



Saint Peter Catholic Academy

Covid-19 School Re-Opening Plans

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Logistics and Planning

Responsible Parties and Planning

Responsible parties at Saint Peter Catholic Academy, (Saint Peter) to maintain the plan policies and protocols for students, faculty and staff:

Danielle Alfeo – Principal
Siobhan Deasy - Board Chair
Suzanne DeBlasie - Technology Coordinator/DTI Coach
Esther Latino - Middle School Teacher
Filomena Piccolo - Elementary School Teacher
LoriAnn Daly - Special Content Teacher
Giovanna Montenigro – Teacher
Megan Craig - UPK Director
Fredy Gomez - Custodian
Lisa Gatto - Administrative Assistant

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.

As of 8/6/2020, St. Peter Catholic Academy, will adapt:

Plan A

Full opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Tracing, Face Coverings

- **In the event of increase student registration, Saint Peter Catholic Academy will adapt plan B.**

Plan B

Hybrid opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Training, Face Coverings

- **In the event of Coronavirus rate of infection increasing to over New York State limitations, Saint Peter Catholic Academy will adapt:**

Plan C

Full Distance Learning with no return to in-school instruction

PREVENT THE SPREAD OF COVID-19 IN NYC!

TAKE THESE STEPS:



Stay home if sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.



Keep your hands clean

Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.

If you are at increased risk of severe illness from COVID-19, you should still stay home as much as possible. Those at increased risk are adults age 50 or older (adults 65 and older are at the highest risk), and those who have other health conditions.

Get tested: There are COVID-19 testing sites in all five boroughs. To find a site, visit nyc.gov/covidtest or call 311.

For the latest information, visit nyc.gov/coronavirus.



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

- Faculty and staff will enter the main lobby through the rear parking lot doors prior to students arriving.
- All faculty, staff, and visitors will be required to affirm they are not experiencing COVID-19 symptoms.
- Saint Peter will adopt a policy of limiting non-essential visitors and volunteers.
- When necessary, non-essential visitors/volunteers will enter through the main doors, fill out and sign a questionnaire, and receive a health check.
- Jr. Pre-k - Kindergarten cohort will enter and exit through the doors closest to 85th Street.
- Grades 1 - 2 cohort will enter and exit through the main lobby doors on 23rd Avenue.
- Grades 3 - 5 cohort will enter and exit through the side doors next to the main entrance on 23rd Avenue.
- Grades 6-8 cohort will enter and exit through the gymnasium doors on 84th Street.
- Staggered arrival and dismissal times will be scheduled by cohort to limit contact between cohorts and direct contact with parents as much as possible.
- Parents will be required to leave their child with a school official at their designated arrival door and pick-up students at the same location during dismissal.
- Special content teachers, secretary, and principal will continue a bi-weekly rotation of morning duty assisting the Nursery, Pre-k for all (UPK), and Kindergarten students to their classroom.

Developing routines for daily health checks

- Students and faculty will need to stay home if they feel ill, have a fever, or cough.
- Faculty will have their temperature taken each morning and affirm they are not experiencing COVID-19 symptoms prior to entering the building.
- Teachers on morning duty will take and record student temperatures upon arrival via a touch less infrared thermometer.
- Automatic hand sanitizing stations will be at every entrance/exit and used upon entering and exiting the building to promote sanitary practices.
- Hand sanitizing stations will be at the entrance to every classroom to promote sanitary practices.
- Bathrooms will be as touch- free as possible to ensure hygienic conditions.
- Training for faculty/staff and students that promote behaviors (proper hand hygiene and respiratory measures will be taken) that reduce the spread of the virus.
- Families will be encouraged to educate their children on proper COVID-19 school protocols.
- The Academy nurse will keep a record on students who have been tested for COVID-19.
- An “isolation area” will be designated so that anyone who experiences COVID-19 symptoms or feels unwell can be isolated from others while additional steps are taken to seek care.

Developing protocols for social distancing in the classroom

- Classrooms will accommodate no more than 18 students in all grades.
- All rooms in the building, including the gym may be used as classrooms in order to accommodate social distancing guidelines for class sizes larger than 18 students.
- Desks/Seats will be placed at least 6 feet apart.

- Desks will be placed in rows facing one direction.
- Teacher’s desk will be placed in the front of the classroom.
- Floor markings will be placed on the classroom floors as a guide to ensure desks remain in place.
- Students will remain with the same cohort for the duration of the day.
- Special Content Teachers and Departmental Teachers will become push-in classes – Teachers will travel from class to class to minimize interactions of students passing each other in the hallway.
- Students will be required to bring their own set of supplies (Purell, lysol wipes, masks, and gloves) to be used throughout the year. They will keep these supplies with them at all times in a labeled container/pouch.
- When necessary, students in Grades Jr. Pre-k – 2, will be given their own digital device so as to reduce contact of paper-based instruction.
- Grades 3-8 will utilize 1-1 electronic devices so as to reduce contact of paper-based instruction.
- Posted signs throughout the classroom promoting safe practices.

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 eat lunch in their designated classrooms (pods).
- Teachers of Grades 5-8 will move from class to class as an alternative to students moving each period.
- Special Content Teachers will move from class to class as an alternative to students moving.
- First-Friday Masses, as well as special masses will take place at reduced capacity based on city and state guidance. Multiple masses will take place and/or a continuation of ‘Live Streaming’ via the Parish Facebook page.
- Hallways will have clear directional markings.
- Following arrival, one staircase will be designated as “UP” and the other will be designated as “DOWN”.
- Special events will take place with social distancing guidelines in place. Multiple schedules/days will allow for all parties involved to participate safely.
- Bathroom visits will be scheduled by class throughout the day on each floor except for emergencies.
- Outdoor physical education, whenever possible.
- Signs will be posted throughout the building to promoting safe practices.

Developing scheduling options to facilitate reduced capacity at school

- Saint Peter will adopt a “Full Opening With Social Distancing Model” where students will attend school 5 days a week while practicing hand and respiratory hygiene, testing and tracing, and wear face coverings.
- This model will remain in place until the Center for Disease Control & Prevention (CDC), Department of Health (DOH), and state and local authorities deem it acceptable to relax social distancing guidelines, which for the moment remain at 6 feet apart.

- Saint Peter families will also be given the option to choose 100% remote instruction. This choice will allow families to choose a model that they deem safe for their child/children. The students will mimic a regular in-person school day as they will follow their class schedule and participate simultaneously with the students receiving “Direct Instruction.”

Creating a plan to handle confidentiality issues

- Minimum professional standards for handling confidential information will include providing employees with appropriate information and/or training regarding confidential guidelines and legal regulations. The confidentiality and privacy of all involved will be carried out at all times including never revealing the name of the individual infected to another without permission.
- Legal and ethical concerns for privacy and confidentiality extend beyond COVID-19. Any personal information regarding an individual with COVID-19 should be afforded the same protections.
- The following training webinar should be taken by all staff members:
https://www.youtube.com/watch?v=u61jc_Nt1P4&feature=youtu.be

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

- One month of PPE supplies will be on reserve.
- Regular orders of PPE and disinfecting supplies will be delivered each month.

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.

- Common areas cleaned frequently (e.g., every two hours).
- Frequent disinfecting of door handles, desks and other common spaces.
- Require handwashing in regular intervals.
- Students help clean where practical, such as their individual desk space.
- Intensify cleaning, disinfection, and ventilation. Clean and disinfect common areas every two hours and frequently touched surfaces within the school (e.g., door handles, sink handles, banisters, light switches...etc.)
- Ensure safe and correct application of disinfectants and keep products away from children.
- Increase in circulation of outdoor air as much as possible by opening windows and use of ceiling fans.
- Wear disposable gloves to clean and disinfect.

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

- Teach and reinforce the use of cloth face coverings.
- Face coverings may be challenging for students (especially younger students) to wear in all-day settings.
- Face coverings are to be worn by faculty, staff, students and visitors.
- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

- Information will be provided to faculty, staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- Face coverings should not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Reviewing and updating the Emergency Contact Plan

- Families will receive an Emergency Contact form before school begins in September. All families will be required to send in the form whether new or returning to ensure all information is up-to-date.
- If a student or faculty/staff member has a confirmed case of COVID-19, we will follow the CDC's and DOH's protocols. This includes alerting students, families, and faculty/staff that there has been a positive case of COVID-19 in the Academy and that **they** are advised to self-quarantine for 14 days. Medical attention may be recommended if COVID-19 symptoms are exhibited. Saint Peter will continue to review the protocol as directed by the CDC, DOH, and other health officials.

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

- Saint Peter will engage in regular monitoring of our re-opening plan to ensure that we are doing our best to meet the needs of our faculty, students, and families.
- Regular site walk-throughs will take place.
- Monthly faculty surveys will be administered.
- Monthly student surveys will be administered.
- Monthly surveys will be administered to SPCA families.
- Regular classroom observations will take place.
- Results will be used to make necessary adjustments.

Health and Safety Measures: Monitoring and Containment

General Information

- Administration, Faculty, Staff and Students will be reminded to stay home if they feel ill.
- Administration, Faculty, Staff and Students will be reminded to stay home if they were within less than six feet for a prolonged period of time with a person with COVID-19
- Training will be provided to all administration, faculty and staff on recognizing the signs and symptoms of COVID-19 and what to do if a child or adult are displaying symptoms.
- Information will be provided to parents on the signs and symptoms of COVID-19 in children

- Schools will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and Occupational Safety and Health Administration (OSHA) protocols.
- Screeners will be provided and use Personal Protective Equipment (PPE), which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

Daily Health Screening

Temperature Checks

It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.

Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:

- Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
- If the school has a nurse, the nurse will conduct the screening. In schools where a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- In schools utilizing multiple entrances to avoid gatherings and enhance social distancing designated trained school personnel should be at each entrance to conduct the daily temperature check.

Schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

Health Screening Questionnaires

- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
- Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening

Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Schools should implement health-screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

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

Symptoms and Signs of Illness

School Personnel will monitor staff and students throughout the day for signs of illness.

Symptoms potentially include the following:

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

Screening Positive for COVID-19 Symptoms at School

Any individual, who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

- Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).

- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Reporting a Positive COVID-19 Case

Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.

- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic.
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the

identity of the individual. This is a critical violation of a person's civil rights and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

PLEASE NOTE: *Plan is subject to change according to state and local health agencies.*

Office of the Superintendent of Schools ~ Diocese of Brooklyn

Face Coverings

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.

Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Non-disposable mask should be washed daily.

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 so long as they maintain 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 conditions, 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.

Cloth face coverings should not be placed on:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:

- Younger students, such as those in early elementary school.
- Students, teachers, and staff with severe asthma or other breathing difficulties.
- Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.

While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.

In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

Clear Face Coverings or Face Shields

Teachers and staff who may consider using clear face coverings or face shields include;

- Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act (IDEA)
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.

Practical Recommendations

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students, who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).

- Ensure teachers and staff is aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjusts a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.