



**SAINT GEORGE**  
**ACADEMY**  Est. 1968

**COVID-19 Safety Plan**  
**Re-opening & Operation Plan**  
**Fall 2020**

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## **Introduction:**

Saint George Academy is working under the assumption that we will be able to operate on a full-time in-school schedule for fall of 2020. Nothing is more important to us at SGA than the safety and health of our students, parents, teachers, and staff. To that end, we have crafted a Re-Opening and Operation Plan that meets or exceeds current Department of Health and Archdiocese guidelines. In the pages that follow you will find an outline of our Reopening and Operation Plan. Some protocols and procedures may seem overly strict or cautious, but they are necessary to ensure everyone's safety and health. Please be aware that this is a fluid situation. As the science and guidelines change, so will this document. Each time we amend a protocol or policy, we will send an updated copy of this plan to all stakeholders.

In the event that circumstances, or government mandates make in-person education impossible, SGA has created a curriculum and class plan that will allow for a seamless transition to remote learning. We are committed to providing real-time, live instruction to our student, just as we did this spring. Students will continue to be held to the same unyielding standards to which they have always been held. Students will be graded on the merit of their work, effort, and honesty.

Students, parents, teachers, and administration must all adhere to the protocols and policies outlined in this document. Failure to follow all protocols, policies, and guidelines will result in an individual being removed from the SGA campus. Anyone who repeatedly violates policies and protocols will be subject to increasing disciplinary actions up to and including suspension or expulsion.

An important nuance to the SGA reopening plan is the maintaining of our boutique status. We are projected to open in September of 2020 with no more than 95 students. Our staff and students will occupy a 30,000 square foot area (3 floors) with only 110 people, making social distancing and adherence to the outlined guidelines manageable.

### **Entry Procedures (Students):**

- Students will line up outside of school between 7:30am and 8:00 am. Each student will adhere to social distancing policies by standing on designated markers.
- Two (2) staff members will conduct health screenings at the door. Students will answer health questions, and their temperatures will be taken. Any students who are feeling unwell, may have been exposed to COVID- 19, or who have temperatures of 100.0 or higher will be moved to the “Medical Room” and their parents will be asked to pick them up from school immediately. If parents are unable to pick-up their child, SGA will have that child transported home by private car service. SGA has contracted with a private car service, which has enacted safety precautions to ensure the safety of their drivers and our students. The burden of the fair will be the responsibility of parents.
- All students must have mask/face shield (masks will be available for any students who have forgotten theirs).
- Students will be directed to sanitize / wash their hands upon entering the building.
- Access to lockers will be staggered to avoid crowding. Staggered assignment of lockers will insure that any grade sent to their lockers will be spaced every 4<sup>th</sup> locker. Students should be sure to have necessary supplies with them upon entering their assigned classrooms. All students will be required to wear their masks in the hallways and at lockers.

### **Entry Procedures (Teachers/ Staff/ Visitors):**

- Teachers should arrive to school by 7:50 am. Anyone entering the building will be subjected to a health screening and temperature check. Anyone who is feeling unwell, may have been exposed to COVID- 19, or who has a temperature of 100.0 or higher will be denied entry into the building.
- Everyone who enters the building must wear a mask/ face shield, and wash or sanitize their hands.
- Teachers / Staff members should store their coats and personal belongings in their closets, making sure to have all necessary items available as needed.

### **Facility Protocols:**

- The school building, including high touch surfaces, will be cleaned and sanitized 3- times a day according to EPA and DOH guidelines. Classrooms and other facilities will be cleaned and disinfected each time one group leaves, and before another group enters the room.
- Classrooms and other areas will be arranged to maximize social distancing protocols. Each classroom will have a hand washing/ sanitizing station located at the entrance.
- Air conditioners may only be used in the “Fresh Air” setting.
- Windows and doors will remain open when possible, to maximum ventilation.
- Water fountains will be shut-off and rendered inaccessible to students and staff. Bottle filling stations may be used. SGA has installed new highly-filtered water filling stations.

- A room will be designated as the “Medical Room”, which will act as a quarantine station for suspected Covid-19 cases. All social distancing and PPE protocols will be followed in this room.
- Appropriate signage and reminders will be placed in multiple areas. This will include place marks to ensure social distancing; signs reminding students to wash hands and practice good hygiene including coughing and sneezing into elbows or tissues.

### **Classroom Protocols:**

- Students desks will be spaced 6- ft. apart (measured from the center of each desk in all directions). The teacher’s desk will also be separated by 6-ft.
- Students will remain seated at their workstations throughout each lesson. If a student should need to leave their workstation or classroom for any reason, he or she will raise their hand, wait until the teacher acknowledges them, then, ask for permission to leave their workstation or the classroom. Only 1- student at a time may leave a workstation or classroom.
- Teachers will create classroom policies that encourage social distancing among students by incorporating technology into day-to-day lessons and reducing the use hand-outs and other paper products.
- Students will be instructed to disinfect their workstations regularly. They will also be encouraged to wash/ sanitize their hands regularly.
- Students will be asked to hold their trash until the end of the class. (Biological waste will be disposed of as needed).
- Students will refrain from eating and drinking, except during designated break times. When students are eating and drinking, strict social distancing protocols will be enforced.
- Tuition, school forms, and other materials will be collected during homeroom by homeroom teachers. A designated staff member will come by during the day to collect all materials. Students should not be sent to the office to submit any materials, tuition payments, or school forms.
- Attendance will be collected electronically and sent to the office via Redikker or email.

### **Hallway Protocols:**

- Students will travel one way on stairs and in hallways, maintaining 6 feet of social distancing whenever possible.
- Students will only be in the hallway during designated times, and for approved restroom breaks.
- Masks/face shields will be worn at all times.

### **Bathroom Protocols:**

- For the time being, students will not use bathroom passes or sign-out sheets when visiting the bathroom.
- Only 3 students will be permitted to enter the bathroom at any time. Students will use the bathroom, wash their hands, and leave the bathroom immediately. There will be no socializing or additional grooming practices performed in the bathroom.
- All students should wash their hands upon entering and leaving the bathroom.
- Students should report any messes, spills, or overflows immediately to a staff member.

### **Lunchroom Protocols:**

- Students will travel to the lunchroom in an orderly line (single file). Social distancing protocols will be adhered to. Students will maintain 6ft of distance when possible, and all students and staff will wear facemasks/ face shields when traveling to the cafeteria.
- Students will be provided with a school lunch, prepared under stringent safety guidelines, in a contactless environment. Students may bring their own lunch.
- Students will sit in assigned seats and remain seated for the entire lunch period.
- Students will dispose of their own trash at the end of lunch, only after they have been directed to do so.
- Students will line-up at the end of lunch when directed to do so and will walk in an orderly line back to class, maintaining appropriate social distancing and mask procedures.

### **Dismissal Protocols:**

- Student dismissal will be staggered to maximize social distancing. Students will need to leave the school building directly following dismissal. Exceptions will be made for official school functions, on a case-by-case basis.
- Students who would like to meet with a teacher, counselor, or administrator afterschool, will need to make an appointment ahead of time to do so.
- Students will not be permitted to congregate around school. Staff members will be on hand to encourage students to move toward the appropriate modes of transport.

### **Absence Policy (Students):**

- Any student who is unwell should stay home, especially if the student has a fever.
- Any student who has been exposed to a suspected or confirmed case of COVID-19 should stay home, until they receive medical clearance from their doctor.
- Any student who has COVID-19 must quarantine away from school until they are medically cleared by their doctor. Students will need to provide documentation stating that they are no longer contagious and may return to school.

- Students who cannot attend classes will be required to contact their teachers to obtain materials, assignments, or additional instruction virtually. All work must be submitted on time and complete, if medically possible. All teachers will hold online office hours in Newrow for instruction for absent students.
- Student absences must be reported by 9:00am to the Main Office at SGA, by telephone. Please have your parent or guardian call 212-473-3323 to report your absence.
- **Parents must alert** Saint George Academy immediately if a student has been diagnosed with COVID-19 or has been exposed to a suspected case of COVID-19.

#### **Absence Policy (Teacher Staff):**

- Any teacher or staff member who feels unwell should stay home.
- You must alert the Main Office that you are feeling unwell and will be absent for the day.
- Whenever possible teachers will provide remote instruction via Newrow (or some other online platform).
- Teachers and staff members who test positive for COVID-19, or who have been exposed to a suspected case of COVID-19, must report the illness or exposure immediately to Saint George Academy.
- Teacher's or staff members who have tested positive for COVID-19, or who have been exposed to an infected person, must quarantine away from school until they receive a medical clearance from their doctor. They must provide written release from their doctor stating they are fit to return to work before they will be allowed to return to their duties.
- Whenever possible, teachers will be allowed to provide virtual instruction to their students via Newrow (or some other on-line platform).

#### **Protocols for High-risk Students:**

- Students who cannot attend in-person classes because they, or a close family member is, considered to be at high risk for COVID-19 complications, will be given the option of attending virtual classes either during regular class times or during teacher's office hours.
- All remote learning students will be responsible for logging into their classes on-time, engaging in lessons, and completing assignments by the established due dates. Connectivity and hardware issues should be solved before the start of class.
- Students engaging in remote learning will be graded exactly as if they were attending class in-person. Students will be evaluated on classwork, participation, tests, quizzes, and homework.
- Saint George Academy will be providing a seamless educational experience for in-person and remote learners. Therefore, all students will be held to the same exacting standards Saint George Academy has always demanded. Students will be graded on the merit of their work, effort, and honesty with which they approach assignments and exams.

#### **COVID-19 Tracing and Containment:**

- Parents, teachers, and staff members will be notified immediately of any potential COVID- 19 contact or infections.

- In the event of a school-wide outbreak students, parents, teachers, and staff will all be notified. The school will convert to remote learning via Newrow.
- Saint George Academy will report all illness and suspected illness to the appropriate governing bodies as mandated by the Department of Health and New York State Department of Education.

**On-line Contingency Plan:**

- In the event that SGA must convert to remote learning, all classes will be held during their regularly scheduled times, via Newrow.
- Parents and students should begin to prepare for this situation by ensuring a student has a fully functioning computer (with camera), dependable internet access, and a quiet work area.
- The transition to remote learning will be seamless. Students will receive the same instruction they do in the classroom. Students will also be expected to be present and engaged in each class.
- Parents will be kept informed of their child's progress via electronic communication, progress updates, and quarterly report cards.
- Student support services will be available to all students via video conferencing.
- All parent meetings, college meetings, school assemblies, and activities will be held remotely as scheduled in the calendar.

**Mental Health Policy:**

- Students will meet with the Director of Student Support services in-person and via video chat. All students will have the opportunity to engage in weekly check-ins.
- Teachers and staff members will monitor student performance, mood, and disposition to identify students who are having difficulties with academics or social emotional health. A report will be forwarded to Student Support Services of any students who are deemed to be in crisis or in need of intervention.
- Teachers, staff members, and administrators will continue to monitor students for indication of child abuse and neglect, in-house and remotely.
- Teachers, staff, and administrators will engage in enhanced training to identify mental health needs, signs of child abuse and neglect.
- In the case of suspected child abuse or neglect, school officials will report to the appropriate agencies.
- Students will be referred to the appropriate agencies and parties to obtain mental health counseling.
- Teacher, staff members, and administrators will also be monitored for mental health needs.
- Teachers, staff members, and administrators will be referred to the appropriate resources to obtain mental health counseling.



All protocols and policies have been adapted from the New York State Department of Health's *Interim Guidance for In-person Instruction Pre-K to Grade 12 Schools during COVID-19 Public Health Emergency*, and the New York City Archdiocese's *Catholic Schools Opening: Moving Forward Together guide*.

As guidelines and mandates change, so will this document. We will continue to monitor the situation and science as it becomes available to ensure the safety, health, and education of our students.

This document has been viewed and accepted by the principal of Saint George Academy, signed July 30, 2020 by:



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Andrew Stasiw  
Principal

