



DIVINE WISDOM CATHOLIC ACADEMY

LOGISTICS AND PLANNING

JULY 2020

DWCA Reopening Plan for September 2020

CONTINGENT ON THE GOVERNOR, STATE, CITY, NEW YORK STATE DEPARTMENT OF HEALTH (NYSDOH), NEW YORK CITY DEPARTMENT OF HEALTH (DOHMH), NEW YORK STATE EDUCATION DEPARTMENT (NYSED) AND CDC GUIDELINES

DWCA Reopening Task Force Committee Members:

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SCHOOL YEAR 2020 REOPENING PLANS

Plan A

Full opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Tracing, face coverings

Plan B

Hybrid opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Training, face coverings

Plan C

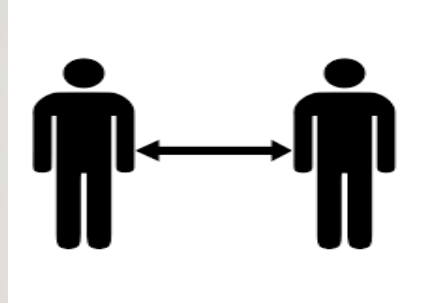
Full Distance Learning with no return to in-school instruction

DEPARTMENT OF HEALTH AND MENTAL HYGEINE: PUBLIC HEALTH TENETS



Stay home if sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Keep hands clean

Wash your hands often with soap and water. Use hand sanitizer if soap and water are not available.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.

These tenets will remain in place until a vaccine is developed or daily transmission levels are close to zero. These tenets have implications for school reopening.

CREATING WELL DEFINED ENTRANCE PROTOCOLS FOR STUDENTS, TEACHERS, AND VISITORS

- CDC signage will be posted both inside and outside to ensure social distancing, and hand and respiratory hygiene protocols are enforced.
- The Academy will remind families daily through social media, Academy website and through the messaging platform stressing the importance of following the Dept. of Health and Mental Hygiene Public Health tenets. Parents will be instructed to take their children's temperature before leaving their homes.
- Students will be designated a door to enter and exit the building daily. Nursery will use door leading into their classroom directly; PreK will use door by portico; K, 3 and 6 will use main entrance; grades 1, 2, 4 and 5 will use Statue of Mary entrance, grades 7 and 8, faculty and staff will use Alameda entrance.

ENTRANCE PLANS CONTINUED

- Early drop off students will enter through Father Smith Hall and be assigned a seat at a table following social distancing protocols.
- A teacher will be placed at each entrance to supervise students during arrival; teacher will report to the main office any student with a temperature of more than 100.3 F. Student will be escorted to the isolation room where they will wait for a parent or guardian to be picked up.
- All faculty will enter through same door; any faculty member with a temperature of greater than 100.3 F will be sent home.
- Visitors will be limited. Anyone entering the building will have temperature checked at main entrance.
- Disposable masks will be placed at each door for students that forget their mask. Hands-free hand sanitizer stations will also be available.

DEVELOPING ROUTINES FOR DAILY HEALTH CHECKS

- Daily affirmations from teachers and students may be required as per DOH guidelines.
- Adults stationed at doors will be trained to take temperatures and will be provided protocols.
- A full-time DOH nurse will be on staff. The Principal will be the responsible party and COVID-19 coordinator; in addition, the Associate principal, and the Early Childhood Director will serve on the COVID-19 Health Team. They will be responsible for 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.
- The DWCA COVID-19 team will also be advised by the DWCA Health and Wellness Director.

ROUTINES CONTINUED

- The COVID-19 Health Team will define metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by the state and local health departments; they will define and deploy methods to monitor against such metrics.
- The COVID-19 Health Coordinator will work with local authorities to facilitate contact tracing pending guidelines TBD as per DOH.
- Any student throughout the school day, who becomes symptomatic will report to the medical room to be evaluated by the DOH nurse. DOH nurse will evaluate the student and determine if student is to be sent to the isolation room with a supervising adult present utilizing appropriate PPE, and will notify administration and parent/ guardian to come and pick up their child.
- Parent/ legal guardian will transport child to their home or a nearby health facility for further evaluation.

MANAGEMENT OF ILL PERSONS

- The Academy will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of an illness.
- If a person is not diagnosed by a healthcare provider 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 health care provider's written note stating they are clear to return to school, they must provide documentation to the school upon returning.
- Symptomatic students or staff members will follow CDC's *Stay Home When You Are Sick* guidance unless otherwise directed by a healthcare provider or the local department of health. If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, 911 will be called, notifying the operator of a possible COVID-19 case.

MANAGEMENT OF ILL PERSONS CONT.

- 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 10 days from when the person first had symptoms; has been at least 3 days since the individual has had a fever; has been at least 3 days since the symptoms have improved, including cough and shortness of breath.
- The Academy with the guidance and recommendations of the DOH nurse, the DWCA Health and Wellness Director and local public health agency will determine necessary steps to protect the health of the students and staff.

CLOSURE PLAN

- If a student becomes ill and tests positive for COVID-19, all families and staff members that have had contact with the cohort of students will be notified and will be placed on a 14 day quarantine and switch to remote learning.
- In the event that students in multiple cohorts become ill and test positive for COVID-19, all faculty and families will be notified that the Academy will be switching to remote learning to allow for disinfecting and sanitizing of the building.
- The Academy will consider closing school if absentee rates impact the ability of the school to operate safely. The Academy may modify operations prior to closing to help mitigate a rise in cases in consultation with the local department of health.
- The Academy has developed a comprehensive remote learning plan that is continuously re-evaluated to provide best academic outcomes for all students.

CONTACT TRACING

- The Academy will cooperate with state and local health department contact tracing in the event of cases of COVID-19.
- The Academy will assist public health departments in knowing who may have had contact with school confirmed case by keeping accurate attendance records of student and staff members; insuring student schedules are up to date; keeping a log of any visitors which includes date, time and where in the school they visited.

DEVELOPING PROTOCOLS FOR SOCIAL DISTANCING IN THE CLASSROOM

- Kindergarten – table barriers, once approved by OFP, will be used on the tables. Registration will be limited to 15 students in attendance following Article 43 recommendations. Pre-K for All guidelines will be TBD.
- Grade 1 – Same barriers as in Kindergarten will be used on the tables.
- Grades 2 – 4 – These are self-contained classes
- Grades 5 – 8 – These are departmental classes where the teachers will travel from class to class to reduce movement in the hallways.
- All student and teacher desks will be outfitted with barriers.
- Floors will be marked for desk placement, and all desks will face in one direction.
- Students, teachers, aides and volunteers will wear face coverings.
- Adults will reinforce social distancing and health and hygiene directives

DEVELOPING A PLAN TO HANDLE CONFIDENTIALITY ISSUES

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- Individuals who have had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Families should report any travel or interaction with individuals who may be at high risk for COVID-19 or have potential COVID-19 symptoms.
- Frequent communication and virtual meetings with parents will be required to remind families of COVID protocols.
- Communication between administration and faculty will be through various modes, including in-person, virtual, and written memos. This will allow for frequent updates and discussions.

DEVELOPING SCHEDULING OPTIONS TO FACILITATE REDUCED CAPACITY AT SCHOOL

- To reduce capacity in the building, a hybrid model will be followed:
- Group A will be in school on Mondays and Thursdays
- Group B will be in school on Tuesdays and Fridays
- Wednesdays will be remote learning for all students
- If the COVID-19 metric increases above the NYS State threshold or evidence of positive cases we will transition to distance learning.

DEVELOPING A PLAN FOR SOCIAL DISTANCING OUTSIDE OF THE CLASSROOM

- Lunch will be held in each classroom at their respective scheduled times and students will receive recess time in cohort groupings. All students bring their own food.
- Lockers will not be used.
- Hallways will have 6 ft. markings for social distancing
- Stairwells will be designated as up or down and have 6ft. Markers
- Movement in hallways and stairwells will be in one direction
- Subject teachers will change classrooms in departmental classes (grades 5-8)
- Bathroom schedules will be in place for classes except for emergencies. Bathrooms will be closed throughout the day to allow for disinfecting and sanitizing by cleaning crew
- No large gatherings e.g. Mass, multi class, group projects
- Display posters reinforcing social distancing, face coverings to be worn at all times and hand washing protocols.

PROCURING THE NECESSARY SUPPLIES FOR HYGIENE LIKE HAND SANITIZER, WIPES WITH BLEACH, ETC.

- Hand sanitizing stations will be accessible at all entry points. Hand sanitizers will be available in all classrooms.
- Students will be encouraged to use hand sanitizers throughout the day.
- Frequent handwashing will be encouraged throughout the day, and disinfectant wipes will be provided in every classroom to keep surfaces clean.
- All necessary sanitizing supplies will be available.
- PPE supplies will be available for any student or faculty member who needs additional material.



CREATING A DAILY PLAN FOR DEEP-CLEANING OF FACILITIES AND HIGH TOUCH AREAS

- The Diocese has arranged for the school to be deep cleaned and sanitized utilizing CDC approved foggers and disinfectants in late August.
- A cleaning company with COVID-19 disinfecting and sanitizing capabilities has been retained to begin in August and continue throughout the year. The custodial staff will be required to receive training on proper disinfecting routines and schedules prior to school opening.
- Our cleaning staff will use disinfecting foggers nightly. Continuous cleaning of high touch surfaces, i.e. handrails, doorknobs, light switches, bathrooms, etc. will take place throughout the day.

CREATING A DAILY PLAN FOR DEEP-CLEANING OF FACILITIES AND HIGH TOUCH AREAS CONTINUED

- We will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting
- We will wait at least 24 hours before cleaning and disinfecting if feasible. If not, we will wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19. Once the area has been appropriately cleaned and disinfected, it can be reopened for use by the rest of the students.

DEVELOPING ANY NECESSARY PROTOCOLS FOR WEARING FACE MASKS INCLUDING CREATING PLANS FOR STUDENTS WITH SENSORY ISSUES

- Face masks have been purchased for the school. Students and staff are allowed to wear Academy approved facemasks that they are comfortable with as long as it adheres to CDC guidelines.
- For students with sensory issues or anxiety, they are allowed to bring fidget cubes or other small devices that will help deter them from touching their face or face mask.
- Families will receive instructions on the washing of reusable masks and the proper way to remove them after use.

PERIODICALLY SURVEYING STAKEHOLDERS TO EVALUATE PROGRAMMING AND SUPPORT AND MAKE ADJUSTMENTS.

- Host monthly Coffee and Conversation with administration and parents.
- Supply families with a care package containing COVID-19 information packet, face masks, and personal size hand sanitizers. Periodically surveying stakeholders to evaluate programming and support and make adjustments.
 - ZOOM meeting with parents and staff
 - Survey teachers, students and parents

EVALUATE PROGRAMMING AND SUPPORT CONTINUED

- Our counselor has, and will continue to, provide resources to parents and staff to address the emotional health of our students. These resources will be shared on social media platforms and the school website.
- The counselor is available to any staff member who would like to utilize her services.
- Survey students daily and ask about their emotional state and needs age appropriate mood meters, i.e. Today I Feel...
- Institute a school wide social-emotional program to help support the transition back to school.
- Provide professional learning to support all staff in developing a deeper understanding of their role in supporting students' social and emotional competencies and well-being.
- Implement explicit SEL lessons and embed opportunities to develop and practice SEL competencies within academic lessons.

REVIEWING AND UPDATING THE EMERGENCY CONTACT PLAN

- Parents will be updated throughout the school year
- School staff must immediately report any illness of students or staff to the school nurse or other designated school staff in compliance with FERPA and education law.
- All changes to be noted immediately and updates distributed ASAP
- Staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with current health information and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- We will notify staff, families, and the public of school closures and of any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- In the event of a COVID-19 exposure, all constituents will be notified immediately utilizing all established communication methods following CDC protocol.
- All Emergency plans and communications are available on the school website and through Social Media platforms.

AIR QUALITY CONTROL

- The Academy has installed a new HVAC system throughout the building which will help regulate the climate within the building. The filters in the classrooms will be regularly cleaned of impurities such as bacteria, and dust flowing through the system.
- The Academy is installing air purification units, Pure Air Zone systems with HEPA filters to improve indoor air quality by creating local zones of pure air, thereby reducing the risk of airborne contamination.