

**St. James Catholic Elementary
Re-opening Plan
7/29/20**

Description: St. James School's Re-opening plan includes 5 day in person instruction for grades PreK-Grade 6. (87 students) and 2-3 day in person instruction for Preschool (20 students). Transportation and Health Services are provided by the LEA, which is Gouverneur Central School.

Responsible Parties have engaged with school stakeholders and community members including but not limited to: parents/legal guardians, staff, administrators, local health departments, and public school staff.

This document is a living document and is subject to change as needed.

RE-OPENING:

Classroom Capacity

- Each student desk must be placed in a 6x6 block unless placed against a wall on one side with 6 feet distance from the next student on the other sides.

- Below are *estimates* based on classroom measurements and the strict application of NYS social distancing requirements. Excess shelving, storage bins, extra computers w/ desks, and other extraneous items will need to be removed from classrooms to maximize usable space and ensure required socially distanced space for student desks. Likewise, proper spacing is maintained for teachers when presenting to their classes (1st row of desks must be far enough back to allow the

teachers space to work in front of their classroom, while maintaining 6 feet of distance between themselves and the nearest student desk).

Kindergarten Classroom (30'x25') Maximum Capacity: 15 students

- All tables will need to be replaced by student desks
- Approx. 75% usable space
- 5 across, placing one student desk flat against wall on the door side of the room and one flat against windows
- 3 rows, leaving 6' space in front of first row for teacher and walking space and sink access behind last row.

1st– 6th Grade Rooms (30'x25') Maximum Capacity: 16 students

- Approx. 75% usable space
- ALL extraneous furniture, bookshelves, student corners, casual space, etc. removed
- 5 across, placing one student desk flat against wall on the door side of the room and one flat against windows
- 3-4 rows, leaving a portion of 6' space in front of first row for teacher and placing last row flat against the wall.

Pre-school/PreK Room (30'x25') Maximum Capacity: 16 students

- Approx. 75% usable space
- Extraneous furniture, bookshelves, student corners, casual space, etc. Removed
- 8 tables with plexiglass dividers will be placed in the classroom with 6 feet distance side to side.

Art Room (30'x11') Maximum Capacity: 8 students*

- Approx. 75% usable space
- Art classes of more than 8 students will be conducted in the classroom. Tables will be placed 6 feet apart with plexiglass dividers between 2 students on each end of the table.

AIS Room (30'x12') Maximum Capacity: 3-5 students*

- Approx. 50% usable space
- Alternate computers will be removed or covered to allow students to maintain a 6 foot distance. Students working at tables will be placed 6 feet apart or divided by a plexiglass divider.

Vulnerable Populations

- Remote learning and modified educational settings may be offered to students who are at risk for severe COVID-19 illness who have presented the school with written documentation.
- Accommodations, such as extra PPE, will be provided for staff and faculty who are at increased risk for severe COVID-19 illness or who may not feel comfortable in an in-person educational environment.

Social Distancing

- Responsible Parties will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, traveling in common areas) requires a shorter distance or individuals are of the same household.
- 3 persons may be in the main office at one time, to maintain social distancing of 6 feet.
- NO tables or other furniture will be allowed in the hallways as each side will be one-way foot traffic marked with directional arrows.
- Spacing/access of individual student “cubbies” in the hallways will be addressed through a staggered schedule of use.

Social Distancing for Certain Activities

- Responsible Parties will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g. music), or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
- Cohorts will be used for some special classes: (PK, K, 1-2, 3-4, 5-6)

Space Configurations

- Spaces, such as classrooms, will be configured to ensure individual student work areas are spaced to maintain 6-foot separation.
- Classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways) will be restricted so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.
- Bidirectional foot traffic will be reduced by using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, classrooms, cafeteria, health screening stations).
- Any use of the school facility or grounds by the general public will be subject to the same guidelines required during all other school operations.
- A 12x12 block configuration will be utilized in the gymnasium for P.E. classes and music classes.

Schedule

- Staggered arrival and pick-up times will be enforced to maintain proper social distancing

Meals

- Meals will be eaten in classrooms and staggered mealtimes will be set to ensure proper social distancing.

Small Spaces

- Responsible Parties will limit gathering in small spaces by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household.

Faculty and Staff Meetings

- Responsible Parties will hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance

Ventilation

- Responsible Parties will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.

Common Areas

- Responsible Parties will make hand sanitizer or disinfecting wipes available in communal areas.
- Responsible Parties will put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms
- To the extent practical, Responsible Parties will consider staggering schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., planning periods, meals, and shift starts/stops).

Face Coverings

- Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings
- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used.
- Responsible Parties will obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.
- Responsible Parties must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings.
- Face coverings are not required for meals and instruction with appropriate social distancing. Face coverings will not be needed when seated at individual desks/tables.
- Face covering breaks for students, when they can maintain social distancing, will occur throughout the day.
- All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and

for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobby, and when traveling around the school.

- Students who are unable to medically tolerate a face covering, as prescribed by their physician, are not subject to the required use of a face covering.
- Responsible Parties will assistance to students who may have difficulty in adapting to wearing a face covering.
- Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings.

Personal Protective Equipment (PPE)

- Responsible Parties will have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- Responsible Parties must advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain.
- Responsible Parties will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- Provide training for staff and students on wearing, putting on and removing PPE.
 - Use of face masks (Donning/Doffing) (Cloth vs. Surgical)
 - Face mask don/doff [videohttps://youtu.be/Ca66dpjPWZc](https://youtu.be/Ca66dpjPWZc) ▪ <https://www.youtube.com/watch?v=PQxOc13DxvQ>
 - Masking recommendations for Schools:
www.health.state.mn.us/diseases/coronavirus/schools/masks.html
- Additional PPE, such as face shields, aprons, goggles, etc. will be provided as needed. (Assisting an ill child)

Hygiene, Cleaning and Disinfection

Hygiene

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties will maintain logs that include the date, time, and scope of cleaning and disinfection.
- Responsible Parties will train all students, faculty, and staff on proper hand and respiratory hygiene, and will provide information to parents and/or legal guardians on ways to reinforce this at home.
 - Proper hand washing. <https://youtu.be/3PmVJQUCm4E>(1:26).
- Responsible Parties will provide and maintain hand hygiene stations around the school, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.

- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- School medical or health directors will approve and permit the use of alcohol-based hand sanitizers in school facilities without individual's physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers will be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
- Hand sanitizer will be available throughout common areas. It will be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers will be installed where possible.
- Responsible Parties will remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.

Cleaning and Disinfection

- Responsible Parties will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, Responsible Parties may also choose to provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:
- Disposable wipes and/or disinfecting solution will be provided to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
- To reduce high-touch surfaces, Responsible Parties will install touch-free amenities, such as trash receptacles and paper towel dispensers, where feasible.
- Responsible Parties will close the water drinking fountain and encourage students, faculty, and staff to bring their own water bottles labeled with a name. Disposable cups and bottled water will be provided in each classroom and the offices.
- Responsible Parties will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and tables which should be cleaned and disinfected between each individual's use, if shared.
- Cleaning and disinfection will take place between each cohort's use rather than each individual where applicable.
- Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.
- Cleaning and Disinfecting will follow the DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for

COVID-19” for detailed instructions on how to clean and disinfect facilities. A copy of these documents will be made available to the custodial staff.

- Responsible Parties will ensure regular cleaning and disinfection of all restrooms (student and faculty). Restrooms should be cleaned and disinfected at least 2 times daily or more often depending on frequency of use.
- Responsible Parties will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
- In shared (i.e., communal) bathrooms:
 - Use of touch-free paper towel dispensers in lieu of air dryers will be used.
 - Responsible Parties will ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.
 - The bathrooms will be monitored during the school day.

Mental Health, Behavioral, and Emotional Support

- An onsite Family Support Coordinator will be available each day to address mental health, behavioral and emotional needs of students and staff.
- All teachers have been trained in Social Emotional Learning and will utilize strategies and resources to assist students in transitioning back to in person learning.
- Clergy and Youth Minister will be available for counseling and support of students, staff and faculty.
- Mental Health Training and consideration will be given to:
 - Crisis identification.
 - Mental health and wellbeing.
 - Coping techniques.
 - Mindfulness and empathy.
 - Loss/sicknesses of parents, grandparents, friends, school members

Communications

- Prior to reopening, the staff will be informed and trained on COVID protocols during professional development days.
- Faculty, staff, and students will be given procedure packets as reference for protocols.
- The re-opening plan will be posted on the school website and a hard copy available in the school office.
- Email and phone messages through MyStudentsProgress will be utilized for reminders and information.
- Teachers will utilize their social media closed groups for information and reminders.
- Signage will be posted for health and safety guidelines and reminders.

Signage

- Responsible Parties will post signs throughout the school and will regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Responsible Parties will develop their own customized and age appropriate signage specific to their school or educational setting, provided that such signage is consistent with the Department's signage.
- Signage should be used to remind individuals to:
 - Stay home if they feel sick.
 - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
 - Properly store and, when necessary, discard PPE.
 - Adhere to social distancing instructions.
 - Report symptoms of, or exposure to, COVID-19, and how they should do so.
 - Follow hand hygiene, and cleaning and disinfection guidelines.
 - Follow respiratory hygiene and cough etiquette.

Operational Activities

Cohorts

- Cohorts consist of self-contained classroom by grade level with 18 or less students. Intermingling of cohorts will be minimal and will be expected to follow proper social distancing practices.

In-Person Instruction

- Responsible Parties will prepare for a combination of in person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year
- If COVID-19 cases develop, Responsible Parties will consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures.
- The school library classes will be suspended indefinitely.

Extracurricular Activities, Before and Aftercare School Care will not be offered at this time.

Student Drop-Off and Pick-Up

- Responsible Parties will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible. (See the supporting protocols at the end of the document.)

Deliveries

- Deliveries and Pickups will be directed to the back entrance near the custodial office or gym doors to limit contact to the extent possible.

Faculty/Staff Entrances and Exits

- To the extent feasible, Responsible Parties will limit on-site interactions.
- Faculty and Staff will use various doors for entrance and exiting the school facility.

Shared Objects

- Responsible Parties will limit the sharing of objects, such as cubbies, laptops, writing utensils, and dry erase boards, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.

Transportation:

- St. James School will encourage parents and caregivers to transport their child/ren to and from school to reduce the density on school busses.
- Students riding the public-school busses will adhere to all safety guidelines and procedures established by the public-school transportation re-opening plan.

Food Services:

- Serving of food will be staggered for the cohorts.
- Cohorts will be eating in individual classrooms where social distancing is in place.
- Students will be masked and allow for social distancing where feasible while picking up their food.
- Handwashing will occur prior to entering the cafeteria.
- Sharing of food and beverages will not be allowed.
- Students with allergies will be eating with their cohorts and precautions will be established and enforced as needed.

Communication

- Responsible Parties engaged with parents, administrators, pastor, teachers, public school administration, public school nursing staff, local Department of Health, and maintenance staff.
- Responsible Parties have developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties are developing letters, webpages, text and email groups, and/or social media groups.
- Responsible Parties will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene during the orientation and first week of school.
- Responsible Parties will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

- Responsible Parties will designate the principal as coordinator and point(s)-of-contact to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinator will be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

- o Coordinators will also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

Safety Drills

Required safety drills will be performed that ensure social distancing. Classrooms empty by various exits to allow distancing.

MONITORING:

Health Screening and Temperature Checks

- Responsible Parties will implement mandatory health screenings, including, but not limited to 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.
 - o Temperature checks will be conducted per U.S. Equal Employment Opportunity Commissioner DOH guidelines. Specifically, all individuals must have their temperature checked each day –ideally, at home, prior to departing to school, or before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the school, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
 - o Responsible Parties will use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.
- Responsible Parties are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (cleared/not cleared).
- Screening may be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
 - o On-site screening will be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
 - o Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
 - ✓ (a) 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;

- ✓ (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - ✓ (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - ✓ (d) has 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.
- As able, Responsible Parties will implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).
- Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
 - Please note 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 during the screening process. Schools should also consider reminding parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
- Responsible Parties will remain aware that quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as Executive Order 205. *Quarantine resulting in travel to states designated in the travel advisory will result in “illegal” absences and will be charged sick time.*

Positive Screen Protocols

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.
 - Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) will be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school. The public-school nurse will be immediately notified.
 - Responsible Parties should provide such individuals with information on healthcare and testing resources, if applicable.
 - Responsible Parties will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- Responsible Parties will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- Responsible Parties will establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must

include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

- Responsible Parties will designate a central point of contact(s) to be the principal, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

In-Person Screening

- Responsible Parties will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided with and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.
- No contact thermometers will be used and cleaned after each use.

CONTAINMENT:

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Responsible Parties are expected to follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19:
 - Close off areas used by the person who is suspected or confirmed to have COVID-19.
- Responsible Parties do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.
 - Open outside doors and windows to increase air circulation in the area. Wait 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
 - When a classroom is closed for cleaning/disinfecting, healthy students will be moved to the alternate clean classroom.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts.
 - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Coordination and Phased Reopening

- Responsible Parties will designate the principal as the COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

School Health Office

- Responsible Parties have protocols in place for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols include:
 - The space adjacent to the principal’s office will be the dedicated area to separate students, faculty, or staff with symptoms of COVID- 19 from others until they can go home or to a health care facility, depending on severity of illness.
 - Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced.
 - PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added.
 - When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection according to CDC guidelines.
- Responsible Parties will refer to the public-school health office protocols for asthma-related acute respiratory treatment care using up to date standard of care:
 - Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker.
 - Consult with students’ health care providers for alternate asthma medication delivery systems; and
 - Consult with school maintenance and facilities department for environmental controls.

Contact Tracing/tracking Metrics

- Responsible Parties will identify clearly defined measures that will serve as 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.
 - Responsible Parties have a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.

Responsible Parties may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

Notification

- Public School nurse will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

Tracing Support

- In the case of an individual testing positive, Responsible Parties will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program by providing access to logs and attendance records. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
 - Responsible Parties will partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.

Quarantine, Isolation, and Return to School

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- Responsible Parties will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism.
- Responsible Parties will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.
- Discharge from isolation for the infected individual and exposed individuals will be conducted in coordination with the local health department.

CLOSURE

Triggers

- School closure will be determined according to the percentage of active COVID-19 cases in the school, county, state, and the recommendations by DOH and NYS.

Operational Activity

- In the event of school closure, special area classes will cease.
- Instruction of core curriculum, including Math and ELA, will be conducted remotely.
- Other curriculum areas including, but not limited to, Science, Social Studies, STEM, Social Emotional Learning may be conducted remotely but with decreased frequency.
- Students or caregivers of young students will be expected to log on daily and attendance will be taken.
- Student work will be collected and graded according to the grade level grading policy.

Communication

- School closures and information regarding the operational activities will be communicated through written letters, emails, phone or text, and social media posts.

SUPPORTING PROTOCOLS:

Arrival Procedure

Students arriving by bus:

If temperatures are taken on the bus or at home prior to drop off at school, the student will be considered screened for school. Bus students will enter the building on the driveway side through the gym doors. A staff member will direct students and open the door for them. Random screening may take place at that time.

Students arriving by parent drop off:

Parents will arrive at school and park to drop off their child. The child will enter one of two lines social distancing from the child in front of them. 6 foot markers will indicate where to stand in line. Students will remain in cars until a marker is available at the end of the line. Students of the same family may stand together. Students will be required to wear a mask during the arrival screening process. Students will wait in the line to be screened and cleared by school staff. School staff, wearing appropriate PPE will take the temperature of each child.

If the child's temperature is acceptable to enter, the child will enter the school and proceed to his/her classroom. Students will need to continue wearing masks until their morning routine is complete and they are seated at their desk. Once seated at the desk, masks may be removed.

If a child's temperature is 100.0 degrees or higher, he or she will not be permitted to enter the school.

He or she will be instructed to return to the drop off vehicle.

A school staff member will call home to administer the questionnaire screening.

If a student is exhibiting 3 or more symptoms, the family will be asked to contact their health care provider for further information.

Visitors to the school:

Visitors and vendors entering the school will be screened prior to entering by a staff member wearing appropriate PPE. If cleared, the visitor will be logged and allowed to enter. If not cleared, the visitor will be logged and not permitted entry.

Screening:

Random periodic screening with the questionnaire will be conducted of students (parents of young children) who are permitted to enter and have passed the temperature check. If a child/or parent answers yes to the questions, he or she will be isolated and sent home. The family will be asked to contact their health care provider for further information.

Screening forms will be kept in a binder for review.

Log:

A log will be kept each day indicating if the child has passed the screening or was not permitted to enter.

Departure Procedure

Departure will take place from classrooms.

Students will gather their materials from their cubbies at scheduled times established by individual teachers to allow for distancing.

Students will be masked during the departure procedure. Students will wait at their seat (sitting or standing) to maintain distancing.

Bus Dismissal 3:20pm

Bus students will be released for busses by grade level when the bus arrives allowing for Kindergarten to exit first and the remaining classrooms will follow in the order they are arranged in the hall. Students will walk single file facing front in the hall marked with direction arrows.

Parent Pick Up 3:25pm

1. Parents/caregivers will be asked to remain in their vehicles for curbside dismissal.
2. School staff with appropriate PPE will approach each vehicle to identify the caregiver.
3. The staff member will use the walkie talkie to announce the arrival to the school secretary.
4. The school secretary will announce dismissal of the family using the classroom phone.
5. Students will be dismissed from their seat when they are called. They will walk as a family in the hall following the directional arrows maintaining distance from other families. Students will be masked during the dismissal procedure.
6. Students will leave the building and proceed directly to the caregiver's vehicle.
7. School staff will monitor the curbside dismissal until all students are picked up.

Procedure for Assessing a Sick Child

If a child appears to be ill during the school day:

1. Teacher will notify the office that the child is coming to be evaluated. The child will be masked.
2. The staff member wearing appropriate PPE will observe the child and take the child's temperature.
 - If the temperature is 99.9 or below, the child may rest in the health office and be returned to class. (All other sicknesses will be evaluated the same as past practice.)
 - If the temperature is 100.0 or higher, the child will be screened using the COVID screening questionnaire. If the child exhibits symptoms and has a positive response on the screening questionnaire, he or she will be isolated in the "sick room" (adjacent to the principal's office) and monitored by another staff member wearing appropriate PPE.

* The school nurse will be called to attend to the sick child and evaluate the child using the protocols set by the public-school health office.

- Based on those public-school protocols:

Parents will be notified to come pick up the child and departure procedures will be followed.

Parents will be given a list of procedures to follow which will include contacting their health care provider for further information and medical attention.

A log will be kept indicating what children have been sent home due to COVID symptoms.

If a child is sent home due to suspected COVID 19:

- The child's classroom will be closed. Students will be instructed to wash hands and go to the alternate classroom (former 6th grade classroom) which will be established for proper social distancing and classroom use.
- The closed classroom will be cleaned, disinfected and logged.
- Other areas the child may have been in will be closed, cleaned, disinfected and logged, including but not limited to, the child's cubby, office and communal bathroom.
- Once the cleaning and disinfecting has been completed, the areas will be opened and students may return to the classroom.
- Students who are suspected of COVID, based on the screening process, must present documentation of a negative COVID 19 test to return to school and must be fever free for 24 hours. Students awaiting results of the COVID 19 test will be allowed to participate in the virtual learning classes.

Returning to School after Illness

St. James School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

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

- The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. The Department of Health will inform the person when they are released from isolation.

Lunch Procedure

Picking Up Lunch:

1. Lunch schedules will be staggered to allow one class to pick up lunch at a time.
2. Students will wash hands prior to picking up lunch.
3. Students will be masked while picking up lunch.
4. Students will be asked to distance in the lunch line where feasible.
5. Students will walk in one direction in the hall.
6. Upon returning to their desks, students will clean their hands again and may remove their mask to eat.

Cleaning Up Lunch:

1. Clean up schedules will be staggered to allow fewer students in the hall.
2. Students must be distanced while cleaning up utilizing the floor markings.
3. Students will return their lunch trays following the floor markings.
4. Students will return immediately to their classroom.

Cleaning and Disinfection of Building

St. James School will follow CDC guidance for cleaning and disinfecting.

1. School wide cleaning will include, but not limited to: offices, classrooms, kitchen, restrooms, halls, cafeteria, and playground.
2. Daily logs will be kept that include the date, time, and scope of cleaning and disinfection in a facility or area.
3. Custodial staff and other people who are carrying out the cleaning or disinfection will wear proper PPE.
4. High touch areas will be cleaned at minimum twice a day and whenever they may have been contaminated (by a sick child).

- High touch areas include: tables, doorknobs, light switches, door handles, desks, phones, keyboards and tablets, toilets and restrooms, and faucets and sinks.

5. Other cleaning considerations:

- Normal routine cleaning of the playground will continue.
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use.
- Cots will be cleaned and disinfected after each use.