

Notre Dame School COVID-19 Secure Reopening Plan



Notre Dame School COVID-19 Secure Reopening Plan for 2020-2021 School Year

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Changes and updates will be found at the following link:	www.ndsnet.org

The following plan will evolve after submission based on changing needs of our students and teachers, as well as the changing conditions of the pandemic and revisions to New York State Guidelines.

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Purpose

The purpose of this document is to outline how Notre Dame School has developed the safest, most secure, and most teacher and student focused school reopening plan achievable. We have worked together with other schools in the Diocese of Rockville Centre to develop a secure reopening plan to return students and teachers to the classrooms as safely as possible. After working diligently with Perrotta Consulting, a threat mitigation and emergency operation planning company, and exhausting every available resource, we have developed a systematic way to secure and reopen Notre Dame School at 100% occupancy, five days a week, for the 2020-2021 school year. So long as we are permitted to reopen and remain open by the State of New York, we will use every available resource to:

- Provide the safest environment possible for our students and teachers
- Keep our extended school families healthy
- Communicate with our families and faculty
- Ensure continued access to education whether in the physical building or remotely
- Ensure equal access to education for all students
- Provide means of support for our students' and faculty's social and emotional wellbeing

Personal Protective Equipment (PPE)

- Notre Dame School will require all students, teachers, staff, and visitors to arrive at the facility wearing masks.
- Anyone who arrives without a mask will be provided one upon arrival before they are permitted to enter the school.
- An adequate two-week supply of PPE for all students and faculty will be kept onsite at all times.
- Other PPE kept onsite will include, face shields, gloves, gowns, and N-95 masks for staff in different departments or upon request.
- Masks will be required anytime 6 feet of distance cannot be maintained and while in common spaces.

Attending School Safely in Person

Attending school in person is no small challenge. Through extensive studies of data and research collected from the New York State Department of Health, Center for Disease Control and Prevention, World Health Organization, Federal Emergency Management Agency, American Academy of Pediatrics, and several other private and public-sector resources from across the globe, we have identified how to

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safely return teachers and students to the classroom. Some of the safety protocols that we will follow can be found below:

- **Classrooms**

- Students and teachers will maintain six feet of distance at all times unless the safety of students or core activity of educating students requires a shorter distance. If six feet of distance cannot be maintained, at least three feet will be maintained and students will be required to wear a mask based on industry precedent and State guidelines.
- Students will be kept in cohorts/pods and remain with their cohort/pod throughout the day.
- A cap will be placed on all class sizes.
- All non-essential items for teaching will be removed from the classroom.
- Students will be told to bring their own supplies. If they forget to bring supplies, the school will provide only supplies that can be disinfected after use.
- Increasing ventilation and air circulation in buildings with box fans, opening windows, air filter upgrades, etc.
- Eliminating the changing of classes or limiting class changes strategically and only to sanitized rooms.

- **Dining Areas and Food Service**

- Notre Dame School will not reopen with a food service program. This will be reassessed at a later date after school reopens.
- Children will be told to bring their own lunch.
- Students and teachers will maintain six feet from one another while eating unless an impermeable barrier can be placed between room occupants.

- **Common Areas**

- Signage indicating traffic flow patterns, social distancing guidelines, healthy hygiene practices and other critical functions.
- Stairwells and hallways will have directional flow patterns enforced by teachers.
- Prohibiting all non-essential visitors, including parents, from entering the building unless there is an emergency. In the event of an emergency, visitors will be screened, prior to entering our secured environment.
- Water fountains will not be used. Students will be told to bring their own water and an emergency supply will be kept by Notre Dame School.

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- **Hygiene**

- Frequent disinfection of classrooms, bathrooms, and high contact surfaces around the building using EPA certified disinfectants.
- Developing a culture of healthy habits in which students and teachers sanitize their hands and personal space frequently throughout the day.
- Implementing hand sanitizing stations strategically throughout the building.
- Not requiring certain items from uniforms such as ties that cannot be washed each day.
- Custodial staff will be increased, and high-contact surfaces and bathrooms will be cleaned and disinfected regularly and on a logged schedule throughout the day.
- Full building disinfection will occur at the end of each day and in any classroom, that has been occupied prior to other students entering.

- **Screening**

- Every person authorized to enter the school building whether a student, faculty member, or visitor will have their temperature checked prior to entry. They will be denied entry if their temperature exceeds 100.9°F.
- Parents will fill out a weekly screening assessment for their child.
- Each faculty and staff member will have their temperature screened and answer a series of questions daily to affirm they are healthy and in compliance with current executive orders.
- **If teachers or students are not feeling well, please stay home from school.**

- **Arrival and Departure**

- Students will be screened prior to entering the building and proceed to a secondary testing location if their surface temperature is determined to be above 100° F at the time of screening.
- Screening will be conducted through several entrances and may be determined by grade.
- Students will be dismissed out of separate exits from the building to reduce congestion at any one egress.

- **Bathrooms**

- All bathrooms will have a posted and enforced maximum occupancy.
- Custodial staff has been increased to ensure bathrooms are cleaned and disinfected at least four times a day.
- Cleaning logs will be kept in each bathroom. Each cleaning will be marked with initials and time stamped by custodial staff.

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Early Childhood Programs

- Group sizes will be capped at 15 students per class.
- Masks will not be required in the classroom for students in Pre-k and below.
- Teachers will be permitted to interact with children as long as they are wearing appropriate PPE.
- We will follow the childcare and day care guidelines from NYS which account for student needs as well as health and safety.
- Students will utilize sinks for hand hygiene and not have access to hand sanitizer.

Kindergarten through 8th Grade

- Students will not change classes.
- Mask breaks will be built into the schedule utilizing outside spaces and/or gyms.

Middle School

- Students may change classes after the rooms have undergone full disinfection either immediately or later in the school year.
- Mask breaks will be built into the schedule utilizing outside spaces and/or gyms.

Faculty Space and Teachers

- Faculty lounge will have a posted and enforced maximum occupancy.
- Teachers will always be required to socially distance from one another.
- Shared supplies such as copiers will be disinfected after individual usage.

Physical Education

- Physical Education will continue in an adapted capacity.
- As weather permits and as much as feasible, gym classes will occur outside.
- 12 feet of space will be mandated between students while engaging in physical activity.
- The youngest grades in the building will have hula hoops pre-placed 12 feet apart to help them identify how to space themselves apart.
- Gym classes will be adapted to not permit any close contact activities or high-risk sports.

Shutdown

- Notre Dame School will constantly be prepared for an immediate shutdown. Students and teachers will not leave any essential items in the school building overnight.

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- Shutdown as a result of an outbreak will be communicated immediately to all students, faculty and parents.
- Shutdown as a result of executive order will also be communicated to all stakeholders immediately.

Emergency Action Planning

Extensive and detailed plans will be kept onsite regarding how to protect students in the event of a positive COVID-19 case in the building and exactly who will be quarantined. Some of this planning includes:

- Designating a monitored isolation location within the school in the event a student appears symptomatic onsite.
- Keeping seating charts of every classroom to be used in contact tracing.
- Determining which students and teachers will need to quarantine in the event of a positive diagnosis after consulting with the health department.
- Designating a COVID-19 Administrator and task force internally at the school.
- Developing an internal contact tracing protocol and continuing to work with professional contact tracers at Perrotta Consulting.
- Internal procedures to determine which students and teachers will need to quarantine and for how long if they are exposed to someone who is COVID-19 positive.

Disinfection and Decontamination

- Classrooms, bathrooms, shared spaces, and high contact surfaces will undergo disinfection throughout the day and full cleaning at the end of each day.
- In the event of a positive case within the building, full facility decontamination will occur before anyone is permitted to return.

Continuity Planning

Notre Dame School will reopen in a constant state of high alert. Every student, family and teacher will be prepared to immediately shift to remote learning should a partial quarantine or executive order force students and teachers to return to do so. Efforts are being made to enhance the ease of another transition like this on an individual, class, or school wide level. Students and teachers who are medically

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unable to return to school will receive special accommodations and instruction will continue through remote learning.

- **Hybrid Model**

- A school-wide hybrid reopening model has been prepared in the event we are physically unable to return at 100% capacity by either pandemic conditions or executive order.
- Returning to classrooms full time will be prioritized for nursery through fifth grade. Students in the middle school will attend class on an alternating A/B schedule if we must resort to a hybrid model.
- A hybrid model will be essential if individual students or entire classes are forced to quarantine.
- In the event of an entire class shifting to remote learning, the teacher and students will all shift together seamlessly for 14 days.
- For individual students, remote learning will be coordinated through the school and through the Diocese of Rockville Centre to ensure continued education.

- **Remote Model**

- A plan to return all students to remote learning is critical and our foundation is the same process we utilized to switch to remote learning this past March.
- Since March, we have increased the availability of technology to our students and have planned to provide internet access to any student who does not have access from their home.
- Students requiring technical support will be asked to contact Notre Dame School and we will coordinate wireless internet implementation with our service provider.
- Since March we have developed the highest standard of online learning achievable, and while in person learning is preferred, we are prepared to immediately return to remote learning if it becomes necessary.

Social and Emotional Wellbeing

- We recognize the stress and emotional toll this year has taken on not only students, but also faculty and parents.
- Our teachers and staff will be attuned to the realities of the physical, mental, and economic hardships our families have faced over the last several months and trained to support them to the best of our ability.

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- Resources will be available for anyone struggling with mental health through the district.
- Scheduled mask breaks will occur as permitted by weather and space in the school. Teachers will be permitted to move class outside where masks may be removed as weather and their individual schedules permit.

Professional Partnerships

Perrotta Consulting has collaborated with Notre Dame School to develop and guide our individual threat mitigation and COVID-19 secure operations planning and development initiative. In addition to helping develop our individual reopening plans, they will remain a resource to us throughout the year to guide us as pandemic conditions change and assist in changing procedures, contact tracing, threat mitigation, and decontamination. PM Pediatrics is the largest pediatric urgent care chain in the United States, and we will be partnering with them for their telehealth, medical consulting, and testing capabilities.

Student Orientation

- Students will undergo an orientation of new COVID-19 hygiene and procedures on the first day of school either in person by grade or streamed to each classroom.

Teacher Training

- All faculty and staff will be trained in new COVID-19 operating procedures and planning.
- Custodial staff will undergo training in disinfection and decontamination procedures.
- Teachers will be trained in syndromic surveillance and identifying students who may be developing the onset symptoms of COVID-19 so that they can direct students to the nurse as early as possible.
- A COVID-19 Administrator will be thoroughly trained in the entirety of Notre Dame School's comprehensive operation plan. Select individuals will also be trained in contact tracing.

After School Activities and Outside Groups

- After school activities and outside groups attending Notre Dame School will be subject to the same standard of screening as faculty, teachers, and students if they occur.
- Notre Dame School will only open our doors to after school programs and outside groups when we are 100% certain they have the highest standards of safety in place for their full-time student body and teachers.

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- We may determine not to allow any outside groups at all.
- CYO, clubs and music programs are actively being addressed in consultation with Perrotta Consulting to determine risks and how to safely conduct them.
- Any singing or use of woodwind instruments must allow for a minimum of 12 feet of space for each student. This may make the programs unfeasible in person or require relocation to the gym, auditorium, or outdoors

Travel and Transportation

- Teachers and students must avoid any unnecessary travel. If immediate family members of teachers or students travel to states or countries with quarantine restrictions, they will be required to quarantine within their own home away from the individual who will be entering the school.
- We will determine our transportation capability in coordination with our public-school district bussing protocols.

Visitor Access

- Parents will not be permitted to enter the school building at any time except for emergency or scheduled meetings.
- In the event of an emergency or scheduled meeting, all visitors will undergo the same check-in procedures as teachers prior to entering our secure environment.

Individual and Evolving Approach

- Each school, faculty member, family member, and student has a role to play in safely returning students to the classroom.
- Individual social responsibility and adherence to our new guidelines and procedures cannot be carried out solely through the creation of this document and the risk does not end at the dismissal bell.
- **We ask each member of the school community to continue to be socially responsible and most importantly stay home if you do not feel well.**

Communication and Information Collection

- Notre Dame School is united in its mission to reopen schools safely and at full capacity. Successful operations this school year will require constant reassessment of policies and procedures.
- We have fully established a modular COVID-19 command structure to rapidly identify needs and execute operating plans possible to protect students, teachers, and families at Notre Dame School.
- If any student, teacher, or person with whom they reside is diagnosed with COVID-19, they must notify the main office at Notre Dame School, immediately.

Conclusion

Notre Dame School is actively working to implement the safest and most operationally successful school reopening plan possible amidst the COVID-19 Pandemic. Together with our partners, we will establish a culture of health within Notre Dame School. Our decision to reopen is based on scientific facts, industry standards, and threat mitigation procedures adopted from private and public sectors. COVID-19 is generally a mild disease in children, including infants, but this does not diminish its severity or the threat it poses to our students, faculty, and families. Together, we will safely and optimistically reopen this school year, and yet always remain on a heightened state of alert so that we may adjust and adapt as the pandemic conditions and student and teacher needs change.

Limitations

No guarantee is implied by this plan of incident management system. As pandemic conditions may change and overwhelm resources and personnel, Perrotta Consulting and this partnered facility can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Authorization

This document was created specifically for Notre Dame School and duplication or modification of any portion for another facility or workspace is prohibited without express written consent and invalidates all compliance measures and procedural recommendations developed by Perrotta Consulting LLC.

Perrotta Consulting LLC



Threat Mitigation and Emergency Operation Planning

Perrotta - Addendum 1

As reflected in the initial reopening document, changes and revisions are essential to comply with changing New York State guidelines, the health concerns associated with the COVID-19 pandemic, and our ability to provide equitable access to education and success. The following is the first addendum to our reopening plans:

Communication

1. In developing our reopening plan, the school and Perrotta Consulting engaged with key stakeholders, including but not limited to faculty, students, parents and guardians, the county health department, public health experts, emergency management experts, and other schools in the Diocese of Rockville Centre. We will continue to engage with these stakeholders through surveys, videoconferencing, communication on our website, and email or phone correspondence.
2. We will communicate all CDC and DOH guidance to students, faculty, staff, and visitors via signage and digital training programs and guidance. Updates to guidelines and public health procedures will be distributed via electronic distribution networks.
3. The school will ensure equitable access to communication to key stakeholders, most specifically students, families, and faculty.

Health and Safety

1. We have determined the maximum occupancy of the school and at no time will enrollment reach 100% of the maximum building occupancy. The reopening model for full enrollment this year will be reduced based on individual classroom measurements and smaller teacher to student ratios.
2. Any student or staff experiencing signs or symptoms of illness will be sent to an isolation location and then home immediately, through established procedures and told to contact their healthcare provider, if the nurse is not available.
3. Anyone who registers at or above 100° F at the time of their initial screening will be directed to an isolation room and secondary screening location. If their temperature remains elevated upon secondary screening, they will be immediately sent home.
4. We will require parents to conduct a self screening of their child each day which may include temperature screening and monitoring for signs or symptoms. Parents will not send their child to school if the child fails this screening.
5. We will require faculty and staff to monitor their own health and not come to work if they are experiencing any signs or symptoms of illness.
6. Students and staff who are high risk or live with a high risk individual will be provided accommodations that permit added social distance in the classroom or allow for continuation of remote learning through means that proved successful in the Spring of 2020.
7. Students and teachers returning to school after a positive COVID-19 diagnosis will only return in coordination with county level health department after 14 days of isolation, including in which the last three days have been absent of fever or signs or symptoms or a negative COVID test result.
8. Disinfection and cleaning using EPA registered disinfectants will occur prior to any switch in seating that was used for food consumption, as feasible in between classes, and at the end of the day for all surfaces that students or staff may have been in contact with throughout the day.
9. Required school safety drills will occur with modifications to account for social distancing guidelines. Drills will be conducted on a class by class basis when they require leaving the classroom so that the entire student body does not have to enter the hallway.
10. In the event of a real emergency, the physical and immediate safety of students and faculty will take precedent over existing COVID-19 guidelines and social distancing procedures may be broken. Students will be told to put on masks in the event they must huddle closely together for emergency procedures.

Perrotta - Addendum 1

11. When before and aftercare programs occur, students will receive an additional temperature screening prior to attending and maintain six feet of distance from other students when feasible.
12. COVID-19 Administrator will receive an operational document with detailed responsibilities to help ensure continuous compliance with school's reopening plan.
13. Any shifts to reduce or increase precautions at school will be coordinated through the COVID-19 Administrator and in conjunction with school nurse and expert opinion to ensure the ability to adapt to new risks and that shifts to new normal are measured and appropriate.

Facilities

1. Any modifications to the facilities will be in compliance with New York State Fire Prevention and Building Codes.
2. Automatically closing fire doors will not be tampered with to force open.

Child Nutrition

1. Information will be communicated to parents prior to the start of the year on a class by class basis regarding whether certain foods are permitted due to allergies of students or teachers.
2. Students will not be permitted to share food or beverages.
3. Students will be encouraged to utilize hand sanitizing stations or wash hands in a sink prior to and after eating. They will be permitted to use these sanitizing stations in small groups determined by the teacher or moderator.

Transportation

1. We will adhere to guidance established by the local district for safety procedures on busses in compliance with the CDC and DOH. Students will wear masks and be required to social distance along with other measures established by our local district.

Attendance and Chronic Absenteeism

1. Attendance of in person and remote students and teachers will be recorded through internal attendance system.
2. Perfect attendance recognitions will be eliminated.
3. Students will not be penalized for chronic absenteeism and will receive access to adequate remote learning when they are not in school.
4. Attendance for distance learning will be evaluated based on participation in virtual sessions and completion of assignments.

Teaching and Learning

1. Regular and substantive interaction with a competent teacher regardless of the delivery method will occur.
2. Students and families will be provided with a contact email, phone number, or digital link for technology help.
3. The school will utilize distance and hybrid technologies that were successful in the spring to provide substantive interaction with a competent teacher regardless of the delivery method.
4. Regardless of a remote, hybrid, or in person return to learning this Fall, we will ensure equitable access to opportunities for success and instruction are available to students and faculty.