



Re-Opening Plan: Logistics and Planning

Holy Child Jesus Catholic Academy

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Richmond Hill, NY 11418

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Principal
Responsible Party**

The following is Holy Child Jesus Catholic Academy's projected reopening approach 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.

Holy Child Jesus Catholic Academy incorporates the Re-Opening Plan of the Diocese of Brooklyn and Queens in its Logistics and Planning Re-Opening Plan which includes three possible scenarios come September 2020.

The principal and the school nurse along with her designees are the responsible parties for this plan. As we at HCJCA continue to plan for September 2020, we remember that these plans are based on what we know today, and therefore are flexible, focused on the health and safety of all, and that we accept changes with patience and common sense.

Plan A: As of August 6, 2020, HCJCA has adopted this plan

Full opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Tracing, Face Coverings, Disinfection/Cleaning. Parents, faculty, and staff who are at increased risk for severe COVID 19 will be given the option of remote learning or additional PPE to accommodate their specific circumstance.

Plan B: Will be considered if enrollment increases

Hybrid opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Training, Face Coverings, Disinfection/Cleaning. Parents, faculty, and staff who are at increased risk for severe COVID 19 will be given the option of remote learning or additional PPE to accommodate their specific circumstance.

Plan C: In the event that the COVID 19 Infection rate increases above the NYS acceptable level

Full Distance Learning with no return to in-school instruction

Holy Child Jesus Catholic Academy

General Health and Hygiene Procedures

Practicing Good Hygiene

Each of us contributes to reducing the spread of COVID-19 by diligently practicing specific hygiene measures. To this end, **Holy Child Jesus Catholic Academy** faculty, staff, students and all who enter the building must follow the strategies below to reduce the risk of transmission:

- Wash hands frequently--using soap and water-- for at least 20 seconds, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment, before and after touching their masks, and when using the restroom.
- Use an alcohol-based hand sanitizer with at least 60% alcohol if hand washing is not feasible. Hand sanitizer will be provided in all classrooms and common areas
- Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly and clean/sanitize hands immediately.
- Avoid touching the face, particularly eyes, nose, and mouth because these are the entry points for the virus.
- Avoid using items such as but not limited to cell phones, desks, offices, or other work tools and equipment that belong to another. Sharing of items will not be permitted between students. Should an item need to be shared, it must be disinfected and wiped down before and after use.
- Faculty and staff will instruct students and provide reminders of these procedures on a daily basis.
- Signage referencing social distancing, good hygiene, wearing face masks, use of hand sanitizer, and direction of movement will be displayed in all classrooms, bathrooms, hallways, stairways, and common areas.

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Entrance/Exit Protocols for Students, Teachers, and Visitors

Entrance/Exit protocols for HCJCA students, teachers, and visitors:

- All points of Egress will be used for arrival and dismissal with signage concerning social distancing, mask wearing, and directional instructions.
- The Main Door of the building will be designated a Teachers' only door
- Assign entrance and exit paths in and out of the building and to and from instructional spaces with signage and floor markings
- Rooms 54 & 53 will only use the back Gym door
- Rooms 52 & 51 will only use the side Gym door
- Classes held in the cafeteria will use the cafeteria yard door or the cafeteria basketball court door
- Classes held in the gym will use the front Gym Door
- Rooms 31-36 will only use the 111th Street Door for entry
- Rooms 21-26 will only use the 112th Street Door (Breezeway)
- Rooms 1 & 2 enter and dismiss earlier and will only use the 112th Street Door (Breezeway)
- All visitors must use the Main Front Door

Social distancing protocols for all communal areas: (hallway/stairway, restrooms, cafeteria, gym)

- One direction hallway/stairway flow with signage and floor markings
- Rooms 21-26 floor markings and signs facing 112th Street
- Rooms 31-36 floor markings and signs facing 111th Street
- Rooms 54-51 two-way floor markings
- Teachers will change classes ; students remain with their cohorts
- Lunch is eaten in the classroom. (Provide teacher coverage for lunch break)
- Daily monitoring to discourage communal gatherings of students, faculty or staff

Social distancing protocols for Breakfast, After School Care, and Mass

- Breakfast: Use Cafeteria Yard Door and follow directional markings/signs, pick-up bagged breakfast, exit cafeteria/basketball court door and proceed to door cohort enters.
- Mass: Use designated door for cohort. Each class will be assigned a particular section within the church for their class to sit. Pews will be marked for proper distancing.
- After-school care: students will be assigned a cohort seating area which will be marked to designate proper distancing. Parents will enter Cafeteria Yard Door for pick-up, sign child out (using their own pens), and exit through the Cafeteria Basketball Court Door to exit.

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 OSHA protocols.
- Screeners will be provided and use 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 a 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.

Holy Child Jesus Catholic Academy

Routines for Daily Health Checks

MONITORING YOURSELF FOR SYMPTOMS

It is crucial that we work together to ensure each other's safety. Every day before entering our academy building, all Holy Child Jesus Catholic Academy faculty, staff, and students are required to assess themselves for symptoms and check temperature. If any of the symptoms listed below are noted, do not report to school.

SYMPTOMS TO CHECK FOR

A variety of symptoms have been associated with COVID-19, and their impact on health has ranged from mild to severe. Symptoms may appear 2–14 days after exposure to the virus.

While we as HCJCA continue to learn more about the virus, at this time, symptoms of COVID-19 are listed below.

- **Stay home from work and consult your healthcare provider if you are experiencing *any* of the following:**
- Fever above 100.0°F
- Frequent dry cough (not due to a pre-existing illness)
- Shortness of breath or difficulty breathing
- **Stay home from work and consult your healthcare provider if you are experiencing *two* of the following:**
- Sore throat
- Headache
- Chills
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

DAILY COVID-19 BUILDING PRE-ENTRY SCREENING

- Before entering HCJCA, students, faculty, and staff must attest to HCJCA that they are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days (even if you or they have few or no symptoms) through an easy-to-use digital form.
- A 14 Day Quarantine applies to all individuals who have arrived from a state/country on the NYS Travel Advisory.

Here's how it works:

- Every day that classes are in session, you will complete the online HCJCA Pre-Entry Screening Form before reporting to school and answering a short series of questions. This will be a Google Form sent directly to parents, faculty, and staff of HCJCA daily.

Daily Wellness Checks

- Designated personnel (The principal or assigned staff) will perform "Wellness Checks" on all and will use a No Touch Thermometer on faculty, staff, and students before they can enter the building. Individuals will gain entry if thermometer reading measures less than 100.0. Students will be asked "Do you feel sick in any way?" or "Do you have a cough or shortness of breath?" Should a student or employee display symptoms and there is no one to immediately take them home, they will be escorted to the isolation room.
- We will provide pickup and drop-off procedures that ensures safe distance is maintained through the use of signs at points of entry ground markings in the schoolyard, and designated personnel monitoring 86th Avenue for car pickup and drop-off
- All students and employees must wear face masks upon entering the school building.
- Students and employees will wash their hands or receive hand sanitizer after temperature check.
- Parents and guardians will not enter the building to escort students to/from classrooms at arrival and dismissal.
- Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have Covid-19 symptoms – coughing, shortness of breath without any other explanation, or fever.
- While waiting to go home, ill persons should continue to wear a facemask and be placed in a **separate isolation room** overseen by the school nurse or principal who is also wearing a mask, gloves, gown, and goggles and can monitor the ill person from outside the room. The school nurse or principal will contact parent/guardian and provide them with the directives to follow based on the most current CDC, State, and local guidelines. The parent should wait in their car and the

designated party will bring the ill person through the front door to the car and have the parent sign the child out using their own pen.

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Isolation Room Plan

Isolation Room

Staff or students of Holy Child Jesus Catholic Academy that present with symptoms of COVID 19 while at school will be evaluated by the school nurse or by the administration in the appropriate area.

The nurse/designated personnel will follow infection control guidance from the CDC, the New York State Department of Health, and local public health

If calling an ambulance or bringing someone to a healthcare facility, alert them ahead that the person may have COVID-19.

Holy Child Jesus Catholic Academy will designate a space to be used as an isolation room for staff or students who become ill with potential COVID 19 symptoms.

Minimum requirements of designated isolation room:

- Must be free of the need for staff or others to enter or work while the ill person is waiting for pick up, with ability to limit access to the space.
- Ill person must be able to be visually monitored until pick up through window, cameras, or door cracked open.
- Ill person must wear a mask until picked up.
- Space must be able to be easily cleaned and disinfected.
- If more than one person is ill, only those with similar symptoms will be isolated together and attempt to maintain social distancing among those waiting for pick up.
- If no access to a dedicated bathroom facility, use of restroom will be monitored by staff from appropriate social distance, and then immediately sanitized by custodian and access denied to others until disinfection procedure is complete

Best practice for choosing isolation space.

- The isolation room is nearby to the person who would normally monitor ill students.
- Near outside access doors so the ill person can exit without further contamination of other areas.
- A window that can be opened to circulate air after use.
- Parents or guardians of a symptomatic student are to be notified immediately of their child's status and the student should be picked up as soon as possible. Nurse or responsible party will provide parent with guidance for next steps as per CDC, NYS, and NYC guidance at the time.
- Once the staff/student has vacated the isolation room, ventilate well before entering to disinfect and clean. Proper PPE will be provided and worn by all parties involved.

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Quarantine and Return to School Protocol

Positive COVID-19 Tests:

- HCJCA Responsible Parties will notify the state and local health department immediately upon receiving information of any positive COVID-19 diagnostic test results by any student, faculty, and staff member.
- HCJCA Responsible Parties will support local health departments in tracing all contacts of the positive individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.
- Confidentiality will be maintained as required by federal and state law and regulations.
- HCJCA Responsible Parties will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.
- The closing of a class cohort or the school will be in consultation with state and local health departments.
- Remote learning would become an option in the case of a cohort or school closure.

Return to School:

- HCJCA Responsible Parties, in consultation with the local health department(s), will determine when individuals, particularly students, who screened positive for COVID-19 symptoms can return to in-person learning at school.
- This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, a negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.
- HCJCA Responsible Parties will refer to the state and local department of health for guidance to determine when employees may return to work following COVID-19 infection or close or proximate contact with a person with a suspected or confirmed case of COVID-19.

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Scheduling Options to Facilitate Reduced Capacity at School

Scheduling Options:

To accommodate social distance requirements, based on the number of occupants for each grade, HCJCA will strategically place the students into the reimagined areas and classrooms (starting the larger number of occupants to lower) until all occupants have been placed maintaining the required six feet for social distancing

Split Classes - Classes are split into two groups,

- Possible Solutions: One Group is with the teacher for instruction, the other in another room with Teacher Aide doing individual work or working remotely. Teacher and Teacher Aide would then switch classes
- Split classes, a teacher in one room, technology in the other room. Students learning in real-time both in-person and remotely

Hybrid - Alternate small groups, one in school and one group at home (remote)

- Split Schedules/Cohorts AM/PM
- Alternating Days: Monday/Wednesday or Tuesday/Thursday with alternating Fridays
- Identifying Small Groups and Keeping Them Together (Cohorting) (CDC May 19, 2020)
 - HCJCA will ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Limit mixing between groups if possible
 - **Staggered Scheduling (CDC May 19, 2020)**
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

Holy Child Jesus Catholic Academy's Plan to Handle Confidentiality Issues

Confidentiality is the protection of personal information. Confidentiality means keeping a student's and employee's information between you and them, and not telling others including co-workers, friends, family, etc. Employees of Holy Child Jesus Catholic Academy will be made aware of and reminded of their responsibility to maintain confidentiality in relation to all issues related to the following:

Examples of maintaining confidentiality include:

- Individual files are locked and secured
- Employees do not tell other people what is in a student's file unless they have permission from the student's parent/guardian
- Information about students, families, or other staff members is not told to people who do not need to know
- Student, employee medical details are not discussed without their consent

The types of information that is considered confidential can include:

- name, date of birth, age, gender, and address
- current contact details of family, guardian etc.
- bank details
- medical history or records
- personal care issues
- service records and file progress notes
- individual personal plans
- assessments or reports
- guardianship orders
- incoming or outgoing personal correspondence.

Students, faculty, and staff members of Holy Child Jesus Catholic Academy will be made aware of the rights and responsibilities to keep information provided confidential especially in relation to grades and medical information. We will put the following safeguards into place to insure these rights.

- School Admin and OptionC will serve as a clearing house for personal documents and emergency information. The principal and her designees will only have access to these portals.
- State laws and the Federal Family Educational Rights and Privacy Act (FERPA) govern confidentiality within the classroom. These codes, statutes and acts dictate the type of information that teachers must keep confidential between herself and the student and the type of information that the teacher has the responsibility to tell the parent. The laws distinctly spell out confidentiality responsibility in grades and medical information
- The responsible parties will develop a system to notify and inform stakeholders in the event there is an outbreak in one or more cohorts while maintaining their anonymity in accordance with the most recent CDC, State, and City guidelines

Holy Child Jesus Catholic Academy

Protocols for Social Distancing in the Classroom and Common Spaces

The Cohort Model:

Students and staff of HCJCA will be grouped by homerooms and these groupings are kept as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). This strategy helps maintain a safe environment by strictly limiting the interaction between students and allows for rapid response and containment in the event of a student's becoming infected. As part of this model, HCJCA will strive to physically separate students in the same cohort as much as possible to help mitigate risk. For example, classroom furniture should be arranged to maximize space between students and some furnishings removed.

- Physical/Social Distancing: Maintain physical distancing (recommended 6 feet apart) among all persons on school grounds. (Signage and floor markings will be displayed and visible)
- Everyone is expected to follow visual cues including signage, floor decals and colored tape indicating social distancing parameters and traffic flow through entrances, exits, and other common use areas.
- Create transition schedules that minimize the number of students and staff in common spaces including hallways, stairways, bathrooms, schoolyard etc.
- Classrooms will be set up so that desks/tables are spaced 6 feet apart as determined using the square footage of each room or space from the next student.
- All desks will face the same direction.
- In-person meetings are discouraged at this time. Meetings should continue to take place in a virtual setting whenever possible even if all participants are present in the building.

Faculty Rooms/ Cafeteria Meals:

- Faculty rooms and cafeteria are closed for meal gathering until further notice. They may be used for food preparation only with six feet social distancing being practiced by all present. Everyone is encouraged to eat in their office, classroom, or to eat outside, if practical and feasible. If anyone does remove their mask to eat or drink, they will be reminded to be careful to maintain the mask on your person by dropping it below the chin or placing it in their pocket or on their lap. Mask will not be permitted on tabletops or other surfaces and that the 6 foot social distancing is maintained.

Restrooms:

- The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least six feet distance between individuals.
- Restroom toilet partitions provide appropriate separation for individuals. In cases where partitions are not currently in place, and do not extend above the individual's head, signage will indicate the use of every other toilet stall, i.e. every other urinal in the men's restroom will be closed off to keep individuals six feet apart.
- The same approach will be applied to restroom sinks that don't allow for appropriate distancing.

Visitors:

- No external visitors/parents are permitted to enter school district facilities until further notice. This does not apply to contractors delivering/providing goods or services for our school.

Continued:

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Protocols for Social Distancing in the Classroom and Common Spaces

Mass:

- At this time, the church can safely accommodate 150 people properly distanced at 6ft. This is approximately one half the current enrollment.
- Unless there is a change in the regulations, we will alternate monthly mass attendance.
- For example: Grades K-4 September, November, January etc.
- Grades 5-8 October, December, February etc.
- Classes will use hand sanitizer upon entry to church
- Pews will be marked to determine proper seating with social distancing protocols
- Students and employees will wear cloth masks
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Extra-curricular Activities:

- All extracurricular activities at HCJCA are cancelled until further notice

After-school Care Program:

- Based upon the square footage of the Cafeteria (where the after-school program resides) 115 persons can properly social distance
- The program will move to the schoolyard when weather permits
- Students will be placed in cohorts by grade level and remain in specific assigned spaces
- Adults and students in the program will be required to wear masks
- Additional PPE will be available such as disposable gloves, masks, gowns.
- Each cohort will have a supply of hand sanitizer, disinfecting wipes, disposable paper towels, disinfecting spray, no touch thermometer
- Cleaning and disinfecting will occur before and after the program begins and ends. High touch areas such as the bathroom will be cleaned every four hours
- For dismissal, parents will call the teacher on duty when they have arrived to pick up their child. The teacher will ready the child to leave, walk them to the door and have parent sign them out using their own writing instrument. Teacher will meet parent at the Cafeteria Yard Door for pick-up, sign child out (using their own pens), and leave through the Cafeteria Basketball Court Door exit.

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Procuring Necessary Supplies for Hygiene

Adequate Supplies (CDC May 19, 2020)

- Holy Child Jesus Catholic Academy will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Procure necessary supplies of soap, hand sanitizer, paper towels, tissues, cleaning, and disinfecting products, disinfectant wipes face coverings, thermometers
- Sanitary supplies will be made in bulk orders from two or more suppliers.

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

- The Principal as the Responsible Party will designate one person to oversee supplies
- Bulk buying of all products by deanery.
- Will not be limited to just one supplier
- Twenty-four-hour turnaround time necessary for supplies
- Every classroom to have motion-censored hand sanitizer
- Every teacher desk to have a box of disinfectant wipes
- Each child to provide personal hand sanitizer and own face masks (additional masks provided if needed)
- Provide each faculty and staff member with reusable face masks or they can provide their own
- Teachers will be provided with face shields or masks with clear covering for purposes of instruction of early childhood grades, and for students who benefit from seeing facial expressions, and lip reading.

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Deep-cleaning of Facilities and High Touch Areas

Cleaning and Disinfection (CDC May 19, 2020)

- HCJCA will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school at least daily or between uses as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible or cleaned between uses.
- A schedule will be developed for increased, routine cleaning, and disinfection with the maintenance staff.
- HCJCA will ensure safe and correct use and storage of cleaning and disinfection products including storing products securely away from children. Products used will meet EPA disinfection criteria.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Staff should wear additional protective masks, gowns, eye goggles as necessary.

Deep cleaning and disinfecting at the end of every school day after the building has been vacated

- HCJCA will regularly schedule interval cleaning throughout the school day, specifically bathrooms and frequently touched surfaces
- Deep cleaning and disinfecting at the end of every school day after the building has been vacated
- Special cleaning consideration will be given to any possible shared educational materials.

Summer Cleaning includes disinfecting

- Summer cleaning is broad based cleaning performed in July and August which includes deep cleaning and disinfecting of every accessible surface in the building.
- Work is completed by HCJCA custodial staff
- This cleaning is occurring July - August

Preparatory Cleaning

- HCJCA will enlist the services, expertise, and resources to have a professional deep cleaning of the entire HCJCA campus between August 15th - 31st.
- HCJCA Custodial Staff will utilize equipment and antiviral/disinfecting supplies available to complete additional disinfection timed with initial re-entry to building.
- This cleaning will occur the week prior to re-opening a building.

Daily Cleaning

- Occurs throughout the day, when the building is occupied
- Custodial Staff cleans the building following General Cleaning Guidelines
- HCJCA has purchased a Hydro Fogging Sanitizing machine for use of high touch and to cover large areas
- Work will be completed utilizing equipment and antiviral/disinfecting supplies that are available

High Touch Cleaning

- Custodial staff will disinfect high touch points, at least every four hours in their designated cleaning area.
- Work is completed utilizing fogging equipment and antiviral/disinfecting supplies that are available.

Specialized/Responsive Cleaning

- Occurs when situations arise that require immediate custodial response. Examples include, but are not limited to, someone getting sick, displaying COVID-19 symptoms

Continued: Holy Child Jesus Catholic Academy Plan for deep-cleaning of facilities and high touch areas

Shared Objects (CDC May 19, 2020)

- HCJCA will discourage the sharing of items that are difficult to clean or disinfect.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- HCJCA will ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Food Service (CDC May 19, 2020)

- Children will bring their own meals as feasible, or be served individually prepared meals in classrooms instead of in the cafeteria, while ensuring the safety of children with food allergies.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

Ventilation (CDC May 19, 2020)

- HCJCA will ensure ventilation systems operate properly and will increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Continued: Holy Child Jesus Catholic Academy Plan for Deep-cleaning of Facilities and High Touch Areas

Water Systems (CDC May 19, 2020)

- To minimize the risk of Legionnaire’s disease and other diseases associated with water, steps will be taken by the custodial staff to ensure that all water systems and features (e.g., sink faucets, drinking fountains, and decorative fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be cleaned and sanitized, but will be turned off and all staff and students are encouraged to bring their own water to minimize use and touching of water fountains.

Physical Barriers and Guides (CDC May 19, 2020)

- HCJCA will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- HCJCA will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

Communal Spaces (CDC May 19, 2020)

- Close communal use shared spaces such as cafeterias and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between uses.
- HCJCA will add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Holy Child Jesus Catholic Academy

Protocols for Wearing Face Masks including Students with Sensory Issues

Type and Intended Use of Masks			
Approved Masks	Disposable Surgical Mask 	Cloth Mask 	Neck Gaiters 
Mask Application (i.e. putting on your mask)	Hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.	Secure ties to head or hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.	Start with the gaiter on your neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps.
Mask Removal	Unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward. Dispose immediately into trash can.	Untie or unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward.	Remove from the back of your head, by putting your (clean) fingers under the neckline and lifting up from the bottom to top over your head.
Mask Cleaning	Dispose immediately into trash can.	Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.	Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

Holy Child Jesus Catholic Academy

Face Masks: continued

Cloth Face Coverings (CDC May 19, 2020)

- HCJCA will teach and reinforce the use of cloth face covering. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings will be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

Note: 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
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- Students will provide and wear personal, clean, well-maintained masks appropriate for the school environment that meet one of the approved face masks types identified in the chart on the previous slide. All HCJCA students, faculty, and staff will be provided with 5 reusable masks for their use in the building.
- Students must wear a face mask at all times in hallways, classrooms, and other common areas of the school.
- Students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.

Students may remove face masks (take a “mask break”) when:

- Eating or drinking if seated six feet away from others.
- Seated at desks or assigned work spaces at least 6 feet apart
- Engaged in any activity for which maintaining at least 6 feet apart is assured (e.g. face mask breaks, recess, etc.)
- When masks are removed, they must be placed below the chin, in a pocket or on the lap. Masks should not be placed on tabletops or other communal surfaces.
- Students will be instructed when they may take “mask breaks” and remove their masks, such as during mealtimes, and when outdoors and more than six feet apart from other people. Mask breaks will be 15 minutes maximum.

Holy Child Jesus Catholic Academy

Face Masks: continued

Accommodations for Students Who Are Unable to Wear a Mask Due to Medical Conditions or Other Reasons

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.

Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. Teachers will be provided Face Masks with transparent mouth area for use while instructing.

Students with the following conditions, as well as others, are eligible to use a face shield in place of a mask. This list is not exhaustive. Additional requests will be considered on an individual basis.

- Tracheostomies
- Neuromuscular and other conditions that limit the ability to self-remove a mask
- Autism
- Hearing Impairment
- Chronological young age
- Developmental young age
- Cognitive impairment
- Facial deformities that make mask wearing difficult

Face Coverings

Office of the Superintendent of Schools ~ Diocese of Brooklyn

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 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.

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](#) 
- 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 are 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 adjust 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.

Holy Child Jesus Catholic Academy

Emergency Contact Plan

Reviewing and updating the Emergency Contact Plan

- HCJCA Plan to be implemented and monitored weekly by designated school personnel
- All changes to be noted immediately and updates distributed ASAP via Parent Alert System, school website, Google Classroom

Communication Systems (CDC May 19, 2020)

- Consistent with applicable law and privacy policies, have HCJCA staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- Notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Web or Cloud-based School Information Systems: OptionC, School Admin will be monitored and updated with most current information provided by parents.
- Holy Child Jesus Catholic Academy will provide teacher Professional Development on health and safety policy and procedures.

Holy Child Jesus Catholic Academy

Surveying Stakeholders to Evaluate Programming

The Principal, as the Responsible Party, will periodically survey stakeholders to evaluate programming and support and make adjustments.

- The Principal will conduct ZOOM meetings with parents, faculty, board of directors, and diocesan office.

The survey links can be sent to stakeholders via OptionC Parent Alert, Google Classrooms, School Website, email, and text message

- Survey Teachers
- Survey Students
- Survey Parents

Form committees to analyze data from each group

Use the information to discuss what programs need to be modified, revised and made over.