

## **OBJECTIVES**

1. To keep students and staff healthy and safe
2. To maintain continuity of instruction
3. To communicate with stakeholders

## **BUILDING PROCEDURES**

1. Class size will be reduced to decrease school density where feasible.
2. Some will attend classes in re-purposed spaces.
3. Classes will be held outside where possible.
4. Classes will be separated into smaller cohorts where feasible.
5. Communities will remain together for the duration of the school day where feasible.
6. Social distance (six feet) between students will be maintained where possible.
7. Visual markers will be utilized to remind students and staff to socially distance.
8. Windows will be opened and filters utilized when possible to increase ventilation.
9. Signage and good hygiene reminders will be displayed throughout the school building.
10. Respiratory etiquette and hand hygiene (not touching one's eyes, nose, and mouth) will be reinforced daily along with health instruction.
11. Hand sanitizer stations will be available throughout the building.
12. Cleaning solution, protective gloves, and paper towels will be available in each classroom to clean high touchpoint areas as needed.
13. A comprehensive review of attendance and safety policies will be conducted to be supportive of students, families, and staff.
14. Musical performance and athletics activities will be reviewed and modified to follow NYS DOH guidelines.
15. The sharing of supplies is generally prohibited. If sharing does occur, cleaning must immediately follow along with handwashing and the use of hand sanitizer.
16. Staff, students, contractors, and visitors shall always wear a face covering while on campus unless medical conditions prevent them from doing so.
17. Some stairwells will be designated for traffic flow among specific communities.
18. Students will be discouraged from gathering in large groups before and after school.
19. No field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings, and other large gatherings will be held until an "all clear" is issued.
20. Bathroom capacity will be limited and monitored to provide for social distancing.
21. Students must wash their hands with soap and water after using the bathroom, eating, coughing, sneezing, etc. Signage will be in the bathrooms reminding them of this.

22. Student hallway movement will be monitored to ensure students and staff are properly maintaining social distancing where feasible. Signage will be utilized.
23. An isolation area will be designated for those students experiencing symptoms of COVID-19.
24. Remote work practices will be evaluated where feasible.
25. The time between classes has been increased to allow for staggered bathroom usage, hand washing, and density reduction in the hallways and bathrooms.
26. Students will all face the same direction in class desks where possible.
27. The mechanical systems will be inspected regularly to ensure they are operating properly.
28. Bathrooms have been outfitted with touchless technology.
29. In the event of a positive case, the administration, in conjunction with the Nassau County Department of Health, will determine the scope of student isolation and whether the school may remain open.
30. Remote and hybrid learning will be utilized if necessary.
31. Emergency drills will be conducted in accordance with all NYS laws.
32. OLH will not keep a health record of any student, staff member, contractor, or visitor.
33. The school nurse/staff members will maintain the visual supervision of ill students at all times.

## **CAFETERIA**

1. Alternate locations will be implemented in various areas of the school building to allow students to eat lunch in smaller groups for density reduction and safety.
2. Students will be reminded not to share food or drinks.
3. Students must bring a brown bag lunch to school each day.
4. Hot lunch services will not be provided at this time.
5. Mealtimes will be staggered

## **PERSONAL PROPERTY**

1. Water fountains will not be used to help mitigate community spread.
2. Students may bring their own refillable water bottles to refill at bottle-fill stations.
3. Lockers will not be used to prevent close contact and reduce density.
4. All personal property (lunch bags, etc) will be labeled with the student's name.

## **ARRIVAL AND DISMISSAL**

1. Students will utilize multiple entrances and exits for arrival and departure.
2. Hand sanitizer stations will be at each student entrance.

3. Students will use designated entrances and exits so the same students use the same exits and entrances every day.
  4. Additionally, arrival and departure will be staggered to further reduce density at these points
  5. A health screening will be conducted for staff and students every day at arrival, including temperature checks for all individuals. Students will be monitored for overtly visible symptoms as they enter the school.
  6. Students exhibiting COVID symptoms must visit the Health Office and will only use one exit for pick-up by a parent or guardian.
  7. Students experiencing symptoms will be placed in the designated isolation room.
  8. Parents/guardians will pick up an ill child at the main entrance. The parent/guardian will be asked to wait outside for their child to exit the building. The parent/guardian may be screened if waiting inside the main entrance.
  9. Every student, teacher, and staff member will have their temperatures checked prior to entering the building at arrival and denied access if they are over 100.0 F. If a person has a temperature equal to or exceeding 100.0 F, a second temperature will be administered no more than fifteen minutes later to confirm body temperature.
10. Parents are encouraged to utilize the parent/guardian health check for their children each day.

### **SCHOOL VISITORS**

1. Visitors are prohibited from entering the school building unless they are deemed essential by the administration.
2. All parent-teacher conferences will be held as a phone/virtual meeting.
3. The school building will not be used by any outside groups
4. Hand sanitizing will be required before the entry of all essential visitors.
5. Temperature checks will be required for all essential visitors and contractors.
6. Essential visitors must wear face coverings when in the school building.
7. A supply of PPE will be maintained in accordance with NYSDOH laws.
8. Essential visitors and contractors must complete a self-screening health checklist and have their temperature checked. Any individual with a temperature of 100.0 F or greater will be denied access to the building.

### **CLEANING/DISINFECTING PROTOCOLS**

1. Surfaces will be cleaned and disinfected routinely.
2. Soap,( and warm water), hand sanitizer, and cleaning supplies are readily available and in stock.
3. A comprehensive review has been undertaken of the inventory and cleaning protocols of the school building, cafeteria, and classrooms, common areas, etc.
4. Any items that may have been shared will be cleaned after each use.
5. Enhanced cleaning and disinfection will occur every evening after student and faculty dismissal.

6. Frequent cleaning will take place during the school day.
7. The Health Office will be provided with cleaning and disinfectant supplies as well as PPE to care for sick students.
8. The Health Office will have an isolation area for sick students. It will be supervised by a school nurse/staff member who will maintain social distance. It will be cleaned as per DOH and CDC guidelines.
9. Receptacles are located throughout the building for disposal of soiled items, including paper towels, and PPE.
10. Products approved by the DEC and EPA will be used for cleaning and disinfecting.
11. Cleaning and Disinfection following a suspected or confirmed case of COVID19 will follow applicable CDC and NYS DOH guidelines.

### **TRANSPORTATION**

1. The individual public school districts are responsible for providing transportation and for the cleaning and disinfection of those busses as per the district's policy.
2. Students must follow all of the district's health and safety protocols.

### **EDUCATION TOPICS**

1. COVID-19 symptoms
2. COVID-19 transmission
3. Basic safety practices (PPE, removal of PPE, etc)
4. Self-monitoring of symptoms
5. An overview of the reopening plan will be shared via the school website for all stakeholders.
6. Parents, teachers, and staff have been engaged regarding reopening plans.
7. A COVID-19 task force has been established to monitor and make recommendations.
8. Should there be a positive COVID-19 case, all communication to faculty, parents, students, staff, and stakeholders will be made by Sister Kathryn Schlueter, CSJ, in cooperation with the Suffolk County Department of Health.

### **TRACING AND TRACKING**

1. OLH will coordinate with the Suffolk County Department of Health and follow all DOH requirements for testing, tracing, and tracking.
2. OLH will notify 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.
3. OLH 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.
4. OLH will rely on the Department of Health 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.

**NOTE:** *All of these practices will be thoroughly reviewed and modified as necessary to ensure the health and safety of everyone who enters the school building.*