



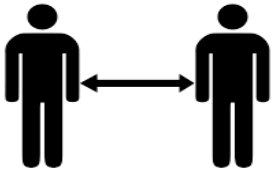
DWCA
COVID-19
SUPPLEMENTARY
HANDBOOK

Department of Health and Mental

Wellness Tenets:



Stay Home If Sick -DWCA parents are required to take their child's temperature every morning before leaving the house. Your child must be fever free without the aid of fever reducing medicine. Keep your child home from school if he or she is not feeling well and call the office to report your child's absence.



Social Distancing- Students will be reminded through signage in the hallways and stairwells to stay at least 6 feet apart from each other. Desks/ Tables are spaced out in classrooms to ensure that students remain socially distant.



Hand Cleaning and Hygiene- Students will have opportunities throughout the day to wash their hands with soap and water. Hand sanitizer will be available at entrances and in classrooms.



Face Coverings- Students in K-8 are required to wear face coverings at all times and will be given mask breaks throughout the day. It is recommended that students in Nursery and Pre-K wear face coverings in the classroom; they must be worn while in the hallways and outside.

Daily Entrance and Exit Plans



Early Morning Drop Off- Students may be dropped off at Father Smith Hall from 7:00-7:35. Parents must notify the office in advance to plan an assigned seat for each student. All students must be wearing a face covering in order to enter the building. Students will have their temperature taken at the door. Any student with a temperature over 100.00° **will not be admitted** into the building. Students are to sit in their assigned seats and wear face coverings at all times. **STUDENTS ARE NOT ALLOWED TO EAT BREAKFAST.** Students may only drink water from water bottles brought from home. If a student needs to use the bathroom; he or she must raise their hands and wait for the teacher on duty to give them permission. Teacher on duty will send students to their classrooms by class. Students are required to walk in the hallways and maintain social distance.

Arrival each day- In order to reduce the number of visitors in the building, parents will not be allowed to accompany their children into the building. Any student with a temperature of 100.00° will **NOT** be admitted.

All students are to have their temperatures taken before leaving home.

Parents/ Guardians are required to refer to the BEFORE YOU LEAVE HOME AFFIRMATIONS before leaving home. If answering YES to any of the questions, please keep your child at home and contact the school. All students are required to submit an absence note to their homeroom teacher when returning to school.

Entrances

Nursery students will enter through the Nursery exterior door.
Pre-K for All students will enter through the Portico door next to Nursery and be met by the teacher and/ or teacher assistants.

Grades K, 3, 6 and 5-2 will enter through the main entrance.

Grades 1, 2, 4 and 5-1 will enter by the Statue of Mary.

Grades 7-8 will enter on 245 Street at the door nearest to Alameda Avenue. (Alameda Entrance).

Hands-free hand sanitizer stations will be available at each entrance.

Unescorted students that are dropped off that have a temperature greater than 100.0 will be escorted to the isolation room and will wait there until a parent or guardian can be contacted. After picking up their child, parent must contact their health care provider to receive further guidance. Parent should notify the Academy of findings.

Management of Ill Persons-

Any student that becomes ill during the school day will be escorted to the medical room for evaluation by the DOH (Department of Health) nurse. The DOH nurse will determine if the student is to be sent to the isolation room with a supervising adult present. Parent/ guardian will be contacted to come and transport the child to their home or to a health facility for further evaluation. Parent must notify the Academy of findings.



The Academy will follow CDC guidance for allowing a student to return to school after exhibiting symptoms of an illness.

If a student is not diagnosed with COVID-19 by a healthcare provider, the student may return to school once there is no fever without the use of fever reducing medicines and feels well for 24 hours.

If a student has been diagnosed with another condition and has a healthcare provider's written note stating it is clear to return to school, documentation must be provided to the Academy 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 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.

If a student 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 come to 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.

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 the 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.

Social Distancing in the Classrooms-

Nursery and Pre-K for All guidelines TBD.

Kindergarten – table barriers.

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 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.



Confidentiality and Communication -



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 used 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.

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. This is subject to change as the school year progresses. All students will bring their own food and refillable water bottles. Water fountains will only be used to refill water bottles. Lockers will not be used. Hallways will have 6 ft. markings for social distancing.

Movement in hallways and stairwells will have signage marking direction to walk.

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 periodically 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, use of face coverings and handwashing protocols.

Daily plan for deep-cleaning of facilities and high touch areas

The Academy has undergone deep cleaning and sanitizing utilizing CDC approved foggers and disinfectants.

A cleaning company with COVID-19 disinfecting and sanitizing capabilities has been retained and began cleaning in August and they continue throughout the year.

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.

Areas used by a sick person will be closed until appropriate cleaning and disinfecting has taken place; it can then be reopened for use by the rest of the students.



Protocols for wearing face masks including students with sensory issues



Face masks have been purchased for the school. Students are allowed to wear Academy approved facemasks that they are comfortable with as long as it adheres to CDC guidelines. The Administration reserves the right to ban the use of a face mask due to inappropriate language or image, political or social statement of any kind.

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.

Parent Communications



Administration will host monthly Coffee and Conversation with parents through Zoom.

Families will receive a care package containing COVID-19 information packet, face masks, and personal size hand sanitizers.

Periodically families will be surveyed to evaluate programming and support and make adjustments.

Mrs. Moskowitz, our school 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.

Students will be surveyed daily and asked about their emotional state and needs with age appropriate mood meters, i.e. **Today I Feel...**

A school wide social-emotional program to help support the transition back to school will be implemented. Students will participate in explicit SEL (Social Emotional Learning) lessons, and teachers will 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 of any changes in the emergency contact plan.

School staff must immediately report any illness of students to the school nurse or other designated school staff in compliance with FERPA (Federal Education Rights and Privacy Act) and education law. All changes will be noted immediately and updates to be distributed ASAP.

Staff and families will 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).

The Academy 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 such as Option C email blasts and texts.

All Emergency plans and communications are available on the school website and Academy Facebook page.

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 has installed 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.

REMOTE LEARNERS-

- Must log into homeroom class at 8:00 am to have their attendance taken. If a student is sick, the parent must notify the office before 8:00 am. Parent is required to send an absence note in an email. The email should include the date of absence and the reason. Absence notes are legal documents that must be kept on file by the Academy. Absence Email should be sent to the homeroom teacher or to office email address: dwisdom@dwcaonline.org.
- Must be wearing Academy polo/ DWCA gym t-shirt while sitting for all classes.
- Must have their electronic device set up on a desk or table and student must be seated in view of camera at all times.
- Must use DWCA Chromebooks and tablets to complete assignments.
- Must mute themselves during the lesson and communicate with the teacher through the chat feature or when prompted by teacher to unmute and ask/answer questions.
- Only the Academy student is permitted to view the lesson and is prohibited from recording or posting any portion of the lesson on social media.
- Academy parents are prohibited from participating during lessons; any communication with the teacher must be scheduled through appointment only.
- Any remote student who interferes or is disruptive during a lesson, calls out or uses inappropriate language, or signs in under another student's name is subject to a consequence for the infraction and a meeting with administration, teacher and parents. Depending on the seriousness of the infraction, student may be placed on probation or expelled from the Academy.
- Student must use first and last name, when signing in.
- Parents will sign a Device Loan Contract acknowledging their financial responsibility for any damage to the device.



Receipt and Acknowledgement of the Divine Wisdom Catholic Academy COVID-19 Supplementary Handbook 2020-2021

Please read the following statements and sign below to indicate your receipt and acknowledgement of the COVID-19 Handbook.

1. I have received and read a copy of the **Divine Wisdom Catholic Academy COVID-19 Supplementary Handbook**. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Academy, at any time.
2. I understand that my signature below indicates I have read and understood the above statements, have received a copy of the **Divine Wisdom Catholic Academy COVID-19 Handbook**, and have discussed the contents with my child(ren).
3. I understand that my signature below indicates I have read and understood the expectations for **remote learners** and have discussed these expectations with my child(ren).

Signature of Parent/ Guardian

Signature of Parent/ Guardian

Signature of Student

Signature of Student

Sign, scan and email to your oldest child's homeroom teacher by September 11, 2020