



St. Leo Catholic Academy

104-19 49th Ave

Corona, NY 11368

718-592-7050

Logistics and Planning

Diocese of Brooklyn

Ms. Jennifer Hernandez, Principal

Creating well defined entrance protocols for students, teachers, and visitors

Students will lineup, wearing masks, and standing 6 ft apart to enter and dismiss outdoors. Street will be closed to through traffic and lines will be formed in front of the academy.

- Grades PKA will use the 48th Ave entrance/exit.
- Grades K-3 will enter and exit through the front of the school (49th Ave)
- Grades 4-8 will enter and exit through the side door (49th Ave)

* Parents will not be allowed in the building to drop off their child.

Teachers will have their own Entrance / Exit

- Must be wearing a mask at arrival and all times
- Must wash/sanitize their hands at arrival

Visitors will have their own Entrance/ Exit, appointments will be strongly recommended.

- Must be wearing a mask at arrival and all times
- Must wash/sanitize their hands at arrival

Developing routines for daily health checks

- Designated staff member will be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them.

- Designated staff member will train staff and students on how to wear masks
- Designated staff member will train staff on taking temperatures upon entry
- Parents will sign an agreement that masks are to be worn while inside the building at all times.
- Masks to be provided for students by their parents. Extra masks will be available at school for emergencies or as needed.
- Parents will sign an agreement if child is sniffing, fever or has any feeling of sickness, child must stay home and work remotely

Developing protocols for social distancing in the classroom

* Students will stay in homeroom classes, while teachers rotate.

- Space seating/desks 6 feet apart.
- Student desks face in the same direction.
- Student's, faculty and staff will be required to wear masks at all times.
- Parents will provide student's masks.
- School will provide masks for faculty and staff.

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.

- One way hallways clearly marked
- Signage inside and outside:
 - promoting social distancing
 - Arrows and directions
 - Health and hygiene guidelines
- Stagger use of bathroom
- Clean and disinfect between each use.
- Large gathering spaces; stagger use, adhere social distancing mandates, clean & disinfect between uses.
- Limit student in bathroom sink area since they cannot be at least 6 feet apart.

Developing scheduling options to facilitate reduced capacity at school

- Survey parents on the following options:

Option 1 Full in-school following 6'ft social distancing Option

2 Parent chooses full distance/virtual learning

a. This will be by trimester if chosen and parent must sign contract stating such.

Creating a plan to handle confidentiality issues

- Confidentiality issues will be handled by the front office, nurse or principal. They will then electronically transfer information to those concerned.
- Hold meetings with front office, nurse, staff to ensure safety, medical privacy rights.
- Revisit plan weekly to evaluate programming and make adjustments

Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.

- Purchase bulk materials approved by the CDC and the DOH, which are listed, with neighboring schools.
- Supplies: soap, hand sanitizer, paper towels, tissues, disinfectant wipes, masks & thermometers
- Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.

- We will designate one person to oversee supplies
- Each child to have personal hand sanitizer when age appropriate.

Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

- Frequently touched surfaces such as playground equipment, door handles, sink handles; drinking fountains will be cleaned and disinfected hourly.
- Specific scheduled deep cleaning classrooms will be done on a daily basis.
- In case evidence of positive cases or an emergency, distance/virtual learning will take place for all students.
- Notification would be sent to parents/stakeholders.

Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues

- Mandatory Cloth Face Covering for all; faculty, students and visitors.

- Provide workshops on how to teach all students, especially younger students to wear all-day settings such as school.
- Students are allowed to remove their face coverings for lunch and for short breaks during instructional time provided that appropriate social distancing is being observed.
- Students who cannot tolerate wearing the face mask for medical/sensory reasons may be exempt from the requirement but the student's physician will need to propose an alternate covering and the social distancing requirement must be observed at all times. If an acceptable alternative cannot be arranged, the student will participate in the instructional program through remote learning.
- Training for faculty for student emergencies.

Reviewing and updated the Emergency Contact Plan

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

Plan: protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;

- **Isolation Procedures** isolate individuals who screen positive symptoms (fever) upon arrival, or symptomatic individuals should they become symptomatic while at school.

Procedures for pick-up arrangements, for symptomatic students, faculty, and staff. In order to return, a doctor's note is needed. • **Infected Individuals** communicate requirements that persons who have tested positive complete

isolation, a doctors note to return stating they will not transmit COVID-19 when returning to in-person learning.

- **Exposed Individuals:** Requirements to inform families that student was exposed to the COVID-19 virus
- **Parents** will be asked to provide emergency contact information for a minimum of 4 adults which can be called in case of an emergency.

Food services

- Breakfast/lunch brought to classrooms for students to eat.
- Staggered schedule will be provided for supervision purposes.
- Designated staff member to count lunches for each class to be distributed by designated aide/volunteer.
- Face coverings may be removed at time of eating.
- All rubbish will be collected by designated aide/volunteer and retrieved by custodial staff.

Extra Curricular Activities

- Selected extracurricular programs and activities will be allowed, considering social distancing guidelines.
- interscholastic sports, assemblies, and other gatherings will be limited to guidelines.
- Follow the “Interim Guidance for Sports and Recreation during the COVID-19 Public Health Emergency” in the development of these policies;

Interscholastic sports will not be permitted until further notice.

Before and Aftercare

- Policies regarding before and aftercare programs will follow social distancing guidelines
- Cohorts to be created.
- Scheduled cleaning and disinfecting will take place.

Periodically surveying stakeholders to evaluate programming and support and make adjustments.

- Review our screening; temperature checks
- Survey parents and faculty to ensure we are following protocols.
- Survey parents who may have been exposed to the COVID-19 virus.

Face Coverings

Office of the Superintendent of Schools ~ Diocese of Brooklyn

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.

Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Non-disposable mask should be washed daily.

NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.

CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Cloth face coverings should not be placed on:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:


- Younger students, such as those in early elementary school.
- Students, teachers, and staff with severe asthma or other breathing difficulties.
- Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.

While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.

In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

Clear Face Coverings or Face Shields

Teachers and staff who may consider using clear face coverings or face shields include;

- Those who interact with students or staff who are deaf or hard of hearing, per the [Individuals with Disabilities Education Act](#) 
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control. **Practical Recommendations**

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).

- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

Health and Safety Measures: Monitoring and Containment

General Information

- Administration, Faculty, Staff and Students will be reminded to stay home if they feel ill.
- Administration, Faculty, Staff and Students will be reminded to stay home if they were within less than six feet for a prolonged period of time with a person with COVID-19
- Training will be provided to all administration, faculty and staff on recognizing the signs and symptoms of COVID-19 and what to do if a child or adult are displaying symptoms.
- Information will be provided to parents on the signs and symptoms of COVID-19 in children
- Schools 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 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. **Daily Health Screening**

Temperature Checks

It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.

Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:

- Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
- If the school has a nurse, the nurse will conduct the screening. In schools where a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- In schools utilizing multiple entrances to avoid gatherings and enhance social distancing a designated trained school personnel should be at each entrance to conduct the daily temperature check.

Schools 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 (e.g., pass/fail, cleared/not cleared). (FERPA)

Health Screening Questionnaires

- Screening is strongly recommended to 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.
- Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening

Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:

- 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;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- 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.
- Schools should implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

Schools must require individuals to immediately disclose if and when their responses to any of the questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

Symptoms and Signs of Illness

School Personnel will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough

- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches
- Fatigue
- Sore throat
- Headache

Screening Positive for COVID-19 Symptoms at School

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

- Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Reporting a Positive COVID-19 Case

- Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools 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 requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

PLEASE NOTE: Plan is subject to change according to state and local health agencies.