



**Our Lady of Mercy Catholic Academy
Re-opening Plan
2021-2022**

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Section 1: Reopening

Facility Requirements

Overview of the Building and Classroom

Identification of Responsible Parties

- The Principal will be responsible for planning policies and protocols for students, faculty, and staff. The Principal will also be responsible for sharing the plan with all constituents in the school community. Information will be sent to families via email, newsletter, and Parent Alerts through the FACTS portal.

Daily Procedures

Drop-off

- The Early Morning Drop-off program/Breakfast program begins at 7:15AM located in the Parish Hall.
- All teachers must be in their classrooms by 7:45AM.
- School doors will open at 7:45AM for the school.
 - **Grades Kindergarten -1: 7:45-7:55AM (Main Entrance)**
 - **Grades 2-3: 8:00-8:10AM (Main Entrance)**
 - **Grades 4-5: 7:45-7:55AM (Courtyard Entrance)**
 - **Grades 6-8: 8:00-8:10AM (Courtyard Entrance)**
- Students in grades Nursery-Grade 8 must exit their cars wearing a mask. This will ensure that all students have a mask on campus each day and adds a protective barrier for students if multiple students are arriving at the same time.
- Students will sanitize their hands upon entering the building at the provided hand sanitizer dispensers.
- *Temperature checks will no longer be required.*
- Parents will not be permitted to walk students into the building at arrival. Extra faculty and staff will be available to assist younger students outside of the school building.

Main Entrance

The Main Entrance is the two large center doors on Kessel Street.

- **Grades Kindergarten-1 : 7:45-7:55AM (Main Entrance)**
- **Grades 2-3: 8:00-8:10AM (Main Entrance)**
- Students must wear a mask when entering the building.
- Special subject teachers/office staff/classroom aides stationed at the entrance.
- Students must sanitize their hands when entering the building.
- *Students will no longer have their temperature checked.*
- Any student that arrives after 8:10AM, must check in with **Ms. Hinkson** for a late pass.

Main Entrance (PreK for All Starting at 8:30AM)

The Main Entrance is two large center doors on Kessel Street.

- Students in **Mrs. Keenan's Class and Ms. Edwards'** class will be dropped off at the Main Entrance at 8:30AM. Students will meet their teacher or teacher aide on their side of the entrance.
 - **Mrs. Keenan** will be on the left side of the entrance.
 - **Ms. Edwards** will be on the right side of the entrance.
- PreK Instructional students may enter the building at 8:30AM.
- Students must sanitize their hands when entering the building.
- *Students will no longer have their temperature checked.*
- Any students that arrive after 8:45AM, must enter through the Main Entrance and check in with Ms. Hinkson for a late pass.

Please note: If your child is in **Mrs. Keenan's Class or Ms. Edwards' Religion** class from 8-8:30AM, please enter through the Main Entrance .

Courtyard Entrance

The Courtyard Entrance is on the right side of the school building as defined by the large iron gate.

- **Grades 4-5: 7:45-7:55AM (Courtyard Entrance)**
- **Grades 6-8: 8:00-8:10AM (Courtyard Entrance)**
- Special subject teachers/office staff/classroom aides stationed at the entrance.
- Students must wear a mask when entering the building.
- Students must sanitize their hands when entering the building.
- *Students will no longer have their temperature checked.*
- Any student arriving after 8:10AM, must check in with **Ms. Hinkson** for a late pass.

Churchside Entrance (PreK for All)

The Churchside is the side entrance on the left side of the school beyond the church steps.

- Students in **Mrs. Orlov's class and Ms. Alyssa Rodriguez's class** will enter through the Churchside Entrance.
 - **Mrs. Orlov's** side will be on the left side (closer to Kessel Street) of the entrance.
 - **Ms. Alyssas'** side will be on the right side of the entrance (closer to the church steps).
- **PreK Religion Group** may start entering the building by 7:50AM.
- **PreK Instructional** students may enter the building by 8:30AM.
- Students must sanitize their hands when entering the building.
- Any students that arrive after 8:45AM, must enter through the Main Entrance.

Convent Entrance (Nursery and 3K for All)

The Convent Entrance is just beyond the church steps on the left side of the school closer to Juno Street.

- All **Nursery** students will enter through the convent doors at 8:00AM. Any Nursery students that arrive after 8:15AM, must enter through the Main Entrance and obtain a late pass from Ms. Hinkson.
- All **Nursery** students over the age of 2 must wear a mask when entering the building.
- Students must sanitize their hands when entering the building.
- *Students will no longer have their temperature checked.*

Dismissal

- Students in **Grades Nursery-8** must continue to wear their masks during dismissal.
- Parents and guardians must wear masks when picking up students. Parents are encouraged to wait in their car until the classes dismiss or observe social distancing policies and not congregate on walkways, church steps, grass, sidewalk, or courtyard.
- **Nursery and 3K** students will dismiss from the Convent Entrance starting at 2:30PM.
- **PreK** teachers will stagger dismissal.
 - **Mrs. Orlov's class** will dismiss from Churchside Entrance at 2:35PM
 - **Mrs. Keenan's class** will dismiss from Churchside Entrance at 2:35PM
 - **Ms. Alyssa Rodriguez's class** will dismiss from Churchside Entrance at 2:35PM
 - **Ms. Edwards' class** will dismiss from Main Entrance 2:35PM

- **Grades Kindergarten** will dismiss at 2:45PM from the Main Entrance
- **Grade 1** will dismiss at 2:45PM from the Main Entrance
- **Grades 2-3** will dismiss at 2:55PM from the Main Entrance
- **Grades 4-5** will dismiss at 2:50PM from the Churchside Entrance on Juno Street.
 - Please note parents **should not wait** for students in the courtyard. This area will be roped off.
- **Grades 6-8** will dismiss 2:55 from the Churchside Entrance. Students will be brought to Juno Street for dismissal. Parents are encouraged to park on Juno Street if they are picking up students in middle school.
- Parents are encouraged to wait in their car until the classes dismiss or observe social distancing policies and not congregate on walkways, church steps, grass, sidewalk, or courtyard.
- Students must immediately vacate school premises. Students are not permitted to loiter or talk to their classmates, nor play and congregate on any part of the church property, i.e., steps, courtyard, back lawn, front lawn, garage area, rectory, etc. after dismissal.

Early Pick-up

- Please notify **Ms. Hinkson** in the school office if you will need to pick up your child(ren) before the end of the school day by either emailing rhinkson@olmercyca.com or calling 718-793-2086.
- When you arrive, please use the speaker system (doorbell) outside the front office door to notify **Ms. Hinkson** of which student(s) you are picking up. Your child will be called down to the front office for dismissal.
- *At no time will parents be permitted to enter the building or wait outside the door for his/her child.*

Flow of Student Movement and Facility Guidelines for Social Distancing in the Building

- Signage will be posted to indicate in which direction to travel in the hallways and stairways for consistent flow and social distancing for movement of students. Our Lady of Mercy Catholic Academy will design and place signs throughout the school building.

- Staircases will be designated as Up/Down Staircases. Signs will be labeled for student and staff use.
- All water fountains will be turned off. Students may bring reusable (and labeled) water bottles with the student's name.
- A room in the school building has been identified as the “*Mother Mary Room*” for when a child or staff member is ill or showing symptoms of illness.
- Hand sanitizer stations will be located at all entrances of the school building and each classroom.
- Proper ventilation will be installed to ensure airflow from outdoor air. This includes keeping all hallway windows open. Doors in all classrooms will be open. All classrooms have air purifiers with HEPA filters.

Social Distancing in the Classroom and Other Activities

- Minimum three-foot social distancing must be observed and maintained at all times.
- All extra furniture will be removed from the classrooms.
- All desks will face the same direction toward the front of the classroom.
- Arriving students should enter the classroom in a single-file keeping three-foot distance from each other.
- Students will begin to switch classrooms in October.
- Classroom windows and doors will be open to promote ventilation.
- Physical education and gym classes may be held outside, weather permitting.
- Students will not share classroom materials.
- Students should bring a water bottle to school each day, labeled with their name.
- Student belongings will not be stored in the closets. Students will receive a large Ziplock bag to place their coat.

Vaccine

All Administration, Faculty and Staff eligible for the COVID-19 vaccine are strongly encouraged to be vaccinated. Faculty information on vaccination will not be shared with families.

Early Childhood

General Considerations (Nursery, PreK, and Kindergarten)

Please note that we are still awaiting guidance from the Department of Education regarding the **PreK for All** classrooms. Once those guidelines are released, this section will be amended.

- All **Nursery, PreK, and Kindergarten** staff members will wear a mask at all times.
- **Nursery and PreK** are required to wear masks with the exception of meals and rest.
- Signage will be provided with visuals and child-friendly instructions that will be posted at eye level.
- Laminated arrows will be placed on the floor to indicate the flow of movement throughout the classroom.
- Students in **Nursery and PreK** classrooms will be arranged to encourage and promote social distancing.
- All classroom materials will be individualized and labeled.
- Furniture will be arranged to set up centers and help to facilitate social distancing.
- Portable sinks will be added to all early childhood classrooms to facilitate frequent handwashing.
- Students' belongings will be placed in individual cubbies. Early childhood teachers and aides will use gloves when helping retrieve student belongings from the backpack.
- Bathroom sinks and stall doors will be labeled with letters so students can be verbally guided to wait turns and use toilets and sinks that are sanitized between users. This will be completed by the teacher aide.
- The use of hand sanitizer must be done under the direct supervision of an adult.

Instructional Considerations (Nursery, PreK, and Kindergarten)

- Students will have assigned seats in the classroom.
- Classroom meetings on the rug will only be conducted if spacing is available. In the early months, students will have Storytime in cohorts. Students will have their own mini mat to sit on during the meeting and read aloud. The other cohort will be engaged in other activities with the teacher aide.
- Students will have assigned spots in the classroom for music and movement activities.
- Individualized learning materials will be created for each student. This includes, mini white boards, art supplies, writing materials, etc.
- Center materials will be divided into small individual bins or bags. All materials will be cleaned and sanitized after usage.
- Teachers in the classroom will social distance from each other.
- Certain centers will only be open at given times. Students may rotate to centers only after sanitizing has been complete.
- All policies in place for the **PreK for All** program will be followed.

Early Childhood Health and Hygiene Considerations (Nursery, PreK, and Kindergarten)

- Students will be taught to wear masks: it is required for students in **Nursery and PreK** to wear masks.
- Cots and mats must be three feet apart during rest time.
- All toys, manipulatives, and furniture will be sanitized after each use. All toys that cannot be easily sanitized will not be used.
- All policies in place for the **PreK for All** program will be followed.

PPE and Face Masks

Given new evidence on the B.1.617.2 (Delta) variant, CDC has updated the guidance for fully vaccinated people. CDC recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. Children should return to full-time in-person learning in the fall with layered prevention strategies in place.

- All adults and children are required to wear face masks while indoors on school property regardless of vaccination status.
- Per the CDC guidance, mask requirements should consider exceptions for the following categories of people:
 - A person who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.).
 - Discuss the possibility of reasonable accommodation with staff who are not fully vaccinated who are unable to wear or have difficulty wearing certain types of masks because of a disability.
 - A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

Outdoors:

- Face Masks are not required when outdoors.
- The CDC recommends that people who are not fully vaccinated should wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised.

- The CDC recommends that schools should have a sufficient supply of masks for students and staff who forget their own or need a replacement, including on buses.

OLMCA Mask Policy

- Students in **Grades Nursery-8** will wear masks at all times. Mask breaks will be given throughout the day.
- Faculty and staff will be required to wear masks at arrival, dismissal, and in classrooms, hallways, and common areas at all times.
- All students and staff will be provided with surgical masks if they do not bring their own.
- Any students that have limitations for masks must provide documentation to the school.
- **Grades Kindergarten-8** Students are asked to bring the following items to school on a daily basis
 - One cloth mask (keep an additional mask in backpack)
 - They can be any color or pattern, but should not have wording or distract from the learning environment.) All masks must be labeled with the student's name. Students should have an additional mask in their backpack labeled with their name. Reusable masks should be cleaned at home with soap/detergent and water each day.
 - One bottle of hand sanitizer for personal use (labeled).
- N95 respirators will be provided for the school nurse and for custodial staff cleaning and disinfecting an area exposed to a positive case.

Visitor Policy

- Parents and visitors are not allowed in the school building except under extenuating circumstances, in which case only one parent per child will be allowed to enter the building.
- All adults entering the building will have to respond to health screening questions. Adults must wear masks, practice social distancing, and wash or sanitize hands prior to entering.
- Detailed records will be kept of all visitors that enter the school building. This includes date, time, and health check.

Section 2: Restart Operations

Hygiene, Cleaning, Disinfecting

Daily Screening Protocols for Students, Faculty/Staff, and Visitors

General

- Parents should check students' temperatures at home **every morning** using oral, tympanic, or temporal scanners; students with a temperature of **100.0 or above** should stay home and monitor for COVID-like symptoms.
- Students and staff should stay home if they were **within six feet of a person with COVID-19 for a prolonged period of time.**
- Parents must contact **Ms. Hinkson** in the school office any day that a student will be absent from school by emailing rhinkson@olmercyca.com. Please be specific when notifying **Ms. Hinkson** of the student's symptoms/reason for absence.

Healthy Hygiene Practices (New York State Guidelines)

- OLMCA will provide signage in highly frequented areas (hallways, bathrooms classrooms) to:
 - Stay home if you feel sick .
 - Cover your nose and mouth with an acceptable face covering when they are unable to socially distance.
 - Properly store and discard PPE products.
 - Adhere to social distancing guidelines .
 - Report symptoms or exposure to COVID-19 .
 - Follow hand hygiene, cleaning, and disinfecting guidelines .
- Follow respiratory hygiene guidelines and cough etiquette. Teaching healthy hygiene practices will be taught through CDC provided videos, teaching lessons, morning announcements. Administration will provide parents, staff, and students with announcements and information on healthy hygiene on a weekly basis (minimum).

Handwashing

As per New York State guidelines:

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.

- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools provides information to schools regarding the use of alcohol-based hand sanitizers
- Provide hand sanitizer throughout common areas (e.g., entrances, Parish Hall, school office, near high touch surfaces) and use touch free dispensers when able.
- Signage should be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water.
- Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water.
- OLMCA has purchased hand sanitizer dispensers to be placed around the school.
- Students and staff will sanitize their hands upon entering the building at arrival. Students and staff will also be required to sanitize/wash their hands at the following times:
 - When entering the classroom
 - Before and after lunch or snack
 - After recess/gym
 - Regularly scheduled intervals throughout the day in their homeroom
 - After using shared objects
 - After using the restroom
 - After helping a student with toileting
 - After sneezing, wiping or blowing nose, or coughing into hands
 - Anytime the hands are visibly soiled

Respiratory Hygiene

As per New York State guidelines:

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

- A supply of tissues and no touch/pedal trash cans will be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Cleaning and Disinfection

As per New York State guidelines:

School wide cleaning must include classrooms, restrooms, cafeterias, libraries, playgrounds, and buses. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- There will be a limitation of shared objects and supplies such as manipulatives and toys. All shared objects will be disinfected between each use.
- If a group of students is moving from one space to another (i.e., classroom to courtyard), all areas will be disinfected.
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Custodial staff will ensure that all disinfectants are out of the reach of children in a locked closet.
- Custodial staff will be provided with protective equipment such as gloves, eye protection, respiratory protection gear, and other appropriate equipment or protection.
- After cleaning, all spaces must be ventilated before students arrive.
- All cleaning and sanitation will be completed when students are not present.
- Schools must identify cleaning and disinfection frequency for each facility and area type.
- Schools must maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Daily Cleaning

- Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., will undergo cleaning with an EPA-approved disinfectant frequently, no less than daily. Student desks will be wiped down with an EPA-approved disinfectant frequently, no less than daily.
- High touch surfaces will be cleaned and disinfected frequently throughout the day.
- OLMCA will maintain a log that includes the date, time, and scope of cleaning and disinfection in a facility or area.

Bathrooms

- Bathrooms will be disinfected by wiping down with CDC-approved cleaners at least 3-4 times per day by the custodial staff.
- Bathrooms will be thoroughly cleaned and sanitized during evening cleanings.

Nightly Deep Cleaning

- OLMCA will be cleaned nightly using the hydrofogger.
- OLMCA will maintain a log that includes the date, time, and scope of cleaning and disinfection in a facility or area.
- All classrooms, hallways, and highly frequented areas will be cleaned using EPA approved disinfectants.

Extracurricular activities

- All extracurricular activities will be suspended until further notice.
- School-wide Masses will be in-person for the 2021-2022 school year.
- All school assemblies will be discontinued until further notice.
- All parent meetings will be virtual until further notice.

Before Care/Breakfast Program

- The **Before Care/Breakfast program** will take place in the Parish Hall starting at 7:15AM. Parents will not be permitted to bring their child to the cafeteria and remain with students.
- Students will enter the Parish Hall through the double red doors.
- Upon entering the Parish Hall, students will use hand sanitizer. Students must wash their hands before and after breakfast.
- **Grades Kindergarten-8** Students must wear masks when they enter the Parish Hall but may remove them when they are eating.
- Students will sit by grade levels. Markers will be placed on the cafeteria tables indicating that students are six feet apart.
- A staff member will bring students to their classrooms at 7:45AM using the Churchside Entrance.
- Students must use hand sanitizer when they enter the school building from Parish Hall.
- The Parish Hall will be disinfected by the custodians at the conclusion of the Before Care/Breakfast program.

Extended Care Program

- Extended Care program will take place in the Parish Hall from 3PM-5:30PM.

- Upon entering the Parish Hall, students will use hand sanitizers. Students will enter the Parish Hall through the Juno Street entrance.
- Students will sit by grade level cohorts. Markers will be placed on the cafeteria tables indicating that students are six feet apart.
- Students must wear face masks.
- There will be no sharing of student supplies. Students will receive a kit with after school supplies. This kit will be labeled with the student's name.
- Family-style snacks will not be provided. Students will receive individual snacks.
- Parents must enter from the Juno Street entrance to pick up their children.
- The Parish Hall will be disinfected and deep cleaned by the cleaning company nightly.

Transportation

- OLMCA uses busing from the Department of Education for students in **Grades Kindergarten-6**. Students in **Grades 7-8** will still be provided with Metrocards.
- Students who are able will be required to wear masks and social distance on the bus.
- If the bus is late, students will enter through the Main Entrance.

Fire Drills

- Fire drills and lockdown drills will be conducted following all social distancing guidelines.
- We will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule.
- School leaders will plan for these drills to be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Food Services

- Students, teachers, and cafeteria staff will wash/sanitize hands before and after every meal.
- A schedule will be developed for students on each floor to wash their hands before and after lunch.
- Students may remove their masks when they are eating.
- **Meals shall be served in the Parish Hall for Grades K-8.**
- **Cleaning will take place between groups.**
- **Staff should wear masks at all times during meal preparation and service, and during breaks except when eating or drinking.**
- **Students should wear masks when moving through the food service line.**

- **Maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as the gymnasium or outdoor seating can help facilitate distancing.**
- **Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.**
- **Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.**
- **Promote hand washing before, after, and during shifts, before and after eating, after using the toilet, and after handling garbage, dirty dishes, or removing gloves.**
- **Improve ventilation in food preparation, service, and seating areas**
- **Schools should have available areas for students to perform hand hygiene before and after meals.**
- Utensils provided by the cafeteria will be individually packaged and presented to children (instead of children reaching and selecting them themselves).
- If bringing food from home, please send students with containers and packages that they are able to open on their own without adult assistance.
- All students must bring their own snacks and drinks. **The vending machine will not be in use.**
- Students are encouraged to bring their own water bottle labeled with their name.
- Sharing of meals (including between siblings) is not permitted.

Mental Health, Behavioral, and Emotional Support Service and Programs

- An Advisory Committee has been created to support the social-emotional needs of all students. The Advisory Committee consists of **Mrs. Gina Marando, PDHP guidance counselor, Mrs. Jessica Orlov, Ms. Jessica Altieri, and Mrs. Lisa Roy.**
- The role of the Advisory Committee is to :
 - Educate staff, parents, and students that identify mental health needs.
 - Promote and design lessons that promote social-emotional learning competency and building resilience.
 - Provide staff members with opportunities to take part in wellness programs and virtual spiritual retreats.
 - Prior to the re-entry of students, invite the staff into the building to talk about differences, losses, and newness of preparation for teaching and learning.
 - Survey staff regularly and ask for their needs.
 - Support access to mental health and trauma supports for adults in the school community.
 - Ensure that students and families have access to school-based mental health support.

- Ensure the integration of the Catholic faith in all lessons for Grades Nursery and Kindergarten through Grade 8.

For students as per New York State guidelines:

- Consider a prolonged orientation or transition period to support the social and emotional well-being and resiliency of students before beginning to phase in academic content.
- Encourage connection, healing, and relationship-building.
- Use community-building circles to ensure all voices can be heard.
- Foster increased resiliency for students to help prepare them for the possibility of additional transitions between in-person and remote learning. Create safe, supportive, engaging learning environments that nurture students' social and emotional learning.

Communication

- Administration will provide students, parents, and faculty with weekly (minimum) communication via FACTS alert, email, or written notice on the following topics:
 - Staying home when sick or exhibiting symptoms that may lead to sickness as well as information about COVID-19.
 - Proper handwashing techniques, proper method for using tissues, and to cough/sneeze into a tissue or elbow.
 - Face coverings are required to be worn at all times.
 - Students and staff shall practice frequent handwashing with soap and water (at least 20 seconds, scrubbing, and drying with paper towels.)
- Students will not be permitted to congregate in large groups before, during and after school.
- Training will be provided to all staff members on all aspects of the reopening plan.

School Devices

- Students and teachers will be assigned a specific device number to be utilized throughout the school year.
- Students will retrieve and return his/her own devices from the cart following teacher instruction to ensure proper social distance.
- Students, teachers, and teacher aides will wipe down the device prior to using approved cleaning products.
- Students, teachers, and teacher aides will wipe down the device after each use before returning it to the secured cart.

Section 3: Monitoring

Stay Home If Sick

- **Schools will educate teachers, staff, and families about when they and their children should stay home and when they can return to school. During the COVID-19 pandemic, it is essential that parents keep children home if they are showing signs and symptoms of COVID-19 and get them tested.**
- **Any individual who exhibits COVID-19 or flu like symptoms must have medical clearance from a healthcare provider indicating they can safely return to school.**
- **Schools do not make recommendations on testing; testing recommendations should be made in coordination and the advisement of the individual and a healthcare provider.**

Sick Student or Staff Member

To ensure the safety of all students and staff, OLMCA has designated a “Mother Mary” room (isolation room) where students and staff with COVID-19 symptoms are to be placed while they await pick-up and safe exit from the school building. As per Department of Health guidelines, this room must not be the nurse’s office, but on the same floor.

In the event a student or staff member displays these symptoms, the following must take place:

- Students are sent to the nurse’s office. Students displaying signs of COVID-19 will be moved to the “Mother Mary” room. Students will wear a face mask until they are picked up by their parents.
- Staff will be asked to leave the building and report their symptoms to a medical professional.
- All areas accessed by the sick individual will be closed off until a thorough cleaning has taken place.
- The “Mother Mary” room will not be utilized for 24 hours. After 24 hours have passed, the cleaning company and/or custodians will clean the affected area. The custodians will wear the appropriate personal protective equipment and ensure there is proper ventilation.
- Sick staff members and students will not be allowed to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, improved symptoms, and 10 days have passed since the symptoms first appeared.
- Parents are required to call or email **Ms. Hinkson** to report their child absent.

Daily Health Screening

Temperature Checks

It is the recommendation that parents take their child's temperature **every day** before leaving for school. ***If the child's temperature is 100.0 degrees or higher***, the child should remain home and see a doctor. Temperatures will only be taken if a child is sent to the nurse.

Health Screening Questionnaires

- OLMCA will continue to use the ParentLocker app for daily health screenings. This must be completed prior to your child entering the school building.
- Screening for all students, faculty, staff, will be completed using a questionnaire that determines whether the individual has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- We have in place a health screening practice for visitors (e.g., members of the public allowed to use school grounds).

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

Symptoms and Signs of Illness

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

Fever of 100.0 degrees Fahrenheit or higher, cough, stuffy nose, chills, shortness of breath/difficulty breathing, loss of taste or smell, congestion/runny nose, nausea/vomiting/diarrhea, muscle aches, fatigue, sore throat, headache, etc.

Any student that becomes ill during the school day will be escorted to the medical room for evaluation by the DOH (Department of Health) nurse. The DOH nurse will determine the next course of action. If a parent/ guardian is contacted to come and transport the child to their home

or to a health facility for further evaluation , the parent/guardian must notify the Academy of findings or get clearance from a medical professional.

The Academy will follow CDC guidance for allowing a student to return to school after exhibiting symptoms of an illness.

If a student is not diagnosed with COVID-19 by a healthcare provider, the student may return to school once there is no fever without the use of fever reducing medicines and feels well for 24 hours.

If a student has been diagnosed with another condition and has a healthcare provider's written note stating it is clear to return to school, documentation must be provided to the Academy upon returning.

Returning to School After Showing Symptoms

Any Student showing signs of COVID-19 can return to school only after the following criteria has been met:

Received a positive COVID-19 test:

- Isolated for 10 days
- Presents clearance from a healthcare provider
- Individual has been symptom free for 24 hours WITHOUT use of medication

Received a negative COVID-19 Test:

- Presents clearance from healthcare provider
- Individual has been symptom free for 24 hours WITHOUT use of medication

No COVID-19 Test:

- At least 10 days since symptoms started
- Presents clearance from a healthcare provider
- The individual has been symptom free for 24 hours without use of medication

Reporting a Positive COVID-19 Case

- Principal will immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principal will notify the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.

- Principal must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information will be used in any communications regarding the individual who may be symptomatic
 - Principal will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance,
 - Schools will follow all health department directives on school closures, because of COVID-19.
 - The school will decide, 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 return to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.
 - In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. The school will take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

Contact Tracing

Schools will continue the protocols for the reporting of positive COVID-19 cases and the exposure to COVID-19. This includes contacting the Office of the Superintendent and completing the COVID-19 report. Schools will assist in supporting local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program –an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Remote Learning

In the event of a classroom closure, OLMCA will switch to remote learning using Google Classroom and Zoom. Schools should have plans in place for remote learning in instances of school closures and mandated COVID quarantine. The offering of Remote Learning in any other instance is a local school decision.

Review of COVID-19 Plan

Schools will have available upon request the protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.