



NOTRE DAME SCHOOLS

(Utica, New York)

REOPENING PLAN 2020-2021

AN OPERATIONAL RESPONSE TO COVID-19

Background

Pursuant to New York State Executive Order 202.4, all school districts, charter schools, and nonpublic schools were required to close no later than Wednesday, March 18, 2020 as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State.

In response to this order and at the direction of the President, Board of Trustees, Notre Dame Schools, a COVID-19 Task Force was established for the purposes of:

- Notre Dame Schools intend to resume full-time, In-person instruction in the Fall of 2020.
- Prioritizing and expediting information-gathering
- Developing specific action plans to address two reopening models: Full-time online instruction, In-person, or combination (hybrid) instruction with social distancing.

Task Force participants reflect diverse perspectives to actively involve stakeholders in the planning process. Representatives include members of the Faculty, Staff, Parent, and Board of Trustee cohorts.

The Task Force addresses key action areas such as Health, Safety, and Facilities, Academic Instruction, Technology, and Communications. Meetings are held weekly and are overseen by Administrative and Board of Trustee personnel.

Touchstones for Reopening

- The creation of safe learning and working environments in support of student, faculty, and staff personnel.
- Provide proactive, clear, and timely communications with parents, student, faculty, and staff stakeholders.
- Ensure that all students receive instruction in accordance with diocesan policy as well as state regulations and standards.
- Ensure that all student and faculty personnel have access to technology and instructional platforms.
- Provide training, time, and support necessary for faculty and staff personnel to prepare for school reopening.
- Ensure that systems are implemented that will support the positive social and emotional wellness of student, faculty, and staff personnel.

COMMUNICATIONS

- All communications within Notre Dame Schools will be authorized by the Executive Principal or designated administrator only.
- Notre Dame Schools will ensure that all students are taught and trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Notre Dame Schools will encourage all students, faculty, staff, and visitors through verbal and written communication (signage) to adhere to CDC and Department of Health guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings.
- Multi-faceted communication strategies will allow Notre Dame Schools to attain its goal to include stakeholder's input in reopening decisions and to reinforce trust and confidence in Notre Dame Schools. Family and faculty/staff survey data will be used to inform the development and refinement of implementation plans.
- Notre Dame Schools communication strategies are designed to engage all stakeholders through ongoing and up-to-date information about the decision-making process and reopening plans. These strategies include:
 - ✓ Clear and straightforward information to ease understanding about options, decisions, and timeliness for fall
 - ✓ Direct communication via mailings, email, and video messages
 - ✓ Website and social media postings
 - ✓ Town hall events
 - ✓ Collaboration with stakeholder groups, community organizations, faith-based organizations, and businesses to help get the message to families, faculty, and staff.

Notre Dame Schools will maintain proactive and collaborative lines of communication with key state and local government agencies regarding COVID-19 status, guidance, and recommendations.

Additionally, the Executive Principal will provide updates in school status/posture to Board of Trustees as well as Superintendent Catholic Schools of the Syracuse Diocese.

EMERGENCY PREPAREDNESS AND PROCEDURES

Notre Dame Schools has established a COVID-19 advisory committee comprised of faculty, staff, administration, and Board of Trustee membership for the purposes of informing school leadership regarding any COVID-19 related contingencies impact the 2020-2021 school year.

The advisory committee will meet at the discretion of committee leadership and will provide a record of minutes for distribution to committee membership, Board of Trustees, and administration.

The Executive Principal is tasked with the allocation of staff and resources to address items highlighted by the advisory committee as well as providing timely updates as to the status of tasking and accomplishment.

Notre Dame Schools shall conduct standard operations and procedures without deviating from current federal, state, and local guidelines.

Emergency Drills:

Fire Drills and Lockdown Drills are required by Education Lay and regulation as well as Fire Codes, and must be conducted without exception. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted.

Many stair and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged.

HEALTH & SAFETY

All decisions regarding the reopening of Notre Dame Schools will be based upon CDC and Department of Health guidelines for ensuring safe and healthy learning and working environments as well as local health data in partnership with the Oneida County Department of Health and Human Services.

Health Promotion: Notre Dame Schools will...

- Create and implement a comprehensive health promotion communications effort that includes physical and digital signage, social media posts, and regular notifications.
- Require seminar/training informing students faculty, and staff of health behaviors expected and required upon return to school regarding COVID-19 safety precautions. Topics will include, but not limited to, social distancing, expectation and enforcement of policies and procedures.

Health Screening: Notre Dame Schools will...

- Implement daily health screening practices in support of student, faculty, staff, and visiting personnel to include temperature check. If a fever is detected, the individual will be directed to an established quarantine area awaiting arrival of parent/guardian. *Individuals exhibiting symptomology of COVID-19 will be required to receive written clearance by a licensed medical physician to return to Notre Dame Schools.
- Communications will reinforce the importance of staying at home for any individual that is sick.
- Faculty and Staff will be required to complete daily self-reporting to verify that they are asymptomatic when reporting to the worksite.
- Maintain a database of students, faculty, and staff who test positive for COVID-19. The database will be coordinated with the Syracuse Diocese and the Oneida County Department of Health. Coordination will allow for notification of any student, faculty, and or staff member testing positive for COVID-19.
- A positive test for a COVID-19 infection will trigger contact tracing. All contacts of the infected individual in the previous 48 hours will be traced including classmates. All traced contacts will be subject to a temperature check as well as compliance with policies and procedures issued by the Oneida County Department of Health.

Healthy Hygiene Practices:

Routine healthy hygiene practices are a foundational measure to protect against COVID-19 and other illnesses.

- Hand washing guidelines indicate that students should wash hands for at least 20 seconds after blowing their nose, coughing, or sneezing, before eating. If soap and water are not readily available, sanitizer that contains at least 60 percent alcohol will be provided.

- All student, faculty, and staff personnel are to be taught and expected to review on a periodic basis the proper methods for using tissues and to cough/sneeze into a tissue or their elbows.
- Student, faculty, and staff personnel must be reminded not to touch or remove face coverings (unless socially distanced in a classroom), and if they are removed for any reason, not to place them on school surfaces.
- Hand sanitizer will also be available for when hand washing is not possible. It should not replace hand washing, which is the most effective protection against germs and the spread of disease.
- Administrators will send weekly reminders to stay home when sick or exhibiting symptoms that may lead to sickness as well as information about COVID-19.
- Administrators will reiterate the importance of “non-touch acknowledgments” to show friendship and to reiterate the importance of socialization and human connection to student, faculty, and staff personnel.
- Students will not be permitted to congregate in groups before, during, or after school.
- Permanent passes, hard-copy sign in/sign-out logs will be discontinued until further notice as to mitigate the spread of germs through shared surfaces or writing implements.
- Windows should be opened as frequently as possible, weather permitting, even when the space is occupied by the students, to allow for maximum cross ventilation.

Face Masks:

- Students must wear face masks when entering the school building or while transiting common areas, hallways, to and from classrooms, or in any instance where social distancing of 6-feet cannot be observed. The school will have surgical masks available for students in need.
- Faculty and staff will wear masks when entering the school building or while transiting common areas, hallways, to and from classrooms, or in any instance where social distancing of 6-feet cannot be observed. Masks will be provided to all faculty and staff personnel within each campus for those in need. Additionally, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- All masks for student, faculty and staff personnel will be solid in color, no messaging or pictures with the exception of the school logo.
- Customized school masks will be available for purchase in the school store.
- Non-disposable masks should be washed daily.

- **Individuals are permitted to wear face covering at all times if they choose.**

Exceptions to this requirement include:

- While individuals are eating, drinking, or exercising
- When under the supervision of a school faculty/staff official who directs the coverings to be removed
- Individuals with a health condition, a communication or impairment, or disability that prevents them from wearing a face covering

Personal Protective Equipment:

Additional protective equipment including face shields, gloves, and gowns will be provided, as appropriate, for settings that require close human contact.

Social Distancing Practices:

- Notre Dame Schools will employ social distancing strategies to increase spacing between individuals, including adjusted seating arrangements for classrooms and posted signs to remind students, faculty, and staff personnel of the 6 foot social distancing regulation.
- Anytime a personnel are within 6 feet, face covering must be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupant are wearing face coverings.
- If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Visitor access will be restricted
- A 6 foot separation is maintained whenever possible for student, faculty, and staff personnel, with effort in place to limit mixing groups of students when and or where possible.
- Social distancing markers using tape or signs that denote 6 feet of spacing in common areas and other applicable areas on the site.
- Personnel gatherings will be conducted via video conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Delivery and Pick-up of material will be limited to the extent possible.
- The sharing of objects will be limited to the extent possible

Containment, Management, Isolation, and Quarantine of Affected Persons:

To ensure safety and best practice, Notre Dame Schools will establish an isolation (“Guardian Angel”) room where student, faculty, and staff exhibiting COVID-19 symptoms are to be escorted while they await pick-up and or safe exit from the building.

Each “Guardian Angel” room, when in use, will be occupied by a school staff member wearing full PPE, and windows open to encourage open ventilation.

Administrators will monitor student, faculty, and staff personnel throughout the day for signs of illness. Symptoms include, but are not limited to:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough, Stuffy nose, chills
- Shortness of breath/difficulty breathing
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches, fatigue
- Sore throat, headache

Student, faculty, and staff personnel exhibiting the symptoms above must be sent home according to the protocol established below and according to the best judgement and discretion of the designated individual in charge of monitoring symptoms.

Procedures in cases where individual exhibits symptomology of COVID-19:

Students must be immediately moved to the Guardian Angel room (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent or guardian must be notified, and safe pick-up must be arranged.

- Faculty and staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Administrative and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Guardian Angel 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.
- Administrators are to wait twenty-four (24) hours before maintenance personnel clean and disinfect the Guardian Angel room. Maintenance personnel tasked

with cleaning affected areas must wear appropriate personal protective equipment (PPE) and arrange for optimal ventilation conditions during the cleaning process.

- Administrators are to advise sick faculty, staff, and student personnel not to return to school until they have met the CDC criteria to discontinue home isolation of 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.
- Administrators should monitor faculty and staff absenteeism as well as present symptoms or types of illness among student, faculty, and staff personnel to guide decision-making and next steps. All quarantine orders issued by the federal, state, and local government directives must be followed by student, faculty, and staff personnel.

Procedures for Reporting Suspected Cases of COVID-19:

- Administrators will notify the Executive Principal who will, in turn, notify Superintendent of Catholic Schools, Diocese of Syracuse with relevant details, in writing.
- The Executive Principal will notify the New York State Department of Health as well as the Oneida County Department of Health.
- The Executive Principal will follow all New York State Department of Health and or Oneida County Department of Health guidelines and directives pertaining to COVID-19 protocol.
- Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days.
- In keeping with HIPPA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed.

Notre Dame Schools will and 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 will result in disciplinary action up to and including termination.

Sanitizing & Disinfecting:

The COVID-19 pandemic has necessitated continuous attention to the cleaning, disinfecting, and sanitizing of school facilities and materials.

With the afore mentioned considerations in mind, the expectations and clear directives should be to clean and disinfect frequently touched surfaces at least daily and, as

practicable, regularly throughout the day by trained custodial staff. Frequently touched surfaces include, but are not limited to, the following:

Door Handles and knobs	Light Switches
Sink faucet handles	Bathroom surfaces
Countertops and tables	Desks
Chairs	Computers, Chromebooks, laptops
Toys	

Bathrooms should be disinfected by wiping down with CDC-approved cleaners at least two to three times throughout the day and thoroughly cleaned daily.

There should be an avoidance of, or limitation of, shared objects and equipment, such as manipulatives. Should such objects be touched inadvertently, the resources must be disinfected in between each use.

Classrooms will be thoroughly cleaned each day with a written plan for disinfecting at the end of each day and throughout the day, on file with the Executive Principal.

If groups of students are moving from one area to another in shifts, disinfecting measures must be completed prior to the new group entering the area. Additionally, this should be communicated directly and clearly as part of a school-specific sanitization plan.

As required by the product instructions, custodial staff, with the responsibility of cleaning and disinfecting the school site, must be equipped with proper protective equipment, including, but not limited to, gloves, eye-protection, respiratory protection, and other protective clothing as deemed necessary for safe operations.

Faculty and staff will make arrangements to preserve cleaned and disinfected areas to the greatest extent possible by engaging in daily routines that include locking and securing doors and by not permitting entrance to such places. This must be accomplished through the adequate placement and strategic positioning of clear signage and postings, all of which must be subject to appropriate and overarching local fire code regulations.

When cleaning, spaces must be adequately ventilated before children arrive.

Thorough cleaning and sanitization should be completed when students are not present.

Ongoing Monitoring Practices:

Notre Dame Schools will regularly communicate and monitor developments with local health department authorities regarding cases, exposures, hospitalizations, and any other relevant metrics that may require a change in school operations. In the event of an elevate number of cases in local health data or in the event of presumed or confirmed cases directly impacting Notre Dame Schools, the Executive Principal will collaborate with the Oneida County Department of Health authorities to implement all necessary health and safety protocols.

Designation of COVID-19 Manager:

The Executive Principal, in consultation with campus administrators and Board of Trustees will identify and retain an individual to serve in the capacity of COVID-19 Manager. It is recommended that a viable candidate possess a medical background and have related certification in their field of expertise.

The COVID-19 Manager will charged with monitoring the COVID-19 response posture of Notre Dame Schools.

Support for Faculty and Staff: Notre Dame will....

- Ensure that faculty and staff have the necessary personal protective resources, as appropriate for their risk exposure, such as masks, gloves, gowns, face shields, etc.
- Provide faculty and staff personnel with support and resources to address any personal health and wellness needs.
- Require all faculty and staff members are required to wear a mask when entering Notre Dame Schools, in common areas, or in areas that they are unable to maintain social distancing.
- Maintain that faculty and staff members are responsible for adhering to regular personal cleaning protocols for their classroom or office which should include wiping down and sanitizing of computer, keyboard, mouse, desk, lab bench, phone, chair, etc.
- Provide sufficient cleaning materials for faculty and staff classrooms and or office space.
- Ensure that faculty and staff members who receive a positive test for COVID-19, regardless of where the test was performed, are required to report the positive test to the Executive Principal.

International Students:

A remote learning version of each course will be made available to accommodate international students who cannot be present on campus or who are still abroad. Courses utilizing lecture will be recorded and provided as asynchronous content to accommodate the time differences

ACADEMIC INSTRUCTION

All students should feel safe, engaged, and excited about learning, whether in person, remote, or through a hybrid model. Relationships are at the heart of teaching and learning. Students want to return to their routines and a sense of normalcy, so all efforts should acknowledge the importance of setting a positive routine and welcoming environment that supports students during this unpredictable time.

Models of instruction to be offered: Throughout the 2020-2021 school year, various models of instruction will likely be necessary based upon CDC and governmental guidelines. These models will be determined in collaboration with our Board of Trustees and Administrative staff.

BELOW ARE THE NYS GUIDELINES THAT SCHOOLS MAY BE DIRECTED TO FOLLOW AND IMPLEMENT:

Traditional Model:

The traditional model approaches instruction in the typical manner to which parents and students are accustomed. The traditional approach includes a return to regular class sizes and face-to-face classes without social distancing as announced by health and governmental officials in consultation with school administration and Board of Trustees.

Full Time Requested Remote Learning:

This scenario exists at the request of a parent or legal guardian whereby school buildings are open and classes are held with social distancing, but students can participate from home until the parent or legal guardian decides it is appropriate for the student to return to the school facility in consultation as outlined below with school administration.

Hybrid Model:

The hybrid model will be based upon a combination of in-person and remote learning. Example: Two days not in school may be attended live via webcam to allow for full class participation and direct interaction with the classroom teacher for instructional delivery.

Full Remote Learning:

Remote learning for the entire school community, as required by health or government officials, will keep school buildings closed for the safety and security of all of the school's constituents.

OPTION 1

Traditional School Operations

We are committed to opening Notre Dame Schools for 5 days a week for in school instruction for all students ensuring social distancing can safely be maintained to extent possible in our buildings under the direct supervision of a teacher. Administrative staff are encouraged to be creative with space, while ensuring that the health and safety are primary in their decision making.

After School programs will not be available until further notice.

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person	In-Person	In-Person	In-Person	In-Person

OPTION 2

Full-Time Remote Learning Instruction at home for 5 days per week by parent choice.

Parents who choose to avail themselves of this option must contact the campus Principal before the beginning of the school year.

Parents can opt to change from Full-Time Learning from home at any time after communicating this choice with the Principal of their respective campus.

Cohort 1

Monday	Tuesday	Wednesday	Thursday	Friday
Remote	Remote	Remote	Remote	Remote

OPTION 3

Hybrid Model of Instruction will consist of two cohort groups (1 and 2).

Cohort 1

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person	Remote	In-Person	Remote	In-Person

Cohort 2

Monday	Tuesday	Wednesday	Thursday	Friday
Remote	In-Person	Remote	In-Person	Remote

Morning Drop-off:

A specific time will be set in the morning to drop off students before the school day begins. Specific guidelines for arrival, screening, and limited building access for students will apply.

After-School Program and Extra-curricular activities:

After-School Programs and extra-curricular activities will not be conducted until further notice.

10th period Instruction:

10 period Instruction will continue after school on Tuesday, Wednesday, and Thursday.

Mandated Services:

Mandated Services will be delivered in a socially distanced school setting.

FACILITIES

Notre Dame Schools may be using available space in Cafeterias, gymnasiums, auditoriums, and libraries as classroom space. Alterations may also be made to corridors to assist in social distancing.

- Proper ventilation must be ensured with air flow from outdoor air. This includes having windows and doors open at the same time across all classrooms and office spaces to maximize cross ventilation.
- All ventilation, water, and other critical systems will be restarted and tested prior to arrival of faculty, staff, and student personnel
- Cleaning and disinfection measures will ensure the physical spaces, equipment, and materials that students, faculty, and staff personnel come into contact with remain safe.
- Daily sanitizing will be implemented for high touch areas (doorknobs, handles, fixtures, etc.) with a medical grade sanitizing solution.
- Restrooms will be monitored and cleaned more frequently throughout the day. Outside cleaning services will be contracted, when and if needed.
- Hand Sanitizer Stations will be installed throughout Notre Dame Schools.
- All classrooms, common areas, and office spaces will be disinfected daily by Maintenance personnel.
- Teachers will disinfect classroom desktops and doorknobs between classes.
- Signage to indicate direction in which to travel in hallways and stairways for consistent flow, social distancing, and proper distancing for line-up and movement of students and/or classes.
- Classroom and Office spaces will be configured to allow for at least 6 feet between individuals where possible.
- Spaces such as Cafeteria, Gymnasiums', and Library may be appropriated or additional classes while observing proper social distancing of 6-feet.
- Teacher's desk should face students.
- All students are to facing one direction and are not to be grouped into configurations that would require facing one another.
- Plexiglass or other barriers will be considered at high-visitation areas such as reception desks, check-in points, or cashier stations.
- Access to student lockers will be strictly controlled.
- Hand sanitizer will be available in all classrooms and or office spaces.

- Hand sanitizer stations will be located near entrances and throughout all buildings.
- Entrance and exit of buildings will be designated by campus administrative staff.
- A space will be designated a quarantine area.
- Deliveries will be made at the Main Entrance area or rear loading dock. Vendors and or Mail Carriers will not enter main building structures. A receptacle will be placed to receive mail and deliveries.
- School trips, public events, and onsite activities are suspended until further notice. Campus Principal will be required to authorize resumption of these types of activities in consultation with Oneida County Department of Health and other subject matter professionals.
- Special events involving outside groups are prohibited until further notice.
- Visitors will not be permitted access to Notre Dame Schools without prior approval from an administrator.

DAILY PROTOCOL & PROCEDURES

- ***Student, faculty, and staff personnel should stay at home if they don't feel well.***
- ***Student, faculty, and staff personnel should stay home if they were within 6-feet of a person with COVID-19 for a prolonged period of time.***
- ***It is recommended that parents take their child's temperature every day before the child comes to school. If the temperature is 100.0 degrees Fahrenheit or greater, the child should stay home and see a doctor. This will ensure that students who likely would be excluded upon arrival will self-monitor and remain home. This is not required, but is strongly recommended.***

In preparing an entrance for admitting student, faculty, and staff personnel, social distancing markers and direction of travel arrows outside of the building will be set up along the sidewalk to guide individuals to screening areas.

Temperature Screening:

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

Persons who have fevers of 100.0 degree Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.

ALL students, faculty, staff, and visitors will be screened.

Students will then proceed straight to their homeroom or scheduled class.

School Supplies:

Items and supplies will not be shared. Student, faculty, and staff personnel are not permitted to share electronic devices, clothing, toys, books, games, or learning resources. **Items must be cleaned and disinfected between uses if devices are shared.**

Student's personal items or property will remain in the possession of the student throughout the day unless permission is given to use assigned locker.

Disinfecting products or cleaning materials will be safeguarded until such time that the assigned teacher and or maintenance personnel can utilize with proper ventilation and applicable safety precautions.

Visitor Policy:

Visitors shall not be permitted to enter any building during operating hours, with the exception of emergency or law enforcement officers in their official capacity, authorized inspectors from government agencies, and persons providing emergency repair services within the building that cannot be reasonably delayed until non-operational hours.

Authorized school food vendors shall make their deliveries directly to the loading dock located behind the Main Building.

All authorized visitors shall be required to wear a mask.

FOOD SERVICES

A successful nutrition program is a key component to every educational environment. School meals protect the most vulnerable children against hunger. A child cannot focus on learning when they are feeling hungry. School meals boost learning, and studies show that students perform best academically when well nourished. Ensuring that a child has access to healthy and appealing meals in schools is critical.

- Meals will initially be prepared in the “boxed lunch” model. This practice will continue until such time that the traditional “hot lunch” can be reintroduced.
- Meals may be served in classroom, cafeteria, and or gymnasium.
- Students will be permitted to bring their own meal.
- The sharing of food will not be permitted unless students are from the same household.
- No provisions will be made to heat meals from home.
- Notre Dame Schools will align with all federal (Child Nutrition Program), state, and local guidelines, including cleaning, social distancing, and seating plans.
- Notre Dame Schools will engage all parents for the purpose of assessing meal benefits (fee and reduced lunch programs).
- Food Service Staff will be trained on policies and protocols addressing personal safety, meal preparation, sanitation, hygiene practices, as well as receiving and storage procedures.
- Biodegradable plates and reusable to-go containers will be made available for all student, faculty, and staff personnel.
- Every effort will be made to protect those students with food allergies if providing meals in a space outside of the cafeteria.
- Students will be required to wash/sanitize hands before and after eating.
- Students will be educated on the hazards of sharing food.
- All dining areas will be sanitized before and after meals.
- Salad bars and other self-service refrigerators and buffets for food and condiments are prohibited.
- In the event of shifting to the Remote Instruction model, Notre Dame Schools will continue to provide meal services to students entitled to free and reduced lunch services. Established hours of distribution will be communicated to all families.

FACULTY AND STAFF PROFESSIONAL DEVELOPMENT

Faculty and staff personnel will be provided with the information, guidance, and professional learning necessary to support health and safety practices, Remote Instruction practices, and policies and procedures as identified by administrative personnel.

The Executive Principal will....

- Establish a process to identify and support faculty whose individual health concerns prohibit them from conducting In-person classroom instruction this fall.

- Create a faculty peer-mentoring process where more experienced faculty members can provide assistance in virtual/remote instruction.
- Organize and coordinate the presentation of Faculty and Staff Professional Development training.

PREPARING FOR FUTURE CLOSINGS

Safety Protocols:

- Changes in public health data could necessitate rapid adjustments to Notre Dame Schools operational approach at any time in the 2020-2021 school year. Students, families, faculty, and staff attending In-person instruction should be prepared for the potential of building closure on short notice. The Executive Principal and supporting administrators will communicate promptly faculty, staff, students, and families in the event that local health conditions warrant school closure or a change in instructional delivery.
- In the event of a Health Closure of one of the Notre Dame Schools campuses, students will not be permitted to enter the building for any reason.
- In the event of a closing, all instruction for the affected campus will be delivered online through enhanced distance learning practices. Notre Dame Schools will continue to document effective virtual learning strategies and provide professional development and family resources in order to prepare for a possible transition to online learning.

ADDITIONAL CONSIDERATIONS FOR REOPENING

Athletics and Extracurricular Activities:

Athletics and extracurricular activities support the goal of Notre Dame Schools in providing a well-rounded educational experience for students. Notre Dame Schools will adhere to all state, local, and Department of Health policies and procedures regarding Athletic and Extracurricular activities and participation in the same.

Notre Dame Schools will be restricting the size of gatherings for indoor and outdoor spaces, disinfecting equipment, and other health and safety precautions.

Attendance:

Notre Dame Schools will continue to emphasize the importance of students being actively engaged and involved in the education process. Summarily, daily student attendance will be recorded for each academic course enrolled. This policy remains in effect regardless of participating via In-person or Remote instruction.

An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect.

Educational neglect should not be considered where the parent/guardian has kept their child home because they believe it is unsafe for their child to attend school in person during the pandemic, and the child is participating in remote learning opportunities.

Meetings and Gatherings:

Where appropriate and feasible, meetings may be held in whole or in part using various virtual technology (zoom, google hangouts, Microsoft teams, telephone, etc.).

Guidance will be provided by the Executive Principal if and when In-person meetings may resume.

In the case that an In-person meeting must take place, all parties will be required to adhere to social distancing guidelines to include observing 6-feet of space between persons. The wearing of masks is mandatory if the 6-foot boundary cannot be observed.

The number of personnel attending a meeting must be in compliance with state and local Department of Health guidelines.

Social Emotional Well-Being:

As schools and their personnel adapt to environments that result in substantially reduced time spent interacting in-person, it is critical to provide intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of the school program. A commitment to social emotional well-being in supporting school transitions, does not happen at the expense of academics, it creates the mental, social, and emotional space necessary for academic learning to occur.

It unrealistic to expect that students will return to instruction as they left it months ago. Students may have experienced a stressful or traumatic experience while isolated from school, family, friends, and community. Academic learning cannot be effective until the basic needs for physical and emotional safety are met.

Administrators must establish a culture that supports and emphasized mental health services available for student, faculty, and staff personnel as well as families.

Notre Dame Schools will highlight the following points of interest related to social emotional well-being:

- Ensuring the integration of Catholic spiritual doctrine as it relates to ministering to the whole person – body, spirit, and soul.
- School counselors remain available to meet student, faculty, and staff personnel needs.
- Maintain partnerships with agencies within the community to provide additional counseling assistance.
- Meet regularly with counseling personnel for the purposes of assessing school emotional posture.
- Professional Development training will be provided to faculty and staff for the purposes of identifying symptoms that may indicate mental health needs.
- Continue to highlight and reflect upon school culture, discipline policies, practices, and disparities within the community through continued emphasis of our Diversity Society.
- Continue to highlight school community structures that foster human connection.
- Encouraging and helping others
- Encouraging good physical health

Students, faculty, staff, and families must know that they can consult with a school counselor, nurse, or administrator and with the student's parents if one or more of the following behaviors are observed:

- Feeling very sad or withdrawn for more than two weeks
- Seriously trying to harm oneself or making plans to do so
- Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
- Involvement in may fights or a desire to badly her oneself or others
- Severe out-of-control behavior that can hurt oneself or others
- Dramatic weight loss or weight gain
- Intense worries or fears that provide obstacles to daily activities
- Extreme difficulty concentrating or staying still, which places the student, faculty, or staff member in physical danger or causes problems in the classroom
- Repeated use of drugs or alcohol
- Severe mood swings that cause problems in relationships
- Drastic changes in the students, faculty, or staff member's behavior or personality

Students with Disabilities:

Education services for students with disabilities will include increased time for synchronous instruction and explicit expectations for greater consistency. Instructional delivery will be designed to ensure the least restrictive environment as required by their IEP. As needed basis on IEP goals, this will include In-person specialized instruction. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technological tools.

Technology:

Notre Dame Schools will provide assistance to all student requiring technological support.

Transportation:

If a school district (Notre Dame Schools) is in session, remotely or otherwise, pupil transportation must be provided to students in Religious and Independent schools. Religious and Independent school students eligible for transportation, to the extent required by law, cannot be denied transportation.

Notre Dame Schools will continue to work with our transportation partners in coordinating services to our families. Parents should expect that their youngsters will be mandated to wear a face covering, may be subject to a temperature check, may face extending pick-up/drop-off times, and social distancing guidelines before boarding the bus.

When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon.

Alternate entrance ways will be provided to facilitate the orderly entrance and exit from school buildings.

Travel Policies:

Those students/families who have traveled abroad, out of state, or to a destination considered by the New York State Department of Health to be a “hot spot” of COVID-19 cases, must notify the Executive Principal and will not be permitted to enter Notre Dame Schools for a period of 14 days upon return from destination.

Virtual and In-Person Tours:

Virtual and In-person Tours will be conducted with the prior authorization of an administrator and under the direct supervision of the Director of Institutional Advancement.

In-person tours will take place after school dismissal or at any time that the school is not in session.

EARLY CHILDHOOD ADDENDUM

All students will receive five (5) days of classroom instruction. The instruction will be delivered In-person or remotely. Classrooms will be set up to provide person-to-person learning through either (1) In-person or (2) remotely or (3) Hybrid learning, as defined earlier in this document.

Facility Requirements and Guidelines: Building and Classroom

Young children, for the most part, will be able to follow facility and material usage routines that are clearly demonstrated, frequently practiced, and reinforced with positive affirmation.

Signage will provide graphics and diagrams with child-friendly instructions that are posted at eye level and can be followed by non-readers.

Laminated arrows will be placed on the floor to indicate the flow of “traffic”. Whether clockwise or counter-clockwise, the flow of the classroom should be “one way”. Children need to be taught and have the opportunity to practice the “route”.

Materials will be in individualized, marked bins to facilitate monitoring of those items in need of sanitation after usage.

Students may be asked to carry their own portable matt/rug/cushion

Furniture will be used to set up select centers, act as barriers, and facilitate social distancing.

When more than one student is using an area, painters tape or a similar marking material will be used to indicate work zones on tables, rugs, and floors.

Restroom sinks and stall doors will be labeled with letters or numbers so that young children can be verbally guided to wait turns and use toilets and sinks that are sanitized between users.

Social distancing of 6-feet when placing desks in each classroom will be exercised to greatest extent practicable. * If unable to maintain 6-foot distancing, masks must be worn!

Daily Protocol and Procedures

All protocols must be adapted so as to be understood by young children. Faculty must plan and implement lessons that are both instruct and provide ample opportunity for practice of new routines and procedures.

Administrators will consider using separate entrance for early childhood classrooms.

A system of escorting young children to classrooms will be introduced. Assigned staff or volunteer will interact with children in one class only. Socially distanced holding areas near the entrance will facilitate a short wait as small groups are escorted to classrooms. Designated classroom staff member will be available to support the “check in” of children and ask about the child’s health since they left school the day before.

Parents will not be able to enter the building in the early stages of opening.

The beginning of the day routine will include an assignment of seating and may involve choice.

The use of hand sanitizers by children will be accomplished under the direct supervision of an adult.

Instructional Guidelines

Young children learn through social interactions with others and by the exploration and use of materials that they encounter in the classroom, home, and natural environment.

In general, children will have assigned seats for table top work, arrival, meals, etc. During a portion of each day, children will be able to access centers and move around the classroom. Clear boundaries for seating, material placement, and clean-up routine to avoid the sharing of materials will be put in place and taught to the children.

Full- class meetings and full group read aloud will NOT be implemented during the early stages of opening.

Full-class music and movement activities will take place once children learn to stay in assigned spots that follow social distancing guidelines.

Teacher led group activities, such as Morning Meeting and Story Time will be facilitated by working with set cohorts. If rug seating is used, children will participate within their cohort and be assigned individually marked “spots” that follow social distancing protocols.

Teachers will follow all adult precautions (mask, hand sanitizer) when working individually or in a small group with children.

Health and Hygiene Practices

Health and Hygiene safety and protocols in early childhood classrooms focus on regular sanitizing and adult precautions.

Children who are not yet in kindergarten will be taught how to wear face masks, but may not be able to do so for any period of time.

When rest time is scheduled, cots/mats will be placed at least 6-feet apart and head-to-toe for the duration of the rest.

Mats and cots will be labeled with each child's name and stored so that sleeping surfaces do not touch.

A system for sanitizing toys and furniture between users will be put into place

Faculty staff will follow standard guidelines for infection control when assisting children with toileting and changing.

Parents will provide multiple changes of clothing. Parents will be notified when soiled clothing is being sent home in a sealed plastic bag.