

Updated Proposal for the Reopening of St. Saviour Catholic Academy--September, 2020

Nursery, Pre-K and Kindergarten Programming--Under the Department of Health Article 43 programming guidelines, Nursery, Pre-K and kindergarten programs are allowed to have 15 students per classroom--each student needs 30 square feet of space. Our current plan for September, 2020 at SSCA is as follows:

Nursery: 5 days per week--potential for 15 Students

Pre-K-A: 5 days per week--potential for 15 Students

Pre-K-B: 5 days per week--potential for 15 Students

Kindergarten A: 5 days per week--potential for 15 Students

Kindergarten B: 5 days per week--potential for 15 Students

Grades 6-8 Blended Learning Model (Cohorts) The square footage for students is currently 36 square feet per child--this could change--but based on current information we will be able to have a maximum of 18 students per room--that being said there will not be more than 16 students per classroom. St. Saviour Catholic Academy caps classroom size at 25 students for grades 6-8, 23 students for grades 4 & 5 and 20 students for grades 1-3. Department of Health guidelines are strictly followed and adhered to for grades Nursery, Pre-K and Kindergarten under Article 43.

There will be two student cohorts: One cohort will be the Monday/Wednesday cohort and the other will be the Tuesday/Thursday cohort. The Fridays will be split between the two cohorts. Each of these cohorts will have 90 days of in school instruction and 90 days of remote instruction. Each student will have his/her own schedule of in person and distance learning days. The schedule will be created for September-December. If the blended learning model is to continue new schedules based on the same model will be generated for students in grades 6-8. Please see Schedule of Opening and Dismissal procedures. St. Saviour will institute these staggered opening and dismissal procedures to alleviate students interfacing with one another.

Grades 1-5--100% In Person Learning: It has been decided that SSCA will cap classes in grades 1-5 to allow students to be in school for 5 days of in person learning instruction. Capping these classes at 16 will allow adherence to CDC, DOH and NY State Education guidelines and mandates.

Arrival Times for St. Saviour Catholic Academy:

7:45--8th Grade--Back Door otherwise known as Door C

7:45--7th Grade-- Side Front Door--Otherwise known as Door B

8:00--6th Grade--Side Front Door--otherwise known as Door B

8:00--3rd Grade--Back Door--otherwise known as Door C

8:00--2nd Grade--Main Front Door--otherwise known as Door A

8:15--5th Grade--Side Front Door--otherwise known as Door B

8:15--4th Grade--Back Door--otherwise known as Door C

8:15--1st Grade--Main Door--otherwise known as Door A

8:30--Kindergarten--Side Front Door--otherwise known as Door B

8:30--Pre-KA--Main Door--otherwise known as Door A

8:30--Pre-KB--Back Door--otherwise known as Door C

8:30--Half Day Nursery--Back Door--otherwise known as Door C

8:30--Full Day Nursery--Back Door--otherwise known as Door C

Dismissal Times for St. Saviour Catholic Academy

11:30AM--Half Day Nursery--Back Door otherwise known as Door C

2:30--Pre-KA--Main Door--otherwise known as Door A

2:30--Pre-KB--Back Door--otherwise known as Door C

2:30--Full Day Nursery--Back Door--otherwise known as Door C

2:45--8th Grade--Back Door--otherwise known as Door C

2:45--7th Grade--Front Side Door--otherwise known as Door B

3:00--6th Grade--Front Side Door--otherwise known as Door B

3:00--3rd Grade--Back Door--otherwise known as Door C

3:00--2nd Grade--Front Main Door--otherwise known as Door A

3:15--5th Grade--Front Side Door--otherwise known as Door B

3:15--4th Grade--Back Door--otherwise known as Door C

3:15--1st Grade--Main Door--otherwise known as Door A

3:30--Kindergarten--Side Front Door--otherwise known as Door B

Any student who is not picked up at assigned time will be kept in the gym in a designated spot until the responsible party arrives. Repeated lateness in picking up will require students to learn via distance learning/remote platform.

All school personnel will vacate the school building by 4:30 so that cleaning staff can perform disinfectant and cleaning protocols in accordance with CDC/DOH guidelines for next day of in person instruction.

Screening: As students arrive in the morning school personnel will scan temperatures of each student. At the present time, Option C, our school management system, is developing an app that will require parents to answer daily pre screening questions about their child's health stats before the start of the school day. Should this app become live, it will replace the temperature scans. Students who have no fever will be escorted to the classroom by support personnel and special area teachers. Should any person have a temperature greater than 100.0 F the individual will be denied entry and will be kept in a designated area until a responsible party can pick up.

All students, teachers, staff and administration will be required to wear masks. Masks may be removed during lunch time and when the class is led to the outdoor area for socially distant outdoor time. Support personnel will assist the teacher with leading students to the outdoor area, right behind the school, so that students are appropriately socially distanced from each other on the line. Parents must sign and accept an agreement of protocols and procedures with regards to the Blended Learning Model and the Remote Learning Model should we be forced to go to the remote platform. All CDC and NYC guidelines will be followed--including but not limited to: frequent hand washing, mask wearing by students, faculty, staff and administration, temperature checks of all persons entering the building, appropriate social distancing within classrooms, desks and students will be separated according to guidelines. Signs will also be in place with required hand washing routines, hand sanitizing stations in each classroom and

markings on the floor with required directions to adhere to social distancing and to alleviate interfacing of students. Faculty and staff will also fill in a daily questionnaire with regards to their own health. Questionnaires will be kept on site. Periodically students will be required to fill in a questionnaire with the help of his/her parent/guardian assessing overall health and wellness. These questionnaires will also be kept on sight.

Transportation: St. Saviour Catholic Academy has a transportation coordinator who works closely with a representative from the Office of Pupil Transportation. Communication has been shared between the two parties throughout the summer and will be continuing throughout the 2020-2021 school year.

Food Services: Students will eat lunches in their assigned cohorts and will be allowed to remove masks for the purposes of eating. Students will remain at desks while eating--each student desk will be appropriately distanced as to adhere to all protocols.

Ventilation: During the summer of 2019 two new rooftop hydraulic fans were installed to ensure proper ventilation and fresh air movement throughout the building. Consultations with a previously contracted engineering firm have also warranted the purchase of air ionizing units for specific bottom floor classrooms. In addition Merv 13 HVAC filters are to be installed in the full day nursery classroom and the two pre-kindergarten classrooms. Windows and doors will also be kept open to increase fresh air and proper ventilation.

Hygiene, Cleaning, and Disinfection: All cleaning, hygiene and disinfection will be done according to DOH and the Centers for Disease Control protocols and guidance. A staff member will work jointly with the custodian to ensure that daily logs are kept with regards to cleaning that include the date, time and scope of cleaning and disinfecting. The school building will be empty by 4:30 each day to allow proper cleaning time for next day usage.

Contact Tracing: St. Saviour Catholic Academy will contact state and local health department officials immediately upon notification of a COVID-19 case within the school community. Principal will email and call appropriate contacts within the DOH and the State Education Department. A record of such will also be kept on file at school. Building Administrators will participate in the New York State Contact Tracing Program to ensure proper reporting.

Return to School: Should any member of the school community be diagnosed with Covid-19 strict protocols with regards to return to school will be followed. When a student is preparing to return to school documentation from a health care provider must be presented, a negative COVID-19 diagnostic test result, and symptom resolution, if Covid-19 positive a release from isolation document from authorized health care provider must be presented to school Official for return to in person learning. School officials will refer to "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure," for further guidance if necessary.

Restart Operations: St. Saviour Catholic Academy has been cleaned and disinfected on a daily basis. All water systems within the building have been running and ventilation systems running as well. A deep cleaning, CDC compliant fogging, is to be scheduled and completed in late August.

Before and After Care: Saviour Catholic Academy will offer before care in the gymnasium. The gym will be marked out with clear designations that follow socially distant protocols. Each student will be assigned a designated area. A limit will be put on the number of students taken into the “Early Bird Program” At this time there are no plans for an afterschool program as it is not feasible to keep students in their cohorts and staff appropriately.

Vulnerable Populations: St. Saviour Catholic Academy will allow those at increased risk for severe COVID-19 illness and individuals who may not feel comfortable with returning to an in person educational environment, to allow them to safely participate in educational activities, and where appropriate accommodate their specific needs/circumstances. Fully remote learning and teaching will be presented as an option to all students and faculty not feeling comfortable with returning to in-person instruction. Persons deemed “at risk” and returning will be supplied with necessary PPE gear and a plan of instruction for modifications to be made to best ensure safety of said population.

Mental Health, Behavioral, and Emotional Support Services and Programs: St. Saviour Catholic Academy utilizes a program entitled “Responsive Classroom” This is a program that all teachers are trained in and emphasizes social/emotional health. If children are not mentally in a good place they will not be able to learn. This program will continue this year and addresses through student centered communications feelings and anxiety about school, friends, teachers and life in general. There are morning meetings for every classroom in the school and closing meetings. These opening and closing circles allow students to express emotion and talk through feelings. This will be more important now than it ever was. A counselor will also be provided through the Potential for Human Development Program. This counselor will work with all students and do group, 1 to 1 sessions as necessary. Programs for families and students will also be provided through the PDHP on a wide variety of topics.

Communication: Communication of plans for the reopening of school will be placed on the school website. Principal will also communicate information via an all parent email group. Plans will also be made available in hard copy and kept on file in the Principal’s office and at the main entrances of school.

Testing Protocols: School community members including and not limited to, students, faculty, staff and family members who are symptomatic, in close contact with a suspected COVID-19 person or have traveled internationally or to a state where there is widespread transmission of the disease will have to present a negative COVID-19 test in order to resume in person learning. The designated school personnel will recommend testing sites such as local Urgent Care or

Methodist Hospital. The school will also have a designated person to log in any cases and report to local and state health officials via email and phone call. Cases will be tracked, reported and documented to prevent community widespread exposure to COVID-19.

Containment: School community members exhibiting symptoms of COVID-19 will be triaged and quarantined in the health room until if necessary, a family member can pick up. Parents and emergency contact persons will be expected to pick up within 15-60 minutes depending upon their location. Persons once picked up will be escorted by designated personnel out the back exit, which is located closest to the health room which will be overseen by a Department of Health appointed nurse and designated school personnel. A standard form will be sent home with student, faculty, staff, etc., that must be filled out by a health care professional stating that they were seen and tested negative before reentry to the school is allowed.

Closure of School Facilities: If the number of COVID-19 cases are considered widespread under the guidance of state and local health officials the school facility will close and remote learning be put into place. All students will have synchronous and asynchronous schedules to follow for the duration of distance learning. School personnel will use the Google Classroom Platform to facilitate along with Zoom for daily live instruction. All communication will be sent to the school community with regards to closing and remote learning as soon as it is deemed that the school will need to close. All students have access to Google Classroom already and have participated in the Google Classroom platform and Zoom since March 17th, 2020 and so are familiar with the process.

Please see the CDC and OSHA websites below for parent resources with regards to Covid19.

[Decision Making Tool for Parents and Caregivers](#)

[Parent Checklist](#)

[Occupational Safety and Health Administration \(OSHA\)](#)

**This plan is respectfully submitted by Susan Walsh, Principal
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