



ST. AGNES SCHOOL
EDUCATION WITH HEART AND SOUL

**Diocese of Rochester
Department of Catholic Schools**

St. Agnes School

2020-21 Reopening Plan

revised September 23, 2020

General Information:

Name of School: St. Agnes School
Address: 60 Park Place Avon, NY 14414
BEDS Code:
Principal: Elizabeth Jensen

PARTY RESPONSIBLE FOR REOPENING

Name: Elizabeth Jensen
Email Contact: Elizabeth.Jensen@dor.org
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Intended Start Date: September 9, 2020

Date Plan Submitted: July 30, 2020

Name and Title of Person Submitting Plan: Elizabeth Jensen, 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:

Elizabeth Jensen, Principal
Andrea Milgate, Preschool Teacher
Amanda Tkaczow, 6th Grade Teacher
Karin Fetzner, Administrative Assistant
Bonnie DePrez, Operations Manager
Fr. Michael Fowler, Pastor
Richard Stryker, Finance Director

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*

St. Agnes School enrollment and class sizes will not exceed number necessary to maintain maximum square footage as determined by New York State Education Department (NYSED): 20 square foot (SF) per person per classroom, 15 SF per person for the cafeteria, 150 SF per person for the office, and 5 - 15 SF per person for the gym.

All classrooms have been measured and are being designed to allow for seating arrangements for social distancing (6 feet between students) at times during in-person instruction. When social distancing is not possible during classroom in-person instruction, students and staff will wear personal protective equipment (PPE).

The cafeteria design has been adjusted to allow students in each cohort to eat 6 feet apart, while teachers monitor wearing PPE and gloves. The gym will be used as well and Preschool will eat in their classroom, though not "family style" as outlined by NYSED. All students will eat 6 feet apart while monitored appropriately.

An isolation room has been created for students who present with a fever over 100 degrees Fahrenheit or other symptoms presented by NYSED and the Center for Disease Control (CDC). This room will be used for containing students until a family member can pick up the sick child.

Safe transportation is being provided by all Local Educational Agencies (LEAs) and St. Agnes School will support all of the LEA protocols.

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

Upon bus arrival, students will maintain a distance of 6 feet in line as they await temperature and symptom screening. Students arriving by parent transport will remain in the parent vehicle until temperature and symptom screening is complete. Students will then report to their classrooms.

In classrooms, seating arrangements will be created to provide social distancing opportunities and "mask breaks" during instructional times and snack.

Hallway traffic will now be bi-directional as indicated by markings on the floors and signage.

Schedules have been adjusted to have only one cohort in the hallways for Special Area transitions, pack up procedures, and bathrooms at a time. When students are in the bathroom, they will social distance.

Dismissal procedure has been adjusted to allow for social distancing in line for busses and parent pick up unless with siblings.

The cafeteria design has been adjusted to allow students in each cohort to eat 6 feet apart, while teachers monitor wearing PPE and gloves. The gym will be used as well and Preschool will eat in their classroom, though not “family style” as outlined by NYSED. All students will eat 6 feet apart while monitored appropriately.

The size of the St. Agnes gym and outside space allows for Physical Education class to have students 6 feet apart, unless activity will stimulate heavy breathing. Then children will be 12 feet apart.

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)*

All students and staff are required to wear PPE upon arrival. If a mask is forgotten, one will be provided. Appropriate PPE must be worn when every social distancing is not possible. Families will be instructed to send students with a new mask each day for their child's health as well as have a spare mask at school so that their child can have one that they are most comfortable with. If a child needs a replacement due to contamination, the school will provide an additional mask.

When administering temperature and symptom screening and monitoring students in isolation room, responsible parties will wear face screen, gloves and gown (if necessary)

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 congregations, 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:

Vulnerable students and/or students whose families choose remote learning will have access to instructional opportunities via internet instruction (Google Classroom, Zoom, IXL, iReady Instruction, Pearson Science, Go Math) and bi-weekly drop-off and pick-up of paper materials.

Classrooms:

In classrooms, seating arrangements will be created to provide social distancing opportunities and “mask breaks” during instructional times and snack. Students will not share personal supplies, centers will either be individualized or sanitized in between use. Masks will be worn by students and staff when social distancing is not possible and hand sanitizer will be provided (administered for students under the age of 9).

Staff will regularly provide lessons on proper respiratory and hand hygiene. Students will wash their hands after sneezing or coughing.

Cafeterias:

The cafeteria design has been adjusted to allow students in each cohort to eat 6 feet apart, while teachers monitor wearing PPE and gloves. The gym will be used as well and Preschool will eat in their classroom, though not “family style” as outlined by NYSED. All students will eat 6 feet apart while monitored appropriately.

The students will wash or sanitize their hands before and after each meal. All surfaces will be disinfected between uses. There will be no sharing of food or drink.

Gymnasiums and Worship Spaces

Gymnasium:

- Use outdoor space as often as possible
- Avoid contact sports
- Students to be 12 feet apart when heavy breathing will occur
- Masks will be worn when social distancing not possible
- Equipment to be sanitized after use

Mass:

- Students will be seated by class and wear masks
- Students will be seated separately from parishioners
- There is to be no singing during Mass

- Holy Communion protocol will continue to be followed - social distance in line, mask off for consumption only, no Precious Blood, return in line maintaining social distance
- Pews to be disinfected by parent volunteer following Mass

Outdoor Play Spaces:

Recess schedule has been adjusted to reduce the number of students on the playground and using the outdoor play area. Students will wear masks during Recess and be in cohorts. Daytime cleaner will disinfect the play area after use and evening cleaner will disinfect after afternoon use. Each cohort will have their own Recess equipment.

Spaces Where Other Groups Congregate:

All hallway traffic will be bi-directional with clearly tapped arrows and signs to indicate traffic patterns. Signs will also be posted to indicate enter and exit doors as well as directions on social distancing and mask wearing.

Bathroom and locker trips will be scheduled to allow for only one cohort or class in the hallway at a time. Special Area transition time has been extended to also reduce hallway traffic. Signs will be posted in bathrooms to teach proper hygiene, social distancing and mask wearing.

Visitors and vendors are restricted. Mail and delivery persons will be met at the main entrance. Any parents arriving to pick up an ill child 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 undergo temperature and symptom screening and complete screening questionnaire.

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*

Building to be disinfected, cleaned and ventilated throughout August 2020. Water fountains will be turned off except for bottle filling components. Touch-less paper towel dispensers will be installed.

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*

Students will receive regular lessons on hand and respiratory hygiene during regular instructional time. These lessons will be reinforced by Special Area teachers. Classroom teachers will also reinforce any health and safety protocols established by LEA transportation officials.

The school day-time custodian will regularly disinfect high-touch areas, bathrooms, cafeteria and lunch surfaces between meals, and the playground. The custodian will also be responsible for disinfecting the isolation room any time a child is isolated due to any Covid-19 symptoms.

Classroom teachers and Special Area teachers will disinfect classroom surfaces and all necessary materials at the end of each school day.

The school evening custodian will disinfect high-touch areas, bathrooms, and the playground.

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*

St. Agnes School is not allowing outside organizations to use our facilities for extracurricular activities for the 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*

After school care policies will follow those of the general school day. When students and staff are unable to social distance, masks will be required.

Prior to snack time, students will wash or sanitize their hands. During snack time, students will be seated 6 feet apart and staff will monitor students while wearing masks and gloves. Sharing of food and drink will be prohibited. Following snack time, students will wash their hands and staff will disinfect all surfaces.

Sharing of toys will be limited. When physical activity takes place, students will wear masks when unable to social distance at either 6 feet for low aerobic or 12 feet for heavy breathing activities.

Parent pick up will be outside of the building to avoid additional adults in the school building.

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

Vulnerable students and/or students whose families choose remote learning will have access to all instructional opportunities via internet instruction (Google Classroom, Zoom, IXL, iReady Instruction, Pearson Science, Go Math) and bi-weekly drop-off and pick-up of paper materials.

Vulnerable Teachers will be given the option to telework and be provided the support of an in-person staff member to present the instruction.

Early education teachers will attempt to use clear masks to ensure best possible instruction for students.

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)

St. Agnes School will support all LEA transportation protocols.

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)*

St. Agnes School does not have a formal nutrition program to adjust or consider.

The cafeteria design has been adjusted to allow students in each cohort to eat 6 feet apart, while teachers monitor wearing PPE and gloves. The gym will be used as well and Preschool will eat in their classroom, though not "family style" as outlined by NYSED. All students will eat 6 feet apart while monitored appropriately.

The students will wash or sanitize their hands before and after each meal. All surfaces will be disinfected between uses. There will be no sharing of food or drink.

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*

The St. Agnes School Social Emotional Learning Team (SEL Team) will design a retreat session for school staff to address the emotional needs of adults as they prepare for reopening.

The SEL Team will work with a third-party agency, Children's Institute, to best prepare for supporting students having difficulty transitioning back to school. Teachers will be guided to use in-classroom SEL interventions to address students' needs. As suggested by NYSED, the majority of the first week of school will be dedicated to readjustment and socialization.

The school will also offer visit days for every grade level to allow students to experience new protocols and procedures to reduce anxiety and provide an opportunity for students and families to ask questions.

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*

The St. Agnes School Reopening Plan will be on the school website and distributed via email to all families, staff, church staff, and the Diocese of Rochester Catholic Schools Office staff. The link for our plan will also be included on the St. Agnes School facebook page. When updates to the plan are made, an alert will be sent via email.

Urgent and time sensitive alerts will be sent via email and robocall or text.

Feedback from all stakeholders will be encouraged via email.

Signage of plans and reminders for hand and respiratory hygiene, social distancing, and proper mask use will be used in hallways.

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*

Upon arrival, students will have their temperature checked by the Responsible Party. The Responsible Party will use a touchless thermometer while wearing gloves, a mask and face screen. Parents must complete a Covid-19 screening questionnaire prior to sending their child to school and will be given a series of instructions about when a child cannot attend school (including a list of symptoms and New York State Travel Advisory Guidelines).

No parents, visitors or vendors are permitted in the building unless absolutely necessary. If deemed necessary, persons must undergo a temperature and symptom check and complete a screening questionnaire.

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*

St. Agnes School will provide written or verbal instructions (per guidance from Livingston County Department of Health) for families when a child must be sent home from school with a fever of over 100 degrees Fahrenheit or other symptoms. The school will then follow up with families and the ill student may not return to school without written documentation from a health care provider.

School will provide communication that it is a family's responsibility to follow guidelines for the New York State Travel Advisory. School will remind parents that the guidelines change often so if they intend to travel, they must be conscious of new instructions.

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*

If large scale testing is necessary, 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.*

St. Agnes School will use CDC guidance and NYS Department of Health Guidance and metrics. The school will record the daily number of students screened, number of students absent and number of students sent home.

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*

Screened students with a temperature of 100 degrees Fahrenheit or higher or other symptoms will be quarantined in isolation room immediately. Family members will be informed that the child must be picked up urgently due to given symptoms.

Staff members with symptoms will be sent home immediately.

Ill staff members or students sent home will receive written or verbal instructions for next steps from St. Agnes School (per guidance from Livingston County Department of Health) .

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. Staff member monitoring isolated student will wear face shield, mask, gloves and gown. Students in isolation will remain visibly monitored until picked up by family member. Isolation room will be disinfected as well as any other contaminated areas as quickly as possible. Monitor's PPE will be properly disposed of immediately.

Staff members who present with symptoms or fever over 100 degrees Fahrenheit and are unable to drive themselves home will be isolated until they can be collected.

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*

Symptomatic student will be brought to parent by a monitor at the main entrance with written or verbal instructions (per guidance from Livingston County Department of Health) to follow. School must be notified of the outcome from a healthcare provider visit prior to return to school.

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

If a staff member or student has tested positive, they may not return to school until documentation has been received from a health care provider or official confirming approval.

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

If a staff member or student has been exposed, they may not return to school until documentation has been received from a health care provider or official confirming approval.

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

Proper disinfection protocols for isolation room and other exposed areas will be followed once possible infected child or staff member and other exposed individuals have vacated each area.

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

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

The St. Agnes School Reopening Plan will be on the school website and distributed via email to all families, staff, church staff, and Diocese of Rochester Catholic Schools Office staff. The link for our plan will also be included on the St. Agnes School facebook page. When updates to the plan are made, an alert will be sent via email.

Urgent and time sensitive alerts will be sent via email and robocall or text.

Feedback from all stakeholders will be encouraged via email.

Signage of plans and training will be placed in all 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 county or state, St. Agnes School will immediately shift to remote 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, remote 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*

If school building must be closed, instruction will continue remotely. After school care will discontinue.

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

Teachers will continue communication with students via Google Classroom and Zoom. Teachers will continue with families via email and Google Classroom.

School administration will continue communication with families via email and use of robotext/calls for urgent messages. The school website will also be updated if reopening plans must be adjusted.