

Logistics and Planning
Responsible party:
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Principal
St. Ephrem Catholic Academy

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

- There will be socially distant spacers outside for lining up to enter the building.
- Spacing markers will be 6ft apart and placed along the building guiding students to each entrance.
- We will use four different entrances. One for Pre-K3 74th street (near parking lot), Pre-K-4 (back of building opposite Pre-K3 entrance, one for grades K-3 main entrance on 74th street, and one for grades 4-8 (parking lot entrance)
- All faculty and visitors will enter through the main entrance (74th street) for temperature checks.
- Only those deemed essential to the day to day operations of the school will be permitted to enter the building. Visitors will be limited to those necessary for the executions of this plan and daily operations of the school.

2. Developing routines for daily health checks

- Procedures for entering building for grades K-8 will begin at 7:40 am each day

- K-3 Student will line up outside and enter through the main entrance. They will then enter into the gym following the social distance laminates on the floor spaced six feet apart. Temperatures will be taken in the manner outlined below.
- 4-8 students will enter through parking lot entrance and go through the same process of screening as described below.
- Temperatures for all students will be checked using a Fotric 226B system. Student that test too high will then be tested using a no touch infrared thermometer. If the students temperature is too high again they will be isolated until a parent can pick them up.
- Students in Pre-K3 and Pre-K will enter through their separate entrances and each will receive temperature checks using an infrared thermometer. Again, students will be isolated until they can be picked up if they test too high.

3. Developing routines for daily health checks

- Each classroom will have an infrared thermometer in order for the teacher to monitor students' temperatures and assess if a nurse is needed.
- Students will immediately move from their class if they are exhibiting COVID-19 symptoms and be moved to the Isolation room where they will be monitored while they await pick-up and safe exit from the building
- Isolation Rooms when in use, will be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).

4. Developing protocols for social distancing in the classroom

- Student will be required to wear mask in class and have addition face shields if needed.
- Student desks will be spaced 6 feet apart in all directions.
- Student desk locations will be marked on the floor.
- All desks will face in the same direction and be in rows 6ft apart.
- Classes can fit up to 18 students with a teacher using these guidelines
- Additional classes will be set up with aids to let students work at a distance when they are not receiving direct instruction.
- These classes will be arranged in the same manner as other classrooms

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

- Hallway movement will be greatly restricted as teachers will change classes, not the students.

- Students will move in hallways when needed following directional arrows and spacers.
- After arrival the stairway closer to Ft. Hamilton Parkway will serve and be marked for downward travel only.
- The stairway on the 10th Ave. side of the building will serve and be marked for upward travel only.
- Spacers will be placed on the floor indicating direction and distance.
- We will be utilizing the gym for overflow area for our cafeteria for situations in which the cafeteria is used. Six foot distance with markers on the floors will be maintained by students at all times.
- The Church has already spaced out the area for when students have Mass
- Cafeteria will be used for early morning drop off and after care purposes.
- The cafeteria and ¼ of the adjacent gym will be furnished with seating marked and spaced at 6ft intervals.
- Students will be monitored by a staff member during this time and have access to infrared thermometers for temperature checks.

6. Developing scheduling options to facilitate reduced capacity at school

- In the event of a school closure...

- All students will have access to either an iPad or a Chromebook for work outside the classrooms.
- Students schedules will continue as normal using google meet in order to hold classes
- Small groups will be held through meet groups linking students in the same room with students learning at home.
- Individual students will use their own Chromebook or iPad and headphones with mic in class in order to communicate with students who are working from home.

7. Developing scheduling options to facilitate reduced capacity at school

- For students who are learning from home if, they choose or are medically needed, they will use google meet groups will stream the content of the class lesson.
- Students will be able to participate in discussions through a web-wall which the teacher and students can see in real time.
- Small groups will be held through meet groups linking students in the same room with students learning at home.
- Individual students will use their own Chromebook or iPad and headphones with mic.

8. Creating a plan to handle confidentiality issues

- Student safety and confidentiality are of utmost importance and all HIPAA and FERPA regulations will be followed.
- Regular monitoring of the staff will be conducted by the principal to ensure that all regulations are followed.

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

- We have already begun to order and receive the hand sanitizer dispensers and solutions.
- Custodial staff will track and maintain appropriate levels of supplies utilizing our suppliers.
- We have cleaning supplies on hand and are ordering more.
- We will ask parents to donate wipes and paper produces as we normally do.

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

- All classes will have multiple air purifiers on during class time.

- After school janitors will clean each room and wipe down every surface
- We will use a fogger to decontaminate rooms at the end of each day.
- Janitors will then leave the room with multiple UV lights on for one hour to decontaminate the room.
- We will use a third party service to deep clean the school before we open in September and in the case of a positive contamination of the building. We will perform these third-party cleanings intermittently during breaks such as winter break.

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

- All persons inside the building will be required to wear face masks during the day. Additional disposable masks will be available in all rooms.
- Face shields will offer additional protection for when students need to remove their masks for comfort.
- For students unable to wear masks, virtual school will always be an option.
- Students will be required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.
- Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the school. Choosing to wear a mask

of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.

- All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- For students with issues with masks, face shields may serve as a replacement with a medical note.
- All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy
- Non-disposable mask should be washed daily.
- NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Cloth face coverings should not be placed on:
- Children younger than 2 years old.

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - Younger students, such as those in early elementary school.
 - Students, teachers, and staff with severe asthma or other breathing difficulties.
 - Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
- While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.
- In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.
 - Clear Face Coverings or Face Shields
- Teachers and staff who may consider using clear face coverings or face shields include;
- Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act external icon
- Teachers of young students learning to read
- Teachers of students in English as a second language classes

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

12. Reviewing and updated the Emergency Contact Plan

- A new form will be distributed via google forms for all families to complete the emergency contact list.
- Bounced e-mails will result in the person receiving a call to update the information and assuring compliance.
- School administration and staff will review and update the emergency contact list.
- All e-mails and phone numbers will be checked to make sure they are valid and correct.

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

- Monthly Youtube Q&A are held to ensure that all stakeholders are having their concerns met.
- Surveys using google forms have and will be sent out to allow us to gauge and adjust the conditions of school.
- Survey will be distributed online, in August to track exposure during the summer and travel so we may maintain quarantine for students as needed.

14. Distance Learning Plan

- In the event of a virtual only setting. The following procedures will take place.
- Students in grades 3-8 will be provided a Chromebook or iPad. Their classes will continue using google meet and classes will be held as scheduled during a regular school day.
- Student will use google classroom to complete and submit work to the teacher
- Students in grades Pre-K3-2nd will be supplied an iPad if requested.
- Students in those grades will meet as a class each morning for one period using google meet.
- Grades Pre-K3 – 2nd will meet each day subsequently in small groups with their teacher in order to better facilitate questions and explanations.
- Grades Pre-K3 – 2nd will use the classtag app to upload work and communicate with the teacher when not in session.

15. Screening Positive for COVID-19

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

- Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

16. Reporting a positive COVID-19 Case

- Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools 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 requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

17. Trigger Closure Plan

- St. Ephrem Catholic Academy will follow the outlined guidelines provided by state and local agencies.

18. Contact Tracing

- St. Ephrem Catholic Academy will follow all New York City guidelines for contact tracing.