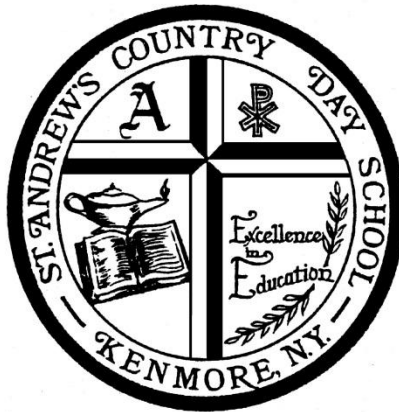


**ST. ANDREW'S
COUNTRY DAY SCHOOL**



KENMORE, NEW YORK

Reopening Plan
Draft

St. Andrew's CDS 2020-2021 School Reopening Plan
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Date plan submitted: August 7, 2020
Name and title of person submitting plan: Pamela Giannantonio, Principal

Part 1 Reopening the Campus

Arrival

- Private car students will be dropped off at one of the two doors located on the McNulty driveway.
- Bussers will be dropped off at door number one.
- Temperatures of students will be taken by a staff member before entry.
- If they are a private car student with a temperature over 100.0 F, they will be asked to go back to their car and be taken home.
- If they are a busser with a temperature over 100.0 F, they will be sent to the isolation room for further evaluation.
- Students will hand sanitize upon entering the building.
- Masks/face coverings worn when 6 ft. social distancing can't take place.
- Traffic flow markings on the floor for assisting in social distancing as they travel to their homeroom or McNulty hall (if early drop off) (families will sit together if there is more than one child).
- Early drop off will be given a designated daily socially distanced space to sit. There will be no shared items. These students will be asked to hand sanitize again once they arrive at their homeroom.
- Hand sanitizer at each doorway

Classroom

- Masks/face coverings worn when 6 ft. social distancing can't take place.
- Staggering location of drop of and pick up to maintain proper social distancing.
- Middle School and Extension Teachers will move from class to class.
- Desks 6 ft. apart, by floor markings for visual to where the desk should remain for grades K-8.
- Limit sharing of all objects.
- Students will have their own supply boxes for daily use items (ie. pencils (mechanical to reduce the need for the pencil sharpener), markers, crayons, glue, erasers etc.).
- Maximum number of students is based on physical classroom size.
- Pk will have table dividers, desks used when possible.
- Classrooms will have no unnecessary furniture or soft surfaced items that would make for disinfecting to be too difficult.
- Each room will have a hand sanitizer at the door.
- Limiting shared spaces outside of the classroom.
- Reduce traffic flow in hallways.
- Stagger classroom exiting times and follow floor directional signage.
- Increased disinfecting for all areas including high risk and commonly used spaces.
- A window will remain open with a fan in each room for air circulation.
- Drinking fountains will not be used.
- In person instruction for all grades Prek-8.

Curriculum Extension Classes

- Masks/face coverings worn when 6 ft. social distancing can't take place.
- See Classroom safeguards
- Hand sanitizer at each doorway.
- Instruction will be in the designated classroom when proper sanitation can take place between classes, otherwise these will take place on a push in basis to the students existing classroom.
- The library and computer lab will not be used as their intended purpose but as an additional space to use while other classrooms are sanitized.
- Classes will take place outdoors weather permitting.
- Stagger classroom entrance and exiting times and follow floor directional signage.

Gym

- Masks/face coverings worn when 6 ft. social distancing can't take place.
- Students will wear their Physical Education Uniform to school no changing in the locker rooms.
- Maintain a minimum 6 ft. social distance use floor markings as a guide.
- Limit shared equipment, if sharing takes place proper disinfection between uses.
- No unnecessary furniture or soft surfaced items that would make for disinfecting to be too difficult.
- Hand sanitizer mounted at each doorway.
- Outdoor classes as long as weather permits.
- Traffic flow markings on the floor.
- Stagger classroom entrance and exiting times and follow floor directional signage.
- Increased disinfecting for all areas including high risk and commonly used spaces.
- Fan in gym for air circulation.
- Drinking fountains will not be used.

Church

- Traditional Mass will not be proactive at this time.

Special Education/AIS

- In order for a child with an IEP/504 to receive services from their district, they must be present in the school building to get those services.
- AIS will still be provided-refer to the classroom.

Lunch

- Masks/face coverings worn when 6 ft. social distancing can't take place.
- 6 ft. of physical space achieved for use of Cafeteria tables and McNulty Hall tables.
- No unnecessary furniture or soft surfaced items that would make for disinfecting to be too difficult.
- Hand sanitizer will be located throughout the room.
- Traffic flow markings on the floor.
- Stagger classroom entrance and exiting times and follow floor directional signage.
- Increased disinfecting for all areas including high risk and commonly used spaces.
- A window/door will remain open with a fan in each room for air circulation.

- Students will bring their own disposable lunch (ie, bag, drink etc. nothing to be brought back and forth daily.).
- At this time there will not be a hot lunch program.
- Drinking fountains will not be used.

Bathroom

- Masks/face coverings worn when 6 ft. social distancing can't take place.
- Regular disinfecting along with scheduled additional disinfecting.
- Limit stall/urinal/sinks in use.
- Disinfecting spray in the bathroom to be used after each use.
- Effective hand washing before leaving the bathroom.
- Hand sanitizer at each doorway.
- Scheduled classroom bathroom breaks to avoid too many using the bathrooms at one time.
- If a student needs to use the bathroom at a time that is not scheduled they will need to go to the office or nurse so that disinfecting can take place when finished.
- Class waiting in the hallway using floor markers to stay 6ft social distancing.
- Stagger classroom entrance and exiting times and follow floor directional signage.

Travel with in the building

- Masks worn when 6 ft. social distancing can't take place.
- Traffic flow markings on the floor for assisting in social distancing and traffic direction.
- Signage around the building for reminder of proper traffic flow, mask wearing, and social distancing.
- Stagger classroom entrance and exiting times and follow floor directional signage.

Emergency Drills

- Drills will be conducted with modifications that allow to practice and review procedures while maintaining social distancing.

Dismissal

- Stagger classroom entrance and exiting times and follow floor directional signage.
- Class waiting in the hallway using floor markers to stay 6 ft. social distancing.
- Students will stay in their classrooms until all busses are dismissed to the main hall.

- After School students will then be dismissed to the after school area.
- Traffic flow markings on the floor to assist in social distancing while students wait to get on the bus.
- Teachers will stand at their door to ensure that students are dismissing using proper social distancing.
- Private car students will be dismissed to their designated seats in McNulty (seated by family) and Private car students will be dismissed out of one of the three doors located on the McNulty driveway. A staff member will retrieve the student once the parent/guardian arrives. Please do not get out of your car as the students will be brought to you to keep social distance and help with the speed of those waiting in line.

Transportation

- Guidelines from the public school districts that transport our students will be followed.
 - Masks/face coverings must be worn at all times on the bus.
 - Maintain appropriate social distancing.
 - Disinfecting will be done per district guidelines.
- St. Andrew's does not provide their own transportation.

Afterschool Care

- Hand sanitizers will be located at each door
- Students will be placed in cohorts and given assigned areas
- Masks/face coverings worn at all times unless eating or the ratio becomes small enough to allow for proper social distancing.
- Prepackaged snacks will be provided and students will be placed 6 ft. when consuming.
- See Bathroom for procedures
- Limited shared use of toys
- Increased disinfecting for all areas including high risk and commonly used spaces.
- Spaces will have no unnecessary furniture or soft surfaced items that would make for disinfecting to be too difficult.
- Pickup parents will call/text from the car to let staff know they have arrived and the student will be escorted to the door for dismissal. Staff will mark sign-out times

After School Activities

- Will not take place until further notice or if developed with social distancing guidelines or virtual.

Shared Spaces

- Shared community spaces with outside persons will not be used at this time.

PPE (Personal Protective Equipment)

- Masks/face covering that cover both the nose and mouth must be worn by all persons that are not able to socially distance themselves at the 6 ft. distance
- Face shields are permitted but must be accompanied by a mask/face covering for students
- Staff may wear a face shield without a mask if the instruction or intervention that requires seeing the teachers' movements of the lips and/or mouths is necessary but must return to the mask when that piece of the lesson is over.
- The school will have an adequate supply of extra PPE (personal protective equipment) on hand should a faculty, staff, student, or guest need one or a replacement is needed.

Isolation Area

- A room will be designated as the isolation room for any faculty, staff or student who is experiencing Covid-like symptoms.

Staff

- Will have their temperature checked upon arrival.
- If it is over 100.0 F they will be put in isolation and a substitute will be called in.
- They have been instructed not to come to work or if at work to seek an adult if they are experiencing Covid- like symptoms
- Will receive orientation to all new policies and procedures to be put forth.

Main/Office

- Only faculty and staff, no more than three are allowed in the main office.
- A mask/face covering must be worn if 6 ft. social distancing cannot take place.
- A hand sanitizer placed throughout the office.
- Supplies must be sanitized between uses. Spray and/or wipes will be available.
- Students will only come to the office if it is absolutely necessary.
- Increased disinfecting for all areas including high risk and commonly used spaces.

Guests/Visitors/ Access

- No one should enter the building unless deemed necessary by a staff member.
- A temperature will be taken before entry.
- A mask/ face covering is required.
- If an early pickup is necessary or sick, a parent or guardian must call the office upon arrival and the child will be escorted out to you.

Deliveries/Mail

- Deliveries will be made at doors that are not used for drop of and pick up of students when at all possible
- Deliver and Mail persons will not enter the building unless deemed necessary by a staff member.
- A bin will be placed in the breezeway for any daily incoming mail

Communication

- The school consents to reviewing all government issued guidelines and directives regarding the schools reopening plan
- The communication plan located in the school handbook will be used
- The website and social media will be updated as information is released
- Lancer-low Downs will be used for regular communication
- A virtual backpack is being devised to put in use
- Google Classroom will utilized

Part 2 Monitoring The Health of Students, faculty and Staff

Monitoring the Health of Faculty, Staff, and Students

- All faculty, staff, and students as well as any visitor/guest will have their temperature checked daily upon arrival and if 100.0 F they will be asked to leave or go to the isolation room. At this time the nurse will be asked for assistance.
- A questionnaire will be developed and required for all faculty, staff and students as well as any visitor/guest to help ensure there has been no known Covid exposure.
 - 1. Have you experienced any of the following symptoms in the last 14 days: Cough, Shortness of Breath or Trouble Breathing, Fever above 100° F, Chills, Muscle Pain, Sore Throat, New Loss of Taste or Smell, Nausea, Vomiting, Diarrhea?
 - 2. Have you been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

- 3. Have you tested positive for COVID-19 within the last 14 days?
- 4. Have you traveled internationally or from a state identified per the New York State Travel Advisory in the past 14 days?
- If anyone answers yes to any of the questions on the questionnaire they are instructed to stay home.
- Hands will need to be sanitized upon entry to the building.
- Parents/guardians are asked to keep their student home if they are feeling ill.
- Faculty and staff are asked to stay home if they are feeling ill.
- Faculty, staff, and students are instructed to regularly wash and/or sanitize their hands.
- Faculty, staff, and students are advised to avoid unnecessary travel domestically and internationally.
- If travel occurs to one of the areas that NYS has designated as having travel restriction 14 day quarantine will be required before the faculty, staff or student is allowed to return to school.

Appointment of a Covid 19 Coordinator

- Pamela Giannantonio; Principal
 - If the principal is not available the following can step in: Renee Pratt, and Geoffrey Johnston.

Protocol for collecting information about Covid 19

- Faculty, staff, and families are instructed to inform administration if they are having Covid like symptoms.
- If these symptoms are reported we will follow the NYS guidelines and protocol.
- The individual will be instructed to reach out to a medical professional and instructed to have a Covid 19 test.
- If results are positive, the Covid Coordinator needs to be notified immediately so they may begin to contact the local health agencies.
- If a positive case arises, notification will be sent by the school.
- All information will be kept strictly confidential.

Part 3 Containment

Containment

- If any faculty, staff, or student tests positive for COVID-19 we will follow the DOH and the CDC Guidelines for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or a diagnosis of confirmed case of COVID-19.

- The return to school will also be coordinated with the local DOH.
- Faculty, staff or students who have been in contact with someone who has tested positive, will follow NYS Guidelines and protocols.
- Faculty, staff, or students that become ill during the school day will be isolated until they are picked up and leave the school building.

Contract Tracing

- St. Andrew's will work with the local health agencies, organizations, and government to complete the proper guidelines for data collection.

Part 4 Campus Shutdown

Shutting down if a serious outbreak occurs

- St. Andrew's will inform the parents and follow any guidelines the government has provided

Shutting down if required by governmental agency

- St. Andrew's will follow the instructions of the Governor, or appropriate governmental agencies, if the Governor determines that a statewide shutdown is required.

Plan for continuation of program under shutdown

- St. Andrew's will continue online/virtual instruction if a shutdown occurs.

Part 5 Education Plans

5 day in person instruction

- Students will be educated on campus M-F during normal school hours following government social distancing mandates.

Hybrid Model (if mandated and based on percentage of students allowed in the building)

- Plan one(if mandated)
 - PreK through 4th grade: 5 day in class on campus instruction.
 - Grade 5-8 M/W/F in person on campus T/Th virtual/online using both synchronous and asynchronous learning.

- Plan two (if mandated with decreased student percentage in attendance on campus)
 - PreK through 4th grade M/W/F in person on campus instruction.
 - T/Th virtual/online using both synchronous and asynchronous learning.
 - Middle school would be reduced to two day in session
 - Grade 5 and 8 M/Th on campus in person.
 - 7 and 6 T/F on campus in person.
 - All other days not listed will be virtual/online using both synchronous and asynchronous learning.
- If the percentage is not enough additional modifications will be made to the schedule

Virtual Instruction

- Instruction and instructional support are delivered remotely by teachers.
- Live virtual face-to-face instruction will occur daily with time determined by developmental ability of students and teacher identified schedules.

Alternative Plan

- Provide alternative Homeschool Curriculum upon request.