



# Logistics, Planning, and Social and Emotional Provisions

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# *Logistics & Planning*

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Contingent on the Governor, State, City, New York State Department of Health (NYSDOH), New York City Department of Health (DOHMH), New York State Education Department (NYSED) and CDC guidelines

The Logistics and Planning Re-Opening includes three plans to allow for possible scenarios come September 2020.

As we continue to plan for September 2020 we remember that all plans are based on what we know today, and therefore should be flexible, focused on the health and safety of all, and that we accept changes with patience and common sense.

# Logistics and Planning

- The following is an outline view of the three possibilities we've been directed to prepare.
  - **Plan A:** A five day a week in school model that ensures social distancing with 100% of our students in attendance. This will necessitate the use of the gym and cafeteria for classrooms. Using this model we are capable of meeting all health and safety guidelines. As the guidelines have been presented to us thus far, we are prepared to adhere to this plan. (This includes sanitizing and disinfecting of all the buildings used by our students, teachers, and staff.)
  - **Plan B:** Hybrid Opening: with partial in-school learning and partial distance learning. For us, it has been determined that alternating Weeks A and B would be used. Proposed: Week A – group A students are in school, while group B students are at home remotely connected to the live classroom. The next week group B would come to school, while group A remain at home remotely connected to the live classroom. K-8 students will be provided with devices to use for educational purposes.
  - **Plan C:** Full remote learning with no return to in-school instruction. Students will follow the schedule for their class through Google Classroom including 4 -5 hours of synchronous and asynchronous learning. Teachers will use the Google Platform. K-8 students will be provided with devices to use for educational purposes.

# Creating well defined entrance protocols for students, teachers, and visitors

- Alternating points of entry; staggered arrival and dismissal time
  - Gym – 82<sup>nd</sup> Street
  - Cafeteria – Doors One and Two
  - Playground – Doors One and Two
  - Side Door – from 82<sup>nd</sup> St.
  - Main Door – 83<sup>rd</sup> Street
- Temperatures taken at entrances to allow admission to the building
- Teachers, Faculty and Staff enter school at 83<sup>rd</sup> St.
  - Wellness tracing record completed at home
  - Temperature taken in school
  - Mask mandatory
- Clear Signage will be posted in and outside the building.

# Creating well defined entrance protocols for students, teachers, and visitors con't.

## STAGGERED ARRIVALS

### 7:25 a.m. – 7:40 a.m.:

- Grade 8 enters via gym door
- Grade 7 enters via Cafeteria Door #1 and goes up the inside steps
- Grade 6 enters via Cafeteria Door #2
- Grade 3A students enter Playground Door #2; their younger siblings enter Playground Door #1
- **All younger siblings of Gr. 6-8 students** arrive at this time by way of the Playground:
- Kdgn., Gr. 1, 2, and 3-1: Playground Door #1
- Gr. 4 & 5: Side Door up the steps from the Playground

### 7:45 a.m. – 8:00 a.m.:

- Grade 5 and all their younger siblings enter the Main Door on 83<sup>rd</sup> St.
- Grade 4 and all their younger siblings enter Side Door from 83<sup>rd</sup> St. Gate closest to Church

### 8:00 a.m. – 8:15 a.m.:

- Remaining Grade 3-1 students and their younger siblings enter Playground Door #1
- Remaining Grade 2 students and their younger siblings enter Playground Door #1
- Remaining Grade 1 students and their younger siblings enter Playground Door #1
- Remaining Kindergarten students enter Playground Door #1

# Creating well defined entrance protocols for students, teachers, and visitors con't.

- **8:20 a.m. and 11:50 a.m.:**
- Pre-K 3 and Pre-K 4 students enter by way of Playground Door #1. They will enter the playground by way of the gate on 83<sup>rd</sup> St, walk along the side of the building and arrive at Playground Door #1.
- Wellness Protocol
  - Wellness tracing record completed at home
  - Temperature taken at door of entry
  - Any student having walked to or been dropped off at school with temperature over 100.0 will go immediately to the isolation room
  - Mask mandatory
  - Social distance signage will be in place at the entry doors
- Restricting visitors to the school
  - Guests/Visitors will be met at the 83<sup>rd</sup> St. door by the Security Guard or designated personnel.
  - Only essential visitors will access the office
  - Anyone needing to enter beyond the foyer: complete a wellness check record, take temperature and wear mask
  - Anyone with temperature greater than 100.0 will not be permitted to enter

Deliveries will remain in the foyer area inside the 83<sup>rd</sup> St. door.

# Dismissal Protocol: Students walk in socially distanced single file line with face coverings on

- **STAGGERED DISMISSALS:**

- **10:55 a.m./2:25 p.m.: Pre-K 3 dismisses** at Playground Door #1 (Parents enter/exit by the wide gate on 83<sup>rd</sup> St.)
- **11:00 a.m./2:30 p.m.: Pre-K 4 dismisses** at Playground Door #1 (Parents enter/exit by the wide gate on 83<sup>rd</sup> St.)

- **12:30/3:00 Dismissal**

- **12:05/2:35 p.m.** ALL Kindergarten students and their older siblings dismiss at Main Door on 83<sup>rd</sup> St.
- **12:05/2:35 p.m.** ALL Gr. 6, 7, and 8<sup>th</sup> Grade students dismiss to 82<sup>nd</sup> St.
- **12:10/2:40 p.m.** Younger siblings of Gr. 6, 7, 8 Students dismiss to 82<sup>nd</sup> St
- **12:15/2:45 p.m.** Remaining 3A students and all their siblings dismiss to 82<sup>nd</sup> St.

# Dismissal Protocol: Students walk in socially distanced single file line with face coverings on, con't.

- **12:20/2:50 p.m.**
  - Remaining Gr. 1 and any older siblings onto 83<sup>rd</sup> St. from Main Door
  - Remaining Gr. 2 and any older siblings onto 83<sup>rd</sup> St. from Side Gate
  - Remaining Gr. 3-1 and any older siblings out Playground Door #1 to 82<sup>nd</sup> St.
- **12:25/2:55 p.m.**
  - Remaining Gr. 4 and any older siblings out Side Door to 82<sup>nd</sup> St.
- **12:30/3:00 p.m.**
  - Remaining Gr. 5 students out Main Door to 83<sup>rd</sup> St.

# Developing routines for daily health checks

- Employees complete online health check questionnaire before coming to campus buildings
- A student's parent or guardian is required to complete the health check questionnaire before coming to campus buildings.
- Students' temperatures will be taken upon entering campus buildings
- Signage inside and outside of the building to reinforce the guidelines including but not limited to concerns of:
  - Personal Hygiene
  - Hand Hygiene
  - Respiratory Hygiene and Cough and Sneezing Etiquette
  - Social Distancing
  - Proper Wearing of Face Coverings
- Morning and lunch time announcements will include health and hygiene reminders
- Faculty and Staff will receive training on Hand and Respiratory Hygiene prior to the opening of school.

# SOCIAL AND EMOTIONAL HEALTH

- A primary focus in returning to learn within our school buildings will be maintaining the safety and wellness of our students, faculty, and staff.
  - Staff will be provided with training and resources on educator self-care.
  - Led by the school counselor, staff will be offered the opportunity to create a “Wellness Council” where the focus will be on delivering and maintaining staff health and wellness through organized activities and events both in person and remotely.
  - Students will continue to receive curriculum on character development through the school’s partnership with the Program for the Development of Human Potential (PDHP).
  - Parents will be provided with the opportunity to attend virtual presentations on a variety of topics related to social-emotional learning and how to raise resilient children during times of uncertainty.

# SOCIAL AND EMOTIONAL HEALTH con't.

- **Creating community and connecting with students in new school configurations**
  - We will “buddy” different grades via Zoom or Google Meet
  - We will have Outdoor Mass celebrations with students practicing all social distancing guidelines
  - We will have small group Mass celebrations in Church practicing all social distancing guidelines
  - Our Weekly Notices home will highlight our goals and contain inspirational messages and stories from stakeholders
  - We will maintain our active presence on our social media pages
  - We will have homeroom Zoom or Google Meet parent sessions addressing shared experiences and concerns

# SOCIAL AND EMOTIONAL HEALTH con't.

- **Facilitating community and connection with faculty and staff**
  - Principal will communicate with district superintendent as needed
  - Principal will communicate with Board of Directors Chair weekly
  - Principal will conduct monthly faculty meetings virtually or in person practicing social distancing
  - Principal will conduct grade band meetings, one per week to determine concerns and diminish stress
  - PDHP counselors will provide appropriate referral for post-traumatic stress, health emergencies, grief and bereavement, anxiety, depression, other challenges
  - Spiritual support for faculty and staff with faith based discussion groups and a weekly prayer session.

# SOCIAL AND EMOTIONAL HEALTH con't.

- Creating ways to mitigate stress responses in students, teachers, and families:
  - Limit emails to only to school business hours.
  - All communication will come from one source. Option C will continue to be our communication portal for posted files, teacher messages, principal emails and texts, and student grades.
  - Continue monthly faculty meetings
  - Teachers will create Google Classroom for homeroom group discussions and announcements for students and their parents.

# Developing protocols for social distancing in the classroom

- Classrooms have been measured and desks placed in each room according to social distancing guidelines
  - Classrooms Main and Second Floor: Each 638 sq.ft. Class ranges from 16-20. (31.9 sq.ft. – 33.4 sq ft per student)
  - Classrooms Ground Level: PreK 3 and 4: Each Max.15 students; 667 sq.ft. (44.5 sq. ft per student); Gr. 3A: 946 sq.ft. (36,4 sq.ft per student); Kindergarten: 1,035 sq. ft. (47 sq.ft. per student)
  - Gym Grade 7 & 8: 2800 sq.ft. (45.2 sq.ft. per student)
  - Cafeteria Grade 6: 2800 sq. ft. (87.5 sq. ft. per student)
- Signage is placed on the floor for social distancing in the hallways and classrooms
- Masks are required for students and staff in the building
- When students move to another part of the building, they will move in a single file line adhering to the signage for proper social distancing
- Desktop plastic shields for PreK 3 through Grade 3 students.

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.

- Minimize the number of students utilizing the bathrooms simultaneously
- Personnel will work collaboratively to ensure that safety precautions and social distancing are followed
- Bathrooms disinfected after each cohort uses the facility
- Library: Teachers will select library books for each student, sanitize each book, and place books in a plastic bag and label each bag for the student's individual use.
- The Gym and Cafeteria classroom spaces will be disinfected by the aide after each use.
- Mass will be celebrated outdoors when possible.
  - When not possible, only select grades will attend Mass in Church practicing social distancing
- Students will NOT be using lockers, locker rooms, cafeteria or library.
- Extra-curricular activities will not resume at this time.
- Playground: Barriers on playground to separate cohorts; limit the number of cohorts on the playground

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities. Con't.

- Before school services will not be offered since our staggered arrival plan begins welcoming students at 7:25 a.m.
- After school care services will be offered from 3:00 p.m. until 5:45 p.m. in our gym, using the half of the gym that is not used for the Grade 6 classroom.
  - Desks will be arranged following social distancing guidelines.
  - Students will enjoy their snack and beverages brought from home.
  - Students will bring labeled containers with personal recreation supplies.
  - After Care supervisors will bring students outside to play in an appropriate socially distanced manner, weather permitting.
  - After Care staff and students will be required to wear masks.

# Food Services

- Students will eat in their homeroom at their own desk or outdoors sitting on a beach towel or yoga mat brought from home.
- Students will use disinfectant wipes to clean their desks before and after eating.
- Students will bring snacks and lunch from home.
- No outside food vendors will be used until further notice.
- In a homeroom where there is a student with a peanut allergy, the homeroom will be considered peanut free.
- Students will bring water or juice from home. Water bottles may be refilled at water fountains which will not be used for drinking.

# Developing scheduling options to facilitate reduced capacity at school

- If school cannot reopen at 100% capacity we will reopen at 50%
  - Schedule option for reduced capacity is: “Plan B” - Weekly rotation of student population on an A/B grouping schedule for blended learning
- Cafeteria has been re-imaged for classroom space housing Grades 7 and 8 with socially distanced seating.
- Gymnasium has been re-imaged for classroom space housing Grade 6 and After Care services with socially distanced seating.
- Vulnerable Population with documented medical conditions which prevent them from attending school under Plan A or Plan B, will be instructed remotely.
- Parents may choose remote learning for their child, per trimester, according to school policy.

# Creating a plan to handle confidentiality issues

- Teachers and parents are advised to report confidentiality issues directly to the principal both verbally and in writing.
- Principal will have a separate file for said reports.
- Information requiring confidentiality originating in the school, will be disseminated from the principal to the necessary party/parties electronically

# Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.

- Hygiene supplies have been procured and are kept in a central location accessible to faculty and staff.
  - Hand sanitizer
  - Wipes with bleach
  - Spray disinfectant
  - Bleach
  - Masks
  - Gloves
  - Thermometers
  - Protective Gowns
  - N-95 Masks for Health Care provider
  - Disinfectant Fogger
- Students will be permitted to carry personal hand sanitizer, wipes, an extra mask, tissues, etc.

# Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

- Deep cleaning prior to school re-opening: July 15-Aug.15
- Disinfecting prior to school re-opening by an outside company: Aug. 27; Disinfecting will take place every 60-90 days
- The purchase and use of a sanitizing fogger to use with an EPA approved neutral disinfectant solution
- Bathrooms sanitized mid-morning, mid-day, and at dismissal
- Disinfectant spray will be used in the hallway where students have waited in a social distanced manner for their turn in the lavatory
- Classrooms that have been vacated by students (i.e. going to science lab, playground, or the lavatory) will be sanitized using the sanitizing fogger
- An isolation room has been created adjacent to the health room.
- Desks will be cleaned with disinfectant wipes or bleach solution daily.
- Toys or manipulatives will be sanitized after use and used on a rotating/limited basis.

# Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues

- All people entering the building must wear a face mask.
  - Students may remove their face coverings during snack and lunch, during sedentary instructional time, and for short breaks so long as they maintain appropriate social distance
  - Students with sensory issues will be assisted by their teachers on a case by case situation.

# Reviewing and updating the Emergency Contact Plan

- In addition to the Emergency Contact Information record already in place for each family, families will need to designate one emergency contact who would be available for an emergency requiring the immediate removal of a child due to COVID symptoms.

# Containment

- Faculty, staff, or students who develop COVID-19 symptoms during the school day will be referred to the nurse and isolation room.
- Isolation Protocols include, but are not limited to:
  - Mask and gloves will be worn
  - Nurse will contact parents
  - Nurse will follow NYC DOH guidelines
  - Responsible or designated party will maintain supervision of persons in isolation room
- All areas used by the person who developed symptoms during the school day will be closed off.
- Open windows and doors to increase air circulation in the area.
- Clean and disinfect the area used by the person.
- The area can be re-opened once cleaning and disinfection has taken place.
- Pick-up arrangements for anyone who becomes symptomatic during the school day include a call to the parents from the nurse, remaining in the isolation area until pick up. Parents will pick up children directly from the isolation room.
- A doctor's note will be required for the child to return to school.

# Positive Screen Protocols

- Notify principal
- Notify NYS and NYC health departments
- Cooperate with NYS and NYC regulations and tracing efforts
- Families and employees who may be directly affected by the confirmed positive case will be notified as contact tracing protocols are completed while maintaining full and professional confidentiality.
- Anyone exposed to the positive case must quarantine 10 days.
- If a class is exposed to a positive case of COVID-19, that class will be quarantined at home and receive remote learning.
- Individuals who are COVID-19 positive may only return to school after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days.

# Periodically surveying stakeholders to evaluate programming and support and make adjustments.

- A survey/questionnaire will be emailed monthly to evaluate programming and support
- The principal in conjunction with the task force will consider necessary adjustments as a result of the survey responses.
- The principal together with the homeroom teacher will conduct Parent Zoom meetings with one grade level per week to discuss concerns.
- Signage will be placed outside the building and in hallways, bathrooms, and other areas deemed necessary.
- Daily written or oral communication with faculty and staff as deemed necessary.
- Our written weekly reminders to parents, faculty and staff will be issued by email and posted to our Option C Parent Portal.
- Post Re-Opening Plan, once approved, on the school website.

# Resources and Links

- a. Centers for Disease Control and Prevention (CDC)
  - i. <https://www.cdc.gov/>
  - ii. <https://www.cdc.gov/coronavirus/2019ncov/community/schoolschildcare/index.html>
- b. Occupational Safety and Health Administration (OSHA)
  - i. <https://www.osha.gov/SLTC/covid-19/>