



Catholic Central High School Reopening Plan

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The following template was created by the Capital Region BOCES Health-Safety-Risk and Communications Services and adapted by the Catholic School Office to assist schools in crafting their required school reopening plans following the COVID-19 closure. The outline fully incorporates the reopening guidance from the State Office of Religious and Independent Schools. To promote accessibility, reopening plans must be posted as HTML text directly onto a web page on the school's public website and not as a PDF, Word document, Google Doc, or other formats. Include (on the web page) information about whom to contact if someone has difficulty accessing the plan.

Overview

On March 16 the Catholic Central High School community was forced to change the way it delivered its education program for the first time in its 97 year history. However, prior decisions that were made by the Board of Education and administration set the school up for a quick transition to synchronous online instruction that followed a daily bell schedule. Fortunately, CCHS was a school that required all students to use a device, preferably a Chromebook, daily. Fiber optic cable was run to the building, teachers were trained in Google Classroom, and Google Meets, teachers received two years of professional development on formative assessments, and most teachers instructed daily using an iPad. A School Safety committee was formed that included board members, parents, teachers, staff, and administrators to begin efforts to keep students and staff members safe as the school started planning for the return of staff and students. The Safety Committee's task eventually turned to the task of re-opening school for the fall and the committee's name and mission were changed to the School Re-opening Committee.

Throughout the summer the Catholic School Office met dozens of times with diocesan administrators, the four diocesan high school principals met weekly, and the CCHS executive committee of the Board discussed school planning almost daily. Introduction

On Monday, July 13, 2020, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by regions about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While schools have been instructed to prioritize efforts to return all students to in-person instruction, the school is also planning for remote/distance learning, as well as for a hybrid model that combines

in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model. Proceeding the governor's announcement, in consultation with the Catholic School Office, the Board of Education decided on July 14 to adopt a hybrid learning model for the fall. Parents and students were given the option to attend school in person (state mandate permitting) or attend school synchronously online.

The plan outlined here is for the reopening of Catholic Central High School for the 2020-21 school year, following the building closure related to the COVID-19 pandemic.

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Reopening Guidance for Religious and Independent Schools](#), the [Religious Services Guidelines on the New York Forward website](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus, and response to the disease in our community will be at the forefront of our decision making as we move to open our school.

Principal Christopher Signor will serve as the school's COVID-19 Coordinator. Principal Signor will work closely with our local health department and will be responsible for all correspondence regarding school operations and planning. He will serve as a central contact for stakeholders, families, staff, and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines. He can be reached via phone at 518-235-7100, or email at csignor@cchstroy.org.

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Communication/Family and Community Engagement

To help inform our reopening plan, the school has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions, and community groups. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations. A Cornell University student intern worked with administration throughout the summer to survey and interview the Catholic High community to assist the administration in planning for the social and emotional support of our students.

The school remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the school website at cchstroy.org and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage and Every effort has been made to ensure that the plan is accessible to all individuals on our website, and weekly emails to families.

As part of its planning for the reopening of school and the new academic year, the school has developed a plan for communicating all necessary information to school staff, students, parents/guardians, visitors and education partners, and vendors. The school will use its existing communication channels – including the Powerschool emergency communications platform – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout the pandemic.

The school is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The school will rely on our website and family emails to communicate news, requirements, and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings, and proper hand and respiratory hygiene. The information that we will share will be based on state and county guidance.

In support of remote learning, the school will make computer devices available to students and teachers where appropriate. Loaner devices are available in the main office, and arrangements will be made on a case by case basis for students unable to purchase or maintain their own device. The school will provide students and their families with multiple ways to contact teachers during remote learning, including Powerschool, email, Google Classroom, and Google Meets.

The school will use existing internal and external communications channels to notify staff, students, and families/caregivers about in-person, remote, and hybrid school schedules with as much advance notice as possible.

The school is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the school will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These pieces of training will cover:

- Hand hygiene
- Proper face-covering procedures (how to wear and remove)
- Social distancing
- Respiratory hygiene
- Identifying symptoms

The school will create and deploy signage throughout the school building to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the school will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as classroom instruction by teachers during the first week of school with periodic reminders and updates.

The school is committed to creating a learning environment that protects student and staff health, safety, and privacy. Our school will operate under a standard procedure for addressing situations in

which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan at cchstroy.org.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. Families will be notified via the Powerschool emergency communications platform as well as by email. The school will not notify the wider community unless specifically directed to do so by local health officials.

School Closures

The school is preparing for situations in which the school building needs to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The school may choose to modify operations prior to closing to help mitigate a rise in cases. The school will consult with the school nurse and the local health department when making such decisions.

School building administrators will communicate with the superintendent or his designee regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov), the [New York State Department of Health \(NYSDOH\)](https://www.health.ny.gov), [New York State Reopening Guidance for Religious and Independent Schools](https://www.ny.gov), the [Religious Services Guidelines on the New York Forward website](https://www.ny.gov) and the [New York State Education Department \(NYSED\)](https://www.nysed.gov).

The following protocols and procedures will be in place for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at csignor@cchstroy.org or 518-235-7100.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

Health Checks

The school has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](https://www.cdc.gov) was used to develop these resources.

Catholic Central High School will implement the following practices to conduct mandated health screening prior to staff and student's arrival at school. A third party vendor will be utilized for daily

questionnaire screenings and all staff, students, and visitors must enter through the main doors of the school where their temperature will be taken.

The following policies and procedures will be used daily:

1. Daily temperature checks and completion of the screening questionnaire provided in the [New York Forward Pre-K to Grade 12 School Guidelines](#) for staff, contractors, vendors, and visitors [prior to arrival/at school].
2. Daily temperature check and completion of the screening questionnaire (mentioned above) for students [prior to arrival/at school]
3. The screening data collection method will be through Educational Vistas and the data maintained (cleared/not cleared only) and the data will be retained for the entirety of the school year.
4. The isolation from others and immediate dismissal from school if an individual has a temperature of 100°F or greater or has a positive response to a screening question will take place in one of two quarantine rooms across the hall from the nurses office.
5. The requirement for students and staff to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours by email to csignor@cchstroy.org.
6. Frequency of reminders will take place daily.
7. Staff supervision of students who are waiting for their turn must maintain social distancing requirements including remaining 6 feet apart while waiting to enter the building.
8. Daily temperature checks will take place in the main entrance lobby using an infrared thermometer.
9. Polycarbonate screening will be provided in the main entrance lobby, along with hand sanitizing stations, and HEPA filtration machines.

Health Hygiene Practices

The school will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. 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.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 70% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the school will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families, and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

Social Distancing

The school has developed a plan with policies and procedures for maintaining the social distancing of all students, faculty, and staff when on school facilities, grounds, and transportation.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. For those medically unable to wear face coverings, at-home instruction will be encouraged.

The availability of safe transportation and local hospital capacity in consultation with the local department of health officials was considered in the development of this reopening plan.

Personal Protective Equipment (PPE) and Face Covering

Students, staff, and visitors to our school will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Students who are unable to medically tolerate a face covering will not be required to wear one.

Because students and staff will need to be prepared to wear a face-covering if another person unexpectedly cannot socially distance, they will be required to wear a face-covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such coverage would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

The school will instruct students, parents/guardians, and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- The proper way to discard disposable face coverings

Management of Ill persons, Contact Tracing and Monitoring

The school requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The school has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on the severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

[List the COVID symptoms isolation area and the treatment/medication area]

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following the manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol-generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95, or a surgical mask with face shield, eye protection, and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between the use and cleaning of the equipment should be done following the manufacturer's instructions after each use.

If Students or Staff become Ill with Symptoms of COVID-19 at School

The school requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parents/guardians. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Return to School After Illness

The school has established protocols and procedures, 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 at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The school will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff 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.

The school requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

COVID-19 Testing

When referring, sourcing, and/or administering testing, the school will work with the Rensselaer County Department of Health.

Contact Tracing

The school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.

To assist the local health department with tracing the transmission of COVID-19, the school has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The school may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If COVID-19 cases are discovered in the school, in consultation with the local health department, the school will contact the school community so that your family can make a decision to begin online instruction.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement section [provide link]* of our reopening plan.

School Closures

Closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The school will collaborate with the local health department to determine the parameters, conditions, or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:

- The school will close if the regional infection rate rises over 9% after Aug. 1. The school will close if the 7-day rolling average of the infection rate is above 9%.
- School in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average unless otherwise directed from the county health department.
- If the infection rate rises by about 9%, schools must wait until the 14-day average is below 5%
- Once schools open at Phase 4 below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise by about 5% until it reaches 9% for the 7-day average.
- The school will be notified by the county health department on the situation.
- School administrators should consider closing school if absentee rates impact the ability of the school to operate safely.
- The school may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
- School should consult their school nurse and/or the local department of health when making such decisions.

For more information about how school closure information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement section* [*provide link*] of our reopening plan.

Cleaning and Disinfecting

The school will 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. Cleaning and disinfection logs will be maintained that includes the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Science labs

- Classrooms
- Maintenance offices and work areas
- Libraries
- Large meeting areas (gymnasiums)
- Outdoor seating areas

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The school will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: 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.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The school will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on the frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement section [provide link]* of our reopening plan.

Vulnerable Populations/Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal to provide reasonable accommodations that ensure these individuals are able to safely participate in educational activities. *[provide additional detail on how accommodations will be provided]*

Visitors on Campus

No outside visitors or volunteers will be allowed on the school campus, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school building.

Visitors must follow all safety protocols as listed above.

Facilities Guidance

In order to prevent the spread of COVID-19 infection in the school, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position, and operation of stairs and corridor doors, which have closers with automatic hold-open (and are automatically released by the fire alarm system), will remain unchanged.

The school plans to meet the deadline for submission of Building Condition Survey/Occupational Safety Inspections in a timely manner.

Upon reopening, the school plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The school will revisit Emergency Response Plans, protocols, and procedures and make modifications in light of COVID-19.

The facilities reopening plan and activities, which will occur including:

- Time Management: We will manage time and schedules to reduce student use of the corridors. The traditional practice of changing classes between periods results in congested hallways and may make social distance challenging and will be eliminated by having teachers move classrooms rather than students.
- Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors will be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.
- Plastic Separators: The use of light-transmitting plastics is recommended in locations where social distance or mask requirements cannot be complied with or easily regulated.
- Alcohol-Based Hand Rub Dispensers: Alcohol-based Hand-Rub Dispensers are permitted to be installed in rooms and corridors in limited quantities in accordance with the 2020 Fire Code of New York State (FCNYS) Section 5705.5.
- The school has worked with engineers to establish HEPA filtration in common areas and most classroom spaces.
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Infection Control Strategies

Hand sanitizing stations will be placed in all hallways, and hand sanitizer, masks, and disinfectant wipes will be available in each classroom. Desks will be arranged by using NYSED guidance on square footage per person.

Facility Alterations and Acquisition

The use of the cafeteria, library, and gymnasium: A floor plan of the entire room showing the furniture layout with egress aisles shall be considered. Lighting, ventilation, means of egress, and fire alarm coverage will be indicated.

Space Expansion

Five large instructional spaces will be used in order to socially distance larger sections of students. Science labs will be conducted virtually due to the fact that many lab sections will exceed the school's ability to keep proper social distance in the lab spaces.

Tents for Additional Space

Tents or other temporary structures will not be used at Catholic Central High School.

Plumbing Facilities and Fixtures

Drinking-Water Facilities: Eight new touchless water fountains have been installed in the school.

Ventilation

Ventilation will be enhanced by installing portable HEPA filtration machines in each instructional space and in the main office and lobby. Periodic air quality sampling will be conducted by a third party vendor with an engineers report for each sample taken.

School Safety and Emergency Drills

The school will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. The school will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will 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. Evacuations will take place while maintaining adequate social distance.

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills will be reflected in the school's fire safety plan.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Consideration will be given to how the school will modify drill procedures to minimize the risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps will be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for the school to conduct drills in the school year using protocols that are different than they are used to, such as grade-specific, or wing specific evacuations.
- Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- Conducting drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering

by the classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.

Modifications to Lockdown Drills may include, but are not limited to:

- Conduct lockdown drills in classroom settings while maintaining social distancing/using masks.
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however, the school must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person. Pre-packaged meals will be made available daily.

Information about meal information will be communicated via email, visit the Communication/Family and Community Engagement section of our reopening plan.

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

Meals will be delivered to students in classrooms. The school will ensure social distancing between individuals while eating. If not feasible, meals may be served in alternate areas (e.g., large instructional areas) or in staggered meal periods to ensure social distancing. If meals will be eaten in the classroom, meals will be delivered to the classroom.

When students eat in classrooms all non-food service staff will be trained on any meal service-related activities they will be responsible for. Teachers will be trained in recognizing food allergies, including symptoms of allergic reactions to food.

Students must be 6 feet apart or be separated by a barrier while consuming meals. The school will provide physical distancing guides in food service areas such as tape on floors, signage, increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables to ensure students are 6 feet apart when consuming meals.

Proper cleaning and disinfection of tables, chairs, and other frequently touched hard surfaces will take place between groups of students.

The use of share tables, salad bars, and other self-service refrigerators and buffets for food and condiments is prohibited.

The sharing of food and beverages (e.g., buffet-style meals, snacks) is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

The school will coordinate school personnel in order to meet the feeding safety needs of students with disabilities.

Cleaning and disinfection will occur prior to the next group of students arriving for meals if served in the same common area.

Meals Offsite/Remote

Offsite meals will not be provided for students learning remotely.

School Food Authorities (SFA)

Breakfast will not be provided for the 2020-21 school year.

Transportation Guidance

The school will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings on school buses (e.g., entering, exiting, and seated) and maintain appropriate social distancing at all times. All students who receive transportation from the public school district are encouraged to adhere to CDC and NYDOH.

School Bus

Catholic Central High School does not transport students to or from school or sporting events.

Students on Transportation

Students must follow all guidelines for their respective school district transportation departments.

Social-Emotional Well-Being

We recognize that the social-emotional well-being of our students and staff during these challenging times is critically important. The school has made available resources and referrals to address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. The school has done this by surveying and interviewing students and families by a Cornell University student intern.

The school has established an advisory council that involves shared decision-making and is composed of families, students, members of the board of education, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan. This program plan has been reviewed and updated to meet current needs.

The school addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff. This is

addressed by using a third-party service provider (Catapult Learning), and by the administration and guidance staff of the school.

Religious and Independent School Schedules

Every student will be given the option of attending class on-site or remotely on a daily basis. Both groups of students will follow a common bell schedule and remain in the class for the duration of the period.

For information about how school schedule information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement section [provide link]* of our reopening plan.

Attendance

Daily period by period attendance will be taken by teachers on the Powerschool system whether students are online or in-person for instruction.

Teaching and Learning

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the school will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

The school has developed a continuity of learning plan for the 2020-2021 school year for in-person, remote, and hybrid models of instruction.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to adjust, the content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in the future.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

In-person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms.

Current staffing levels are sufficient to accommodate the expanded number of classrooms needed to ensure social distancing.

All instruction will continue to be aligned to the New York State Learning Standards.

The school will minimize the movement of students. This means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips, and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the School Schedules section [*provide link*] of our reopening plan.

Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, the school has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on "core" subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether the instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While the recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

Technology and Connectivity

The school currently has fiber optic cable running into the building. We are a Chromebook device school that uses Google Classroom, and Google Meets to instruct our students both on-site and remotely. Loaner devices are available for student use. All teachers use technology to plan and deliver lessons both on-site and online.

Athletics and School Activities

Liturgy

Liturgical celebrations will be allowed in small groups with proper social distancing, PPE usage, and cleaning and disinfection.

Faith Formation

In consultation with the Campus Minister, policies regarding faith formation programs and if classes may be held taking into consideration proper cleaning and disinfecting protocols will be considered.

Extracurriculars

Extracurricular programs may be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as the risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings) on a case by case basis. Refer to DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency.](#)"

Note: Interscholastic sports, including CYO, are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

Childcare

Before and aftercare programs will be operated by the school.

Interscholastic Athletics

Per the [NYDOH Guidance](#), interscholastic sports are not permitted at the time of publication of this guidance. Additional information is forthcoming.

The [New York State Public High School Athletic Association](#) (NYSPHSAA) has established a COVID-19 Task Force comprised of religious and independent school Athletic Directors and public school district administrators responsible for providing guidance to allow New York high school student-athletes to return to athletics as soon and as safely as possible. The task force is reviewing State and local health guidelines, as well as NYSED guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season. The

COVID-19 Task Force will continue to review all aspects of the fall 2020 season and the 2020-2021 school year related to the COVID-19 crisis, such as practice requirement; fan attendance; resocialization efforts; protocol, procedures; transportation; etc. As more information becomes available it will be shared on the [NYSPHSAA website](#).

Bilingual Education and World Languages

The school does not currently provide bilingual services.

Key References

- [New York State Reopening Guidance for Religious and Independent Schools \(July 27, 2020\)](#)
- [Reopening Survey for Religious and Independent Schools \(July 27, 2020\)](#)
- [State Education Department Issues Guidance to Reopen New York State Schools \(July 16, 2020\)](#)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools \(July 13, 2020\)](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health \(July 13, 2020\)](#)

Additional References

- [Interim Guidance for Religious and Funeral Services and Operations of Faith-Based Institutions \(June 26, 2020\)](#)
- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the school's website. By August 7, 2020, schools will need to [complete a survey through the Portal](#), providing NYSED with:

- A link to the public website where each school plan has been publicly posted
- A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance

NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school website.

Also by July 31, 2020, schools must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website](#).