



**Reopening Plan in Response to COVID-19 Pandemic
Revised 8/5/20**

PART 1 - REOPENING

Responsible Party

The responsible party for the development of the plan, adherence to guidance and standards and maintaining plan policies and protocols for students, faculty and staff is the administrative team at St. Mel's Catholic Early Childhood Center (previously known as St. Mel's Catholic Academy) which consists of Amy Barron (Principal), Rev. Joseph Fonti (Pastor) and Mr. Richie Diaz, special advisor.

Developing protocols for social distancing in the classroom

- Classroom furniture will be reconfigured to maintain social distancing (desks spaced 6 ft apart, students facing in same direction)
- Acrylic dividers will be used to protect students who need to sit at the same table or facing the same direction.
- There will be no more than 15 students in a classroom to enable for safe social distancing. Classes larger than 15 will be split into two groups.
- Student to student physical interaction will be limited.
- In early childhood grades, there will limit to the number of students in a center at a time (3)

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

- Students will eat lunch in their classrooms to prevent gatherings in the cafeteria.
- When necessary, teachers will go to classrooms to avoid students travelling in the hall.
- Teacher or aid will monitor bathroom from doorway to make sure only one student is in at a time and students wash hands after use.
- There are no locker rooms. student lockers are located in the back of the classroom, so students can be monitored and sent to their locker one at a time.
- Full school gatherings are suspended for the duration of the health crisis. Instead, assemblies, celebrations will take place virtually and be streamed to the classrooms.
- Only grades 1, 2 and 3 will attend mass and students will be seated using existing social distance seating markers in place at the church.

Developing scheduling options to facilitate reduced capacity at school

- Due to our small size, we have at least 8 classrooms not currently in use that could be used to spread students out if necessary.
- With small class sizes, and only serving students up to grade 3, it is assumed that we can open with all students in attendance at the same time.
- If alternating scheduling becomes necessary, classes will be split, with one half attending Mond & Wed., and the second half attending Tues. and Thurs. Each group will be in



session alternating Fridays. This will be coordinated with families with multiple students in the school so siblings can be on the same schedule.

- Parents will have the option to choose fully remote learning if requested.

Creating a plan to handle confidentiality issues

- School nurse or principal will handle contacting parents when necessary of potential COVID exposure
- All HIPAA regulations will be followed to ensure the privacy of those affected (faculty, students, families, etc.)
- Families will be notified when and if anyone in the class has either tested positive or been in contact with someone who many have tested positive.

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

- Touchless hand sanitizer stations as well as hand sanitizer refills have been purchased for each classroom.
- Acrylic shields will be purchased to separate students in classrooms.
- Washable fabric masks were purchased for each student through the diocese. One will be provided to each student. Additional masks will be available for purchase.
- Supplies of sanitizing wipes and bleach will be purchased and replenished as needed for each classroom to wipe down towy, supplies, and high touch surfaces.
- Fogger sanitizing equipment was placed through the diocese bulk ordering process.
- Additional touchless thermometers and alcohol wipes to clean will be purchased.
- Supply of disposable masks will be kept in the event a student arrives at school without a mask.

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

- Students will be required to wear a face mask while in school.
- Exceptions will be made for a student with respiratory and/or sensory issues that make it unsafe to wear a mask. Exceptions will be made in consultation with the school nurse and will require a doctor's note.
- If a mask exception is granted, extra precautions will be taken to ensure the health/safety of that child as well as others in the room including increased social distancing, use of acrylic dividers, etc.
- If a student removes his/her mask (except when eating or during an approved mask break) he/she will be asked to put it back on. If a child refuses, he/she will be separated from the group and parents will be called to take the child home.
- Please see additional mask/PPE protocols in the attached document entitled "Face Coverings"

Reviewing and update the emergency contact plan

- Emergency contact information for each student will be updated at the start of the school year.



- All emergency contacts will be contacted at the start of the year to ensure that all phone numbers/information is accurate.
- Parents will be asked to notify school in case of any change in emergency contact information and current information will be reconfirmed periodically.
- All students complaining of medical issues or any child suspected of COVID symptoms by teacher will be sent to nurse and/or school office for evaluation.
- If COVID symptoms are detected by nurse, parents will be notified and child will be isolated until parents can pick the child up from school.

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

- Surveys will be created using Google Forms and distributed to stakeholders each trimester to evaluate programming and COVID related procedures.
- Surveys will be distributed to stakeholders via Option C
- Nurse, principal, and additional necessary staff will review stakeholder feedback and present findings to faculty
- Based on feedback and the changing COVID response, adjustments will be made if necessary.

PART 2 - RESTART OF OPERATIONS

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

- Touchless hand sanitizer stations as well as hand sanitizer refills have been purchased for each classroom.
- Acrylic shields will be purchased to separate students in classrooms.
- Washable fabric masks were purchased for each student through the diocese. One will be provided to each student. Additional masks will be available for purchase.
- Supplies of sanitizing wipes and bleach will be purchased and replenished as needed for each classroom to wipe down towy, supplies, and high touch surfaces.
- Fogger sanitizing equipment was placed through the diocese bulk ordering process.
- Additional touchless thermometers and alcohol wipes to clean will be purchased.

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

- Deep cleaning, sanitizing of the whole building will take place through Rockland Assets prior to the opening of the building in September.
- Each classroom will have a supply of sanitizing wipes for teacher/aide to clean high touch surfaces throughout the day.
- Shared toys, supplies, etc. will be limited to more easily allow for cleaning between uses.
- Any materials shared between classes (ex. gym equipment, special art supplies, etc.) will be cleaned/sanitized before and after each use.
- Custodian will wipe down/clean high touch areas in common spaces (bathrooms, etc) twice daily or as needed.



- At the end of each day, custodian or contracted cleaning company will disinfect each classroom and common area with sanitizing fogger, followed by wiping down all high touch surfaces.
- If there is evidence of a positive COVID case, deep cleaning/sanitizing of all surfaces will take place as soon as students can be safely removed from the rooms.

Training faculty staff and students on hand and respiratory hygiene?

- Prior to the opening of school, teachers will receive training on identification of COVID symptoms, hand and respiratory hygiene and the implementation of the reopening plan
- Parents will be invited to attend virtual workshop on implementation of reopening plan, identification of COVID symptoms and reinforcement of hand/respiratory hygiene at home.
- Teachers will reinforce healthy habits (handwashing, etc.) as part of daily routine and curriculum.
- Healthy hygiene signs will be placed in classrooms, bathrooms, and highly traffic areas as reminders.

Extracurricular Activities

Extra curricular activities are suspended until during the current COVID pandemic.

Before and After Care

- No more than 15 students participate in before school or after care at one time.
- Due to the small number of students, they can be safely socially distanced within the designated afterschool classroom.
- Students participating in the early or aftercare program must wear a mask and adhere to the same PPE protocols as in the classroom during the school day.

Vulnerable populations

- Parents have the choice to choose fully remote learning if requested for their children, for any reason related to the COVID health crisis..
- Any additional modifications needed to accommodate staff and or student need will be reviewed and adhered to with appropriate documentation.
- Exceptions will be made for a student with respiratory and/or sensory issues that make it unsafe to wear a mask. Exceptions will be made in consultation with the school nurse and will require a doctor's note.
- If a mask exception is granted, extra precautions will be taken to ensure the health/safety of that child as well as other in the room including increased social distancing, use of acrylic dividers, etc.
- Students with hearing impairment or those receiving language services will have the option of using a clear face shield instead of mask.
- Additional considerations may be made on a case by case basis to ensure the health and safety of all parties.

Transportation



Parents are responsible for the safe transportation of their children to and from St. Mel's Early Childhood Center as we do not utilize school buses. All class trips (which would require the use of school buses and/or public transportation) have been suspended during the COVID health crisis.

Food Service

- All students will eat lunch in their classrooms to avoid large gatherings in the cafeteria.
- All students will be required to wash their hands before and after eating.
- Students will be socially distanced in their classrooms while eating to prevent the sharing of food and to protect those with food allergies.
- Food provided for Pre-K For All students will no longer be served family style. Instead, food will be served in individual containers for students.
- All vendor provided food will need to be individually wrapped and sealed for serving to students.
- Teachers will monitor students during lunch to ensure healthy hygiene and prevent the sharing of food.

Creating community and connecting with student in new school configurations

- As an early childhood center, only grades 1-3 would attend mass. Children will sit in one section of Church, skipping rows and using the social distancing markers already in place in pews.
- Wildcat Weekly newsletter will continue to be posted weekly. It will include school news and each week a different class will be highlighted.
- Student of the month and award assemblies will take place virtually and be livestreamed to the individual classrooms.
- Regular posting of school news/celebrations will be posted on Social Media and website.
- Last Friday of each month will continue to be a St. Mel's Spirit Day. Students can dress down according to a particular theme and fun, spirit-building activities will take place via virtually.

Facilitating community and connection with faculty/staff

- Maintain regular communication between principal and superintendent's office.
- Maintain Google Classroom "class" for faculty communication, pd, etc.
- Principal will prepare weekly memo for faculty which will be distributed through Google Classroom.
- Monthly faculty meetings via zoom on in person when possible.
- PDHP counselors will be utilized for assistance in stress relief, PTSD, bereavement, anxiety reduction, etc.
- Pastor will provide spiritual support, prayer services, etc.
- Annual faculty retreat will take place either in person or virtually

Onboarding student to orient to the new realities of the classroom and school

- Reopening plan and protocols will be clearly communicated to families via welcome back video outlining new procedures.



- Parents invited to virtual back to school meeting to address any concerns they may have.
- Teacher PD prior to opening of school to make sure all are familiar with and can carry out reopening plan.
- Consistency will enable a smoother transition to a new classroom reality.
- Work with PDHP to develop social-emotional literacy lessons to aid student transition.

Developing authentic ways for parent tos connect with the school community

- Monthly zoom meetings, either as a school community or as a class
- PDPH remote parent learning programs for grades K-3
- Family prayer services via Zoom

Maintaining daily rituals (announcements, morning prayer, etc.)

- Morning prayer/Pledge of Allegiance/announcements will take place over PA rather than in person in school yard.
- Each day a child will be invited to lead prayer over the PA.
- Student birthdays will be announced daily
- Daily affirmations during morning announcements
- Student of the month celebration will take place virtually and honorees will be recognized on bulletin board outside main office.
- Act of Contrition and daily reminders at the end of day over PA

Structuring social opportunities for families and students

- Monthly family fun nights (virtual BINGO, scavenger hunts, trivia night, etc.)
- Outdoor prayer services when possible (ex 9/11)
- Socially distant masses
- Outdoor celebrations when possible (ex. Pep Rally, Halloween Parade, Easter Egg Hunt)
- Family Wellness activities via zoom such as Tae Kwon Do, meditation, cooking classes, etc.

Creating ways to mitigate stress responses in students, teachers and families

- office hours limited to 8am-4pm
- communication from school office will be sent via text/email via Option C
- Communication from teachers will take place via Google Classroom
- Class parents will have regular (or virtual) meetings with principal.

Enhancing approaches to support social emotional learning

- Open communication between principal, teachers and parents
- Student mood/emotional check-ins
- With resources from PDHP, teachers will plan emotional literacy lessons
- Potential implementation of Frienzy program
- Utilize PDHP to provide crisis intervention when necessary

PART 3/4 - MONITORING AND CONTAINMENT



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

- Grades K-3 All will enter building via main entrance (26th Ave.) while Nursery and Pre-K will enter through 27th Ave. entrance to allow for health checks for all entering building while maintaining social distancing.
- Start times will be staggered to allow for social distancing.
- Visitors will be limited except when absolutely necessary.
- Visitors will be required to sign in (for tracking and safety purposes) electronically. Surfaces will be wiped down after each visitor.
- Signs will be placed on floors and walls to determine directional flow to limit contact in halls as well as social distancing markers.

Developing routines for daily health checks

- All staff, faculty, and visitors will be subject to health checks upon arrival.
- Temperature checks and visual inspections for signs of illness will be conducted and health questionnaires will be required for all entering the building. Protocols for this process are included in the accompanying document entitled "Health and Safety Measures: Monitoring and Containment".
- Temperature checks will be conducted via touchless thermometer
- School nurse/Principal/Receptionist and/or other trained employee will conduct visual inspections, review questionnaire responses and temperature checks.
- Anyone with a temperature over 38C (100.4F) will not be admitted.

Please see attached document entitled, "Health and Safety Measures" - Monitoring and Containment" for additional policies and procedures related to these areas.

PART 5 - CLOSURE

Closure Triggers

- If a student or teacher has tested positive, in-person instructions will stop for two weeks and the class will go remote. If there is a case in more than one class, then school will switch to remote remote learning.

Operational Activity

- In the event that in-person instruction needs to cease, instruction will continue for all students remotely.
- All parents will be notified immediately.
- Parents that request an ipad for remote learning during the period of closure will be able to sign one out when picking up their child.
- Teachers will provide daily remote instruction via Zoom or Google Meets and regular work will be assigned and submitted through Google Classroom.

Communication



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- Continuous communication between faculty, administration and families will take place via Option C text/email alerts, Google Classroom and posting on school website.