>	Karen Green, Principal

The following document outlines the procedures that St. Joseph Regional School will follow with regards to participation involving In-Person instruction. The plan was developed using guidelines from the CDC, New York State Department of Education (NYSED), New York State Department of Health (NYSDOH), and the Diocese of Buffalo. This plan was developed with input from parents, teachers, school board members, the school nurse, a pediatrician, and school administration. This document was created based on the guidelines available as of July 2020 and will change to reflect any changes made by Executive Order, NYSDOH, and NYSED. These plans will be posted on the school website and will be distributed to families using our School Messenger System.

# Part One

## Reopening the School Facilities for In-Person Instruction

### Classrooms

#### Capacity:

Pre-K 3:	Not to exceed 9 students to 1 teacher ratio
Pre-K 4:	Not to exceed 10 students to 1 teacher ratio
K-3:	Not to exceed 18 students to 1 teacher ratio
4-6:	Not to exceed 22 students to 1 teacher ratio

#### Social Distancing:

- Students will be placed at a minimum distance of 6 ft while in the classroom. When seated students may remove masks.
- Teachers will wear PPE when circulating the room, but will have a designated zone that is 6 ft or more away from students.
- Single desks will be utilized and no more than 2 students on opposite sides of a table.
- All unnecessary furniture will be removed from the classrooms to allow us to configure them appropriately for social distancing.
- Students will wear masks during transition periods in and out of the classroom.
- Seats will not be rotated.

#### Other Safety Measures:

- Students will use hand sanitizer upon entering and exiting the classroom.
- Windows will be open as weather permits to encourage circulation of air throughout the classroom.
- All soft seating and upholstered materials will be removed from the classroom (pillows, area rugs, stuffed animals, etc.).
- Students will be encouraged to engage in frequent hand washing practices, especially after using the restroom and before/after eating lunch and snack.
- No shared materials. Students will keep all supplies and textbooks in their desks or in a designated bin.
- Manipulatives, toys, and art supplies will not be shared among students. Each student will have a designated desk or bin of supplies and materials.
- Desks will be cleaned at the end of each day or as needed throughout the school day.

- Signage will be posted to remind students of social distancing, mask wearing, and hand washing.
- Students will be encouraged to bring a bottle of water each day to avoid using the drinking fountains.

**Attendance:**

- Daily attendance will be taken by the homeroom teacher and submitted to the school nurse to be imported into our eSchool Data System.

**Course of Study Requirements:**

- All NYS Learning Standards will be maintained and aligned regardless of learning models. Any changes in learning models will be communicated to families through our School Messenger System (Hybrid or In Home Instruction). Teachers will continue instruction in either model.

In-Person Instruction:

-Students will attend school during regular school hours. Learning is facilitated by a lead teacher in a learning environment that includes other students.

Hybrid Learning Model:

-Grades Pre-K-3: In-person instruction on Monday, Wednesday and Friday, with distance learning on Tuesday and Thursday.

-Grades 4-6: In-person instruction on Tuesday and Thursday, with distance learning on Monday, Wednesday and Friday.

-Grades receiving instruction at home will utilize Google Classroom, Google Hangouts, Class Dojo, Mystery Science, Zearn Math, iReady Math and Reading, as well as other interactive teaching platforms.

-iPads and Chrome books will be provided to students when needed.

-Students with IEP's and 504 Plans will attend school daily.

In Home Instruction:

-All grades will receive instruction at home utilizing Google Classroom, Google Hangouts, Class Dojo, Mystery Science, Zearn Math, iReady Math and Reading, as well as other interactive teaching platforms.

-iPads and Chrome books will be provided to students when needed.

-Support services will be put into place for students with 504 Plans or IEP's.

**Pre-School, Pre-K and Kindergarten Additional Safety Measures:**

- Resting materials will be sanitized daily and only used by one student.
- Students will have access to learning centers that encourage creativity, expression, and play on an individual level.
- Students will have access to movement activities throughout the day.
- Volunteers will be required to follow all the health guidance and protocols set forth by the Department of Health and schools.
- Visual indicators (such as tape) and pictures will be used to remind students of personal space, social distancing and good hygiene.

### **Special Area Instruction Additional Safety Measures (Music, Technology and Art):**

- Special area teachers will provide instruction in the classroom setting to minimize the number of students using classrooms during the day.
- Students will have individual materials to complete art projects and they will be stored in personal lockers, desks or storage containers.
- Any materials used (instruments, props, drying racks, stages, etc.) will be disinfected using appropriate CDC guidelines.
- When students engage in activities that increase projection of air (singing), students should be spaced at least 12 feet apart (Ex. multi-purpose room) or engage in the activity outdoors.

### **Special Area Instruction Additional Safety Procedures (Library):**

- Students will walk to the public library at a scheduled time each week.
- Students will utilize the library for browsing and book check- out only.
- Books will be returned utilizing the outdoor book drop-off.
- Masks must be worn at all times in the public library.
- Students may not use the toys or sitting areas.

### **Special Area Instruction Additional Safety Procedures (Physical Education):**

- 15-20 square feet per person in the gymnasium or outside.
- Instructional activities will focus on non contact activities that encourage movement (yoga, strength training, etc.)
- Designated movement areas will be indicated on the floor using tape. More than 6 feet of distance will be kept between students.
- Outdoor parking lot and grass space will be used as much as possible as the weather permits.
- Any equipment used will be sanitized prior to each class arriving.

## **Cafeteria**

### **Capacity: Cafeteria Capacity- 450**

- Lunch Period 1: Grades K and 1 (approximately 45 students)
- Lunch Period 2: Grades 2 and 3 and Pre-K (approximately 40 students)
- Lunch Period 3: Grades 4-6 (approximately 65 students)

### **Social Distancing:**

- Students will have staggered arrival times to ensure that only one class of students is arriving at a time.
- All students and staff will wear a mask prior to entering the cafeteria.
- Students will be seated at designated tables that maintain 6 ft minimum of social distancing.
- Students may remove masks after they are seated to eat. Students will remain in their seats for the duration of the lunch period.
- Lunch monitors will wear masks.
- Students will raise hands to throw out garbage and return lunch trays. Masks must be worn when walking around in the cafeteria.

- A rolling snack cart will be used to distribute snacks.
- Designated areas will be indicated on the floor for students to stand on while waiting in the lunch line. More than 6 feet of distance will be kept between students.

**Other Safety Measures:**

- Meals will be provided by Notre Dame High School by their food service staff. The custodian will pick up meals and transport them to St. Joseph Regional School.
- Lunch, milk, and snack tickets will be purchased by families to avoid transfer of money.
- All lunch orders will be selected in morning homeroom. Students will not be permitted to select food items from a line.
- Volunteers will distribute condiments and place food on each tray.
- Food surfaces will be disinfected between lunch periods.
- All food preparation will be done wearing appropriate PPE.
- Tables, chairs and the snack cart will be thoroughly cleaned by lunch monitors prior to each lunch period.
- Students will not be allowed to share food or drinks with each other.
- Students will wash hands prior to entering the cafeteria and will wash hands upon returning to the classroom.
- Applications for free/reduced lunch eligibility will be available in the main office. If needed, families will be provided support by the cafeteria manager.
- Only the cafeteria staff, custodial staff and volunteers will be allowed in the kitchen.

## **Outdoor Play Spaces**

**Capacity:** One grade level will be allowed on the playground at a time.

**Social Distancing:**

- Assign specific times each day for grade levels to use the playground area.
- Encourage the use of movement activities that are non- contact.

**Other Safety Measures:**

- The playground and equipment will be sanitized after use by a grade level.

## **Spaces Where Other Groups Congregate**

- Use State/Federal guidelines and distance between individuals.
- Masks must be worn in large spaces (hallways, entrances, etc.).

## **Technology**

- Each class will have its own docking station.
- The classroom teacher will wipe down each device and place it on each child's desk in the morning.
- Each child will have their own device that will not be shared with other students.

- After dismissal, the classroom teacher will wipe down the device and return it to the docking station to be charged for the next day.
- The classroom teacher should wash their hands or use sanitizer whenever they distribute or return devices to the docking station.
- If technology devices are permitted to go home, they should be wiped down when returned.

## **Special Education, Speech, OT, PT Services**

- Employees from the Batavia City School District will follow the plan put forth by St. Joseph Regional School while servicing its students.

## **Visitors to the Building**

All visitors entering the school must:

- wear a mask
- have their temperatures checked in the nurse's office
- enter and exit through the main door
- apply hand sanitizer upon arrival
- report to the main office upon arrival and sign in

Visitors will not be able to:

- walk around the building
- go directly to a classroom

Parents must wait in the outer area of the main office when picking up a child.

## **Orientation/Arrival**

- Students may enter the school beginning at 7:45 AM.
- Masks must be worn at arrival and dismissal.
- Hands must be sanitized upon arrival.
- Students will enter the building at 3 different assigned entrances (main, playground, gym).
- Parents may not walk children into the building.
- Temperatures will be taken as students arrive at their designated entrance.
- Any student with a fever over 100.0 will not be admitted.
- Any student presenting with a cough or other symptoms will not be admitted.
- Designated areas will be indicated for students in the parking lot to stand on while waiting in line to enter. More than 6 feet of distance will be kept between students.
- Students will report to homerooms immediately upon arrival.
- All student items are placed in appropriate spots in the classroom immediately upon arrival (desks, lockers, storage containers, etc.)
- Staff will supervise students during arrival and dismissal.

# Personal Protective Equipment(PPE)

## Students:

Students will wear a face covering:

- whenever they are within 6 feet of someone
- in the hallways
- in the bathrooms
- in church
- in other congregating settings

Families will provide a new or clean mask for each day that the student attends school. Additional masks will be available for students to use if a mask is damaged, lost, becomes unclean, or forgotten.

## Faculty and Staff:

Faculty and Staff will wear a mask or face shield and disposable gloves when conducting temperature checks/screenings.

Faculty and Staff will wear a face covering:

- whenever they are within 6 feet of someone
- in the hallways
- in the restrooms
- in church
- preparing and serving food
- in other congregating settings

Disposable or cloth face masks (cleaned on a daily basis) are acceptable.

N-95 masks are to be kept in the main office and nurse's office. These are to be used when interacting with an infected individual or an individual that is suspected of being COVID-19 positive.

Faculty and staff will receive PPE instruction/training prior to the start of the school year to ensure that everyone is fully aware of compliance regulations.

Faculty and staff will have extra masks on hand in the classroom in case a student's mask is unclean. Reminders will be sent home to families about masks staying clean on a daily basis.

Employees with healthcare documentation stating they are not medically able to tolerate face coverings will not be required to wear one and will be required to maintain social distancing at all times. Face shields will be encouraged.

Students will receive instruction on the proper way to wear face coverings, hand washing techniques, and proper cleaning and disposal of masks.

## **Other PPE Requirements**

Special populations at the school (public school employees, custodians and kitchen staff) will follow all PPE requirements mandated.

The school will keep the following items in stock:

- masks
- disposable gloves
- N-95 Masks
- face shields
- disposable gowns

Masks will be worn during all required drills (fire, evacuation, and lock down).

## **Disinfection**

For optimal protection, it is recommended that disposable masks be discarded on a daily basis and that reusable/cloth masks be cleaned and changed daily. Face shields should be worn in addition to a mask.

- Hand sanitizers will be available:
  - at the entrances to the building
  - in the classrooms
  - in the cafeteria
  - by the gymnasium
- Disposable wipes will be provided for each classroom, the main office and the faculty room.
- Students, faculty and staff will be reminded to wash hands frequently.
- Disinfectant spray will be provided for each classroom, the main office and faculty room.
- Bathrooms will be cleaned every hour during the school day.
- Electronics will be wiped down each day.
- Where possible, doors will be left open to minimize contact.
- Cleaning and disinfecting of the building will be conducted following EPA, CDC and NY DEC guidelines.
- Only EPA approved disinfectants will be used and manufacturing directions will be followed.

## **Travel**

All students, faculty and staff will be advised to avoid unnecessary travel domestically and internationally. Any student, staff or faculty member who does travel out of state or internationally must quarantine for 14 days upon return if the state or country is listed as an area of concern

## **Staffing**

Faculty and staff will be explicitly instructed to:

- take their temperature before reporting to school.



- complete a questionnaire upon entering the building and sign a form that they are clear using the following questions:
  - Do you, or have you had, a fever in the last 24 hours?
  - Do you have a cough, or experienced a change in your cough in the last 24 hours?
  - Have you been around anyone that tested positive for COVID-19 in the last 14 days?
  - Have you traveled outside of NY State in the last 24 hours?
- refrain from coming to work if they are experiencing COVID-like symptoms. Additionally, if they begin experiencing COVID-like symptoms during the work day, they should remain in their classroom and notify the school nurse. Anyone with COVID-like symptoms cannot return to work until they meet the CDC criteria.
- use the faculty bathroom and to wipe them down after use.
- only use the faculty room to store lunches and use the microwave.
- eat lunch in their classroom or distance themselves by 6 ft if eating with others.

## Access

- Access to the building will be monitored in the main office.
- All visitors must have a temperature check and use hand sanitizer upon arrival.
- No outside groups will be allowed in the building unless approved by the school.
- Visitors will not be allowed for class celebrations, assemblies, or other activities that may be going on in the building.
- Any student, staff or faculty member who travels out of state or internationally must quarantine for 14 days upon return if the state or country is listed as an area of concern.

## Transportation

- Students that use transportation through their public school district will be required to follow the rules and regulations set forth from each district
- Upon arrival, students will follow the Orientation/Arrival policies above.
  - Students arriving prior to 7:45 AM will be supervised in the cafeteria by a staff member and will be required to wear masks and/or maintain social distance while waiting to be dismissed to homerooms.

## Use of Facilities Outside of the School Day

- No outside groups will be permitted to use the building without school permission (Exs. boy scouts, sports, etc.)
- Virtual meetings will be encouraged, but when necessary meetings will be held in the building maintaining 6 ft distance and/or wearing masks.
- Events that are approved in the building must sign a liability waiver, submit a statement in compliance for current state guidelines for size, and submit a plan explaining the use and clean-up of the school.
- LE3Inc. will continue to provide after school care for our students. Students attending the after school program will be expected to comply with LE3Inc. guidelines.

## **Social and Emotional Well Being**

It is unrealistic to expect that students will return to instruction as they left it months ago. To create a welcoming and caring school community that ensures its students are met with the compassion and support needed to achieve and thrive we will:

- provide our students access to a school social worker on a weekly basis.
- have our school social worker collaborate with classroom teachers to facilitate outreach through whole-class, small group and individual students and their families.
- encourage communication between parents and teachers if concerns or issues arise.

# Part Two

## Monitoring the Health of Students, Faculty, and Staff

### Monitoring the Health of Students, Faculty and Staff

#### Daily Screening:

- temperature checks for faculty, staff and students upon arriving to school
- risk factor screening- daily questionnaire for faculty and staff
- screening visitors

#### Isolation:

- Any student, faculty or staff member will report to the school nurse if they become ill during the school day.
- The stage area will be used to accommodate multiple children, allow for better ventilation, and will permit better social distancing.
- Individuals should be sent home to contact their health care provider for assessment and testing, if required.

#### Disinfecting/Cleaning:

- Plan for deep cleaning and disinfecting of any area where ill individuals may have caused contaminations. If the student rode a bus to school, the district will be notified.

#### Educating:

- Reviews of the signs and symptoms of COVID-19 will take place with the students and posters will be placed throughout the school as additional reminders. These procedures will include:
  - Stay home when sick
  - Proper hand washing techniques
  - Proper hand disinfection techniques
  - Wearing of proper face coverings, when necessary
  - Maintaining 6 ft of social distancing, when necessary
  - Reporting exposure of symptoms of COVID-19
  - Following respiratory hygiene and cough etiquette

#### Counseling Services:

- The school social worker will be available 3 days per week to assist with the social,

emotional and mental health of individuals dealing with COVID-19. Services will be provided in the classrooms and 1:1 in a private location.

**Returning to School After Positive Testing or Quarantine:**

- Proper documentation from a health care provider will be required that indicates clearance to return to school and certification that the individual is COVID-19 negative.

**Emergency Symptoms:**

- If anyone in the schools is exhibiting emergency symptoms, 911 will be called.

**Appointment of a COVID-19 Coordinator**

The school principal (Mrs. Karen Green) will act as the COVID-19 Coordinator and will coordinate as needed with State and Regional Public Health Officials.

**Protocol for Collecting Information About COVID-19 Cases**

Faculty, students and staff will be asked to inform the principal or school nurse immediately if they are experiencing possible COVID-19 symptoms. Individuals will be sent home to contact their health care provider for assessment and testing, if required.

# Part Three

## Containment

### Containment

The school health office will have a protocol for safely caring for students, faculty or staff if they develop symptoms of COVID-19 during the school day.

#### Isolation:

- procedures will be in place to isolate individuals who arrive with a fever or become symptomatic
- appropriate PPE will be provided for staff caring for isolated individuals
- pick-up arrangements will be made, when necessary

#### Collection:

- procedures will be in place for parents or legal guardians to pick up students with instructions that the student must be seen by a health care provider

#### Infected Individuals:

Anyone testing positive, must complete isolation and no longer be contagious before returning to school. Return to school will be managed in coordination with the local health department. A health care provided note must be presented to return to school.

#### Exposed Individuals:

Individuals that were exposed to the COVID-19 Virus must complete quarantine and not have developed any symptoms before returning to school. This will be managed in coordination with the local health department.

Parents/Legal Guardians will be notified that a student has tested positive for COVID-19 in their child's class. The class would be quarantined for 14 days and receive distance learning instruction during that time.

#### Hygiene, Cleaning and Disinfection:

There will be adherence to and promotion of good hygiene, cleaning and disinfection set forth by the DOH and CDC, including strategies for cleaning and disinfecting highly exposed areas and appropriate notification to occupants of such areas.

#### Communication:

Plans will be developed to share protocols and safety measures taken by the school with all relevant parties, including parents/legal guardians, faculty, staff, and students. Reminders will be

sent home that students should stay at home until:

- it has been at least three days since the individual has had a fever (without using fever reducing medicine), and
- it has been at least three days since the individual's symptoms improved, including cough and shortness of breath

## **Contact Tracing**

Protocol will be in place to support local health departments in contact tracing efforts using protocols, training and tools provided through the New York State Contact Tracing Program.

- Accurate attendance records of students, faculty and staff members will be kept as well as a visitor log which will include date, time and where they visited.
- The school nurse will be designated as the lead contact tracer for the school. This person will work with teachers and staff in the event of a positive case and will facilitate further contact tracing efforts with DOH including coordination efforts with affected families, as necessary.
- Procedures and policies will be provided to families and employees stressing the importance of compliance with contact tracing and reporting immediately to prevent any potential spread of the virus.
- The school nurse will provide details with local DOH in the event of a positive tested person within the school in the following ways:
  - interview positive patients
  - identify and interview close contacts to determine risk of exposure
  - provide those contacts with instructions for isolation or quarantine, if necessary
  - monitor the symptoms through email or phone conversation
  - refer them to local testing locations, if appropriate
  - provide contacts to social services for support with housing, food or medicine, if needed

# Part Four

## Shutdown

### Shutting Down if a Serious Outbreak Occurs or Required by Governmental Agency

If the state or local authorities report a serious outbreak in the school or in the community or we are required by a governmental agency to shut down, the school will do the following:

- notify families utilizing School Messenger (text message and email)
- At Home Instruction will begin immediately.
- Classes will be held in all core subjects and daily attendance will be taken as per NYS guidelines.
- Special areas classes (art, music, technology and physical education) will continue to be offered.
- All grades will receive instruction at home utilizing Google Classroom, Google Hangouts, Zoom, Class Dojo, Mystery Science, Zearn Math, iReady Math and Reading, as well as other interactive teaching platforms.
- Chromebooks will be provided to students when needed.
- Support services will be put into place for students with 504 Plans or IEP's.
- Class schedules will be developed by each grade level and distributed to families.