



Reopening Plan 2020–2021



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General Information

Name of School: Nazareth Elementary School
Address: 311 Flower City Park, Rochester, NY 14610
BEDS Code: 261600166206
Principal: Sr. Margaret Mancuso, SSJ

Person Responsible for Reopening

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Intended Start Date: September 9, 2020
Date Plan Submitted: July 31, 2020
Name and Title of Person Submitting Plan: Melissa Kunz

Reopening Plan Guiding Principle

In every decision made throughout the planning process, the health and safety of our students, families, and staff has been our primary focus. This reopening plan has been developed using the most recent guidance from the NYS Department of Health, NYS Education Department and the State Office for Religious and Independent School for safely reopening schools in Fall 2020. *This plan will be updated as more information and guidance become available.*

Plan Development

A **Core Committee for the Reopening of Nazareth Elementary** was formed in mid-May 2020. The members of this Core Committee included: principal, administrative assistant, business manager, three teachers (one each from the primary, intermediate and Specials departments). The Core Committee met weekly through zoom meetings until later June. Meetings have continued in person since then with all wearing masks and using social distance seating. Most weeks, the members have been in touch multiple times through emails also. This committee has been reviewing and discussing the mandates and recommendations in the various areas as the guidance documents became available. SORIS was the most recently one released on July 27.

As plans progressed, subcommittees were formed that involved more faculty. Their input was necessary for studying classroom spacing, placement of rooms, building layout, and directional procedures. All work of the subcommittees was sent back to the Core Committee for further discussion.

Reopening of School Facilities for In-Person Instruction

After lengthy study, discussions among the Core Committee, subcommittees and faculty, and a parent survey, it was decided that reopening for in-person instruction in September is our first choice and best for our students. This plan's protocols and procedures for restarting school operations include the mandates and guidance from the NYSDOH, NYSED and SORIS. Our social worker gave input into the Social Emotional Learning section.

Background

We are a small private Catholic city school owned and operated by the Sisters of St. Joseph (1884 was our founding.) Poverty is great in this area and 90% of our families need financial aid. Three years ago, Nazareth moved into a former Catholic school building and our school became a tenant, paying rent to Sacred Heart parish.

Capacity Assessment

The top priority during the planning process was to maintain the health and safety of the entire school community. The development of the plan took into consideration the following factors:

- Enrollment of our school, grade by grade
- Number of staff able and willing to return to in-person instruction and learning
- Use of face coverings and PPE by all
- Ability to maintain appropriate social distance in all classrooms and other areas
- Square footage of building and usable square footage of current classroom configurations
- Availability of two additional rooms currently used by the parish on Sundays

Enrollment

Nazareth Elementary School's small enrollment is to our advantage for reopening. We had 135 students in PK-6 in 2019-2020, with one of every grade. Registrations are being monitored closely throughout the summer with a cap established for each grade level to allow for proper and safe distancing. There will be waiting lists started if needed.

Even though we know the building well, floor plans were studied carefully by a subcommittee this summer and additional measurements were taken. There have been numerous discussions to determine which rooms might need to relocate for proper social distancing.

Classroom sizes are large so, except for grade 2, all rooms can be set up with desks properly distanced apart. Extra tables and bookcases have been removed to accommodate the requirements. At this time, if registrations hold, grade 2 will be split into two classes. Being a school with 70% from the city of Rochester, parents in a normal year do not all register until late in the summer. This year, with so much unknown, more are waiting to register, so our enrollment will not be solid until school opens.

PPE and Face Coverings

Nazareth will adopt protocols and procedures consistent with public health guidance for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which must cover nose, mouth, and chin.

If face coverings are to be worn by all individuals at all times, Nazareth will provide students opportunities to remove their face coverings during meals, instruction when permitted by the teacher, and for short mask breaks so long as they maintain appropriate 6 feet of social distance.

All staff will be required to wear appropriate face coverings. The only time a mask may be removed is when a person is working alone in an office or classroom, is at lunch or on a coffee break. Teachers may wear a face shield or protective glasses as well if they choose. The school will purchase those.

No one will be allowed to enter the building without a mask. A sign is posted on the front door and will be on the delivery door as well.

Students will be required to wear a mask when they are in common areas, such as hallways and bathrooms. If all desks remain 6 feet apart, they may remove their masks during instruction. They will wear them in classrooms whenever they are out of their seats for any reason.

We are looking for ways to have students keep their masks clipped to them during the day or on a safety pull-apart lanyard, so no mask is left on a desk or table. Students may remove masks for meals and snacks. Again, teachers will be encouraged to build in time for mask breaks.

Children must be wearing a mask to enter each day and dismiss in the afternoon. Parents will be asked to send in an additional mask in a labeled baggie for the child's locker in case of an emergency during the day.

PPE has been purchased for the 2 nurses who share the work week and the 2 food service staff in the kitchen. This includes masks, gloves and face shields. We are looking at purchasing gowns. We have a supply of masks on hand for children and adults who forget a mask or need a replacement during the day.

Social Distancing

Procedures will be in place in all areas for all staff, students and visitors to the school. This includes delivery of mail, instructional and maintenance supplies and food for meals. Floor decals will be in all hallways, placed 6 feet apart. There will be signs placed along every stairway and landing to show how many steps to keep apart. Some stairways will have one way directional signage also. We are ordering street decals for distancing when students step off the buses.

Classroom desks will be spaced 6 feet apart and all students will face the front of the room. In the Specials areas and cafeteria, students will be seated a safe distance of 6 feet apart.

Protective shields will be in the offices: one on the counter in the main office, one in the business office and one in the principal's office. Shields are also being considered for classroom work tables, AIS rooms, and other areas. We will know the needs better once classrooms are set up in August. Divider shields are being designed for tables in the preschool and kindergarten.

There will be a tall standing sign outside the main office indicating that no one goes past that area. Parents will no longer walk their little ones to their classrooms each day. All visitors must report to the main office. Deliveries of maintenance supplies and food will be made at a designated back door.

Arrival procedures will change. Students arriving by car will enter through a different door from those riding buses to keep safe social distancing.

All Specials classes, art, music, library, PE and technology will be half classes, if a grade's enrollment is large, to maintain distancing space in those rooms. The music and PE teachers will be creative with spacing in their classes and with the use of instruments and equipment. In the nice weather, music could be outside in the playground area so students can be distanced 12 feet apart to be able to sing!

There is one staff lunchroom now. We have chosen another area to set up a second lunch space, so staff can be more distant while eating lunch and taking a break.

Although the main office is large, we want to minimize traffic there at any given time. Students will no longer go to the office to pick up mail in their teachers' mailboxes. We are placing mailboxes outside each homeroom; an office staff person will deliver mail to the teachers each day. Only teachers will take the mail out of those boxes.

Teaching and Learning

Nazareth offers an integrated and enriched curriculum in a faith-filled environment. Hand in hand with families, we seek to educate the whole child, encouraging each student to reach his or her academic potential, and to grow spiritually, socially, and emotionally. Our students learn to embrace diversity, make choices based on Christian values, and to be of service to others. Our mission remains the same whether learning takes place in school or remotely.

To accomplish our mission:

- The Nazareth faculty and staff are dedicated to providing a high-quality education to students in Preschool through Grade 6. We believe learning should be meaningful and exciting so students are actively engaged in their learning process.
- We strive to reflect in our school the diversity of our world and welcome students of all ethnicities, faith heritages, cultural and socioeconomic backgrounds.
- Students learn they are part of the global community and that we each have a responsibility to respect all life, understand various cultures, and help make this a more peaceful and just world.

The goal is for all students at Nazareth to thrive, not just survive! Some transfer in each year from other schools, especially in the city, where they have not been successful.

Faculty meetings will be twice a month, or more frequently as needed, while school is in session. If distance learning becomes the instructional model at any time during the year, there will be weekly faculty meetings through Zoom as in the winter/spring.

Teachers and parents will keep the lines of communication open using Google Classroom, email, DoJo, text and phone calls. As needed, there could be a zoom meeting or in person meeting. If in-person, the masks and social distancing requirements will be followed.

Instructional Program

In-person instruction is our first choice given the age of our students, the situation of families, our smaller enrollment, and the size of our classrooms. Many parents have returned to work, so staying home every day or for a few days a week may not be an option for them. Doing lessons at night or on weekends when parents are home to help will only widen learning gaps and cause greater social emotional concerns.

Teachers at the elementary level develop bonds quickly with their students. Students need that in-person support, instruction and guidance.

If Governor Cuomo determines that schools need to remain closed for a while longer, we will provide quality distance learning, building on and enriching our experiences from the late winter and spring. We are prepared to be flexible if we need to shift quickly to distance learning as happened in March.

Teachers will continue to use Google Classroom and other Google tools whether in school or teaching from home. They will return to zooming with classes and videotaping lessons if we go back to distance learning.

If all return to distance learning, students will be expected to be online every day and we will ask for parental support in making this happen. Additional programs, in reading, math and other subjects, to assist with distance learning are being evaluated for purchase.

For parents who opt out of in-person instruction in September for health or other serious reasons, it will be required that the students will be online every day during regular schools hours. We are investigating programs and equipment now to make virtual learning possible so students can attend classes in real time.

Additional faculty meetings have been scheduled in August so we have quality time to discuss curriculum and assessment, creative scheduling, new practices and procedures, and more.

Some rooms will be moved to allow for more space to meet social distancing requirements.

We are considering phasing in our children during the first week of school. Ex. half of each class will attend on opening day, September 9, and the other half on Thursday, September 10. Siblings would attend on the same day. Preschool may be brought in on the third day or the following Monday.

If a teacher needs to teach remotely due to being in a vulnerable position, this will be discussed on a one-to-one basis. We cannot compromise continuity of learning and the growth and success of the students.

Again, we are capping the size of our classes to ensure safe social distancing. There will be waiting lists if needed.

If we are able to open for in-person instruction:

- The first days will be mainly teachers and students getting to know one another, adjusting to being back in a school structure and routine again after a long stretch of distance learning, and training on the new procedures for health and safety.
- Teachers will identify and prioritize the most important NYS Learning Standards at each level. These standards will be the guide for lesson planning if we have to go to distance learning too.
- In order to determine student growth during the closure and over the summer, teachers will use a variety of assessments, but only after students become comfortable being back in school.
- Teachers will spend the first weeks reviewing last quarter material in creative ways to engage their students and to build their self-confidence as learners.
- Lesson plans will continue to be submitted to the principal on a regular basis or will be available weekly on Google Classroom.

Attendance

All teachers will take attendance daily through our MSP database. The same policy will continue that parents must call the office by 9:00 in the morning if a child is not coming into school. If a call is not received, the nurse will follow up.

Preschool and Kindergarten

Nazareth runs a small preschool program for three and four year olds and has one kindergarten classroom. The preschool classroom will be larger this year and a second aide will assist the teacher. The kindergarten is being moved to a larger room.

Nazareth is registered and licensed with the NYS Office of Children and Family Services. We follow their directives very closely. All staff connected with the preschool have completed the newest NYS forms and are in process of background checks and fingerprinting.

We will follow all guidelines set forth by the NYS Department of Health in our preschool and kindergarten programs.

- The children will no longer gather on the carpets for any whole group instruction.
- Students will be at tables, although in fewer numbers, if protective shields are in place.
- Children will only eat meals provided by the food service staff, or their own lunches from home. The school will provide approved snacks.
- The aides will walk the children to the bathrooms to guide them with hand washing and spacing in line outside the bathroom as they wait their turn.
- Each child will have his/her own napping mat in the preschool. There will be no sharing. These will be sanitized daily. At break times or on weekend, the mats will go home for additional cleaning.
- Centers in both rooms will be fewer and set up so a number of children are not in one center at the same time. There will be individual sets of materials assigned to each child to use in a center.
- There will be hand sanitizer in the rooms for the children to use after a center activity.
- Although preschoolers and kindergarteners love hugs and like to hold hands when walking, these will not be possible during the COVID crisis. The teachers will explain and keep reminding the children why it is important for all of us to keep our hands to ourselves.
- The teachers will provide lessons and activities on their Google Classrooms if we return to distance learning again. They will be mindful of the attention spans of the little ones and will assign learning activities that do not always involve the computer. The teachers will connect with parents and the children via zoom.
- Our preschool and our kindergarten will each be its own cohort and will not mingle with other classes during this time of COVID crisis.

Grades 1-6

We will follow all guidelines set forth by the NYS Department of Health in Grades 1-6.

- Teachers will do re-entry assessing once students have settled in to determine their reading and math levels. There are always some academic setbacks in the summer, so we expect greater gaps in skills and knowledge for some students after being home since mid-March. We will use the iReady assessments as a base line, plus individual teachers' assessments.
- Teacher narratives on the final progress reports in June will help each teacher know what was taught remotely last year to her students during the last quarter of closure.
- Students will use Chromebooks regularly in the classroom. More training in the use of them will take place. Each student in grades 4-6 will have his/her own and we have enough for half the class in grade 3. We will be purchasing more as budget allows so students will not have to share.
- If another closure period is necessary, the Chromebooks will go home with the students for daily instruction and assignments. The children will already know their teachers' expectations, understand how to turn in assignments, view teachers' videos, and take tests on the Chromebooks. We want the transition from in-person instruction and learning to distance learning to be a smooth one so that continuity of learning remains strong.
- Training will be offered to parents on the use of Chromebooks and Google Classroom if needed.

Classrooms

Desks will be spaced 6 feet apart and all facing the front in grades 1-6. If we are able to obtain safe and secure dividers for the tables in the kindergarten and preschool, we will use those instead of desks. However, where four children used to sit, only two or three will be at each table. There will be no whole group instruction on the carpet in front of the Smartboard. Centers will be smaller or eliminated. Classrooms and materials will be disinfected daily.

If a teacher or volunteer works one-on-one with a child in the classroom, there will be a shield or they will be seated 6 feet apart with each wearing a mask. In the AIS classrooms, students will be at separate tables or desks, unless there is a protective shield. The numbers in the groups will be smaller – ex. instead of four in a group, there will only two or three at a time. Schedules will be adjusted to meet all students' learning needs with safety always in mind.

Specials

Larger classes will be divided in half for Specials.

If students go to the **technology** lab weekly for required instruction in technology, they will sit apart with only half a class in the lab at a time. The computer equipment and stations will be wiped and disinfected between every class.

The **art** room has been rearranged to create more space; extra materials and drying racks will be placed in a nearby room.

The **music** room is being moved to a larger space and only half classes will be attend at one time. If instruments are played, such as drums, triangles, etc, they will be disinfected afterward. Each student in grades 3 and 4 will have their own personal recorder and case. Singing will only take place if the children can be 12 feet apart such as in the playground area or gym.

The **library** will have fewer tables and there will be no instruction on the carpet for the younger ones during this crisis period. The librarian may go to the homerooms for instruction and story time. Only a few students at one time will be in the library to take out books. Books will be disinfected when they are returned.

The **PE** teacher will designate spaces for each student to exercise for social distancing. Lessons will focus on safety and distancing requirements. PE equipment will be disinfected between classes.

Each teacher of a Special Area subject, art, library, music, physical education, and technology, will have additional plans in place for remote learning. These can include online lessons with the teacher, use of You Tube and videos, as well as activities and projects using materials found at home. All plans will be posted on their Google Classrooms and teacher web page.

These teachers will be available for zoom class meetings, individual zoom or FaceTime meetings. They will also be available to parents via email, text, phone and zoom.

Other Procedures / Plans for all Levels

Teachers will determine their own classroom procedures for students turning in work and using classroom materials in a safe way.

All children will have a zippered pouch holding their pencils, crayons, markers, scissors, etc. These pouches will go with them, for example to art. There will be no common baskets of supplies in the classrooms. Should any materials have to be shared, they will be disinfected each day.

Each student will have supply their own water bottle. The drinking fountains will be taken out of service.

Students will go to lockers and cubbies in a staggered fashion determined by each teacher so no students are next to each other.

The fifth and sixth grade teachers share the teaching of the core subjects. Students will not pass classes this year, but the teachers will switch rooms to eliminate any congestion in the hallway.

Our social workers often met with small groups of students with common needs. That number will be greatly limited for safety reasons, or sessions will only be one-on-one with the social workers. Lunch bunch gatherings will not take place until this crisis is over.

Each class will be its own cohort, except perhaps grade 2. If grade 2 becomes two classes, there may be times when they interact a bit with each other, ex. on the playground or at lunch.

No more than two students will use the bathrooms at a time. Each student will have a personal bathroom pass so it is known from the hallway when two students are in the bathroom. Those in line will wait 6 feet apart on the floor markers until the next child comes out.

Schedules for Specials classes and meals will be staggered so classes are not passing through the halls at the same time.

There will be more time between lunch shifts so tables and common surfaces in the cafeteria can be properly disinfected.

Some stairwells will have signs designating up or down direction only.

All teachers, including Early Childhood, Grades 1-6, Special Area teachers and AIS teachers will have additional plans ready so lessons can be posted on their Google Classrooms and teacher web pages if we return quickly to distance learning.

Visitors will be greatly limited. If there are any service students from St. John Fisher College or other volunteers to assist, they will be required to follow all safety protocols as the staff does.

Other Areas

Gymnasiums and Worship Spaces:

Students will be spaced when they are in the gym / school hall for classes. Warm-ups, lessons and use of equipment will meet spacing and safety requirements. School assemblies in the gym will take place either virtually in classrooms or in small groups this year.

We do not have a common worship space in this building. We do have a prayer request book in the main hall for all to write in. This practice will be put on hold until the crisis is over.

Outdoor Play Spaces:

Class times on the playground will be scheduled so no two classes are out there at the same time. The children will use hand sanitizer before and after the playground. They will learn to keep a safe distance from each other when playing. Staff TBD will wipe down the playground equipment each day.

Spaces Where Other Groups Congregate:

The only outside group that uses our school building is the parish Faith Formation program for children on Sunday mornings. Due to the strict cleaning and disinfecting guidelines and our need to use their two rooms, the program will be elsewhere this coming year. We have already spoken with the pastor and head of Faith Formation and they understand.

No school events outside of the regular school day, such as the family Fall Festival, will take place this fall. Some events will be cancelled and others postponed until second semester.

Vulnerable Populations and Accommodations

For vulnerable persons on staff, extra PPE will be available – i.e. face shields over masks and/or protective glasses. Gowns will be available for the nurses and kitchen staff.

For children with compromised immune systems or parents who are just not comfortable sending their children back to school yet, there will be an opportunity to continue distance learning for the short term. This will be re-evaluated each quarter.

Lessons taught in person will also be on Google Classroom. The children at home will work daily on their lessons during school hours and submit assignments to the teachers for feedback and assessment. Individual teachers will work out a weekly zoom schedule with the children to conference, instruct and answer questions. More discussion will take place during our August faculty meetings on the process and expectations. The goal is the health and safety of the children while addressing all learning needs. We want the children to continue to grow and flourish.

The Academic Intervention teachers and the Special Ed teachers will also provide the same support if a child cannot be in school.

For those students who do return to school and receive AIS or Special Ed services, they will receive those services in smaller groups so they can be spaced 6 feet apart. The daily schedule will vary to reflect this change. Teachers and students will wear masks and use hand sanitizer. Teachers will disinfect between each group of students coming for support.

For those students who do return to school and receive extra services from the district, such as Speech, PT or OT, there will be a room set aside for the service provider to service those children one-on-one. The RCSD Special Ed staff will be required to follow all Nazareth's health and safety protocols.

Social Emotional Learning

Aware of the unprecedented challenges facing our children, families and staff we will be more mindful than ever of the importance of community as a school. Nazareth offers a warm, welcoming and supportive environment. Staff, students and families are there for each other in good times and difficult times. Nazareth will continue to provide intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of the school day.

Students will learn best when they are mentally, socially, and emotionally strong. During the school closure, our social worker touched base regularly with students and parents that were most fragile. We know the need will be great for all when school begins. As a Catholic school, we are also able to integrate Christian values, prayer, and meditation into our daily lives as a source of peace, comfort and strength

Workshops will be offered for staff, parents and students throughout the year, whether at school or remotely. We have worked in the past with Center for Youth, The Children's Institute and Jemz Empowerment for Girls, and will continue to do so using Title funding. We will seek other sources as well when needed. We will be working with Saints Place, a non-profit organization, to provide clothes and furniture for families in need. Str. Joseph's Neighborhood Center is another resource for parents without insurance.

The faculty and our main social worker have discussed the health of the children at our zoom meetings during the closure. The students will be at various stages of dealing with the closure and isolation, worries about the coronavirus, home situations, and reentry into school. There will be support for the mental, behavioral and emotional health of students through our two social workers.

Our social worker provided community resources for families during the closure, and both workers will continue to do so. They will make resources available to faculty and be there to support them when they return as well. Faculty and staff will need support for themselves, and the social workers will be a great resource to help teachers with the students in their classes.

Being small, our social workers are able to reach many children in a given day. That will continue whether in person or remotely.

Along with our social workers and teachers, the principal, nurses, and AIS teachers will be a part of the team to support the social, emotional, physical, and academic needs of the students.

All those working with the children, including classroom aides, will be encouraged to take part in additional professional development workshops throughout the year on SEL. Sharing with each other will take place at faculty meetings.

We anticipate opening weeks will have a longer orientation and transition time than previous years. There will be faculty meetings ahead of reopening to prepare for this together. As a small faith community, our entire staff (office, maintenance, kitchen, cafeteria, nurses, and faculty) gather before school begins each year to pray, review our mission, plan, and get reunited with each other. Every staff member draws a name for a Prayer Partner as another way to support one another throughout the year. Our gathering will take place with extended time to discuss the needs, challenges and train for all the changes.

Child Nutrition Program and Services

Food Services:

Our Food Service director stays on top of the national, state and local guidelines for the health and safety of all. She attends summer workshops and participate in online webinars to stay updated on the regulations. She completes all required forms and remains in compliance with the Child Nutrition Program and local health department requirements.

Nazareth participates in the Child Food Nutrition Program. All food is prepared on site by our Food Service Director and her assistant, not brought in by the district. Being a city school in the Rochester City School District, we are part of the Community Eligibility Program. Free breakfast and lunch is available for every child

Our Food Service Director is planning on a different set-up when students come for their meals. Only the staff, wearing masks and shields, will handle the students' choices and fill each tray. Students will keep six feet apart following decals on the floor. There will be a shield between the students, food, and service provider.

Prior to opening, there will be meetings with the cafeteria and kitchen staff to discuss all safety protocols.

Cafeteria:

Our cafeteria is large, so we are able to provide lunches there. We are looking into shields for the tables. We are adding a fourth lunch shift to the schedule so the children can be spaced out more.

We have not determined yet the pattern for breakfast, for normally children go to the cafeteria to eat breakfast when they arrive. We anticipate too many arriving at the same time. We will have students report to their homerooms first. Breakfast may have to be delivered to the classrooms instead. Our stairs make that more of a challenge and we will need extra helpers.

The Food service director and her assistant will wear masks and face shields, along with gloves and possibly gowns. The process for coming through the food line will change so children are not picking up their own milk, juice or snack. Kitchen staff wearing gloves will put food on the trays and hand the trays to the students at the end of the food line.

Students will use hand sanitizer either as they leave their rooms or as they enter the cafeteria hallway. At the end of lunch, each will be given hand sanitizer again for the protection of all, but especially those with allergies.

Masks will remain on until each one is seated and ready to eat. Staff supervising the cafeteria will guide the children to their seats that will be spaced apart. There will be an additional lunch shift so the numbers at one time in the cafeteria are smaller. We are looking at shields on tables so students are safe as they eat, but can see each other and chat safely. If we cannot, then they will all face the same direction. Those working the cafeteria will continue to handle all condiments, napkins and utensils, wearing gloves at all times. The procedure for throwing away trash will be determined at the cafeteria staff meeting in August. The least amount of movement by the children is the goal.

Students with food allergies will have separate seating from others in the cafeteria.

Cafeteria workers will wipe and disinfect all tables, benches and common areas after each meal shift. Lunch times will be spaced farther apart to allow more time for thorough cleaning and disinfecting. After the last shift, the maintenance staff will thoroughly clean and disinfect the cafeteria and kitchen.

Nazareth offers free breakfast and lunch to every child as part of the Community Eligibility Program. It is a school policy that students only eat the food on their own trays or the lunches they bring from home. There is no sharing of food allowed.

During the winter/spring closure, food distribution centers were set up by districts around the community. We shared those available sites with our parents. If we go back to distance learning, we anticipate the same process.

For those who must remain home at the start of the school year, even if we are conducting in-person instruction, arrangements will be made with families for student meal pickup.

Extracurricular Programs

Afterschool clubs

Clubs normally run weekly for 6-8 weeks throughout the year. Teachers who choose to run a club, ex. science club, will limit the size of the group to allow for proper distancing. Those teachers will be responsible for disinfecting the area and materials afterward. A decision of what clubs, if any, can begin in the fall will be determined once the faculty has returned.

We have a 100-mile club that runs all year, but do not have a sports program. If this club takes place, the number of participants will be limited to meet required social distancing mandates. We may wait for second semester to start this club.

As during the school day, all staff and students will wear masks after school. Hand sanitizers will be in place and hand washing stressed. Teachers will take the children out to the car line so parents do not enter the building.

Before and Aftercare:

Nazareth has an Extended Care Program (ECP) to help parents who work. We are moving one of the rooms to a larger space so students' seats will be farther apart for homework and play. We will watch the ECP registrations closely and limit the number in the program based on room size, social distancing requirements and staffing. The younger students will be in a separate room from the older students. The playground and gym will be available for small groups of ECP children to play.

As with the afterschool clubs, all ECP staff and students will wear masks. Hand sanitizers will be in place and hand washing stressed. Procedures for parent pick up will change to keep parents from entering beyond the door. A new sign-out system will be established for the safety of everyone.

Facilities

Our maintenance staff was already doing extra cleaning and disinfecting during the day back in February and early March. This included frequently wiping down railings and doorknobs. They are well aware that this vigilant routine will continue. We may add another maintenance person to the staff in the fall for at least a half day.

Additional cleaning and disinfecting supplies have been ordered for classrooms, offices, bathrooms, cafeteria and general areas. The first of many orders was placed back in March to be sure we would have what we needed. Items were on back order until July. We are adding more hand sanitizers to the walls in the hallways and looking at hand sanitizer stations / stands in a couple of other areas as well.

The water system was checked when we returned to the building mid-June. The entire building received a thorough cleaning at that time, even though only office staff and maintenance staff were working. Since the building is an old one, windows in every room were checked for safety. (The parish needs a grant to replace the windows.) The ceiling fans in classrooms and offices are being cleaned well this summer. The AC system in the gym and cafeteria is in process of being repaired by the parish.

Hygiene, Cleaning, and Disinfection:

There will be multiple meetings later in August to **train** the faculty and staff on proper procedures and protocols.

Maintenance staff will adhere to hygiene cleaning and disinfecting requirements from the CDC and NYSDOH. Daily logs will be maintained to identify cleaning and disinfection frequency.

Classrooms, offices and other areas will have cleaning supplies available, such as Clorox wipes and hand sanitizers, for use during the day. Maintenance staff will clean classrooms well at the end of each day. Necessary cleaning supplies will be in the cafeteria. Procedures will be determined with teachers and maintenance staff on cleaning of the playground daily. The librarian has already been looking at ways to disinfect borrowed books. Lab computer stations and equipment will be disinfected after each group uses them.

Maintenance staff will clean bathrooms throughout the day and continue their practice of wiping down stairway railings and doorknobs everywhere during the day.

There will be signage in all student and staff bathrooms with reminders about proper handwashing.

Ventilation

Nazareth will be mindful of increasing ventilation with outdoor air to the greatest extent possible while maintaining healthy and safety protocols.

Fire Code Compliance

We will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC). Annual inspection is scheduled for August 3, 2020

Doorways

Our stair and corridor doors have closers with automatic hold opens. These doors are held in the open position and are automatically released by the fire alarm system.

Our classroom and office doors will remain open.

Emergency Drills

We will conduct standard operations and procedures to the best of their abilities without deviating from current requirements.

Transportation

Nazareth draws students from 8-10 districts each year. Staff will work with each district. The arrival and dismissal schedules are determined by each district. We will talk with the students at the start of school asking for their cooperation in following all bus rules, including keeping their masks on and staying in their assigned seats. We will help them to understand the reasons behind these changes. There will be decals on the sidewalk leading from the buses to the school to help the children stay 6 feet apart.

At the start of school, we will encourage parents who are able to transport their children for safety reasons. All children must wear a mask when exiting the cars.

Staff will be supervising at the buses and cars to guide the children into school. There will be new entrance areas for safety. The children from the buses will enter through one door and those from cars through another. This will prevent the children from buses and cars entering through the front door at the same time as in the past. Parents of younger children will not be able to walk their children to their classrooms after the first day. Staff will help guide the children.

Communications

We have read and reviewed the Guidance documents from the NYSDOH, the NYSED, and SORIS.

Preliminary reopening plans have been communicated to Nazareth's faculty and parents through memos via email and website. The plans will be posted to our website for all to access when they are ready to be submitted to the NYSDOH, the NYSED, and SORIS.

We have engaged school administration and faculty in the development of plans. There has been communication among Monroe County principals of nonpublic schools, and the Diocese of Rochester Superintendent. Parents gave input through a survey.

All students, faculty, staff and visitors will be instructed to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, when distance of 6 ft. can't be maintained. This will be done through written communications, meetings, and lots of signage all around the school.

All staff will receive training on the new COVID-19 protocols. Including, but not limited, frequent hand washing, personal hygiene, wearing of proper face coverings, social distancing, and respiratory hygiene prior to the opening of school. Students will receive training during the opening days.

On-going Communication: Memos this summer to faculty, staff and parents on the progress of plans toward the reopening of school were emailed and added to our website. Parents also received a survey this month on the reopening of school.

Faculty and staff memos were posted on our shared Google Drive. Faculty have met through zoom meetings this summer as needed.

Updates were mailed or emailed periodically to the Sisters of St. Joseph, our benefactors / donors, and alumni. All have shown great interest in the well-being of Nazareth through this closure period. They received updates on the shift to distance learning, the incredible hard work of the faculty and staff during these three months, ways we celebrated end of year events virtually, the adjustment of children and families to distance learning, enrollment numbers and more. Our broad plans were sent to the pastor and business manager of Sacred Heart parish.

Communications to parents and friends of Nazareth will continue through emails and our website. Monthly newsletters will include updates and reminders about regulations and protocols. Zoom faculty meetings will continue as needed until teachers are back working to prepare their classrooms.

Handbooks for faculty, staff and parents are to be updated in August to reflect the latest health and safety procedures and protocols.

The principal along with the office staff and nurses will communicate mandated procedures and protocols through signage at doors, on floors and walls, updates on our website, email communications to parents, faculty and staff meetings and memos. The principal and school nurses will work closely with the head nurse at our neighboring school, Aquinas Institute re: procedures, strategies, parent communications and monitoring of local health conditions.

Monitoring of Health Conditions

Monitoring includes protocols and procedures to track health conditions at schools. There will be mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, volunteers and visitors to the school.

Temperature checks for all individuals every day will take place upon arrival. Staff performing in-person screening will have appropriate PPE for their own safety.

There will be a daily screening questionnaire for faculty and staff reporting to school; and periodically a questionnaire for students. The questionnaire will determine whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

The nurses will refer to CDC guidance on “Symptoms of Coronavirus” for the most up-to-date information on symptoms associated with COVID-19. They will understand that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration.

The nurses will monitor absences and identify early warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments. Routine practices will be modified as needed by the nurse and/or principal. These could include classroom procedures, schedules, frequency of cleaning and disinfecting, movement throughout the day, and more as needed prior to instituting a school-wide closure to help mitigate a rise in cases.

There will be specific protocols developed by the nurses, in consultation with the head nurse from Aquinas Institute, for asthma-related acute respiratory treatment care.

In case of a positive test, the school nurses will work with the local health department to trace all contacts of an individual, in accordance with the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal/state law/regulations.

Reporting plans will be developed before school opens for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19.

We will follow the Monroe County Health Department guidelines on:

- Reopening plans for if/when COVID19 cases are discovered, including closing areas/classes where individuals were infected, or closing the entire school for 24 hours or longer
- Requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol will include documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive release form isolation.

The nurse will notify the state and local health department, as well as the principal, about any case if diagnostic test results are positive for COVID-19.

Containment of Potential Transmission of the 2019 Novel Coronavirus (Covid-19)

Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will not remain at school. Children and adults will be immediately sent home with instructions to contact their health care provider for assessment and testing.

A student going home will be moved to an isolation area. The nurse will supervise the child until someone can pick him/her up.

If it is an adult who shows symptoms, arrangements will be made for that person to leave at once and his/her class or other responsibilities covered.

Any volunteer, visitor or vendor with a temperature or any symptoms must leave the premises immediately and will not be allowed to enter any further into the building.

Note: Our nurse's office is moving to a larger room that has another smaller room inside of it. This smaller room will be the isolation area until a child is picked up.

When a parent arrives for a sick child, the entrance will be the door closest to the nurse's office. No parent will enter through the front door and report to the main office. The nurse will record the name of the parent, date and time of pick up.

For an exposed area/s, all staff and students will be moved at once to a different location within the school. If it is a classroom, the gym may be converted to classroom use for instruction for a short period of time until the area is completely safe. The maintenance staff will use strict safety measures to clean

and disinfect well. We have purchased portable disinfecting equipment for such a purpose. If deemed necessary, a disinfecting company will be hired to come in.

Return to In-Person Learning

Infected Individuals

Discharge from isolation will require medical approval. A return to school will require written medical approval and will be in coordination with the Monroe County Health Department.

Exposed Individuals

Individuals exposed to the COVID-19 virus must complete the required quarantine period as determined by the Monroe County Health Department. Discharge from quarantine and return to school will be in coordination with the Monroe County Health Department.

The principal will communicate with faculty, staff, parents and the Sisters of St. Joseph the steps taken to safely clean and disinfect an exposed area, so students and staff can safely return to those areas.

Contact Tracing

Nazareth will work with the Monroe County Health Department in contact tracing efforts following their advice and guidance, along with the tools provided through the New York State Contact Tracing Program.

Closure of School Facilities and In-Person Instruction, if Necessitated by Widespread Virus Transmission

Nazareth will follow the guidance of the Monroe County Health Department regarding the closure of school for 24 hours, a short period of time, or longer.

The principal will communicate any in-person changes to faculty, staff and parents. RCSD will receive notice as well. All districts will be notified for busing purposes.

Teachers will immediately begin returning to distance learning with their classes. This will include the Special Education teachers from the RCSD. Students will take home their Chromebooks and other needed instructional materials.

The Food Service Director will determine a plan to send food home with families if we are going to be closed for an extended period of time.

Operational Activity:

- The length of time of closure will determine personnel working in the building or remotely, and which operations will be put on hold.
- The reason for the closure will help in personnel decision-making. A short-term closure because of cases at school vs the governor or health department closing all schools will make a difference in the next steps for operations.
- The principal, administrative assistants and business manager will continue working from school unless it is deemed unsafe to do so.

- The situation of COVID spread will determine whether teachers work from their classrooms where they have easy access to all instructional materials, the SmartBoard and more, or if they work from home.
- Maintenance staff will continue working at school depending on the length of time out or unless it is deemed unsafe to do so.

Resources

Guidance Documents:

- NYS Department of Health Pre-K to Grade 12 School Master Guidance (Issued July 13, 2020)
[Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)
- NYS Education Department Recovering, Rebuilding, and Renewing; The Spirit of New York's Schools: Reopening Guidance (July 16, 2020)
<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>
- New York State Reopening Guidance for Religious and Independent Schools – New York State Office of Religious and Independent Schools, NYSED (July 27, 2020)
- Monroe County Department of Health Memo on NYS Requirements for Reopening Schools, Dr. Michael Mendoza, Commissioner of Public Health (July 20, 2020)

Other Resources:

- New York State Department Of Health (NYSDOH) - Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19:
<https://sunypoly.edu/sites/default/files/health-alerts/COVID-19-School-Cleaning-Guidance-FINAL.PDF>
- Monroe County Department of Health - <https://www2.monroecounty.gov/health-COVID-19>
- Center for Disease Control
Interim Guidance for Administrators of US K-12 Schools and Child Care Programs:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>