



# **2020-2021 SCHOOL REOPENING PLANS**

**“Recovering, Rebuilding, Renewing”**



# St. Mary's Academy 2020-2021 School Re-Opening Plan

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## SCHOOL INFORMATION

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St. Mary's Academy  
49 Syracuse Street  
Baldwinsville, NY 13027  
(315)635-3977 X136  
svanliew@syrdiocese.org

Provide a web-link for each school re-opening plan.

- [www.smabville.org](http://www.smabville.org)

### Letter to the St. Mary's Academy Community

Dear Parents and Community Members:

Thank you for your support and faith in St. Mary's Academy during this challenging time. As we work together to plan for our reopening, our commitment to the safety and well-being of our children will continue to be at the forefront of all decisions made. Our work together, as a school community is deeply rooted our shared mission:

St. Mary's Academy, a faith community with over 60 years of excellence in education, is a ministry of St. Mary's Parish. We carry out the mission of Jesus Christ, bearing witness while proclaiming the Gospel message. Together, with their families, we teach our students Roman Catholic doctrine, values and ideals, and provide an education rooted in the Gospel. St. Mary's Academy is a faith-centered community focused on promoting academic excellence and empowering our students to live their faith with compassion, integrity, and respect for life. We encourage our students to develop a strong moral conscience and embrace Catholic principles which allow our students to meet lifelong challenges in a rapidly changing world.

We welcome you as partners and look forward to a challenging, but rich and rewarding year.

Sincerely,

Mrs. Sarah VanLiew,

Principal St. Mary's Academy



## REOPENING PLAN

Our Reopening Plans includes the elements outlined in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#).

- St. Mary's Academy Reopening Plan is posted on our website at [www.smabville.org](http://www.smabville.org) in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders.
- St. Mary's Academy includes all assurances completed by Mrs. Sarah VanLiew and all of the elements outlined in the New York State Department of Education guidance document.

### ► Communication/Family & Community Engagement Reopening Plan

*“Recovering, Rebuilding, Renewing”*

1. *Plans for reopening should identify the groups of people involved and engaged throughout the planning process.*

All stakeholders, parents, faculty & staff, St. Mary's Church pastor and administration, were engaged in the development of the reopening plan for St. Mary's Academy. This was achieved through individual meetings, email communication, parent surveys and Zoom meetings.

2. *The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.*

#### **Public Communications**

To ensure regular and informational communications with the public, St. Mary's Academy will implement the following methods of communication:

<b>Communication Method</b>	<b>Responsible Party</b>
Local TV, radio, and newspapers	Principal/Parish Priest/Diocese
District website - dedicated page for reopening	Principal/Parish Priest/Diocese
Social media platforms	Principal/Parish Priest/Diocese



Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> <li>• Printed signs</li> <li>• Digital signage</li> <li>• Vinyl decals on floors, as needed</li> </ul>	Principal/Parish Priest/Diocese
Group Zoom Meetings, Webinars, Rediker Robo Call	Principal/Parish Priest/Diocese

**Parents/Guardians and Students**

All public communications methods outlined above may be utilized by St.Mary's Academy, in addition to:

<b>Communication Method</b>	<b>Responsible Party</b>
SchoolMessenger, Rediker Robo Call	Principal
Emails to parents/guardians	Principal/Teachers
Letters sent home from Administration	Principal/Parish Priest/Diocese

**All Academy Staff**

All communications methods outlined above may be utilized by St. Mary's Academy, in addition to:

<b>Communication Method</b>	<b>Responsible Party</b>	<b>Frequency</b>
St. Mary's Academy all-staff email list	Principal/Support Staff	Weekly or as needed
Newsletters, print and digital	Principal/Support Staff	Monthly
Redex Robocall	Principal/Support Staff	As needed
Direct communications - phone calls and texts	Principal	As needed
Letters home, if necessary	Principal	As needed
Staff meetings	Principal	As needed

3. The school and/or district will ensure all students are taught or 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.

St. Mary's Academy will train all students, faculty & staff on 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 through the use of videos and in-person



demonstration beginning in August, with in-person training in all areas of safety protocol during the first week of school. Refresher training will be offered regularly to ensure compliance.

The training resources below will be on the district website, in school buildings, and when appropriate, sent home with students, staff, and families.

Training is provided in the following ways:

- CDC Video: What You Need to Know about Handwashing
- CDC Video: How to Wear a Cloth Face Covering
- CDC Video: Social Distancing
- CDC Video: Symptoms of Coronavirus Disease
- CDC Fact Sheet: Stay Healthy Wash Your Hands
- CDC Fact Sheet: How to Protect Yourself and Others
- CDC Fact Sheet: Stop the Spread of Germs
- CDC Fact Sheet: How to Safely Wear and Take Off a Cloth Face Covering
- CDC Posters: Stop the Spread of Germs; Cover Coughs and Sneezes; Face Covering; Handwashing; Germs Are All Around You; Symptoms of Coronavirus; Help Protect Yourself and Others from COVID-19; Slow the Spread of COVID-19;

4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

[CDC: K-12 Schools and Child Care Programs FAQs](#)

[DOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools](#)

All building entrances will have signage about face masks and social distancing. This information will be available on the academy website and through the communication plan outlined above. Visitors will not be admitted to school buildings except in unique or emergency situations. In unique or emergency situations, visitors will go through a health screening and be required to wear a mask.

5. Additionally, St. Mary's Academy provides copies of this document in the language(s) spoken at home among families and throughout the school community - English . Written plans are also accessible to those with visual and/or hearing impairments.

Families identified as having a home language other than English will be provided with a copy of the reopening plan in their home language. Families identified as having a home language other than English will be provided with a copy of the reopening plan in their home language. Copies can be requested by contacting the Principal of St. Mary's Academy



## 6. Additional Considerations for Effective Communications and Family Engagement

St. Mary's Academy provides regular updates about safety, scheduling, and all other information families should be aware of on the St. Mary's Academy website. Families also provided feedback on the St. Mary's Academy Reopening Survey sent out on July 23, 2020.

St. Mary's Academy also has a COVID-19 hotline which you can access by calling (315) 635-3977 and asking to speak to someone about COVID-19.

Up to the minute information about COVID-19 can be found on our COVID-19 website here [www.smabville.org](http://www.smabville.org)

All other concerns can be directed to St. Mary's Academy Principal, Mrs. Sarah VanLiew

The principal can answer questions regarding COVID-19 from:

- Students
- Faculty
- Staff
- Parents/Legal guardians

## ► Health & Safety

St. Mary's Academy is committed to providing a high quality education in a safe and secure learning environment to all students. In addition, the district is required to comply with all guidelines provided by the New York State Education Department and the New York State Department of Health.

### COVID-19 Hotline

New York State Department of Health  
 Corning Tower, Empire State Plaza  
 Albany, NY 12237  
 1-888-364-3065

Onondaga County Department of Health  
 421 Montgomery Street, Rm. 80  
 Syracuse, NY 13202  
[covid19.ongov.net](http://covid19.ongov.net)

1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person.

	In Person Instruction	Enrollment Status (as of 08/07/2020)
Students	96 (maximum of 12 per class)	89



Faculty & Staff	20	16
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St. Mary's Academy has a total enrollment of 89 students, from PreK 4 year olds through 6th grade. With an average class size of 11 students, we are able to return to full time in-person instruction, with the proper social distancing. The community infection numbers for Onondaga County are currently <1%, which is within the safety guidelines for reopening. From the St. Mary's Academy Reopening Survey, 97.73% (43 families) intend to return their child(ren) to in-person school if the COVID-19 spread is within the state and local limits, and 2.37% (1 family) indicating a no, but would consider a hybrid model with guarantee of masks, temperature checks and social distancing. For families that elect not to send their child to school due to safety concerns, St. Mary's Academy is committed to working with those families to provide a robust education, including synchronous and asynchronous learning.

2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

Timeline of stakeholder involvement:

July 13, 2020 First day for new Principal of St. Mary's Academy

July 15, 2020 Email letter with update of plan development sent to all parents, faculty & staff

July 23, 2020 St. Mary's Academy Reopening Survey distributed

July 28, 2020 Zoom meetings scheduled to discuss reopening with all interested parents, faculty & staff

August 6 & 7, 2020 Reopening plan shared with St. Mary's Academy Parents & Staff

August 10, 2020 Reopening plan shared with St. Mary's Academy (Parish) Leadership Group

3. Each school and/or district reopening plan must include a **communications plan** for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

St. Mary's Academy uses multiple avenues to communicate; these include: website, email, social media, text messaging, print copy mailings, voice and/or video messaging. The academy will utilize local interpreters and resources to facilitate communication in the event when English is not the primary language spoken in a home.

4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to **observe for signs of illness** in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.



The school health professional (a Registered Nurse, from home school district, Baldwinsville CSD) will instruct staff members to observe for signs of illness in students and staff, and the protocol will require symptomatic persons to be sent to the school nurse for evaluation. The academy will refer to the CDC guidance on symptoms of COVID-19 for the most updated symptoms.

## **Daily Health & Temperature Screenings**

5. St. Mary's Academy has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

St. Mary's Academy will conduct daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students. St. Mary's Academy requires all students or staff with a temperature, signs of illness, and/or a positive response to the St. Mary's Academy questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The daily health check determines whether the individual has been in contact with someone who tested positive for COVID-19, tested positive for COVID-19, has symptoms of COVID-19, has a temperature of greater than 100.0 F, or has travelled to a location on the New York State Travel Advisory list in the past 14 days.

6. St. Mary's Academy requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.

St. Mary's Academy requires that ill students and staff be assessed by the school nurse and if the school nurse is not available, the ill student or staff member will be sent home with written instructions to follow up with their healthcare provider.

7. St. Mary's Academy requires all students or staff with a temperature, signs of illness, and/or a positive response to the St. Mary's Academy questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

Students or staff with a temperature over 100 degrees, signs of illness, and/or a positive response to the questionnaire will be sent directly to a dedicated isolation area. Students



suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in an area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. Face coverings will be required in the isolation areas.

8. St. Mary's Academy requires all visitors, guests, contractors, and vendors entering the school to follow all St. Mary's Academy health screening guidelines.

Visitors will be discouraged from entering buildings during school hours. All visitors, guests, contractors, and vendors entering any school building will complete the same daily health check as students and staff. This screening will consist of a temperature check and completion of a questionnaire. The daily health check determines whether the individual has been in contact with someone who tested positive for COVID-19, tested positive for COVID-19, has symptoms of COVID-19, has a temperature of greater than 100.0 F, or has travelled to a location on the New York State Travel Advisory list in the past 14 days.

9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

St. Mary's Academy provides instructions for parents/guardians to observe signs of illness in their child that require staying home from school including any student with a temperature of 100.0 or greater, signs of illness, and/or a positive response to the St. Mary's Academy questionnaire.

10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

St. Mary's Academy will actively promote a comprehensive handwashing and infection prevention campaign. St. Mary's Academy provides signage to instruct staff and students in correct hand and respiratory hygiene.

## **Hand Hygiene Plan**

St. Mary's Academy built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) in every classroom, all restrooms, each school entrance/exit and in the cafeteria
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with



soap and water.

St. Mary's Academy provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible (no air dryers exist in the building);
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

All students and staff should wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces;
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

## **Respiratory Hygiene Plan**

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. St. Mary's Academy provides tissues in each classroom and common areas.
- No touch/floor pedal trash receptacles are available in each room and common area.
- If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

St. Mary's Academy defines social distancing as keeping a six foot space between yourself and others.

St. Mary's Academy has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our school is taking are



listed below:

- Classrooms at St. Mary's Academy are using social distance guidelines of 6 feet between desks to ensure proper social distancing.
- In the cafeteria, social distancing is able to be maintained through the use of individual desks for seating. Traffic flow patterns have been established for entrance and exit, with staggered lunch times employed to maintain social distancing.
- Student arrival and dismissal will be a single point of entry/exit, staggered and with social distancing signs employed to assist with maintaining 6 feet.
- In-school movement has been reduced and hallways are single directional.
- For any physical space in the building where social distancing cannot be maintained (i.e. bathroom sinks, boys room urinals) physical barriers will be employed to separate student contact.
- In the case of special areas (singing, musical instruments, physical education) 12 feet social distancing will be maintained where applicable.
- St. Mary's Academy will have a staggered restroom plan to maintain a limit on the number of students in the restroom at one time.
- St. Mary's Academy has turned desks to face the same direction in all rooms, including staff members.
- St. Mary's Academy will open windows to improve ventilation.
- St. Mary's Academy will keep individual student belongings separated and limit use of shared supplies to one group of students, clean between use by cohorts of students;
- St. Mary's Academy will utilize to every extent possible digital options without sharing devices.

## **Restricted Areas**

St. Mary's Academy restricts the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. We are limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings;

St. Mary's Academy will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple classes to play together. We will have students wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.

St. Mary's Academy will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.



12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

St. Mary's Academy provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

For families with special needs or students who are medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact the St. Mary's Academy principal to coordinate accommodations for your child.

We will coordinate with:

- school health services personnel
- special education personnel
- pupil personnel services and
- administration

For families that elect not to send their child to school due to safety concerns, St. Mary's Academy is committed to working with those families to provide a robust education, including synchronous and asynchronous learning. This may require a commitment by the parent or guardian to facilitate instruction.

13. Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

St. Mary's Academy follows OSHA COVID-19 guidance for its employees, along with the guidance put forth by the CDC, in partnership with our local health department, to communicate the protocol for wearing cloth face coverings. Face coverings shall not allow droplets to be released.

St. Mary's Academy is ensuring we have adequate supplies of PPE by working through cooperative purchases through our local school district and collaborating with our local health department.

St. Mary's Academy requires all individuals in school facilities and on school grounds to put on a face covering. All students and staff members must wear cloth face coverings.



St. Mary's Academy provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per Executive Order 202.16.

St. Mary's Academy does allow employees to wear their own acceptable face covering. Mesh, or face coverings with openings are not permitted. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will be reviewed on a case by case basis.

Routine cleaning of cloth face coverings will be the responsibility of the individual student, or staff member.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Mask breaks will be scheduled throughout the day and communicated to all appropriate stakeholders.

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

St. Mary's Academy provides instructions on its website, in-person, and through print resources at each school to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths. These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member. The district will provide approved, alternative PPE/barriers in these instances.

St. Mary's Academy requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:



- Whenever they are within 6 feet of someone
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

14. Each school and/or district reopening plan has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks,

St. Mary's Academy is ensuring we have adequate supplies of PPE by working through cooperative purchases through our local school district and collaborating with our local health department.

15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

Any student or staff who demonstrates symptoms of illness while at school (e.g., temperature of 100.0 degrees or greater) will be required to go to the school health office for evaluation by a school nurse. The school nurse will determine whether the symptoms are related to chronic conditions such as asthma, allergies or chronic gastrointestinal conditions, rather than COVID-19. If the school nurse suspects that a student may have COVID-19:

- The student will be isolated in a room or area separate from others with a supervising adult present utilizing appropriate PPE awaiting pick up by a parent/guardian. If a separate room is not available, a distance of at least a 6 feet will be maintained between ill students and other persons;
- The student will be escorted from the isolation area to the parent/guardian; and
- The parent/guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
- If the school nurse suspects that a staff member may have COVID-19, the staff member will be sent home with instructions to contact his/her health care provider.
- If a school nurse is not available, St. Mary's Academy will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
- St. Mary's Academy follows Education Law § 906, which provides whenever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law<sup>7</sup>.
- Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR



Section 2.1 direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

- St. Mary's Academy requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.
- Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. St. Mary's Academy will take the following steps:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- St. Mary's Academy refers to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a separate room is not available, St. Mary's Academy will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,
- To prevent the possible transmission of the virus to others while waiting for transportation home. The following steps will be taken:



- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members will follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, St. Mary's Academy will call 911 and notify the operator that the person may have COVID-19;
- St. Mary's Academy staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
  - Fever
  - Abdominal pain
  - Vomiting
  - Diarrhea
  - Neck pain
  - Rash
  - Bloodshot eyes
  - Feeling extra tired

Staff must call for emergency transport (911) following school policy, for any student showing any of these emergency warning signs of MIS-C or other concerning

signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, St. Mary's Academy Principal or her designee will notify the local health department to determine what steps are needed for the school community.



## **Return to School after Illness**

St. Mary's Academy follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
  - It has been at least ten days since the individual first had symptoms;
  - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

St. Mary's Academy follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

## **COVID-19 Testing**

St. Mary's Academy complies with CDC guidance and we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

If you need a COVID-19 test please contact your healthcare provider. If you do not have a doctor and have questions, symptoms, or may have been exposed to someone who has tested positive for COVID-19, call the Syracuse Community Health Center at 315-476-7921 or local urgent care centers like WellNow. In addition, the Onondaga County Health Department <https://covid19.ongov.net> can be used for information which directs individuals to contact Upstate's COVID hotline (315) 464-3979 for COVID-19 related questions, to access medical care and mobile testing sites. <https://www.upsate.edu/emergencymgt/trending/coronavirus/>



## Contact Tracing

St. Mary's Academy cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

St. Mary's Academy reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

St. Mary's Academy collaborates with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

St. Mary's Academy follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

St. Mary's Academy cleaning includes classrooms, restrooms, cafeterias, libraries, and playgrounds.



To help with cleaning and disinfection St. Mary's Academy will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Perform normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Provide frequent disinfection of surfaces and objects touched by multiple people;
- We will keep all disinfectants out of the reach of children;
- St. Mary's Academy will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

St. Mary's Academy has developed cleaning protocols, checklists and documentation to ensure school-wide cleaning and disinfection:

#### CAVEATS:

- Regular cleaning & disinfection of entire Academy
- Frequent cleaning & disinfection for high-risk areas, frequently touched surfaces
- Cleaning must happen *prior* to disinfection
- Disinfection is the primary responsibility of the custodial staff, PPE should be worn
- Cleaning is the shared responsibility. Staff do not need to wear masks when cleaning, unless PPE is listed as a safety precaution on the product

#### DURING SCHOOL DAY CLEANING & DISINFECTION:

- After school day has begun, clean & disinfect: handrails, door handles & push plates (entrances), entrance floors & stairs, hallway walls
- Clean & disinfect all bathrooms, including toilets, faucets & sinks hourly
- Clean high touch surfaces frequently throughout the day: tables, doorknobs, light switches, countertops, handles, desks, phones
- Prior to & after each recess use, playgrounds should be cleaned per CDC guidance: high touch surfaces made of plastic or metal, such as grab bars should be cleaned routinely, shared gym/athletic equipment (balls, other recess equipment) should be cleaned between use

#### HIGH-RISK LOCATIONS CLEANING & DISINFECTION:

##### Health Office:

- Clean & disinfect cots after each use
- Cover treatment tables & use pillow protectors
- Discard coverings after each use
- Health Office equipment
- Clean & disinfect bathroom regularly throughout the day



- Follow end-of-day cleaning & disinfecting schedule

#### Lunchrooms:

- Clean & disinfect tables and chairs between lunch times & at end of the day

#### Gymnasium:

- Develop regular cleaning schedule for shared environmental surfaces
- Disinfect high-use equipment daily

#### Other Frequently Touched Surfaces:

- Clean & disinfect at least once daily & after students have left for the day (classroom desks & chairs, lunchroom tables & chairs, light switches, handrails, door handles & push plates, kitchen & bathroom faucets, elevator buttons, shared phones, shared desktops, windows, classroom doors)

#### END OF THE DAY CLEANING & DISINFECTING:

- High contact surfaces: classroom desks & chairs, lunchroom tables & chairs, light switches, handrails, door handles & push plates, kitchen & bathroom faucets, elevator buttons, shared phones, shared desktops, windows, classroom doors
- Dust- & wet-mopping or auto scrubbing floors
- Vacuuming entryways & high traffic areas
- Trash removal
- Clean & disinfect all restrooms
- Wipe down heat & air conditioning vents
- Spot clean walls
- Dust horizontal surfaces & light fixtures
- Clean spills

Cleaning plans include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

In order to ensure a safe reopen of St. Mary's Academy the ventilation system will be checked and water systems using the CDC's "Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation".

In order to safely reopen school in September, a thorough school-wide cleaning and disinfection will occur throughout August to meet guidelines for reopening.

Weather permitting, St. Mary's Academy custodians will open classroom windows upon opening the building for the day, prior to the staff and student arrival, for increased airflow.

St. Mary's Academy cleans playgrounds per CDC guidance:

- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use



## School Health Office Cleaning

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Fire Drills:

- Conduct drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once.
- Keep appropriate distance between students to the evacuation site.
- All students in the school building must participate on that same school day.

Lockdown Drills:

- Conduct lockdown drills in the classroom while maintaining social distancing and using masks.
- Ensure all students receive instruction in emergency procedures and participate in drills.
- Conduct lockdown drills in the classroom without "hiding"/ "sheltering" but provide an overview of how to shelter or hide in the classroom.

19. Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter).

- Aftercare is currently an option at St. Mary's Academy for our PreK 4 year old program. Should parents request this service, we will maintain the PreK 4 year old cohort, as well as the social distancing, PPE usage, and cleaning and disinfecting that we maintain throughout the school day.



20. Each school and/or district reopening plan must designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

COVID-19 Safety Coordinator: Sarah VanLiew, Principal St. Mary's Academy

## ► Facilities

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

N/A, no changes to facilities are recommended at this time.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

To be performed as required by statute.

3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

To be performed as required by statute.

4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

To be performed as required by statute.

5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

N/A, no changes to facilities are recommended at this time.

6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.



N/A, no changes to facilities are recommended at this time.

7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

N/A, no changes to facilities are recommended at this time.

8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.

N/A, the use of temporary or permanent tents is not recommended at this time

9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

To be performed as required by statute.

10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

In lieu of water fountain use, students and staff at St. Mary's Academy will bring a reusable water bottle to school each day. Disposable cups will be available if needed. The water fountains in the Academy have been converted to bottle refilling stations.

11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

The Academy's current practice addresses this assurance.

12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

N/A, no changes to facilities are recommended at this time

13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

N/A, no changes to facilities are recommended at this time



## ► Child Nutrition

1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

Lunches for purchase are available from our local home school district (Baldwinsville CSD). Lunches are pre-ordered and Baldwinsville CSD delivers them to the Academy daily, via courier. In a recent survey to all St. Mary's Academy families, 86.36% (38 families) indicated that their child(ren) will bring their lunch from home, 6.82% (3 families) will purchase lunch at school, if available, and 6.82% (3 families) are unsure of their plans. St. Mary's Academy plan for child nutrition includes:

- All students will eat in the cafeteria, maintaining six feet of social distancing while consuming meals.
- Meets all applicable health and safety guidelines
- Includes measures to protect students with food allergies including individual seating option which maintains social distancing and eliminates close contact
- All students will perform hand hygiene before and after eating, appropriate hand hygiene will be promoted, and sharing of food and beverages will be discouraged.
- Cleaning and disinfection prior to the next group of students arriving for meals, will be conducted.
- All communication with families through multiple means in the languages spoken by families will be used, if applicable.

2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

All lunches are pre-purchased through Baldwinsville CSD, eliminating the need for meal ordering as well as payment in the cafeteria..

3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

All meals will be served in the school cafeteria, where social distancing through cafeteria seating will be an added precaution for students with food allergies.

4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.



Hand sanitizing stations are available in each individual classroom as well as the cafeteria to ensure all students perform hand hygiene before and after eating. School supervision staff will monitor hand hygiene and promote appropriate hand hygiene through supervision. Sharing of food and beverages is prohibited and discouraged through the use of individual desks for seating, with 6 feet of distance maintained between the seats. Signage for proper hand hygiene techniques will be displayed throughout the cafeteria.

5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

With scheduled time in between the lunch periods, the individual chair/desks and tables (for the Prek 4 year olds) will be cleaned and disinfected after the first and second lunch period

6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district's SFA, the plan must ensure communication with the district regarding food serve requirements).

St. Mary's Academy purchases lunches through the Baldwinsville CSD Food Service program, which is in compliance with Child Nutrition Program requirements.

7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

St. Mary's Academy will provide communication to families in multiple means in languages spoken by families, as applicable.

8. Each school and/or district reopening plan must require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

Through the use of individual chair/desks for students in grade K-6, social distancing is able to be maintained during lunch. The PreK 4 year olds will use size-appropriate tables and with only 12 students in the classroom, social distancing is able to be maintained with only 2 students seated per table, at opposite ends. Signage which provided physical distancing guides will be installed throughout the cafeteria.

## **Transportation**

1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by



districts and contract carriers will be cleaned/disinfected once a day.

St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.



8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.



N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

N/A St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

16. Each school and/or district reopening plan requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

While St. Mary's Academy does not directly provide transportation to students, students are required to wear a mask entering, while seated and disembarking the bus. Students will be trained and provided with periodic reminders on the proper use of masks.

17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

While St. Mary's Academy does not directly provide transportation to students, students are expected to maintain proper social distancing while on the bus, and upon disembarking the bus. Signage at the point of drop-off and pick-up at the school will be prominent to reinforce social distancing.

18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not.

St. Mary's Academy does not directly provide transportation to students. Students are either transported by their parents, or receive transportation from their home district.

## ► Social Emotional Well-Being

St. Mary's Academy is committed to ensuring the social-emotional needs of all students and staff are addressed. According to The Collaborative for Academic, Social, and Emotional Learning (CASEL) , academic learning and cognitive growth are inextricably linked with social and emotional development and environments. This requires them to have a ready and focused



brain, use emotional regulation skills, and also be in an environment where they feel physically safe, connected, included, and supported. The attention to students' social, emotional and academic development is particularly important at this point in time, as many students and adults may have experienced extraordinary stress and trauma. At St. Mary's Academy, this is reflected in our mission statement which states, "...St. Mary's Academy is a faith-centered community focused on promoting academic excellence and empowering our students to live their faith with compassion, integrity, and respect for life. We encourage students to develop a strong moral conscience and embrace catholic principles which allow our students to meet lifelong challenges in a rapidly changing world". This mission, with an increased focus on the social and emotional well-being of our students, staff and greater community, are paramount in a successful return to in-person instruction.

1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

St. Mary's Academy has an ADA-PEP counselor who supports students and delivers instruction using evidence-based methods.

2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

St. Mary's Academy School Team Members: Carolyn Jennings, Deborah Boronczyk, Alicia Pease, Julianna Sheridan, Chelsea Kowalski, Amy Bonoffski, Erin Gregario, Sr. Bernadette Kupris, Michelle Carr, Ryan Joeckel, Michelle Ekross, Jackie Musto, Kathy Honsinger, Ann Keeney, Sarah VanLiew. Additional members include Fr. Cliff Auth (pastor), Amy Casper (Pastoral Associate), Parent Representatives, Parish Trustees and members of the Parish Council

3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

Using "Reunite, Renew, and Thrive: Social and Emotional Learning (SEL) Roadmap for Reopening School" (CASEL) as a guide, St. Mary's Academy will:

- Prepare a variety of creative strategies in August and in the beginning of the school year to engage students and families as partners in plans for reopening and to assist in the transition back to in-person school.
- Create equitable and developmentally appropriate structures for students to regularly



communicate with adults their needs.

- Establish family communications about how to support students’ social, emotional and academic learning.
- Create an inventory or resource map of existing resources, strategies or programs for supporting student and family well-being available through the school or community partners.
- Identify community partners that can support school staff in addressing trauma, mental health issues and promoting wellness for students and staff.
- Identify resources from community, Diocese and state partners to provide professional learning, guidance and tools on identified needs such as systemic approaches to social emotional learning, cultural responsiveness, and the impact of trauma on learning.
- Identify resources and practices that are either virtual or readily adapted to distance learning to support adult-student and peer relationships and create a sense of belonging.

4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

Professional development activities, including online options, will help faculty and staff to help deepen the understanding of mental health, well-being, and trauma-responsive practices. Utilizing a variety of resources, professional development activities for faculty and staff on how to talk with and support students for developing coping and resilience skills for students, faculty and staff. Using this knowledge along with work done in the summer of 2019 by a group of faculty members, to create a Multi-Tiered System of Supports (MTSS).

Adult support includes creating and implementing opportunities for staff check-ins with the principal, fostering a culture of staff self-care and integrating SEL practices into staff meetings that provide intentional, regular listening and sharing among adults.

## ▶ School Schedules

1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

	In Person Instruction	Enrollment Status (as of 08/07/2020)
Students	96 (maximum of 12 per class)	89



Faculty & Staff	20	16
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St. Mary's Academy has a total enrollment of 89 students, from PreK 4 year olds through 6th grade. With allowing no more than 12 students per class, we are able to return to full time in-person instruction, with the proper social distancing. The community infection numbers for Onondaga County are currently <1%, which is within the safety guidelines for reopening. From the St. Mary's Academy Reopening Survey, 97.73% (43 families) intend to return their child(ren) to in-person school if the COVID-19 spread is within the state and local limits, and 2.37% (1 family) indicating a no, but would consider a hybrid model with guarantee of masks, temperature checks and social distancing.

General School Guidelines:

Hallway movement	All movement will flow in one direction around the building to limit bidirectional traffic flow and adhere to social distancing guidelines
Bathrooms	Communal bathrooms will be modified to assure social distancing guidelines met, including the installation of dividers between sinks and urinals.
Desks/Furniture	All classrooms will be arranged so that all desks, (student and teachers) face one direction and are separated by 6' to ensure social distancing guidelines are followed as well as help to mitigate the spread of any viruses. Visuals will be placed on the floor to assist students in maintaining social distance throughout the classroom. All non-pertinent furniture will be removed from classrooms to allow for increased air flow and space requirements.
Cafeteria	Individual desks will be used, in lieu of tables, to ensure social distancing along with appropriate signage
Special Areas	Music and Art will be provided in the homeroom setting, while P.E. will be accommodated where space allows within the school following proper social distancing guidelines for P.E. specifically

St. Mary's Academy will not need to implement an alternate model of instruction, as class sizes allow for in-person instruction. In the event that the spread of COVID-19 escalates and/or at the direction of the Governor, school buildings may close and all learning will be remote.



## ► Attendance & Chronic Absenteeism

St. Mary's Academy recognizes the importance of regular attendance to promote the success of all students.

1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

Using the Rediker student management system, St. Mary's Academy will collect and report daily student/teacher engagement or attendance for Kindergarten through 6th grade, regardless of the instructional setting.

## ► Teaching & Learning

1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.

Per NYSED guidance, "Continuity of Learning is the continuation of education in the event of prolonged school closure or student absence. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning. However, many considerations play a role in the development of continuity of learning programs. Such as access and availability, type and quality of materials, and the length of time that the various types of learning will require." Last spring, the Diocese of Syracuse created a Continuity of Learning Plan.

The plan for St. Mary's Academy for the 2020-2021 school year, pending decision by Governor Cuomo, is for in-person instruction, full days, five days a week.

If school closure is mandated by the Governor or County Executive, St. Mary's Academy will convert to a remote learning environment, in accordance with the order. The remote model of instruction will be aligned with the New York State Learning Standards, and provide equitable education to all students. The Academy goals during this remote learning include;

- providing students with a continuity of learning that is accessible for all and is clearly communicated with students and families
- maintaining student and family connections with their classroom teacher
- providing support for all students in learning and their social-emotional well-being



Instructional delivery during remote learning will be provided by the student's teacher and will take place daily using synchronous and asynchronous methods of instruction. Regular formative assessment will be used to measure progress and adjust instruction as needed. Any necessary training will be provided for students, parents/guardians, teachers, staff members and administrators to ensure true continuity and accessibility.

2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.

All instruction will be aligned to the NYS Learning Standards, with teachers identifying the most essential components of the NYS Standards to ensure preparedness for the next grade level and any NYS Assessments.

3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

All hybrid and remote learning includes regular communication between the student and teacher and opportunities for feedback and assistance with academic or SEL support and resources. In remote learning, there must be opportunities for substantive interaction with a certified teacher. All aspects of the St. Mary's Academy Continuity of Learning plan will be clearly communicated to families, students, teachers, and staff members through several modes of communication. These modes include, but are not limited to, phone calls, email, text messages, social media, Academy website, video conferencing, and digital learning platforms. There will be clear and multiple ways for students and families to reach out to teachers and staff members for technical, academic, and/or social-emotional assistance.

4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

Regardless of whether instruction is in-person or remote, high-quality instruction will be provided for all students. Students will be provided with a variety of formats to demonstrate their knowledge of the content. Regular formative assessment will be used to measure progress and adjust instruction as needed.



5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

St. Mary's Academy is committed to a clear communication plan for students and families to contact school and teachers with questions about their instruction and technology. Based on feedback from a parent survey, parents want to see frequent and specific communication through several modes of communication. These modes include, but are not limited to, phone calls, email, text messages, teacher (or school) websites and Google classroom. There will be clear and multiple ways for students and families to reach out to teachers and staff members for technical, academic, and/or social-emotional assistance.

6. As districts and charter schools develop instructional models under the three delivery methods (in-person, remote and hybrid), attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers.

All instruction will be aligned to the NYS Learning Standards, with teachers identifying the most essential components of the NYS Standards to ensure preparedness for the next grade level and any NYS Assessments. Regular formative assessment will be used to measure progress and adjust instruction as needed.

7. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

N/A

8. Student support services: Special Education, Academic Intervention Services

All St. Mary's Academy students who have an Individualized Education Plan (IEP) will receive their services, as stated on their IEP, within their cohort group.

For Academic Intervention Services, student scores on multiple measures will be used to determine which students might be at-risk for not achieving the NYS Learning Standards. These services will be delivered within an identified student's cohort group.



## ► Bilingual Education & World Languages - Required Notices

1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

St. Mary's Academy does not currently have any students enrolled that currently would be identified as needing ELL services. If a student does enroll indicating such a need, then St. Mary's Academy would follow NYS Regulations in terms of the ELL identification process.

2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

N/A

3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, robocalls, Whats App, emails...). [Parent Engagement Resources from OBE WL](#)

N/A