



Diocese of Brooklyn

# School Re-Opening Plan

**SACRED HEART CATHOLIC ACADEMY - CAMBRIA HEIGHTS**

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# **LOGISTICS AND PLANNING**

## INTRODUCTION

Sacred Heart Catholic Academy is a family community, one in Faith, with students, parents, and staff working together with reverence for God and respect for one another. As such, we strive to instruct, instill, and inspire each other to be responsible, productive, Catholic Christian members of society. As plans and procedures are made for the coming school year, we vow to adhere to this mission statement in all ways, whether in-person or virtually.

**Sacred Heart Catholic Academy has identified the Education Technology Coordinator/Marketing Consultant Ms. Delfine Kernizan and Principal Mrs. Yvonne Therese Russell-Smith as the Responsible Parties.** The Responsible Parties have reviewed the mandates, stipulations, and recommendations of the various governing bodies responsible for the safe and superior education of its minor citizens. Having been directed by the Office of the Superintendent, Diocese of Brooklyn to formulate a reopening plan which would allow for the safe and excellent instruction of our student body, do submit the following proposal for our opening in September 2020.

Following the guidelines put forth by the Diocesan Task Force, we here at Sacred Heart Catholic Academy do propose to follow Plan A: Full Reopening with Social Distancing, Hand and Respiratory Hygiene, including Face Coverings and Gloves/ with a modification, including a Blended Learning program, which allows for Full Distance Learning for families electing to stay home.

Students, staff and parents will be instructed and made comfortably familiar with new protocols and policies related to monitoring their behavior to minimize all possible risks of contracting or spreading the virus. This instruction will begin prior to school reopening and continue in regular intervals, to ensure to full understanding and implementation. Instruction and practice will take place in student cohorts and during parent and faculty meetings.

Please review the succeeding slides for the details of the many aspects of Sacred Heart Catholic Academy's Logistics Plan. This document is a fluid living work in

progress which will be reviewed, amended, updated and revised as circumstances and CDC, Department of Health and Diocesan Office mandates necessitate.

## **CREATING WELL DEFINED ENTRANCE PROTOCOLS FOR STUDENTS, TEACHERS, AND VISITORS**

- Entrance protocols are in place for all stakeholders, including staff, students and essential visitors. Using designated and assigned doors and stairwells, all must enter and maneuver throughout the school wearing PPE and using social distancing guidelines as per CDC and Diocese of Brooklyn regulations.
- All staff, students and essential visitors must be subject to a temperature check before entering the school building. Early drop-off and after-school care will commence after 10/15, or as otherwise approved by the appropriate governing bodies. (Essential visitors will be limited to appropriate governing body officials and parents by appointment only.)
- We will have staff in proper PPE to ensure that any lines that form are social distancing. In the warmer months, students may be grouped by household and lined up with proper social distancing in the schoolyard, while waiting to enter the building. Other doors will be kept closed during arrival and dismissal.
- Each person who enters will have their forehead scanned to take their temperature before entering. Any person who was found to exhibit symptoms of COVID-19 or fever may not be permitted access to the building. Parents/guardians and transportation officials will be asked to remain in the front of the school building in their vehicles until all students in the household have been cleared. In the event that the student(s) is not permitted access to the building, they will be required to return and be referred to a testing facility.
- Throughout the school day, all students, teachers and other staff must wear face coverings and have a change available. Clean face coverings must be worn each day. The school will always have extra face masks on hand, if anyone needs, including essential visitors. Per Department of Health stipulations, “acceptable face coverings include, but are not limited to, cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.” Any vulnerable persons, including students or faculty members,

with a sensory or other relevant issue must wear a prescribed PPE, as stated in a subsequent slide.

- The school building will be equipped with signage identifying which doors should be used by which classes, posters/signs on the walls, feet markings on the floors, hands on the walls, and markings on banisters and stairs. These will provide direction, as well as identify social distancing protocol. Signage will identify high-touch areas, appropriate distancing, assigned seating, etc.

- Custodians will enter the building by 6:30 AM. Students will be assigned time intervals during which they may enter the building, so as not to crowd doorways and hallways.

- Parents will be allowed into the building by appointment only. CYO, Girl Scouts, Boy Scouts and other community programs are on hold. Only school children will be allowed into the building, until otherwise approved by the CDC, State Department of Health and other governing bodies.

## **TRIGGERS AND CONDITIONS FOR NON-ADMITTANCE INTO THE BUILDING**

- Students and adults should be aware that, per CDC and State DOH guidelines, they may be sent home if they exhibit symptoms and signs of illness such as:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough
- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches
- Fatigue
- Sore throat
- Headache

## **DEVELOPING ROUTINES FOR DAILY HEALTH CHECKS**

- Screening of **students** will be performed daily via parent questionnaire including questions concerning respiratory state, such as:
  - Fever or difficulty breathing
  - Contact with anyone positive for COVID-19 within the last 14 days
  - Temperature checks at bedtime and before leaving for school
  
- **Dedicated staff will be assigned to facilitate 2-tier entrance protocol. The first tier will include checking for PPE use and reviewing the parent questionnaire. After clearing the first tier, the second tier will include temperature check via forehead screening.**
  
- Upon arrival, on par with guidelines provided by the CDC and Diocesan Office, **ALL staff** will be screened for:
  - PPE in use
  - Temperature check
  - Sign-off on being symptom-free

## **ISOLATION PROTOCOL**

- Students who are found to have developed symptoms throughout the school day will be isolated in dedicated quarantine space which, provided is possible, will be relocated to the office closest to the front door. Parents/guardians will be notified and called to collect the student. Siblings and household members will also be dismissed at the same time. The parent/guardian will be required to produce photo ID, and the nurse/COVID-19 Health Coordinator will escort the student(s) out with a notice reminding the parent of the acknowledgment signed at the beginning of the school year stating that any student must follow CDC and State Department of Health guidelines for Return to School clearance before returning to school if they develop symptoms or have been in contact with someone with COVID-19 symptoms or a positive test result.
- Any staff members exhibiting symptoms throughout the school day will also be isolated in dedicated quarantine space and sent home with similar recommendations, based on CDC and State DOH guidelines and Return to Work clearance requirements.
- Cohorts will be isolated and/or sent home based on guidelines and protocol set by the CDC, State DOH and Diocesan Office. If one student is sick in one cohort classroom, that cohort will be sent home until results are ascertained. If the tests positive for COVID-19, the class will remain quarantined at home for the 14-day period, continuing classes virtually. If 2 or more students in different cohort classrooms are sick, the school will close, following the testing, tracing and quarantine protocol as determined by the CDC. In the event that one child with siblings or any staff member is exhibiting symptoms, the school must be prepared for closure, as per CDC, NYC, NYS and Diocesan guidelines. Due to our continuous use of Google Classroom and other Google for Education-related apps like Google Docs, Hangout Meet, Slides, etc., there will be no gap in learning.

## **DEVELOPING PROTOCOLS FOR SOCIAL DISTANCING IN THE CLASSROOM**

- Where numbers exceed CDC and State Department of Health social distancing guidelines, grade levels will be broken up into multiple cohorts. For academic and performative subjects, teachers will switch between the cohorts, to reduce the number of people moving around the building, prevent overcrowding and limit any potential threats of exposure.
- Desks will be placed at least 6 feet apart in all directions. All desks will face the same direction.
- Locker usage will be limited and staggered to prevent congregating.
- Student cohorts will have systematic procedures for maneuvering around the classroom.
- All materials will be kept in the students' desks to reduce the amount of time students spend out of their seats. We will explore virtual team activities and group assignments through the use of Chromebooks and iPads.
- Facial masks or coverings must be worn at all times throughout the school building, including in the classroom. Per CDC/State Department of Health recommendation, students will be allowed to remove their face covering during meals and for short breaks, while maintaining appropriate social distancing.
- Transparent dividers will be placed on each desk as an additional safety measure.
- Some teachers may be able to work remotely, providing dedicate support to smaller cohorts and students opting for distance learning.

**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.**

- Students will proceed directly to their desks, following directions provided on floors and walls.
- Going to lockers, lavatory use and exit from building require strict following of distancing guidelines provided by the CDC and Diocesan Office. A schedule will be developed to prevent overcrowding in common areas. The number of students in lavatories will be monitored and reduced to ensure adherence to distancing guidelines.
- Markings will be placed on seats, floors, walls, and lockers throughout the building to guide building occupants in maintaining social distancing.
- Students will bring their own lunch from home and eat in their cohort classrooms. As previously mentioned, students will be allowed to remove face coverings during meals and short breaks, while following proper social distancing as outlined by the CDC and State Department of Health.
- Students will attend Mass at Pastor's direction/approval by cohort, or virtually. Mass can be held in the auditorium and viewed virtually, with some cohorts physically present, following social distancing protocol and CDC and State DOH guidelines.
- Extracurriculars will include exploration of virtual games and competitions between and within cohorts for virtual learning, social emotional development and entertainment. Gym classes may be held outdoors for individual cohorts, adhering to social distancing protocol and CDC and State DOH guidelines. Where possible, cohorts may be able to have gym class indoors, during inclement weather or winter months, provided social distancing and CDC and State DOH guidelines are upheld.

- Hand sanitation stations will be placed in various places in class, halls, lavatories, etc. as per CDC guidelines as an additional safety measure.
- Early Drop-Off and After-school Programs can be held in the auditorium after October 15th, and available to a limited number of families, based on social distancing and other CDC and State DOH guidelines. Students will be seated together with their household. The auditorium will be cleaned by custodial staff every morning when students return to their cohort classrooms, and every afternoon when students exit the building.
- Our student transportation is provided by the Office of Pupil Transportation and we are following their guidelines, as well as those from the CDC and State Department of Health.
- For grade levels with subjects taught by multiple teachers, the teachers will switch between the cohorts, to reduce the number of people moving around the building, prevent overcrowding and limit any potential threats of exposure.
- The General Office will be arranged to allow for proper social distancing between staff. Partitions will be added to the desks to ensure additional space between staff and essential visitors. Signage will be placed on the floors to outline appropriate distance for standing and/or sitting. Parents will be allowed into the building and office by appointment only, to prevent overcrowding and maintain social distancing capabilities. Desks, seating, technical equipment and writing utensils will be sanitized between appointments.
- Office staff will refrain from going to the door to interact with parents and/or essential visitors. All parents must schedule an appointment to enter the school building. Any parents picking up a child should call the office to announce their arrival and wait for their child(ren) to be brought out by the appropriate personnel. All students in the same household must be dismissed at the same time. The school should be notified of essential visits in advance or be able to identify and confirm essential visitors to provide access to the building. All visitors must produce photo ID upon arrival to be allowed access into the building.

## **DEVELOPING SCHEDULING OPTIONS TO FACILITATE REDUCED CAPACITY AT SCHOOL**

- Our school will follow a modified Plan A Reopening Plan
  - 1: Students are in-class for face-to-face instruction with social distancing, using teachers and aides to separate grade levels into multiple cohorts
  - 2: Students can opt for distance-learning using Google classroom and live, virtual lessons from teachers in class with classmates.
  
- Nursery through Pre-K 4 will be limited to 15 students or fewer, to facilitate social distancing per CDC and State DOH guidelines.
  
- Students of parents electing face to face will be grouped in cohorts of no more than 15 students and they will travel together throughout the day, practicing social distancing, using face masks/coverings and following CDC and all other official guidelines, at all times.
- Webcams, SMART boards and microphones will be used in all cohort classrooms, to ensure students can interact with their grade level, as well as with the teacher, whether they are in-class or have opted for Distance Learning. This will ensure all cohorts and distance learning students are at the same pace, maintain community aspect of the school, allow for increased parent participation and ensure we are able to proceed as normal if we have to close for any reason.
  
- During school hours, a schedule for lavatory, recess, lunch, etc. will be created for each floor, to ensure proper numbers and social distancing.

## **CREATING A PLAN TO HANDLE CONFIDENTIALITY ISSUES**

- Confidentiality will be enforced by the school COVID-19 Health Coordinator (the school nurse) and the Responsible Parties.
- In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed to the community at-large. We will take proper measures to protect the identity of all individuals. As such, medical records will be kept by the nurse, in locked cabinets in the nurse's office.
- COVID-19 Health Coordinator will develop defined metrics for early warning signs of positive COVID-19 cases increasing and succeeding plan of actions, as per CDC and State DOH guidelines.
- The COVID-19 Health Coordinator will be responsible for referrals and recommendations for testing, quarantine and subsequent Return to School protocol, as per CDC and State DOH guidelines.
- Nurse and Principal meet daily to review the status of students and staff members. Principal will meet with staff weekly to review the status of the school population.

## **PROCURING THE NECESSARY SUPPLIES FOR HYGIENE LIKE HAND SANITIZER, WIPES WITH BLEACH, ETC.**

- Custodial/Maintenance will access and monitor supplies on-hand and order necessary supplies for hygiene as stated in recommendations from the CDC and Diocesan Office.
- Inventory taken daily; orders placed monthly (except in emergencies due to unexpected usage).
- Initial cleaning and procurement of PPE supplies will be completed via Rocklyn Asset Corp, per Diocese designation. The school has also purchased a defogger from Rocklyn Asset Corp, to be used for deep cleaning, as often as required by CDC and State DOH regulations.
- The school will obtain cleaning supplies from Knight Marketing and Sterling throughout the school year.
- Classrooms will be equipped with cleaning supplies, as allowed by CDC and State DOH guidelines.

**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.**

- Prior to re-opening, the entire school building will be cleaned and sanitized by Rocklyn Asset Corp, the company designated by the Diocese of Brooklyn.
- In the case of evidence of positive cases, the school will follow the deep cleaning mandates of CDC, State Department of Health and the Diocesan Office. Regularly, the school building will be sanitized daily using materials approved by appropriate parties.
- Cohort classrooms, lavatories, faculty room, nurse's office, general office and all high-touch areas will be disinfected at different times during the day, assuring that students and staff are clear of areas when disinfectants are used.
- The building will have been sanitized before students arrive in the morning. Hallways, lavatories, auditorium and other shared, high-touch spaces will be sanitized in the morning after students are in their cohort classrooms. Cohort classrooms will be sanitized while students are on break, and lavatories when students return to class. High-touch areas will also be sanitized after lunch, and the building will be sanitized after dismissal, when the students have exited the building.
- Other than regularly scheduled cleaning, Maintenance Staff will be aware of and monitor usage of lavatory, auditorium, gym, and other high-touch areas and clean and disinfect accordingly.
- Having purchased the defogger, the custodian will sanitize the building every night, or as outlined by CDC and State DOH regulations. Nightly Deep cleaning will occur based on directions for material use and processes specified by CDC and State DOH guidelines.

## **DEVELOPING ANY NECESSARY PROTOCOLS FOR WEARING FACE MASKS INCLUDING CREATING PLANS FOR STUDENTS WITH SENSORY ISSUES**

### **FACE COVERINGS**

- Face masks must be worn before entry into building and for the entire day. Per Department of Health stipulations, “acceptable face coverings include, but are not limited to, cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.”
- School will provide for all who do not produce their own upon arrival, or need a replacement, including students, teachers, staff members and essential visitors.
- Medical exemptions such as 504 plans, IEP exceptions, persons with sensory issues must be prescribed alternate safety devices, such as face guards or shields, plastic enclosures etc., in compliance with CDC guidelines. Any vulnerable person, including any students or staff members, who is prescribed an alternate safety device, must provide documentation to the school COVID-19 Health Coordinator, the school nurse.

## **FACE COVERINGS**

- NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020 ) recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks while maintaining appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- We recognize and acknowledge that wearing face masks may not be feasible for persons covered under the Individuals with Disabilities Education Act and will follow guidelines set by the CDC and State DOH.

## **REVIEWING AND UPDATING THE EMERGENCY CONTACT PLAN**

- We will continually/regularly review and update our Emergency Contact Plan. We will conduct regularly scheduled surveys to access new/changed cell phone numbers and email addresses, as well as names of contact persons. Periodically, documents will be posted to help make information collection fluid.
- We will continue to use our current contact methods for general school emergency communications, which include our Google Classroom pages, our school website, school Facebook page when appropriate, and email newsletters. We will explore a potential SMS Emergency Notice system.
- We will use similar communication platforms to communicate to parents, stakeholders and local community what steps have been taken to ensure the safety of our school family following exposure to the virus.

## **PERIODICALLY SURVEYING STAKEHOLDERS TO EVALUATE PROGRAMMING AND SUPPORT AND MAKE ADJUSTMENTS.**

- Weekly teacher meetings will be held
- Monthly Board meetings will be held
- For 2020-2021 School Year:
  - Monthly Virtual Parent Meetings: a. Home-School; b. Class Teacher
  - Weekly Class Meeting with Students/Teachers (face-face and distant learners)
- We will continue to periodically send out both anonymous and recorded surveys to our families via Google Classroom.
- Our use of the Google for Education apps will allow for continuous communication between cohorts and students who have opted for distance-learning, increased parent participation and facilitation of school-wide events held virtually. Smartboards will allow cohorts to participate in daily prayer, assemblies, aware ceremonies and performances, while following social distancing protocol and CDC and State DOH guidelines.

## **CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION.**

- Blended Learning will be in place throughout the school year, via Google Classroom. Classes will be streamed online every day during the school year. All class recordings, assignments and grades will be recorded through Google Classroom. By updating Google Classroom records throughout the year, should the school be mandated to close again, we will continue all classes virtually, with a seamless transition to 100% distance learning. Students will maintain the same class schedule and workload. Students can also maintain their cohort designations virtually, so as to continue receiving the same dedicated attention.
- Teachers will do their best to incorporate virtual assignments and activities throughout the school year to minimize the possibility of a gap in education, in the event an emergency school closure should occur.
- All Cohorts will maintain the same classwork and homework pace to ensure the entire grade level progresses simultaneously
- Our use of the Google for Education platforms will allow the school to remain in communication with all parties internally and externally, without interruption.

## **MENTAL HEALTH, BEHAVIORAL, SOCIAL AND EMOTIONAL HEALTH SUPPORT SERVICES AND PROGRAMS**

- The school will perform period anonymous surveys to gauge the mental and emotional state of the student body. The Principal will meet with the staff to gauge the behavioral patterns of students and identify those who seem to have issues with distance learning, COVID-19 news, and other related topics. The school guidance counselor will meet with classes monthly in a private session, in-school and virtually, to assist with providing support and creating programs to alleviate stressors.
- Our school has outlined additional social emotional health support services and plans in a supporting document labeled as such. Please refer to this document for additional information.

As part of our school philosophy, each child in our school is encouraged to see himself/herself as part of the relationship Jesus has established and to act within the framework of this relationship. Prayer, liturgy and service are taught and encouraged. Our educational policy calls for participation on the part of teachers, priests and parents in the formation and evaluation of curriculum guidelines in conjunction with State and Diocesan mandates. Wishing to uphold this philosophy, we strive to ensure the physical, mental and emotionally wellness of our students.