



**Diocese of Rochester
Department of Catholic Schools**

Saint Kateri School

2020-21 Re-Opening Plan

July 2020

General Information:

Name of School: Saint Kateri School
Address: 445 Kings Highway South, Rochester NY 14617
BEDS Code: 260 803 166 171
Principal: Terri L. Morgan

PARTY RESPONSIBLE FOR REOPENING

Name: Terri L. Morgan
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Intended Start Date: September 8, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan: Terri L. Morgan, Principal

Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

Developing This Plan:

Our Saint Kateri School Re-Opening Task Force consisted of stakeholders connected to our school.

- Susan Cleary
- Laura Fasano
- Hannah Gašić
- Terri Morgan
- Annette Syracuse
- Matthew Whelehan

1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

Capacity: *Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation*

- All class sizes will adhere to the guidelines for square footage per student set forth in the NYS DOH documents. Kindergarten – 5th grade classes will use desks placed 6 feet apart in all directions.
- Families choosing the public school of residence transportation system will be required to follow their district rules regarding PPE and face coverings

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

- Physical Education (during class participation) and Music (during times when students are singing) will follow the recommended 12 feet distance between participants.
- Modifications were made to the Main Office and front hallway to allow visitors to practice social distancing when entering building to access the Main Office.
- School building will include signage and graphic reminders to anyone in the building regarding social distancing spacing and protocol. (i.e. hallways, gymnasium, classrooms, foyer, etc.)
- Communication of change in protocol will be shared with school families through Principal Newsletters, email, website, and social media.
- Classrooms will include graphics on the floor to help teachers and students to with socially distant desk placement

PPE and Face Coverings: *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e. acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

- All teachers, staff, students, and visitors to Saint Kateri School will be required to wear acceptable face coverings when entering the school building and when in common areas, such as hallways, main entrance foyer, and rest rooms. This excludes students who are unable to medically tolerate a face covering.
- Teachers and students will be asked to provide their personal face coverings. Saint Kateri School will provide acceptable face coverings to teachers, staff, students, and visitors who do not have their own.
- All students, faculty and staff will be trained on how to put on, take off, clean and discard PPE.
- Saint Kateri School does not own school buses; students using their district of residence transportation services will be required to follow their district rules regarding PPE and face coverings.

Operational Activity: Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

Instructional Program Options:

Option #1: In-person instruction will resume daily with implemented safety protocols

Option #2: In-person instruction will resume but may transition to online instruction in the case of sporadic closures or Executive Orders from the governor.

- Consistent learning platforms will be used (Preschool-2nd and 3rd-5th) in order to make the possible transition to Distance Learning easier for teachers, students and parents.
- Instruction of the learning platforms, as well as any other online program offered for instruction, will be explicitly taught to students and parents as soon as school resumes.
- Online instruction will be a structured daily schedule that is within the framework of the standard elementary school day. Related Arts (Art, Technology, Music, and Physical Education) will be included. Students will be provided with digital coursework through online learning platforms including Google Classroom, iReady and See Saw (depending on grade level), as well as other online learning options. Delivery of instruction options may be:
 - Teachers meeting with students in large groups and small groups
 - Teachers holding regular office hours
 - Live lessons, recorded lessons, 1:1 lesson, etc.
- Assessments for Pre-K through 2nd grade will be based on NYS standards-based report cards. The grading scale for 3rd through 5th grade will be based on the NYS Diocesan Grading Policy.

Option #3: Families who are at an increased risk or are uncomfortable with returning to in-person learning will have the option to participate in online learning.

- Students will be provided with digital coursework through online learning platforms including Google Classroom, iReady and See Saw (depending on grade level), as well as other online learning options.
- In school lessons may be recorded and added to Google Classroom or See Saw or live streamed through use of a device and a meeting platform (Zoom, Google Meet, Microsoft Teams, etc.)
- Assessments for Pre-K through 2nd grade will be based on NYS standards-based report cards. The grading scale for 3rd through 5th grade will be based on the NYS Diocesan Grading Policy.

Classrooms:

- All unnecessary furniture will be removed from classrooms; Kindergarten will be provided individual desks in lieu of using tables
- Toys will be limited in early childhood classes; removing soft items or items that cannot be easily cleaned and disinfected
- Student desks will be placed 6 feet apart, markings will be made on the floor to remind students and teachers of proper placement. Teachers will place students facing the same direction.
- Windows will be opened whenever possible to provide fresh air and circulation in the classroom.
- Students will be taught classroom procedures for hand washing and/or sanitizing.
- Students will have a supply of personal classroom supplies that will not be shared with other classmates. In instances where materials will be shared, sanitizing will be done between uses.
- Teachers will be given training on expectations regarding cleaning and disinfecting classroom materials and/or frequently touched surfaces

Cafeterias:

- Saint Kateri School does not have a cafeteria space in the building. Kindergarten – 5th grade students will eat in their classrooms. Depending on enrollment, additional lunch periods may need to be added to allow for adequate staff coverage.
- Students with allergies will be given a designated space to eat that has been cleaned and disinfected, to limit contact with allergens
- Students will practice healthy hygiene and wash hands with soap and water before beginning lunch. If soap and water are not readily accessible, students will use the available hand sanitizer lotion.

- Faculty and staff monitoring lunch times will wear acceptable face coverings and gloves when handling student lunch containers
- Preschool will use a classroom not in use for the 2020-2021 school year as a lunchroom. Preschool students will take turns by class, staggering their lunch times, for one class at a time to use this space. Eating spaces (i.e. tables, individual desks, etc.) will be cleaned in between classes.

Gymnasiums and Worship Spaces

- Physical Education class activities will be created using the 12 feet spacing between students in the gymnasium.
- Music classes will use the gymnasium, when not in use for times when singing is required.
- Monday Morning Prayer Service, Weekly Quiet Masses and Monthly School Masses will be held in Christ the King Church, which is attached to our school building. Classes will have assigned areas to sit, as in the past, to allow for social distancing. Saint Kateri School students will have first access to the Church each morning since cleaning and disinfecting will have been completed the night before.

Outdoor Play Spaces:

- Saint Kateri School classes will have access to the school playground area on a rotating schedule. Only one class (cohort) will be able to use the playground space at a time. Playground equipment will be sanitized in between groups.
- After Care will have access to the playground equipment after sanitation has occurred.
- Each class will have their own individual recess materials that they will have access to each day.
- Activities will be encouraged that require less contact with physical equipment

Spaces Where Other Groups Congregate:

- Dismissal procedures will be modified to lessen the amount of traffic into the building (i.e. staggered times for releasing bus riders, car riders and parent pickups)
- The Faculty Room has a sink for proper hand washing
- Additional lunch sections may be added, if enrollment warrants, to provide social distancing for Faculty and Staff during lunch breaks
- Students will be instructed to walk on the right-hand side of the hallway to help direct flow of traffic; markers will be included to remind of proper spacing
- Acceptable face coverings will be worn in public areas
- Faculty and staff will sanitize copier touch screen after use
- Visitors will be very limited in the school building
- Main Office and main entrance foyer will have modifications to allow for social distancing. Signs will be placed in these areas to inform visitors about protocols and procedures

Restart Operations: Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable

- Deep cleaning of all classrooms, hallways, restrooms, offices, gathering areas etc. in the school building happens throughout the summer and is completed by a professional maintenance and cleaning company. These same areas will be disinfected prior to faculty, staff and students returning to the building.
- Drinking fountains will remain inaccessible to students and staff. Students will be asked to bring in personal water bottles, labeled with their name, each day.
- Playground equipment will be sanitized before re-opening.

Hygiene, Cleaning, and Disinfection: Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds

- Saint Kateri School uses a professional maintenance and cleaning company for the school and the church on site (Christ the King).
- School building is cleaned and disinfected each evening following the requirements from the Center for Disease Control (CDC) and the Department of Health (DOH) for procedure and acceptable cleaning materials.
- Special attention will be given to high-risk areas (i.e. light switches, doorknobs, tables, etc.)
- Faculty and staff will be trained prior to re-opening regarding cleaning and sanitizing protocols and procedures
- Faculty and staff will support students in learning proper hand and respiratory hygiene; informational healthy hygiene signs will be posted throughout the school campus

Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

- Extracurricular activities will be assessed on a case by case basis to determine risk to students, families, and instructors/leaders. Considerations will be made for activities that are offered to individual classes (i.e. 4th grade Science Club) and activities that can safely practice social distancing (i.e. Murray's Martial Arts)
- For any outside extracurricular activity and/or activities requiring a large indoor area such as the gymnasium assessment will be based on the Interim Guidance for Sports and Recreation during the COVID-19 Public Health Emergency. Options may include "low risk recreational activities. Lower risk sports and recreation activities and are characterized by: • Greatest ability to maintain physical distance and/or be performed individually; • Greatest ability to (1) avoid touching of shared equipment, (2) clean and disinfect any equipment between uses by different individuals, or (3) not use shared equipment at all.
- Extracurricular activities will only be offered to students of Saint Kateri School
- Extracurricular activities that make use of classrooms will be limited to each individual class unless cleaning and disinfecting can be done prior to beginning.

Before and Aftercare: Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

- Saint Kateri School is a small school community with many students having siblings and/or extended family in the building, in multiple classrooms throughout the building. Our families are involved in outside organizations together (i.e. scouts) and active members of our parish and Faith Formation program. During school hours students will be kept within their grade level cohort ("Classroom Family").
- Before and After School students will be put in flexible groups depending on enrollment and attendance. Considerations will be made for family members to be together in same grouping
- Additional classrooms have been made available for After Care to keep numbers in groupings down
- All teachers, staff, and students in Before and After Care will be required to wear acceptable face coverings when in areas where social distancing is difficult and when in common areas and rest rooms.
- All unnecessary furniture will be removed Before and After Care room to allow for better social distancing
- Toys will be limited and rotated, and will be disinfected after use; soft items or items that cannot be easily cleaned and disinfected will be removed
- Desks will be placed 6 feet apart, markings will be made on the floor to remind students and teachers of proper placement
- Windows will be opened whenever possible to provide fresh air and circulation in the classroom.
- Students will be taught procedures for hand washing and/or sanitizing.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

- Families who are at an increased risk or are uncomfortable with returning to in-person learning will have the option to participate in online learning. Students will be provided with digital coursework through online learning platforms (Preschool – 2: See Saw; 3 – 5: Google Classroom)
- Teachers working with students receiving language services will be provided appropriate face coverings that allow for more effective delivery of speech instruction.
- Students with disabilities that make wearing face coverings more difficult, as well as younger students that developmentally make it more difficult to wear a face covering, will be accommodated with additional breaks from wearing face coverings. They will be explicitly taught how to wear face coverings, the reasoning behind wearing them and appropriate ways to advocate for themselves if breaks are needed.

- To the degree possible, faculty and staff will be given the option to telework and be provided the support of an in-person staff member to present the instruction.

Transportation: *Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)*

- All transportation departments for public school districts represented at Saint Kateri School will be contacted regarding their intent for transporting our students and what protocols they will have in place for our students.
- Saint Kateri School does not own school buses; students using their district of residence transportation services and will be required to follow their district rules regarding PPE and face coverings.
- Saint Kateri School will survey families prior to school opening regarding their intent for transporting their child to school (i.e. school bus, parent driven, etc.)
- Transportation survey responses will provide information on staffing needs for morning drop-off time allowing to prepare and plan for busier times with additional drop off points

Food Services: *Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)*

- Families will continue to be able to choose hot lunch options for the 2020-2021 school year. Options may be limited to choices that can be easily portioned per child
- Classes will be encouraged to use restroom and wash hands with soap and water by class before lunch; hand sanitizing in the classroom will be an option if that is not possible.
- Students will eat at their desks. Desks will be cleaned before and after snack and lunch. Students also bring a clean lunch mat each day in their lunch box.
- **Delivery of lunches from outside vendors:** All lunches will be delivered directly to a staff person at the delivery door for distribution, without entering the building.
- Saint Kateri School has always followed protocols of appropriate hand washing and discouraging sharing of food; this will continue to be taught and expected.

Mental Health, Behavioral, and Emotional Support Services and Programs: *Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff*

- Prior to re-opening the Social Emotional Leadership Team will identify the needs and priorities for supporting our community (i.e. faculty, staff, students, parents, etc.) This information will be used to facilitate creating the SEL program when returning.
- Faculty, staff, parents, and students will be educated on social and emotional skills and how to access local mental health support.
- Saint Kateri School will continue to work with a community partner on meeting the social-emotional needs of our school family, including five hours of consultation to be used to address the needs specific to our building
- Saint Kateri School has an on-site School Counselor four days/week. Her role includes the possibility of:
 - Whole classroom instruction to address needs
 - Individual time
 - "Lunch Bunch" for small groups with social distancing

- Consultation and Professional Development with faculty and staff with plans and strategies for students
- Family presentations for supporting their child during the time of COVID-19

Communication: Communication plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary

- Communication will be shared through the lens that the health and safety of our students, families and staff is our top priority.
- Saint Kateri School will share the re-opening plan through principal newsletter, social media, school website, and email to current registered families directing them to the school website to access re-opening information
- Information will be shared on parish website and e-Blast
- Website will include 2020-2021 School Re-Opening Plan button on the Home page for quick access to information
- COVID-19 Tab on Home page will be reinstated with additional school information (i.e. protocol and procedures for face coverings, social distancing, FAQ, health screening information, SEL resources, etc.)

2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

Screening: Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors

- Faculty and staff will take their temperature at home, completing the self-certification Google Form each day before coming to school in the morning.
- Visitors will be limited into the building. Contractors, vendors, and visitors will be required to complete the self-certification process either electronically or in paper form.
- Parents will periodically complete a screening questionnaire for their child(ren)
- Faculty and staff responsible for performing in-person health screenings will be use appropriate PPE (i.e. face coverings, gloves, etc.)
- Staff members conducting daily screenings will wash hands or use hand sanitizer before using thermometer and clean and sanitize the thermometer using manufacturer's instructions between each use.
- **Students arriving by bus:** health screenings (temperature and visible COVID-19 symptoms) will be done as they leave the bus, before they enter the building. If a student screens with a temperature greater than 100.0°F they will be brought directly into the isolation room to await pick up by a parent/guardian.
- **Students being transported by parents:** health screenings (temperature and visible COVID-19 symptoms) will be done as part of a drive through system, while they remain in the car. If a student screens with a temperature greater than 100.0°F they will not be able to attend school that day.
- **Students being dropped at Before Care:** health screenings (temperature and visible COVID-19 symptoms) will be done as they arrive in the morning with their parent/guardian. If a student screens with a temperature greater than 100.0°F they will not be able to attend school that day.
- Individuals who present with a temperature greater than 100.0°F will not be allowed to enter the school (if screened outside) and must be immediately sent home with instructions to contact their health care provider for assessment
- Individuals that have been sent home with a temperature greater than 100.0°F cannot return to the building until they have received an "all clear" assessment from their health care provider.
- Individuals who are found to have a temperature greater than 100.0°F during the school day will be immediately separated from other students and supervised in the isolation room until picked up. Staff supervising students in isolation will maintain social distancing and wear acceptable face covering and gloves.
- Just like classrooms and other spaces in the building, the isolation room will be cleaned and disinfected each evening according to the nightly schedule

Testing Protocols: Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school

- Saint Kateri School will follow New York State and Monroe County guidelines when determining whether COVID-19 symptomatic persons, those with close contact with COVID-19 suspected or confirmed persons, and individuals with recent international travel (according to the NYS Travel Advisory) are required to complete diagnostic testing
- Information from health screenings will be shared with appropriate state and local agencies regarding results of daily health screenings, if deemed necessary to determine necessity of COVID-19 testing
 - Daily health screenings will be done for students including temperature checks before they are able to enter the building
 - Faculty and Staff will take temperature at home and complete self-certification protocol each morning before school
 - Vendors, contractors, and visitors will complete the self-certification process (either online or in paper form) before entering the building
- Faculty, staff, and students will not be able to return to school until cleared by a health care professional

Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed

- Saint Kateri School will follow New York State and Monroe County guidelines for referring and administering testing; providing appropriate options for our Faculty, staff, and families.

Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- Positive COVID-19 cases within the school will be monitored and reported to the Monroe County Department of Health. Saint Kateri School will look to the MCDOH for guidance regarding acceptable levels with respect to quarantine and temporary closure protocols

3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

School Health Offices: Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day

- Students who present with a temperature greater than 100.0°F during their daily health screening, or during the school day, will be brought to the designated classroom for isolation to wait to be picked up by a parent/guardian; they will be instructed to contact their health care provider for assessment and will need to be cleared by them before being allowed to return to school
- Depending on severity of symptoms, faculty and staff will either leave the building on their own or be placed in the isolation room until being picked up

Isolation: Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff

- Saint Kateri School has a designated room for caring for students, faculty, and staff members.
- Proper face covering and social distancing protocols will be followed while in the isolation room
- Parents/guardians will come to the Main Office when picking up a student; their child will be brought to them by a staff member

- Staff members working in the isolation room will wear face coverings and gloves and will be supplied with additional PPE if warranted.

Collection: *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

- Parent/guardians will be instructed to report to the Main Office to pick up their child. They will be provided with documentation of the health screening (i.e. what symptoms were present that warranted being picked up from school) and directed to see a health care professional to be cleared to return to school
- Saint Kateri School will follow state and local protocols regarding protocol for returning to school

Infected Individuals: *Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department*

- Returning to learning or work must include documentation from a health care professional evaluation, a negative COVID-19 test, and symptom resolution, or if COVID-19 positive, a release from isolation.

Exposed Individuals: *Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department*

- Saint Kateri School will follow the lead of the Monroe County Health Department for protocols regarding faculty or staff members returning to school after they have been exposed to the COVID-19 virus but have completed quarantine and not developed symptoms

Hygiene, Cleaning, and Disinfection: *Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas*

- Saint Kateri School will notify our maintenance department when there have been any individuals in the school building that have either tested positive for the COVID-19 virus or been in contact with someone who has
- Proper cleaning and disinfecting will be done in areas that may have had exposure to individuals who either tested positive for the COVID-19 virus or come in contact with someone who has tested positive

Contact Tracing: *Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies*

- Saint Kateri School will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- Saint Kateri School will support the Monroe County Health Department, as well as appropriate state and local agencies, in its efforts in contact tracing if an individual that has been in our building has either tested positive for COVID-19 or been exposed to someone that has tested positive for COVID-19

Communication: *Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students, and the local community*

- Saint Kateri School will share with parents/guardians, faculty, staff, students and our local community the protocols and safety measures that were taken if an individual in our building tested positive for the COVID-19 virus or was exposed to someone who tested positive for the COVID-19 virus.
- Communication will be shared through venues appropriate; email, phone call, website, etc.

4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

Closure triggers: *Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure*

- Saint Kateri School would look for guidance from our local health department to determine whether there would be a recommendation for school to be closed. Factors taken into consideration could be, but are not limited to the levels of community transmission, the extent of close contact of the individual who tested positive for the COVID-19 virus and the level of student and staff mixing
- If it is determined that school should be closed, Saint Kateri School will follow building protocols for emergency dismissal of students.

Operational Activity: *Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel*

- In-person learning will transition to online learning as soon as possible. Students will learn the online platform soon after beginning school to help them build their capacity and confidence. Learning it early and using it often will help make the transition to online learning smoother should it become necessary
- Every attempt will be made to retain school employees during school closures; priority will be placed on classroom teachers, Primary and Intermediate AIS teachers, Title 1 tutors, School Counselor, Technology and Encore Teachers (i.e. Art, Music, Physical Education, etc.)
- Saint Kateri School will work with the Finance Department to determine a staffing level that is financially responsible. Considerations will be made as to the length of time away from the building, if known, and the impact to student learning and well being
- School building closure will be conducted by Principal, Teacher in Charge and Main Office staff.

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

- Saint Kateri School families, families and staff will receive regular updates regarding the closure of the school building. These will come in the form of principal newsletters, email, Robo calls, LIVE and written posts on social media.
- Information will be regularly shared regarding academic standards and expectations and where families can go to get support during the closure
- Care will be taken to avoid disclosing personally identifiable information and will follow all applicable privacy requirements, including those of the Family Educational Rights and Privacy Act (FERPA)
- Explanation of what parents, students, teachers and staff can expect when returning to school, especially; staying home when sick, what families can do to prevent the spread of the COVID-19 virus, and strategies to manage the anxiety/worry of coming into contact with the COVID-19 virus