

Saint Demetrios School

NYS Department of Health School Reopening Plan

Saint Demetrios is a private parochial school in Queens (PreK-12) with a total population of 550 general education students and a faculty/staff of 60 full time employees. The school system consists of 5 building units which allows for appropriate social distancing. The average class size is 14 students to 1 teacher with separate areas for physical education, art/music, computer science/technology, and breakfast/lunch in each building unit.

The Saint Demetrios School Reopening Plan, as outlined by the schoolboard, school administration, and instructors / teachers, office staff, security team, school custodians and parents, represents our intended action to reopen our school in September. While this is our plan at this time, the evolving nature of this health crisis will require us to remain flexible as we plan for the start of the school year and beyond. We are aware that our reopening plan will be adjusted based on The NYS Governor's Office and NYS DOH orders at any time that would require us to alter our fall semester reopening plans.

It is our hope to operate as normal as possible at the start of the school year, which will be September 2020. This plan is designed based on the recommendations by the NYSED, NYS DOH, CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>) and other CDC links, and BOCES. We have every intention of revising it as we learn more and receive additional guidance and recommendations.

We have consulted with medical professionals in our community in forming our plan. It is our intent to safely reopen our school buildings to all families this fall and the following information lays out how we plan to do just that. This framework identifies key areas for schools to consider and work on as they safely reopen.

Saint Demetrios developed three contingency plans to prepare for the 2020-21 school year. All instruction is aligned with the New York State Learning Standards and taught by NYSED Licensed Teachers). We will develop schedules to accommodate **Live Instruction (in-person / on-premises), remote, and other models (Equity) for all students.**

Saint Demetrios School NYS Department of Health School Reopening Plan

As of June 1, 2020 – Present

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, classrooms, offices and hallways). Students are required to bring their own water bottles. The	Follow recommendations from CDC and provide staff with appropriate guidance and procedure and evaluate operations to make sure areas are being addressed as required. Classrooms will have HEPA air purifiers with UV. Other: e.g., Classroom windows will be open when possible and conditions allow.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	When appropriate, considerations for maintaining 6 feet of social distancing throughout instructional and non-instructional settings can be used. Under the guidance of cleaning and sanitizing procedures, students and staff can resume class changes and the use of small group instructional practices. Scheduling changes will occur by utilizing a staggered schedule.

*** Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms / auditorium**

High School: Utilize additional spaces in addition to the cafeteria and additional lunch periods to create small groups. Mark appropriate seats and distance students in lunch lines. Directional markings will be utilized for one-way to limit face to face contact.

Requirement(s)	Strategies, Policies and Procedures
	<p>Elementary / Middle School / Middle: Cafeteria procedures and seating will be established to promote social distancing. Schedules will be developed to create small groups and to minimize cross grouping.</p> <p>Based on building size and capacity, breakfast and lunch may be served in alternate areas.</p> <p>Handwashing will occur before and after lunch. Alternative areas to cafeterias will have 6 feet markings and traffic flow signs. Procedures for cleaning and sanitizing the cafeteria (other alternative areas) and/or classrooms will be established. Our food service provider is working to ensure we have the most effective and safe products to sanitize tables and other areas while still making them safe for food preparation and consumption.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>High School: Hand washing encouraged throughout the day. Hand sanitizer available as students and staff enter/exit individual classrooms and buildings.</p> <p>Elementary / Middle School: Develop hand-washing schedules for all students and staff throughout the instructional day. Handwashing time will be built into the master schedule. Handwashing will be used when students enter the classroom and before they leave the classroom. Handwashing will need to occur before breakfast/lunch/snacks. Face Masks will be wore at all times. If in case a student coughs or sneezes into their hand; Handwashing will also need to occur. More frequent handwashing will be scheduled. Additionally, instruction will be provided to staff and students on handwashing and other health measures. Review handwashing procedures through morning announcements.</p> <p>Determine high risk factors that would require proper hand washing procedures. Install hand sanitizer stations throughout the building/every classroom entryway. Hand Sanitizer will be available for use as needed.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>We will post signage in highly visible locations that promote everyday protective measures and include information for how to prevent the spread of germs.</p>
<p>* Handling Physical Education Activities consistent with the CDC for recess and physical education classes</p>	<p>Lockers will be restricted. Recess can occur while maintaining proper social distancing when possible. Physical education classes will take place outdoors when possible (Only Calisthenics. No Equipment will be utilized for this activity.</p>
<p>*Limiting the sharing of materials among students</p>	<p>High School:</p> <ul style="list-style-type: none"> • To the fullest extent, class assignments and projects will be managed through a digital environment. Students are allowed to bring in their own devices. The school has textbooks in PDF • Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized according to CDC guidelines. <p>Elementary / Middle School: Limit sharing when possible, for materials that will need to be shared, cleaning procedures or quarantine will be put in place. Students are allowed to bring in their own devices. The school has textbooks and other learning materials online.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>High School: Adjusted schedule by grade level (Staggered arrival and departure).</p> <p>Elementary / Middle School: Elementary school students will stay in classes. Middle School: Scheduled movement of classes in the hallways and use of the restrooms. When possible, one way traffic patterns will be used. Students will eat in the auditorium and other designated areas. If special area rooms are used; time will be afforded between changes of classes for sanitization of the area. Directional Marks on floor to increase awareness of spacing of students. High School -- One way traffic in the hallways, single-file movement. Students will be assigned their own desks. The teachers will be going to the classrooms to teach (No student travel) If otherwise, assigned staff will wipe desks/equipment prior to the next class coming in. Students will eat in their assigned areas if possible. Arrival and dismissal procedure schedule to allow for social distancing; Bathroom schedules)</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Elementary / Middle School: Parent pick up procedures will need to be created based on individual school procedures. Directional Marks on cement or pavement will be used to promote parents maintaining social distancing. Saint Demetrios utilizes the NYC Office of Pupil Transportation School Buses to provide transportation (NYC DOE responsible for guidelines).</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>All: Student desks will be cleaned between classes.</p> <p>Elementary / Middle School / High School: Limit students travel to classes throughout the day. Staff will travel to specific classrooms for instructional purposes instead of having students come to them when feasible and will wash hands in between each class. Small group pull out from different classes will occur only when absolutely necessary. Special area instruction will take place in classrooms or in the special area room, depending on the activity. If students move to the teacher (instead of the teacher moving to the student) student desks will be cleaned between classes.</p>
<p>Protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>We will maintain a section of our website with up-to-date information that may be accessed.</p> <p>We will also communicate directly with parents so that they will be informed of all plans via mass text and mass email.</p>

Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	Our detailed social distancing plan will available on our website.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All Staff and students commit to completing a daily health check prior to coming/entering a school building. If an employee answers yes to any of the questions on the daily health check, they will not report to work. Questions on the health check include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and air travel (Screening of employee prior to the start of the workday)</p> <p>All employees and students will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees with a temperature above a designated threshold will be sent home and will not be able to return until cleared by their doctor.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If an employee has been exposed to an individual who has tested positive for COVID19, the employee is directed to stay home and monitor for symptoms until 14 days from last exposure or until cleared by a physician.</p> <p>Employees who have tested positive for COVID19 are strongly encouraged to self-report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor to return. A doctor's note is required prior to the return to work. If a student becomes sick during, the student will be placed immediately in the non-well room by nurse's station; contact parent (s) / guardian (s) as soon as possible.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Employees who have tested positive for COVID19 may return to work once they are cleared by their doctor to return. A doctor's release is required prior to the return to work. No visitors are allowed in school including parents. Only Staff and students are allowed in the building.</p>
<p>*Notifying staff and families: school closures and within-school-year changes in safety protocols</p>	<p>We created a section of our website that is dedicated to COVID-19 related information, including all communication, assignments, and resources. We will continue to keep this website up-to-date with information for our stakeholders.</p> <p>In addition to creating a central hub on our website, we will utilize our pop up alerts as needed to ensure our stakeholders notice important information.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>We will also use our mass communication tool to reach our families via email, phone call and text message with all important updates.</p> <p>We will have email distribution lists to reach all of our employees. We will utilize our email to ensure our faculty and staff has the most up-to-date information.</p> <p>We will also use social media to share important updates and messages with our stakeholders.</p> <p>Finally, we will designate 1-5 people as Social Distancing Monitors (SDM) and Building Communication Monitors (BCM). The individuals will always be informed of what is going on and serve as a resource for the entire school including parents and students. If any questions or concerns arise. We have also designated our Director of Communication, an Elementary / Middle School Principal and a High School Principal to oversee our school-wide communication. These three employees will be responsible for our school-wide communication to all stakeholders to ensure our messages are effectively reaching their intended audience.</p>
<p>Social/Emotional Health of Students, Faculty, Staff (SOCIAL EMOTIONAL WELL-BEING)</p>	<ul style="list-style-type: none"> • The school counselor, a licensed psychologist, will be available during, before, and after school hours to discuss anxiety and stress being faced by students, faculty, and staff. • The school counselor will visit classrooms on a regular basis to alleviate fears related to the illness, its spread, and in certain cases how to deal with the loss of a loved one (as a result of the illness). • The school counselor will work in conjunction with the nurse, administration, and community in general to maintain a sense of calm and ease tensions that may occur if the virus reappears in local areas. • Supporting school transition

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>A variety of leave options are available for employees. Employees are encouraged to discuss their leave options with Human Resources, the school administration and business office.</p> <p>A workshop will be held with all staff to practice safety measures.</p> <p>Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.</p>
<p>* Use of face coverings (masks or face shields) by all students and staff</p>	<p>Faculty /Staff and Students are required to wear face masks/face coverings when working in close proximity to others (within 6 feet) or in the classroom. The school will bear the responsibility of providing basic surgical masks as students come in to the building. The school will maintain adequate supplies of face coverings for school staff, students who forget their masks, and PPE.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Faculty and staff are required, to wear face masks/face coverings when they are not working in close proximity to others.</p> <p>Staff are required to wear face masks/face coverings when they are cleaning any interior area</p> <p>Maintenance Only: Staff are encouraged, but not required, to wear face masks/face coverings when they are engaged in landscaping and other outside maintenance.</p> <p>Any Faculty / Staff / Students with COVID-19 symptoms are required to stay home and not return to school without medical clearance.</p>

* Use of face coverings (masks or face shields) by older students.	Face masks are required.
Unique safety protocols for students with complex needs or other vulnerable individuals	An isolation space for anyone displaying symptoms of Covid-19 will be by nurse's office. School teams will work with parents and other members to determine if alternate programming needs to be created.
Strategic deployment of staff	The school will be redefining roles and responsibilities to meet the needs defined in this plan.

Class Size/Spacing

Arrange all desks (6 feet apart) facing the same direction toward the front of the classroom. ● Students wear face masks; use a physical barrier to the side of desks/on each desk and social distance students six feet apart. ● Teachers will maintain six feet of spacing between themselves and students and wear face masks. ● Classroom windows will be open when possible and conditions allow.

Protocols for Screening Students

At this time, the CDC recommends temperature screening of students upon entry only if feasible for the situation. If any screening does occur, it will comply with privacy and HIPAA requirements. A feasible protocol would include:

Students are allowed to enter the building at only at designated entrances and must egress from other exits to keep traffic moving in a single direction. 1. Parents (wash or sanitize hands prior to entering) are not allowed in the school building except under extenuating circumstances (To pick up child in case of an emergency); Staff entering the building will wash or sanitize hands prior to entering, will practice social distancing, and wear face masks (See Above: **Monitoring Student and Staff Health**). 2. Strict records, including day and time, will be kept of non-school employees (for deliveries: will be dropped in school garage). ● Parents will check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature above the norm will stay home and consider COVID-19 testing if no other explanation is available. ● Parents will monitor for any cough, congestion, shortness of breath, or other symptoms every morning. Any positives will prompt the parent to keep the student home from school. ● The School will perform temperature checks on students twice per day; not well students will be sent to the nurse's office to transport home. ● Children who fall ill at school will be placed in an area of quarantine by the nurse's office with a surgical mask in place. School Nurse will wear N95 masks when caring for these students. ● Students sent home from school will be kept home until they have completely recovered as defined by CDC guidelines. ● When students return to school, they will check in with the school administration to ensure proper communication with properly trained staff.

Responding to Positive Tests Among Staff and Students

● In the event of a positive test among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed (up to 14 days).

STUDENT MEALS

Students will eat meals in the auditorium instead of the cafeteria. Students will go through the line and back to auditorium with their enclosed "Grab N Go" breakfast and or lunch and utilized other designated areas • The school will use disposable food service items (e.g., utensils, dishes). • If snacks are served, they shall be individually prepackaged items.

OVERALL CLEANING PROTOCOLS AND SAFETY

- Frequently touched surfaces will undergo cleaning with a commercially available cleaning solution, including EPA-approved disinfectants or a dilute bleach solution, multiple times throughout the day. **Logs will be maintained.**
- We will frequently clean surfaces paying particular attention to high-touch areas (Entrance doors, stair handrails, door handles, counters, desks, tables, chairs, bathrooms, computers, books, etc.). Cleaning and disinfection will be done after each cohort of students leaves an area or classroom, including between class changes (if applicable), between groups in the cafeteria / alternative areas (when utilized), and after each school day. Limit sharing of supplies and equipment and sanitize between student usages. All rugs have been cleaned, labeled, and stored until further notice. Nurses offices as needed or when called for emergencies. Conference rooms and furniture. As needed after usage. **Logs will be maintained.**
- **Hand-washing / sanitizing stations and protocol:** We will set up hand-washing / sanitizing stations upon entry to school and every floor.
- Following public health guidelines, everyone on school grounds will be wearing some type of face covering and adhere to social distancing protocols. If in case an individual's face mask (falls apart). The school will provide a face covering and be required to adhere to social distancing protocols.
- The school will implement increased cleaning and sanitization protocols to meet CDC and NYS DOH requirements.
- The staff will be provided with personal protective equipment, cleaning supplies, and disinfectants.
- Hand sanitizer stations will be made available throughout school building.
- There will be signage posted prominently to remind everyone of the importance of proper hygiene practices.
- Signs (Utilize free CDC print / digital resources on CDC's website and other resources) will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs. In addition, teach lessons during class about reducing the spread of COVID-19.

Protocols will you put in place to clean and disinfect throughout an individual school day (**Logs will be maintained**)

Disinfection Daytime: • Bathrooms for both staff and students. Touch points hourly with a log.

Disinfection Second shift: • Full bathroom. • Full classroom. • Offices. • Conference rooms and furniture. • All floors by hand and machine where applicable • Nurses office (s).

Overall Health and Wellness Processes:

Screenings (Utilizing a no touch forehead thermometer)

- All visitors and vendors will be screened. School administration including the school nurse will be responsible for cross-training appropriate support staff members to assist in visitor and vendor screenings
- All employees will be required to sign in with a security guard and a designated staff member every day for temperature checks upon arrival. The school will develop a protocol for staff who exhibit symptoms of COVID-19.
- Students shall be self-screened at home with parents or guardians to ensure absence of symptoms. Teachers and staff will evaluate students throughout the day, including asking students how they are feeling and observing general wellness.
- Before entering the school building, the trained security team and a school representative will assess wellness with the following questions:

Have you experienced any of these symptoms, not associated with previously diagnosed conditions in the past 72 hours (List below can be used by Parents/guardians to observe for signs of illness in their child that require staying home from school):

- Fever greater than 100.4F/chills
- Cough/shortness of breath
- New loss of taste or smell
- Nausea/vomiting/diarrhea

In the last 14 days, have you:

- Been in close contact with anyone who has been diagnosed with COVID-19
- Been placed on quarantine for possible contact with COVID-19
- Traveled abroad to an area of the country where it is recommended that you self-quarantine
- Have a COVID-19 test pending

Note: During the course of the day Symptomatic persons will be sent to the school nurse or other designated personnel where students are supervised, prior to being picked up or otherwise sent home.

Masks and Personal Protective Equipment (PPE): All individuals in school buildings (students, employees, visitors (by appointment), etc.) Must wear face coverings at all times, unless they are younger than two years of age. Individuals who have a specific medical condition may be exempted. Social distance of six feet apart must be maintained. Families will be asked to purchase at least two reusable masks for their children, with the expectation that masks will be washed after every school day. Students using disposable masks should discard them at the end of the school day and parents should provide extras to replace a damaged or lost disposable mask. Masks with distracting messages or images will not be allowed. All students and employees will

receive training on proper mask-wearing. The school will also have an extra supply on hand to distribute to students, employees, visitors (by appointment), etc.

Signage: There will be signage posted prominently to remind everyone of the importance of proper hygiene practices. Signs (Utilize free CDC print / digital resources on CDC's website and other resources) will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs. In addition, teach lessons during class about reducing the spread of COVID-19.

Movement Procedures:

- Students will walk only on the right-hand side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible.
- School administration will establish one direction hallways (where available) to assist with the flow of student movement.
- Staff members will monitor hallways and escort class changes when possible to ensure steady flow of students with no congregation in hallways.
- Face masks will be worn at all times in hallways. • Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.

Arrival Procedures – Wellness Checks: Schools will provide pickup/drop-off procedures to ensure that safe distance is maintained. All students and employees must wear face masks on arrival, and schools will perform "Wellness Checks" on **all students** that consist of temperature checks to ensure any student with a fever over 100.4°F is sent home including periodic use of screening questionnaire form for students. Students will wash their hands or receive hand sanitizer. Students will be asked "Do you feel sick in any way?" or "Do you have a cough or fever?" Parents and guardians should not enter the building to escort students to/from classrooms at arrival and dismissal.

Busing: Saint Demetrios utilizes the NYC Office of Pupil Transportation School Buses to provide transportation (NYC DOE responsible for guidelines). Each staff member is required to complete a **Daily Employee COVID-19 Self Screening Questionnaire. Daily Logs will be maintained.**

Dismissal: Upon exiting building, temperatures will be taken for students and staff. Parents will remain in their vehicles and not congregate outside school exits. Procedures will be implemented for screening student pickups to ensure ongoing safety. Vehicles will be in a queue and teachers will release student (s) to designated parent.

Traffic Flow: Physical guides, such as tape on floors (In School Building) or sidewalks and signs on walls, will ensure that staff and children remain six feet apart in lines and at other times during the school day. We will use as much of their building space as possible to achieve social distancing and may close high-traffic portions of the building when not used. Student lockers will not be used.

Facility Cleaning, Hygiene and Shared School Supplies: We will follow aggressive cleaning and disinfecting procedures. Sharing of school supplies such as pencils, markers, and art supplies will not be permitted (Students will purchase their own). Equipment that must be shared should be used by as few children as possible and cleaned and disinfected before and after each use. All students will be provided access to handwashing facilities and hand sanitizer in school. Drinking fountains will be shut down. Students will bring in their own water bottles. If in case a student needs additional water; the school will provide unopened water bottles.

Other Notes:

Additionally, our teachers and staff are prepared to support students and families with remote learning in the event that we need to return to online learning: Offering kindergarten through 12th grade classes/courses, the NYSED curriculum will be taught by licensed teachers and delivered via Schoology. The intent for this learning management system is to serve students with a robust and rigorous online learning experience. Our teachers and staff are prepared to support students and families with remote learning in the event that we need to return to online learning.

The health and safety of our students, staff, and parents is our top priority and we continue to work in partnership with NYSDOH and NYSED to determine the health and safety practices for our school. Students will be prepared for additional procedures when they return to school in accordance with all agencies guidelines.

In order to minimize close contact with other students, there will be directional arrows in our hallways to help guide students. As much as possible, students will use the directional arrows to keep traffic flowing.

Classrooms will have HEPA air purifiers with UV.