

Cathedral Academy at Pompei



Many Nations, One Family In Christ

School Reopening Plan

2020-2021

Introduction

Cathedral at Pompei (CAP) is a multicultural, urban, Catholic parish school in the city of Syracuse, NY, in the Diocese of Syracuse. The school re-opening committee has developed the following reopening Plan for the 2020-2021 school year following the New York State Department of Health guidance [INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY](#). We have utilized a template provided by the CITI BOCES aligning our response to the specific guidance of the Department of Health. This plan addresses the following criteria:

- 1.) Reopening of school facilities for in-person instruction,
- 2.) Monitoring of health conditions,
- 3.) Containment of potential transmission of the 2019 Novel Coronavirus (COVID-19) and
- 4.) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

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NYS DOH Guidance	Action Plan
<p>I. People</p> <p>A. Social Distancing and Face Covering</p>	
<p>Social Distancing</p> <ul style="list-style-type: none"> Responsible Parties must ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household. 	<ul style="list-style-type: none"> Classrooms are set up with 6 feet in between students' desks which will all be facing the same direction. During Physical Education, Music (if singing) and Band (if using wind instruments), students will be socially distanced 12 feet. The school will have signage up for social distancing and traffic flow. There will be directional arrows on the hallway floor in order to control traffic flow. Entrances will be restricted. Restrooms: Specific toilets will be restricted Specific sinks will be restricted
<p>Face Coverings</p> <ul style="list-style-type: none"> Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings. Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. However, Responsible Parties can require face coverings at all times, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection. <ul style="list-style-type: none"> Responsible Parties requiring the wearing of face coverings by students at all times will need to 	<ul style="list-style-type: none"> Face coverings are to be worn by all students, parents and visitors upon arriving at school and when in common areas. Students may remove face coverings when seated at their desk in their classroom (inclusive of instruction and eating per NYS DOH guidance). Adults (including parents, visitors, faculty and staff) are to wear face coverings at all times while in the school building. Appropriate face covering signage will be posted throughout the building.

<p>consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner.</p> <ul style="list-style-type: none"> • Responsible Parties should develop plans for face covering breaks for students when they can maintain social distance. • All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school. • Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. • Responsible Parties should consider assistance to students who may have difficulty in adapting to wearing a face covering. • Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE. 	<ul style="list-style-type: none"> • A supply of masks will be made available. • All students and adults are to have face coverings available at all times in the event that social distancing is not possible. • Students and adults who are unable to medically tolerate face coverings will be required to produce a doctor's note excusing them from the requirement. • Training (CDC video) will be administered to all students, faculty and staff on proper mask use and care.
<p>Social Distancing for Certain Activities</p> <ul style="list-style-type: none"> • Responsible Parties should ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes). 	<ul style="list-style-type: none"> • During Physical Education, Music (if singing) and Band (if using wind instruments), students will be socially distanced 12 feet. • Recess will be limited to one class at a time, whether indoors or outdoors.
<p>Space Configurations</p> <ul style="list-style-type: none"> • Responsible Parties are strongly encouraged to (1) modify or reconfigure spaces and areas, and/or (2) restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so 	<ul style="list-style-type: none"> • Classrooms will be utilized by specific cohort groups. • Additional common area space is available (art, music, computer lab/library rooms) and may be repurposed for classrooms • Locker Rooms will not be utilized and students will

<p>that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.</p> <ul style="list-style-type: none"> ○ If Responsible Parties are using a cohort model, cleaning and disinfection may be performed in between each group's use instead of individual's use. ● Where feasible, Responsible Parties should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations). ● Responsible Parties should determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations. ● Responsible parties should work to find additional or alternate space with community-based organizations and other operators of alternative spaces (e.g., local governments) to maximize capacity for in-person learning. 	<p>come to school in gym uniform so they do not need to change for Physical Education</p> <ul style="list-style-type: none"> ● The school will have signage up for social distancing and traffic flow. There will be directional arrows on the hallway floor in order to control traffic flow. ● School facilities and grounds will not be made available to the general public. ● Based on current enrollment, we are able to socially distance the recommended six feet in each direction in all of our classrooms. Furthermore, we have enough space to add additional classrooms should enrollment warrant. ● Frequently touched surfaces (railings, door knobs, light switches, sinks etc.) will be sanitized on a regular basis. ● Required safety drills will continue with appropriate social distancing.
<p>Schedules</p> <ul style="list-style-type: none"> ● Responsible Parties should consider staggered arrival and pick-up times to facilitate proper social distancing, and assign lockers or other student storage areas by cohort or eliminate their use. However, students should not carry an unreasonable number of books or materials throughout the day. 	<ul style="list-style-type: none"> ● Due to our enrollment, a staggered arrival and departure is not necessary for students K-6 but happens naturally based on the varied methods drop off / pick up available to parents. ● Student books, supplies and Chromebook will be stored in the classroom.
<p>Signage</p> <ul style="list-style-type: none"> ● Responsible Parties must post signs throughout the school and should regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Responsible Parties can develop their own customized and 	<ul style="list-style-type: none"> ● Developmentally appropriate signage will be posted throughout the building including, but not limited to; social distancing, hand and respiratory hygiene and public health and foot traffic.

<p>age- appropriate signage specific to their school or educational setting, provided that such signage is consistent with the Department’s signage. Signage should be used to remind individuals to:</p> <ul style="list-style-type: none"> ○ Stay home if they feel sick. ○ Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school. ○ Properly store and, when necessary, discard PPE. ○ Adhere to social distancing instructions. ○ Report symptoms of, or exposure to, COVID-19, and how they should do so. ○ Follow hand hygiene, and cleaning and disinfection guidelines. ○ Follow respiratory hygiene and cough etiquette. 	
<p style="text-align: center;">B. Gatherings</p>	
<p>Meals</p> <ul style="list-style-type: none"> ● Responsible Parties must ensure social distancing between individuals while eating in school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. <ul style="list-style-type: none"> ○ Responsible Parties must prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless Individuals are members of the same household. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals. 	<ul style="list-style-type: none"> ● School cafeteria can accommodate social distancing with staggered lunch times. Students will have specific entrance and exit paths to and from their assigned seats. ● Each cohort group will wash their hands prior to their scheduled lunch as well as following their lunch period. ● Students will be prohibited from sharing food including snacks.
<p>Small Spaces</p> <ul style="list-style-type: none"> ● Responsible Parties should limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than 	<ul style="list-style-type: none"> ● Signage will be posted in small spaces indicating the limit of people allowed.

<p>one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.</p>	
<p>Faculty and Staff Meetings</p> <ul style="list-style-type: none"> • Pursuant to their school reopening plan, Responsible Parties may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. When videoconferencing or teleconferencing is not preferable or possible, Responsible Parties may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs). 	<ul style="list-style-type: none"> • Faculty meetings will be conducted in person as well as virtually as warranted by administration
<p>Ventilation</p> <ul style="list-style-type: none"> • Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols. 	<ul style="list-style-type: none"> • Staff will be encouraged to open windows and keep classroom doors open. • Air filtration will be improved by increasing higher efficiency air filters in our HVAC system.
<p>Common Areas</p> <ul style="list-style-type: none"> • Responsible Parties should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs. • Responsible Parties may choose to encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed. If open, Responsible Parties should make hand sanitizer or disinfecting wipes available near such amenities or areas (e.g., vending machines, communal coffee stations). <ul style="list-style-type: none"> ○ However, Responsible Parties should not provide cleaning and disinfecting supplies to students, particularly younger students, nor should students be present when disinfectants are in use. 	<ul style="list-style-type: none"> • Signage will be posted in common areas alerting people to appropriate social distancing and face coverings. Hand sanitizers will be placed in common areas • Students will not be present when classrooms or other areas of the school are disinfected. Students will not be allowed to use disinfectant.

<ul style="list-style-type: none"> Responsible Parties should put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. To the extent practical, Responsible Parties may consider staggering schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops). 	<ul style="list-style-type: none"> Certain urinals in the boys' restrooms will be inaccessible to promote social distancing. Certain sinks will be blocked to ensure social distancing. In restrooms. . Occupancy of teacher breakroom will not exceed 50% capacity.
<p>C. Operational Activity</p>	
<p>Cohorts</p> <ul style="list-style-type: none"> Responsible Parties are recommended to cohort students to the extent practicable to limit potential exposure. "Cohorts," particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in their plan. Responsible Parties should enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particular if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained. 	<ul style="list-style-type: none"> Students are grouped in grade level/class level cohort groups and will remain in cohort groups throughout the instructional day. Students will not intermingle with other cohorts during the school day. Special area teachers will move classroom to classroom to teach art, music, technology. Technology classes may be held in the computer lab for Kdg and First grade as they do not have 1:1 chromebooks and need to learn both computer and ipad skills. Lab space will be cleaned and left empty for 48 hours between uses. When possible special classes will be held outside.
<p>In-Person Instruction</p> <ul style="list-style-type: none"> While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, Responsible Parties should prepare for a combination of in- person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year. In such approaches and models, Responsible Parties may use video or teleconferencing in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)". 	<ul style="list-style-type: none"> Based upon enrollment, Cathedral Academy at Pompei can meet the "goal of returning all students to in-person instruction" full time. Based on the current classroom's square footage in the school, all classrooms can accommodate 12 students, while others can accommodate up to 18 students socially distanced by 6 feet. Media Center (Library/Computer Lab) could be reconfigured into a classroom to accommodate a larger class size (up to 20 students) and maintain the 6 foot social distance guidelines.

- In cases where in-person instruction is not feasible, phased-in and hybrid models of education will need to consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.
- If COVID-19 cases develop, Responsible Parties may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, Responsible Parties may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.
- To maximize in-person instruction, Responsible Parties should consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as:
 - Finding alternative spaces in the community to allow for more in-person instruction;
 - adjusting class or work hours, where appropriate and possible;
 - limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;
 - maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;
 - staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings; and/or
 - shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students).
- Additional common area space is available (art, music, rooms) and may be repurposed for classrooms if needed.
- Daily attendance for in-person instruction as well as remote will be taken through our student management system.
- Accommodations for students deemed to be at high risk by a physician, or live with a person at high risk include; additional PPE (Plexiglas cubicle, face shield), prioritized seating, increased cleaning/disinfecting. Work will be sent home to high risk students if unable to attend in person as deemed by a physician.

D. Movement and Commerce	
<p>Student Drop-Off and Pick-Up</p> <ul style="list-style-type: none"> Responsible Parties should establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible. 	<ul style="list-style-type: none"> Student arrival is separated into the following components: <ul style="list-style-type: none"> A.) Parent Drop Off (K-6): Parents will remain in vehicle and form a line on Ash Street facing North McBride Street. 2 staff members, will supervise the entrance - one taking temperatures and one escorting students to their classrooms. B.) Bus Drop Off: Bus drop off will occur at North McBride entrance. The school nurse and a staff member will take student temperatures upon entering the building (temp taken). Parents will not be allowed entry into the building during arrival/dismissal. If parents pick-up a student prior to dismissal, they will call the school office, or come to the designated visitor entrance where the student will be escorted by a staff member without the need for the parent to enter the building. Masks required. Student dismissal is staggered and separated as following. <ul style="list-style-type: none"> A. Parent Pick-Up K-6 Parents will line up on Ash Street facing North McBride and remain in their vehicle and form a line of cars while students are escorted by staff to their respective vehicle. If a parent is walking for pick-up, they must wait on Ash Street and their child will be escorted to their care. All parents walking are required to wear a mask. B. Bus Pick-Up (Approximately 2:30): Students picked-up by bus will be called for dismissal. (Ash Street Door)
<p>Deliveries</p> <ul style="list-style-type: none"> Responsible Parties should establish designated areas for 	<ul style="list-style-type: none"> Deliveries made to the school will be directed to one entry and met by a staff person without the delivery

<p>pickups and deliveries, limiting contact to the extent possible.</p>	<p>person entering the school building. Masks must be worn.</p>
<p>Faculty/Staff Entrances and Exits</p> <ul style="list-style-type: none"> To the extent feasible, Responsible Parties should limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable). 	<ul style="list-style-type: none"> Onsite interactions will be discouraged. Due to our small size, ingress/egress for staffing is not an issue.
<p>Shared Objects</p> <ul style="list-style-type: none"> Responsible Parties should put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact. 	<ul style="list-style-type: none"> All students grades 2-6 will be assigned a 1:1 Chromebook. All Students grades K-1 will be assigned 1:1 I-Pads We will be working with our parishioners and local donors to provide designated school and art supplies for every student. They will be prohibited from sharing tools and supplies.
<p>II. Places A. Personal Protective Equipment</p>	
<ul style="list-style-type: none"> Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used. <ul style="list-style-type: none"> Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member. However, cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those 	<ul style="list-style-type: none"> Face coverings are to be worn by all students, parents and visitors upon arriving to school and when in common areas. Students may remove face coverings when seated at their desk in their classroom (inclusive of instruction and eating per NYS DOH guidance). Adults (including parents, visitors, faculty and staff are to wear face coverings at all times while in the school building. Appropriate face covering signage will be posted throughout the building. Students, parents, visitors, faculty and staff will be allowed to wear their own masks from home as long as they are acceptable face coverings for COVID-19 and cover both the mouth and nose.

types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA guidelines.

- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.
- Responsible Parties should have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- Responsible Parties must advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings.
- Responsible Parties must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Responsible Parties may otherwise require employees to wear more protective PPE due to the nature of their work. If applicable, employers should comply with all applicable OSHA standards.
- Responsible Parties may request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.
- Face coverings 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. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

- The school will have an adequate supply of face coverings and other PPE should students or staff need them.

<p style="text-align: center;">B. Hygiene, Cleaning and Disinfection</p>	
<p>Hygiene</p> <ul style="list-style-type: none"> ● Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection. Responsible Parties must identify cleaning and disinfection frequency for each facility type and assign responsibility. ● Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene, and should provide information to parents and/or legal guardians on ways to reinforce this at home. ● Responsible Parties must provide and maintain hand hygiene stations around the school, as follows: <ul style="list-style-type: none"> ○ For hand washing: soap, running warm water, and disposable paper towels. ○ For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. ● School medical or health directors should approve and permit the use of alcohol-based hand sanitizers in school facilities without individual’s physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol- based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations. 	<ul style="list-style-type: none"> ● Cleaning and disinfecting logs will be maintained. ● A cleaning/disinfecting protocol will be developed and documented. ● Hand sanitizers will be placed throughout the building in common areas as well as installed in each classroom. ● Training, based on CDC guidance will be administered to all students, faculty and staff on proper mask use and care. ● Training, based on CDC guidance will be administered to all students, faculty and staff on proper hand washing hygiene as well as respiratory hygiene.

<ul style="list-style-type: none"> • Make hand sanitizer available throughout common areas. It should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible. • Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands. • Responsible Parties should remind individualsthat alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds. • Responsible Parties should place receptacles around the school for disposal of soiled items, including paper towels and PPE. 	<ul style="list-style-type: none"> • Developmentally appropriate signage will be posted near hand sanitizers. • Trash receptacles are placed in every room and in multiple common areas for disposal of soiled items including paper towels and PPE.
<p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> • Responsible Parties should ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, Responsible Parties may also choose to provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces: <ul style="list-style-type: none"> ◦ Consider providing disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene. ◦ To reduce high-touch surfaces, Responsible Parties should install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible. ◦ If installing touch-free amenities is not feasible, Responsible Parties should, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers). ◦ Responsible Parties should consider closing water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups. • Responsible Parties must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and 	<ul style="list-style-type: none"> • The primary responsibility for the cleaning and disinfecting of the school will lie with the custodial staff and supervised by the principal. . • Each classroom will be supplied with appropriate cleaning supplies for teachers to use. • Hand sanitizers are located throughout the school particularly in common areas. Each classroom will be equipped with a hand sanitizer station. • Drinking fountains will be closed off. Replacing drinking fountains with refillable stations will be pursued.

for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

- Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
- Responsible Parties should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
 - If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
- Best practices to implement in residential, shared (i.e., communal) bathrooms include, but are not limited to:
 - Installation of physical barriers between toilets and sinks if six feet of separation is not feasible; and;
 - Use of touch-free paper towel dispensers in lieu of air dryers.
- Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or

- A regular cleaning schedule will be developed and adhered to that will include cleaning before student/staff arrival, during the instructional day and following dismissal. Frequently touched surfaces (railings, door knobs, light switches, desk/table tops) will be cleaned more frequently throughout the day.
- We will follow the guidance indicated in DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19"
- Restrooms will be cleaned and disinfected multiple times throughout the day and at the end of each day.
- Physical barriers will be installed between sinks or certain sinks will be blocked off as needed.
- Specific toilets and urinals will be restricted to ensure a six foot distance.
- Signage will be utilized in restrooms to ensure appropriate distancing and hand washing.

<p>other methods to reduce restroom occupancy at any given time, where feasible.</p>	
<p>Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case</p> <ul style="list-style-type: none"> ● Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. ● Responsible Parties are expected to follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19: <ul style="list-style-type: none"> ○ Close off areas used by the person who is suspected or confirmed to have COVID-19. <ul style="list-style-type: none"> ■ Responsible Parties do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols. ○ Open outside doors and windows to increase air circulation in the area. ○ Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible. ○ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. ○ Once the area has been appropriately cleaned and disinfected, it can be reopened for use. <ul style="list-style-type: none"> ■ Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection. ■ Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” 	<ul style="list-style-type: none"> ● If a student, staff member or visitor is suspected/confirmed to have COVID-19, cleaning and disinfecting of exposed areas will follow CDC guidelines for “Cleaning and Disinfecting Your Facility”. Classrooms/areas used by the infected person would be closed off while the area is cleaned and disinfected according to CDC guidelines. ● If a student, staff member or visitor to CAP is confirmed to have COVID-19, the school will be closed pending Department of Health guidance.

<p>contacts.</p> <ul style="list-style-type: none"> ○ If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue. 	
<p>C. Coordination and Phased Reopening</p>	
<ul style="list-style-type: none"> ● Responsible Parties must designate a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. 	<ul style="list-style-type: none"> ● The building Principal and the Pastor are the designated safety coordinators.
<p>D. Communications Plan</p>	
<ul style="list-style-type: none"> ● Responsible Parties must affirm that they have reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening. <ul style="list-style-type: none"> ○ Please note that the State will decide on reopening dates for Pre-K through Grade 12 Schools in early August 2020. ● Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process. ● Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts. ● Responsible Parties must ensure all students are taught or 	<ul style="list-style-type: none"> ● The Reopening Working Group (and safety coordinators) have reviewed the NYS Department of Health issued "Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency". A "Business Affirmation" certificate is on file in the Principal's office. ● A Committee (Responsible Party) consisting of administration, faculty, staff and parents developed the school's reopening plan. ● A communication plan will include dissemination of information through email, the school website and social media with a focus on consistency and flexibility if needed.

<p>trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.</p> <ul style="list-style-type: none"> ● Responsible Parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. ● Responsible Parties should designate a coordinator or other point(s)-of-contact to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinators should be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. <ul style="list-style-type: none"> ○ Coordinators should also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies. 	<ul style="list-style-type: none"> ● The school nurse will visit each classroom and train students and teachers effective hand hygiene, proper face covering wearing and respiratory hygiene. Following initial “training” teachers and staff should reiterate to students throughout the school day. ● The designated COVID-19 Coordinator will be the building Principal. ● Students and parents can contact their respective teachers or the building principal with questions relative to instruction or technology matters via email.
<p>E. Residential Living Considerations</p>	
<ul style="list-style-type: none"> ● For schools with students who reside on campus, Responsible Parties must consider the following as they develop their plans: <ul style="list-style-type: none"> ○ Residence halls: Plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g., dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow; ○ Residential testing: Plan for screening all students and faculty upon return, and to ensure diagnostic 	<ul style="list-style-type: none"> ● Not Applicable

<p>testing for any students or faculty members who screen positive for potential COVID- 19 infection upon return, especially including any individuals with recent international or long- distance travel, or travel from designated states with widespread community transmission of COVID-19, as identified through the New York State Travel Advisory;</p> <ul style="list-style-type: none"> ○ Residential isolation and quarantine: Isolation (for individuals with suspected or confirmed case of COVID-19) or quarantine (for individuals exposed to a suspected or confirmed case of COVID- 19, or who have recently traveled internationally or in states with widespread COVID-19 transmission) of individuals residing on school grounds may become necessary and schools should develop plans, in consultation with the local health department, that specify where individuals will be residing (e.g., dedicated residence hall, hotel, home) and the support system that will be implemented to meet daily needs (e.g., food, medication, psychosocial, academic and/or other support) throughout the duration of their isolation or quarantine. Plans should include measures to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results; and ○ Residence move-out: Plans need to be put in place for how students should safely depart residence halls in the event of a closure. Schools should consider policies for students who may not be able to depart campus quickly (e.g. international students). 	
<p>III. Processes A. Screening and Testing</p>	
<p>Health Screening and Temperature Checks</p> <ul style="list-style-type: none"> ● Responsible Parties must implement 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 	<ul style="list-style-type: none"> ● The school requests that parents take their child's temperature in the morning prior to coming to school. Moreover, they should observe for signs of illness each morning before sending their child to school and keep

virus.

- Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- Responsible Parties must also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.
 - Responsible Parties 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).
- 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.

them home if warranted.

- Temperature checks for students will be taken daily upon arrival.
- Staff screening will occur remotely with temperature checks and screening questionnaires performed at home prior to coming to school.
- Screening for visitors/vendors will include a temperature check and screening questionnaire.
- Periodic screening questionnaires will be implemented for students.
- If students or staff display a temperature, signs of illness or respond positive to a screening questionnaire, they will be isolated until they are picked up/sent home.

- Screening for all students, faculty, staff, and, where practicable, 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°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.
 - As able, Responsible Parties should consider implementing health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).
 - Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
 - Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. Schools should also consider reminding parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
 - Responsible Parties should remain aware that quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to current
- Screening for visitors/vendors will include a temperature check and screening questionnaire.
 - The school nurse will instruct teachers and staff to recognize signs of illness in students and staff. Training will be given to the staff. Symptomatic individuals must report to the health office or other designated location.

CDC and DOH guidance, as well as Executive Order 205.

Positive Screen Protocols

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.
 - Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
 - Responsible Parties should provide such individuals with information healthcare and testing resources, if applicable.
 - Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- Responsible Parties must establish policies, 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 protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing,

- If a student has a temperature of 100 or above, they will not be allowed to enter the school and will be immediately sent home with a parent/guardian.
- If students arrive on a school bus, and have a temperature of 100 or above or develop a temperature of 100 during the school day, they will be immediately isolated until such time that a parent or guardian can pick them up.
- The COVID-19 Coordinator will notify the state and local health department officials if test results are positive for COVID-19.

- Policies and protocols will be established in consultation with the Onondaga County Health Department about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person

<p>and symptom resolution, or if COVID-19 positive, release from isolation.</p> <ul style="list-style-type: none"> Responsible Parties must designate a central point of contact(s), which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID- 19-related symptoms or COVID-19 exposure, as noted on the questionnaire. 	<p>learning environment.</p> <ul style="list-style-type: none"> The school nurse is designated as the central point of contact for receiving and attesting to screening activities.
<p>In-Person Screening</p> <ul style="list-style-type: none"> Responsible Parties must 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 should 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. 	<ul style="list-style-type: none"> The school nurse will train personnel on performing in-person screening including temperature check. Screeners will be provided with PPE
<p>B. School Health Offices</p>	
<ul style="list-style-type: none"> Responsible Parties may consider developing testing systems in school facilities or self-testing systems in collaboration with local health departments or local health care providers, as able. Responsible Parties must develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols must include: <ul style="list-style-type: none"> Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness; Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced; PPE requirements for school health office staff caring 	<ul style="list-style-type: none"> Protocols for caring for a student or staff member during the day include, isolation in a supervised location, appropriate PPE for anyone caring for the sick individual. In the event the sick individual is a teacher, appropriate supervision of students will be implemented.

<p>for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and</p> <ul style="list-style-type: none"> ○ Required guidelines for cleaning and disinfection. ● Responsible Parties must develop protocols for asthma-related acute respiratory treatment care using up to date standard of care: <ul style="list-style-type: none"> ○ Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker; ○ Consult with students' health care providers for alternate asthma medication delivery systems; and ○ Consult with school maintenance and facilities department for environmental controls. 	<ul style="list-style-type: none"> ● The school nurse will develop protocols for asthma related acute treatment.
<p>C. Tracing and Tracking</p>	
<p>Metrics</p> <ul style="list-style-type: none"> ● Responsible Parties should identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments. <ul style="list-style-type: none"> ○ Responsible Parties must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department. ○ Responsible Parties may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases. 	<ul style="list-style-type: none"> ● If an individual at CAP tests positive for COVID-19, the school will be closed and the “COVID Coordinator” will contact the NYS Health Department and Onondaga County Department of Health for further guidance. ● If the school closes due to a confirmed case of COVID-19, the school will automatically shift to a Continuity of Instruction model including online learning. While the school is cleaned and disinfected per CDC and NYS Department of Health guidelines.

<p>Notification</p> <ul style="list-style-type: none"> Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors. 	<ul style="list-style-type: none"> If someone becomes aware of a positive COVID-19 diagnostic test result by an individual at CAP (student, staff or visitor), NYS and Onondaga County Health Department will be notified by the COVID-19 Coordinator or designee.
<p>Tracing Support</p> <ul style="list-style-type: none"> In the case of an individual testing positive, Responsible Parties must develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts. <ul style="list-style-type: none"> If feasible, Responsible Parties may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community. Responsible Parties should partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible. 	<ul style="list-style-type: none"> All visitors will be required to sign-in and provide contact information.
<p>Quarantine, Isolation, and Return to School</p>	
<ul style="list-style-type: none"> State and local health departments will implement monitoring and movement restrictions of COVID- 19 infected or exposed persons, including isolation or quarantine. Responsible Parties must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. Responsible Parties should refer to DOH's "Interim Guidance 	<ul style="list-style-type: none"> CAP will cooperate and work closely with state and local health departments if a student or staff member has been notified that they have come into close or proximate contact with a person with COVID-19. Staff, parents and visitors will be expected to contact the "COVID Coordinator" should they be informed by the Department of Health that they, or someone within their immediate family have come in contact with a person with COVID-19.

for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return 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.

- Staff members and students are expected to comply with the requisite quarantine protocols established by CDC, NYS Department of Health and Onondaga County Department of Health.