



*Our Lady of the Hamptons Regional Catholic School  
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**FOR THE 2020-2021 SCHOOL YEAR PURSUANT TO NYSDOH GUIDELINES  
(Dated July 31 , 2020)**

**This reopening plan is submitted to New York State pursuant to the New York State Department of Health's "Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVID-19 Public Health Emergency".**

**I. People**

**A. Social Distancing and Face Coverings**

- **Social Distancing:** All individuals will be required to maintain the appropriate social distancing of 6 feet between individuals while in school and on school grounds, unless safety or the core activity (for example, using an elevator or traveling in common areas) requires a shorter distance, or individuals are of the same household.
- **Face Coverings:** Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear appropriate face coverings.
- Face coverings shall be worn at all times, with the exception that face coverings may be removed solely for meals and short breaks when individuals are able to maintain proper social distancing.
- Our Lady of the Hamptons shall provide training to all students, faculty and staff on how to adequately put on, take off, clean and discard personal protective equipment, including masks and gloves.
- Social distancing of twelve feet in all directions will be maintained for any activities requiring projecting the voice, such as singing or playing a wind instrument.
- Spaces will be reconfigured where necessary. Our Lady of the Hamptons will modify/reconfigure spaces and restrict the use of places so that individuals can be socially distanced, and so that individuals are not sharing workstations, desks, tables or other shared surfaces. Workstations, desks, tables, or other surfaces must be cleaned and disinfected after each use.

- Our Lady of the Hamptons will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways and other spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and where lines are commonly formed or where people may congregate.
- Visitors will not be permitted on school grounds except by appointment and following proper screening procedures.
- Parents who come to the school building to pick up a student will be screened and asked to remain in the Main Entrance lobby.
- Schedules will be modified so that arrival and pick-up times are staggered to facilitate proper social distancing.
- No lockers will be used.
- Students should carry with them a backpack with all of their expected daily needs, including an extra face mask, gloves (if desired) lunch, a water bottle, and other necessary supplies.
- Our Lady of the Hamptons will regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Signage will remind individuals to:
  - Stay home if they feel sick;
  - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others;
  - Properly store and, when necessary, discard PPE;
  - Adhere to social distancing instructions;
  - Report symptoms of, or exposure to, COVID-19 immediately to Sister Kathryn Schlueter,CSJ or Mrs. Eileen Shimkus, RN. Reporting may also be done through Google Forms. No individual should enter the Our Lady of the Hamptons property if he/she has symptoms or have been exposed to or suspect exposure to COVID-19.
  - Follow hand hygiene, and cleaning and disinfection guidelines.
  - Follow respiratory hygiene and cough etiquette.

## **B. Gatherings**

- There will be social distancing between individuals while eating.
- No gatherings in small spaces will be permitted unless all individuals in such space wear acceptable face coverings.
- Occupancy on elevators is limited to no more than two people per elevator while wearing masks.
- Ventilation with outdoor air will be made to the greatest extent possible.
- Congregating in commons areas will be prohibited. All individuals must practice proper social distancing.
- Hand sanitizer will be available at entrances and throughout the building and in classrooms.
- Restrooms must be used in a socially distant manner. Restrooms will be controlled by classroom teachers. Students will be required to socially distance to the extent necessary when waiting to use a bathroom.

## **C. Operational Activity**

- Communities are self-contained, pre-assigned groups of students with reasonable size limits. Our Lady of the Hamptons will aim to prevent intermingling across communities to the greatest extent possible.
- In-person instruction is desirable to the extent it can be achieved in a safe manner with social distancing in place. Our Lady of the Hamptons is prepared to implement a combination of in-person instruction and remote learning to facilitate a hybrid model, which may be necessary at various times throughout the 2020-2021 school year.
- To maximize in-person instruction, Our Lady of the Hamptons will make use of alternative spaces in the building to allow for more in-person instruction, including the Auditorium, Gymnasium, Library, Dance Studio, Music Studio and Conference Room. Class and work hours will be adjusted as necessary. Schedules will be staggered to the extent necessary and more time will be allowed between classes to allow students and faculty break time.

#### **D. Movement**

- Student drop-off and pick up will be coordinated in an orderly way, limiting contact and entry of parents and legal guardians into the building to the greatest extent possible.
- Deliveries may only be made at the Main Entrance to limit contact.
- All faculty and staff shall enter and exit the building through the designated community entrances.

### **II. Places**

#### **A. Personal Protective Equipment**

- Personal Protective Equipment must be worn as directed and required by the New York State Department of Health. All individuals on Our Lady of the Hamptons property are required to wear acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and surgical masks that cover both the mouth and the nose.
- Our Lady of the Hamptons requests that students bring their own masks to the extent feasible. The school will maintain an adequate supply of masks, gloves and other PPE should faculty, staff, students, visitors, contractors or vendors be in need.
- Our Lady of the Hamptons will advise all individuals that they are required to wear face coverings in common areas and in situations where social distancing may be difficult to maintain, such as riding in elevators, entering and/or exiting classrooms, and walking around the building.
- Face masks should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings.

#### **B. Hygiene, Cleaning and Disinfection**

- Our Lady of the Hamptons will adhere to hygiene and cleaning and disinfection requirements of the CDC and DOH. The school will maintain logs that identify the cleaning and disinfection frequency for each location within the building and on the property.

- Our Lady of the Hamptons will train all students, faculty and staff on proper hand and respiratory hygiene, and provide information to parents and legal guardians on ways to reinforce this at home.
- Hand washing stations will all be equipped with soap, running warm water and disposable paper towels.
- Hand sanitizer will be available throughout the building.
- Our Lady of the Hamptons custodial staff will conduct daily cleaning and disinfecting.
- Drinking fountains will not be used. Students, faculty and staff are encouraged to bring their own water bottles to school.
- Regular, rigorous cleaning and disinfection of the facilities will take place. More frequent cleaning and disinfection of high-risk areas used by many individuals and of frequently touched surfaces, including desks, will be conducted. Products approved by the DEC and EPA will be used for cleaning and disinfecting.
- Cleaning and Disinfection following a suspected or confirmed case of COVID-19 will follow applicable CDC guidelines.

### **C. Coordination and Phased Reopening**

- Our Lady of the Hamptons designates Joseph Ambrose and Kevin Link as COVID-19 safety coordinators whose responsibilities include continuous compliance with all aspects of the school's reopening plan.

### **D. Communications Plan**

- Our Lady of the Hamptons has reviewed and understands the State-issued guidelines.
- Our Lady of the Hamptons will engage the broader school community in carrying out the plan. Information regarding the reopening will be regularly communicated through Parent bulletins, emails, social media, the Our Lady of the Hamptons website, through training videos and on signage.
- Our Lady of the Hamptons will ensure that all students are taught and trained how to follow COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing and respiratory hygiene.
- Our Lady of the Hamptons will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, and specifically acceptable face coverings, when a social distance cannot be maintained.
- Should there be a positive COVID-19 case, all communications to parents, students, faculty, staff and the community will be made through Sister Kathryn Svhueter, CSJ in cooperation with the Suffolk County Department of Health.

## **III. Processes**

### **A. Screening and Testing**

- Our Lady of the Hamptons will implement mandatory health screenings, including temperature checks, of students, faculty, staff, contractors, vendors and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.
- Temperature checks will be conducted per New York State Department of Health Guidelines. If an individual present a temperature of greater than 100.0 degrees F, the individual will be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- Our Lady of the Hamptons will use a daily screening questionnaire for faculty and staff reporting to school.
- Our Lady of the Hamptons will not keep a record of student, faculty, staff, contractor or visitor health data (for example, the specific temperature data of an individual will not be maintained. However, the school will maintain records indicating that individuals were screened and the result of such screening (cleared/not cleared).
- Screening for all students, faculty, staff, visitors, contractors and vendors must be completed using a questionnaire that determines whether the individual has:
  - (a) 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;
  - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
  - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees F, in the past 14 days; and/or
  - (d) 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.
- Our Lady of the Hamptons will refer to the CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
- Quarantine of students, faculty, staff, contractors or vendors may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to CDC and DOH guidance, as well as Executive Order 205.
- An individual who screens positive for COVID-19 exposure or symptoms must be immediately isolated and sent home with instructions to contact a health care provider for assessment and testing.
- Students who are being sent home because of a positive screen (for example, the onset of symptoms) must be immediately separated from other students and supervised until a parent, legal guardian or emergency contact can retrieve them from school.
- Individuals must disclose if and when any of their responses to any of the aforementioned questions change, such as the onset of experience symptoms.
- Our Lady of the Hamptons must immediately notify the Suffolk County Department of Health if an individual’s diagnostic test results are positive for COVID-19.
- Our Lady of the Hamptons will work in consultation with the Suffolk County Department of Health to determine when individuals, particularly students, who screened positive for COVID-19 symptoms, can return to the in-person learning environment. The return to learning protocol will require written evaluation from a health care provider, negative COVID-19 testing and symptom resolution, or if COVID-19 positive, release from isolation and written confirmation from a health care provider.

- Screeners and all individuals will be required to use PPE, which includes at a minimum, an acceptable face covering or mask.

## **B. School Health Office**

- The school health office will be operate with the following protocols for caring for an individual who develops COVID-19 symptoms during the school day:
  - An isolation area will be designated to separate an individual with COVID-19 from others until they can go home or to a health care facility;
  - Symptomatic students who are waiting to be picked up will remain under the visual supervision of a staff member who is socially distanced;
  - PPE, including masks, gloves and eye protection, will be used by health office staff as necessary;
  - All DOH required guidelines for cleaning and disinfecting will be followed.

## **C. Tracing and Tracking**

- Our Lady of the Hamptons will coordinate with the Suffolk County Department of Health and follow all DOH requirements for tracing and tracking.
- Our Lady of the Hamptons will notify the DOH and the Suffolk County Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds.
- Our Lady of the Hamptons will rely on state and local health departments to implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- Our Lady of the Hamptons will rely on the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff returning to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

## **IV. Submission of School Plan**

- This plan is being submitted to New York State as per New York State's guidelines.