



Diocese of Rochester
Department of Catholic Schools

Saint Ambrose Academy
2020-21 Re-Opening Plan

July 2020

General Information:

Name of School: Saint Ambrose Academy
Address: 31 Empire Blvd., Rochester, NY 14609
BEDS Code: 26-08-01-16-5157
Principal: Ms. Christine Deutsch

PARTY RESPONSIBLE FOR REOPENING

Name: Ms. Christine Deutsch
Email Contact: Christine.Deutsch@dor.org
Phone Contact: 585-288-0580

Intended Start Date: September 9, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan: Christine Deutsch, Principal

Reopening Plan Guiding Principle:

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

Developing This Plan:

Saint Ambrose Academy worked in cooperation with the Superintendent of the Rochester Diocesan Schools, James Tauzel and in accordance with the recommendations of New York State, CDC guidelines and Monroe County Health Department. A building level task force was developed to review the most current documents with health and safety guidelines. The following members are on the task force for reopening:

Ms. Christine Deutsch, Principal
Fr. Robert Schrader, Pastor
Ms. Calleen Chambers, Administrative Assistant
Mrs. Renee Campbell, Secretary

Ms. Linda Decker, Nurse
Mrs. Laura Provenzale, Teacher
Mrs. Brittni Harris, Teacher
Ms. Patrizia Macera, Finance Director
Mr. Jeff Carter, Maintenance
Ms. Deb Pecorella, Food Service Provider
Mrs. Sara Albritton, Parent

These members met to go over guidelines, tour the facilities and discuss immediate changes to the daily routine and operations of the school building in order to reopen for in-person instruction.

1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

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

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

- Saint Ambrose Academy enrollment and class sizes will not exceed the necessary number to maintain maximum square footage as determined by New York State Education Department.
- Classrooms are 30' 6" x 27' 10", about 810 square feet. Each grade level will be limited at 18 students per classroom.
- Cohort model will regulate use of cafeteria and recess locations – maximum 36 students per cohort.
- Special content area teachers for Music, Art, Health will travel to the students in their homeroom.
- Special content area teachers for Phys. Ed., Library Science and Technology will accommodate social distancing within the cohort model and students will attend those locations.
- Arrival and dismissal will be staggered with car riders arriving and leaving earlier than the bus riders. Car driven children will begin arriving at 8:00. Bus driven children will begin arriving at 8:15. Car driven children will dismiss at 2:45. Bus driven children will be dismissed at 3:00.
- Hall Greeter will stop all guests and parents in the main hallway, and they will be permitted into the building with a scheduled appointment.
- One-way entrance at the main door. One-way exit at a designated door to side parking lot.
- One-way stairwells will regulate cross traffic throughout the day
- Modified evacuation locations for grade levels following the cohort model. – PreK 3/4, school parking lot near the Gym entrance, Kindergarten/Grade 1, school parking lot near the main entrance, Grades 2/3, in front of Saint Ambrose Church, Grades 4/5, behind Saint Ambrose Church.

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

- Upon arrival, students will remain six feet apart while waiting for temperature checks and symptoms screening. Students arriving with a parent will remain in their vehicle until the temperature and symptoms screening is complete.
- Student desks are positioned six feet apart at the appropriate social distancing recommendations.
- Painters tape marks the carpets to provide students a visual marker when desks shift
- Velcro sit spots are used for small group work on carpets
- Velcro sit spots are used to mark appropriate social distancing in the hallways on the second floor
- Painters tape is used to mark appropriate social distancing in the hallways on the main floor, in the cafeteria and gymnasium
- Signs are posted at every entry into the building and throughout the building for reminders during the day
- Students will receive lessons for training of proper hand washing, wearing a face covering, maintaining social distancing protocols
- Hallway Greeter station is added with Plexiglas barrier in front of counter
- Plexiglas is added to main office reception area and cafeteria
- Designated classroom as a quarantine location for sick children waiting to be dismissed
- Limited student travel throughout the day – teachers go into homerooms
- Cohorts will share space for meals and recess, maximum 36 students
- Schedules will be adjusted to have only one cohort in the hallways for transitions or using the bathrooms at a time.
- The size of the Gym and outside space allows Physical Education class to separate students six feet apart. If an activity stimulates heavy breathing, the students will maintain 12 feet of separation.

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

- Signs are posted to direct anyone entering the building must have a face covering
- Handbooks include the protocols for face coverings when in the building for all faculty, staff, students, parents and guests
- Masks will be provided to any person without their own mask
- Students are encouraged to clip their mask to a lanyard to be worn around their neck during the day
- Planned mask breaks are provided by the teachers throughout the day.
- All masks are required when a person is moving within the classroom or leaving the classroom – if the 6 feet for social distancing is compromised
- Health screening and temperature checks for every person entering the building, daily
- Persons administering temperature and symptom screenings, and monitoring students in isolation will wear gloves, mask, and face shield

Operational Activity: *Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips,*

special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

Instructional Program Options:

- In-person instruction
- Integration of Technology with use of Google Classroom, Class Dojo and I-Ready. All materials and assignments will be accessible through these platforms
- Owls camera will view and record live lessons conducted in the classroom
- Chromebook and I-Pads are used to assign 1:1 device for in-school and distance learning needs
- Virtual learning is an option for students who are immunocompromised or have other reasons that require receiving instruction through a distance learning model

Classrooms:

- Student desks are separated, 20 square feet apart
- Class sizes are maximized at 18 students
- Velcro sit spots are used for reading groups and flexible seating options
- Face coverings will be required when the teachers and students are moving around the room or within the 6 feet of social distancing
- Faculty and staff will provide lessons on proper respiratory and hand hygiene. Students will wash their hands with soap and water after coughing and sneezing

Cafeterias:

- Breakfast will be prepared each morning as a prepackaged "Grab and Go". Bags will be taken to the classrooms for students to eat breakfast at their desk.
- Lunch schedules will stagger students by Cohort, PreK 3/4, Kindergarten/Grade 1, Grades 2/3 and Grades 4/5
- Chairs will be used at half capacity to ensure social distancing
- Light-transmitting plastic will separate any students within six feet of separation
- Tables and chairs will be disinfected between each lunch period
- Adult monitors will wear gloves and face coverings during all lunch periods
- Preschool students will eat in their classroom, though not "family style" as outlined by New York State Education Department

Gymnasiums and Worship Spaces:

- Social distancing will be maintained with marker on the gym floor
- Games will be planned to ensure social distancing
- Avoid contact sports
- Students will be 12 feet apart when heavy breathing may occur
- Equipment will be sanitized after use
- Chapel pews and Church pews will be blocked off to ensure social distancing
- Face coverings will be worn during Chapel and Church services
- There will be no signing during Mass or Prayer Services
- Holy Communion protocol will continue to be followed – social distance in line, remove mask for consumption only, no reception of Precious Blood
- School-wide prayer services will be held in the Gymnasium in accordance with gathering restrictions and social distancing expectations – Cohort model will be used

Outdoor Play Spaces:

- Cohort model will be enforced during recess (PreK 3/4, Kindergarten/Grade 1, Grades 2 and 3, Grades 4 and 5)
- Play spaces will be used on a rotating schedule
- Each play space will be disinfected after every use

Spaces Where Other Groups Congregate:

- Signs will be posted to indicate enter and exit doors as well as directions on social distancing and mask wearing
- Signs are posted in the bathrooms to teach proper hand washing, social distancing and mask wearing
- Visitors are restricted. Mail and delivery persons will be met at the main entrance. Any parents arriving to pick up a sick student or dropping off a late arrival will be met at the main entrance.
- All volunteers must be approved by the Principal and will be required to complete a temperature and symptoms screening
- Youth Group and Faith Formation classes will be in the cafeteria and four classrooms on the main floor. The Youth Minister is responsible for providing learning and play materials for Parish sponsored programming
- The Parish and Youth Minister are responsible for cleaning and disinfecting school spaces used for Faith Formation and Youth Group sessions after use
- Youth Group and Faith Formation will only meet in the school building four times throughout the school year – September, November, March and May
- Parent Advisory Committee will meet via Zoom conferencing
- School Council will meet via Zoom conferencing
- School sponsored after-school activities are modified to accommodate social distancing and cleaning and disinfecting protocols
- School custodial staff will clean and disinfect school sponsored after-school activity spaces
- Facilitators of school sponsored after-school activities are responsible for providing learning materials and ensuring materials are cleaned and disinfected after use

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

- Disinfectant sprayers will be used in large spaces
- Wipes and Lysol spray will be stored in every room
- Individual student storage bins will be disinfected at the end of every school day
- Paper towel dispensers will be placed in all bathrooms
- Half the capacity of the bathrooms will be used
- Automatic water refill stations will be installed
- Drinking fountains will be turned off
- Nurse's office will remain a sterile space for general health care
- Designated classroom is assigned as a private, quarantine space for students needing isolation
- Air purification equipment will be in each classroom
- Fans will be in each classroom to circulate outside air into the rooms
- Continuous air flow through fans in the air system
- Hand sanitizer stations will be placed at every entrance into and exit from the building

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

- Classroom teachers will monitor student use of sanitizer
- Classroom teacher will sanitize surfaces, doorknobs, light switches and technology devices daily
- Classroom teachers will sanitize any shared materials after every use
- School Nurse will conduct periodic training for proper hand washing, hygiene care in the restrooms and respiratory hygiene. Classroom teachers and Special Content Area teachers will reinforce these health lessons
- Center for Disease Control signs are posted near bathrooms, in the cafeteria and at the entrances into and exits from the building
- All bathrooms have scheduled time periods throughout every day when they are closed for cleaning and disinfecting
- Disinfectant sprayers will sanitize the entire building every evening
- Custodial staff will regularly disinfect high-touch area; bathrooms, cafeteria, lunch surfaces between meals, doors and stair railing. They will also be responsible for disinfecting the isolation room any time a child is isolated due to any Covid-19 symptoms
- Surfaces in the Library will be disinfected between classes
- Library books will be disinfected and shelved for 3 days before being available to another student

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

- School sponsored after-school activities are modified to accommodate social distancing and cleaning and disinfecting protocols
- School custodial staff will clean and disinfect school sponsored after-school activity spaces
- Facilitators of school sponsored after-school activities are responsible for providing learning materials and ensuring materials are cleaned and disinfected after use
- Saint Ambrose Academy is not allowing outside organizations to use the facilities for extracurricular activities for 2020-2021 school year

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

- Students will be separated into two groups, Primary (PreK and Grade 1) and Intermediate (Grades 2-5)
- Face coverings will be worn during before and after care by students and adult care providers when unable to maintain six feet for social distancing
- Children will be seated with and interact with children in their Cohort (PreK 3 and 4, Kindergarten with Grade 1, Grade 2 with 3, and Grade 4 with 5)
- Intermediate classroom will provide individual desks for Grades 2-5 students
- Materials and equipment will remain within the same Cohort
- Materials and equipment will be cleaned and sanitized after every use and before places back in storage/shelves
- Care providers will manage the amount of materials and equipment used by offering choices and closing off areas of the room
- Before and After Care program will follow the same health and safety protocols used during the school day. Hands will be washed prior to and after eating food. Students will sit six feet apart while eating

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

- Teachers will post lessons and assignments on Google Classroom
- Teachers will communicate with vulnerable students and families on Class Dojo
- Teachers will post assignments and use the portfolio function on Class Dojo for work submission
- Teachers will use I-Ready reading and math tools for instruction
- Vulnerable students will complete daily reading and math lessons on I-Ready
- Teachers will record daily lessons to post on Google Classroom and Class Dojo for viewing from home
- Pick-up and drop-off opportunities will be available for paper materials
- To the degree where it is possible, faculty and staff will be given the option to telework and be provided the support of an in-person staff member to present the instruction

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

- Commitment to follow LEA transportation procedures and safety guidelines
- Commitment to work with public school districts for students needing busing
- Encourage all parents to transport their students to and from school
- Face coverings will be mandatory entering and exiting school
- Social distancing protocols will be enforced during arrival and dismissal procedures
- Staggered arrival times between self-transported students and bus transported students – 8:00 arrival from car/walk and 8:15 arrival for bus
- Staggered dismissal times between self-transported students and bus transported students – 2:45 dismissal for car/walk students and 3:00 dismissal for bus
- Parents and family members are encouraged to stay in their cars and allow students to enter school independently
- Parents and family members are encouraged to use ZoomX app for dismissal and remain in their cars. A faculty or staff member will escort the students to their appropriate vehicle
- All parents and family members will be asked to show identification prior to the student entering the vehicle
- Faculty, staff, students, parents and visitors will complete a daily health certification form
- Temperature checks will be conducted on every person entering the school building
- Students will wear a face covering at all times while on the bus unless the face covering impaired their physical or mental health.
- Students unable to wear a face covering while on the bus will be seated with six feet of separation in all directions from other riders

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

- All students are allowed breakfast and lunch through the Child Nutrition Program
- Breakfast will be prepackaged and delivered to all students in the classroom
- Teachers will be trained on food allergies, including symptoms and reactions to food
- PreK Cohort will eat lunch in their classrooms with covered food delivered to them
- Cohorts will eat lunch together with a maximum of 36 students in the cafeteria
- Half the capacity of the cafeteria will be used
- Light-transmitting plastics will be used to separate students while seated
- Extended time between lunch periods will allow for cleaning and disinfecting tables and chairs
- Social Distancing protocols will be enforced while waiting in food lines
- One-way entrance into the cafeteria
- On-way exit out of the cafeteria
- Students with food allergies will have a designated location to eat and light-transmitting plastic will be used to separate children
- Students will hand wash with soap and water in their classroom or bathroom before eating breakfast or lunch
- Students will hand wash with soap and water in the classroom or the bathroom after eating breakfast or lunch
- Hand sanitizer stations are positioned at the entrance and exit of the cafeteria
- Sharing food and beverages is prohibited
- Adults will wear gloves and masks while students are in the cafeteria
- Adults will change their gloves and masks between lunch periods after cleaning and sanitizing the tables, chairs and light-transmitting plastic dividers
- Additional adult monitors will be added to the meal program for each lunch period
- All food monitors will receive proper training by the food service manager
- Cafeteria floors will be cleaned and sanitized following the last lunch each day by custodial staff
- CDC signage will be posted about safe hygiene practices
- Painter's tape marking on the floor will indicate physical distancing guides for students waiting in the food line or the line to leave the cafeteria
- Increased disposal will be available in the cafeteria

Mental Health, Behavioral, and Emotional Support Services and Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff

- Community providers for social and emotional development will provide Administration and faculty five consultation hours
- Faculty and staff will receive training on support strategies for the classroom
- A social and emotional advisory council made up of students, parents, teachers, community providers and parishioners will develop a school counseling program plan
- Faculty will receive professional development on restorative practices
- Faculty will receive professional development on trauma-informed care
- Faculty will increase communication with families in partnership for the student's social emotional well-being
- Collaboration with community providers to strengthen social emotional initiatives
- Implementation of Multi-Tiered System of Supports (MTSS)
- Within the MTSS framework, social emotional well-being and mental health supports are offered at all levels to reflect effective, efficient and evidence-based practices and strategies for all students
- Sufficient number of staff are available to implement MTSS services

- Faculty and staff orientation sessions to support adult social and emotional well-being
- Adult-student relationships will be nurtured through prayer partner activities within Cohorts to ensure each child has a trusting relationship with several adults in the building
- Movement breaks and mask breaks will be permitted throughout the school day
- Faculty will conduct age appropriate student surveys regularly to check-in on needs
- Social activities will be offered through a virtual platform
- During distance learning periods, faculty and administration will conduct home visits

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

- School plans for reopening are distributed to all student, families, faculty, church staff, and Diocese of catholic Schools Office staff through email, instant post on Class Dojo, posted on the school Facebook page and on the school website
- Video posts will be emailed and posted on social media throughout the planning process
- Video posts will be emailed and posted on social media with a slideshow presentation explaining expectations, protocols and procedures for in-school instruction
- Video posts will be emailed and posted on social media with a slideshow presentation explaining expectations, protocols and procedures for immunocompromised students receiving virtual instruction
- Video posts will be emailed and posted on social media with a slideshow presentation explaining expectations, protocols and procedures for instruction through distance learning
- When updates to the plan are made, an alert will be sent via email
- Feedback from all stakeholders will be encouraged via email
- Student and Parent Handbook will define adjusted protocols and procedures that include requirements for social distancing, face coverings, completion of daily health certification form and temperature checks
- Faculty Handbook will define adjusted protocols and procedures expected of the faculty and staff
- Signage with CDC recommendations for hygiene and proper hand washing will be at all entrances and exits, inside and outside of every bathroom, in the classrooms and cafeteria
- Signage requiring a face covering to enter the building will be at all entrances and exits, inside and outside of every bathroom, in the classrooms and cafeteria
- Signage with social distancing requirements of six feet will be at all entrances and exits, down all hallways, in the cafeteria and classrooms

2. MONITORING OF HEALTH CONDITIONS

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

Screening: Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the

number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors

- Parents are encouraged to remain in their car at morning drop-off and afternoon pick-up
- Parents and Guardians are expected to remain in their car and use ZoomX app to notify the main office when they have arrived to dismiss their student(s)
- Parents and faculty will be trained on identifying symptoms of illness
- Parents and Guardians will self-certify on behalf of their student with the use of an electronic form before students enter the building
- Faculty and staff will self-certify through an electronic diocesan form
- Temperature checks will be conducted on all persons entering the building
- Temperature retake will be permitted if low-grade fever is measured. Persons will wait five minutes before their temperature is taken a second time
- Temperature of 100 will be dismissed from the building
- Any person displaying fever or other symptoms before entering the school building will be instructed to seek further testing from their physician
- Any person sent home with a temperature may only return with a clearance note from their physical
- Return to school will be determined in coordination with the local health department
- Volunteers who are scheduled and given an assigned location will be permitted and expected to follow all health and safety protocols
- Essential visitors including; special education providers will work in a designated classroom and expected to follow all health and safety protocols
- Parents, visitors, vendors or delivery persons are not permitted in the building unless absolutely necessary. If deemed necessary, persons must undergo a temperature and health screening

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

- Detected symptomatic individuals will be placed in the isolation classroom for health screening
- Detected symptomatic individuals will remain in the isolation classroom while waiting to be picked up from a family member, or until it is safe to leave on their own
- Local Department of Health will be notified
- Diocesan leadership team will be notified
- School administration will follow up with the family of any student sent home with a fever over 100 degrees Fahrenheit or other symptoms. Ill students may not return to school without written documentation from a health care provider
- Parents of any students in contact with the symptomatic person will be notified
- Any person traveling out of the country or an at-risk state will remain out of school for two full weeks
- Any person required to stay home due to travel restrictions will have virtual instruction available

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

- The school nurse will assess all persons displaying ill symptoms
- The school nurse or school administrator will communicate with the local health department if persons display Covid-19 symptoms
- Persons with Covid-19 symptoms will be advised to see their physician for testing and assessment of their symptoms
- If large scale testing is necessary, the school will refer individuals to their physician, local hospitals or other locations as directed by the local health department

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

- School nurse and administration will use CDC guidance and NYS Department of Health guidance and metrics
- Positive COVID-19 cases within the school will be monitored and reported to the local health department. Saint Ambrose Academy will use guidance from local health department regarding acceptable levels to determine quarantine and temporary closure protocols

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

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

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

- School nurse will go to the person displaying symptoms to escort them to the isolation classroom
- School nurse will wear all proper PPE to complete a health screening and remain with the symptomatic person
- Detected symptomatic individuals will be placed in the isolation classroom for health screening
- Detected symptomatic individuals will remain in the isolation classroom while waiting to be picked up from a family member
- Symptomatic staff members will be sent home immediately
- Local Department of Health will be notified
- Diocesan leadership team will be notified
- Parents of any students in contact with the symptomatic person will be notified
- Any person traveling out of the country or to an at-risk state will remain out of school for two full weeks
- Any person required to stay home due to travel restrictions will have virtual instruction available
- Persons sent home will receive written instructions for next steps per LEA, East Irondequoit Central School District

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

- Students who present symptoms or fever over 100 degrees Fahrenheit will be isolated immediately. They will be visibly monitored until a family member picks them up
- Isolation room will be disinfected as quickly as possible
- Staff members monitoring isolated students will wear gloves, mask and face shield
- Monitor's PPE will be disposed of immediately
- Staff members who present symptoms or a fever over 100 degrees Fahrenheit and are unable to drive themselves home will be isolated until they can be picked up
- Parents of any students in contact with the symptomatic person will be notified

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

- Administrator or Administrative Assistant will contact the symptomatic person's family
- Family members will use ZoomX app to notify the main office when they have arrived
- School nurse will escort the symptomatic person to their car
- Family members or faculty members will be given written instructions to remain out of the building until they have been cleared by their physician
- The school must be notified of the outcome from the health care visit
- Handbooks will include infection protocol that includes leaving the building and permission to return to the building

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

- Guidance from the local health department will determine when an infected person is permitted to return to the building
- Infected persons will remain out of the building until they are cleared by a physician
- A physician's note of clearance is required before returning to the building
- Virtual learning opportunities are available to any students required to remain at home to complete the isolation period

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

- Exposed persons displaying symptoms will work in coordination with the local health department to determine a safe return to the building
- Exposed persons not displaying symptoms will return to school in coordination with local health department and CDC guidelines
- Written documentation is required from a health care provider or official confirming approval to return to school

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

- The Department of Health and Center for Disease Control guidelines for cleaning and disinfecting will be exercised by all students, faculty, staff, and parents
- Proper disinfection protocols for isolation room and other exposed areas will be followed once the infected student or staff member have vacated the area
- All persons impacted due to using shared space that becomes an exposed area will be notified
- Parents and family members of a student who has used an exposed area will be notified

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

- Local health department protocols for contact tracing will be followed
- School will contact New York State Contact Tracing Program if alerted of positive Covid-19 Case

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

- School plans for contact tracing are distributed through email, instant post on Class Dojo, posted on the school Facebook page and on the school website
- Identified families who prefer verbal communication receive a phone call from Administrator or Administrative Assistant.
- Video posts will be emailed and posted on social media throughout the planning process
- Video posts will be emailed and posted on social media with a slideshow presentation explaining expectations, protocols and procedures for contact tracing once there is an identified positive Covid-19 case
- Urgent and time sensitive alerts will be sent via email, robocall and text
- Feedback from all stakeholders is encouraged via email
- Signage of plans and training will be placed in hallways

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

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

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

- If whole-school closure is determined by the county or state, Saint Ambrose Academy will immediately provide virtual learning. Students will be prepared for remote learning as they will have been exposed to all necessary educational components in September
- If individual classes or cohorts must be quarantined, virtual learning will continue for those students until in-person learning resumes

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

- All full-time faculty will continue instruction virtually
- Zoom conferencing will be utilized for live instruction
- Google Classroom, Class Dojo and I-Ready will be utilized for electronic distribution of instructional resources
- Loom will be utilized for recorded lessons for flexible viewing by parents and students
- Academic intervention and special education services will continue by use of Zoom conferencing
- Before and After school care will discontinue
- Meals will be provided through community providers hosting distribution sites
- Milestone celebrations will be modified and provided virtually or outdoors, following the guidelines from Center for Disease Control and the local health department

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

- School plans for instances of a building closure will be communicated through email, instant post on Class Dojo, posted on the school Facebook page and on the school website
- Faculty and staff will receive training during orientation on the protocols and procedures if a building closure is determined
- Faculty will continue communicating with students via Google Classroom and Zoom
- School administration will continue communicating with families via email and robocall and text for urgent messages. The school website will also be updated if reopening plans are adjusted