

St. Paul Lutheran School – Re-Opening School Plan
158 East Ave.
Hilton, NY 14468

July 25, 2020

INTRODUCTION

Following all the guidance and mandates from the CDC (Centers for Disease Control and Prevention), NYSED (New York State Education Department) and Monroe County NYSDOH (New York State Department of Health), the re-opening committee at St. Paul Lutheran School determined the best plan for re-opening is to resume with in-person instruction 5 days a week for the 2020-2021 school year. This will be done by limiting enrollment (within a classroom space that has been measured to allow for social distancing) and utilizing alternate space within our facility for classroom instruction.

The committee sought feedback and input from stakeholders, including faculty, staff, students, parents/guardians of students, local health department officials and health care providers, and community groups. Engagement efforts included Zoom town hall meeting, posting of plan to website, emails and social media.

Listed below are the safety precautions St. Paul Lutheran is taking for the students and staff to return to school and Wrap Care (before and after school care). These plans are likely to change as the COVID-19 pandemic evolves, more information is obtained or additional mandates are enforced. Any such changes will be communicated to the families, students and staff via email, social media and website. This document and all communications involving the health and safety of the students, families and staff of St. Paul will be posted and regularly updated in those same locations.

It is possible that we may need to seamlessly transition, if conditions require us to return to distance education. In the event, lesson plans and assignments will be created in Google Classroom at every grade level K-8. Our Pre-K program will utilize other social media options for their continued distance education. The following highlights implementation for our reopening.

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COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

- To help inform our reopening plan, St. Paul has sought feedback and input from stakeholders, including faculty, staff, students, parents/guardians of students, local health department officials and health care providers, and community groups. Engagement efforts included Zoom town hall meeting, posting of plan to website, emails and social media.
- All stakeholders, including the Board of Education and Church congregation, parents/guardians of students, staff, and local and state education and health authorities will be kept in communication via website, emails, hard copy letters and social media.
- Signage/Training
 - Signage including but not limited to social distancing, face masks, handwashing, hand sanitizing, cough and respiratory etiquette will be posted throughout the building including in classrooms and bathrooms. In addition, hallways will have floor markings for directional traffic.
 - Floor signs for maintaining distance while standing in line for waiting to use the sinks in the bathrooms, and waiting to fill water bottles will be installed.
 - Markers allowing 3 students in the respective bathrooms at a time will be implemented and training for use will be conducted.
 - Staff training prior to the start of school, extensive parent/guardian communication and student training at the start of school, both in-person and printed will include: proper PPE use, adequate distancing, entry and dismissal procedures, fire drill and lock-down procedures, hand-washing and sanitizing procedures, respiratory hygiene, staying home if ill and what to do in case of illness and symptoms of/exposure to COVID-19.
 - Staff will receive further training on procedures in case of student or staff illness as per State and CDC guidelines
 - Families and students will be regularly instructed to stay home if sick. Reminders of when it is appropriate to self-quarantine will also be posted per DOH guidelines.
 - If a family has traveled to any area listed on the New York State quarantine list published by the Governor's Office, the family cannot return to school for 14 days and/or until they are able to provide proof of a negative COVID-19 test.

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HEALTH AND SAFETY

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to our school campus. Our re-opening plan incorporates guidance and mandates from the CDC (Centers for Disease Control and Prevention), NYSED (New York State Education Department) and Monroe County NYSDOH (New York State Department of Health).

The school principal shall be the primary ‘responsible party’ to oversee the implementation, documentation and follow through for all aspects of the Reopening Plan, as well as being point-of-contact and responsible for all communications. In the absence of the principal, the school office manager or school nurse shall assume these duties.

- Social Distancing
 - Students will practice social distancing from the arrival on campus through departure.
 - The number of students, Pre-K - 8th grade, in each space will be determined by the square footage of the space to allow for proper social distancing of 6’ apart. These student groupings will be considered cohorts.
 - Hallway lockers and cubbies, as well as classroom cubbies, will be spaced to the greatest extent possible.

- PPE/Masks
 - All students and staff will wear face masks when in any communal areas: including but not limited to hallways, bathrooms, and chapel until seated.
 - Students (K-8) and staff will wear masks at all times with the exception of instruction at socially distanced work stations, lunch, outdoor play, and needed mask breaks.
 - Students who are unable to medically tolerate a face covering will not be required to wear one. Documentation from the child’s healthcare provider is required.
 - Students/staff will keep a mask at school, on or near their person, at all times.
 - Once used, the student/staff will take it home or dispose of it in appropriate trash receptacles and replace with a clean/new mask for the next day.
 - Masks cannot be reused unless they are fabric and have been washed.
 - Masks may not be shared.
 - New student or adult masks will always be available in the health office.

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- Teachers will be provided clear masks and other appropriate PPE. Additional PPE in the event of illness (gown, gloves, face shield) will be available in the health office.
- Gloves will be supplied in every classroom for teacher usage.

- Transportation
 - St. Paul families rely on district transportation and therefore our students will comply with the mandates of the district that provides their transportation in terms of mask wearing and social distancing.
 - In addition, we have encouraged our families to transport their children whenever possible to help reduce the number of students riding on buses.

- Monitoring Health of Students and Staff
 - Students will be required to undergo an at-home screening prior to entrance into the building each day submitted to arrival staff.
 - Temperatures may not exceed 100 degrees. Students will also be asked if they are experiencing any signs or symptoms of COVID-19, if they have been around anyone diagnosed or exposed to COVID-19, or if they have traveled to any of the areas on the NYS travel advisory. Once cleared and logged, students may take off their masks.
 - Staff will be required to undergo an at-home screening prior to entrance into the building each day submitted to the principal.

 - Symptoms of General Illness - Stay home reminders and prominent signage will require parent/guardians and staff to remain at home if they are not feeling well and to contact the school immediately if a temperature or other COVID-19 symptoms are present, possible exposure has occurred, or a family member has been exposed to or contracted the COVID-19 virus, as per posted school protocol.
 - Symptoms of COVID-19
 - If a student or staff member is exhibiting COVID-19 symptoms upon arrival, they will be immediately removed from the area, masked, and escorted to the designated isolation area in the health office. At that time, parents/guardians will be contacted for immediate pick-up and the situation documented. The student may return to school only under the conditions outlined in the school's "Return to School" policy.

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- The secondary entrance area will be used while the initial area is ventilated and disinfected per CDC guidelines. If a student or staff members shows signs of illness during the course of the day, a similar protocol will be followed and all persons who were in the classroom with that person will be relocated until the area is sufficiently sanitized.
 - Any student or staff member who may have been in contact with a suspected case will be notified of the contact while maintaining confidentiality and providing communication on further developments. State and local health officials will be immediately notified of a confirmed case.
 - Verification from a health professional that the student was not infected with COVID-19 must be provided to the school before the student may return, as per school protocol.
 - A confirmed case of COVID-19 in the school will initiate immediate contact with the DOH in order to determine next steps. During this time, the facilities will be thoroughly cleaned and disinfected per CDC and DOH guidelines.
 - If a family has traveled to any area listed on the New York State quarantine list published by the Governor's office, the family cannot return to school for 14 days and/or until proof of a negative COVID-19 test is provided.
 - Students sharing the same household of the student showing symptoms must stay home as well, since they are considered “in close contact”. The school will be contacted and made aware of the student’s symptoms. The student, and possibly the students in the household, will be required to seek guidance from a healthcare professional for further assessment. The school nurse will follow up with the family later in the day to check on a diagnosis. If the student tests positive for COVID-19, he/she must stay home from school until cleared by a healthcare provider and prepare to learn remotely. The nurse will notify the COVID-19 safety coordinator. The Monroe County Department of Health will be notified by the COVID-19 safety coordinator and contact tracing will begin.
 - In order to return to the school building, the student who had symptoms, as well as the other students in the household, must have written documentation from their health care provider clearing them to be back in school. Once it is received by the school nurse, the COVID-19 safety coordinator will be informed.
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- The school building will be closed for any public usage.
 - All visitors, volunteers and vendors will be required to complete a health screening upon arrival and comply with the school masks and social distancing policy.

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- **Cleaning and Disinfecting**
 - Building is professionally cleaned and sanitized daily with special attention given to high traffic areas. All cleaning and sanitizing will be conducted per DOH guidelines, using DEC recommended products.
 - Custodial responsibilities for daily cleaning and sanitizing will include but are not limited to: hallways, classrooms, bathroom floors, bathroom surfaces, sinks, toilets, toilet paper dispensers and paper towel dispensers, light switches, door frames, door handles, and trash receptacles throughout the building. The date, time and scope of all cleaning and sanitizing will be documented.
 - Classroom teachers, at the start of the day, will clean and sanitize desks, chairs, light switches, doorknobs, door frames, pencil sharpeners and any other community surfaces using DOH recommend sanitizers. Mid-day and after dismissal, the same surfaces will be cleaned and sanitized. The date, time and scope of all cleaning and sanitizing will be documented.
 - Water fountains will be cleaned and sanitized daily. Fountains will be used to fill water bottles only from filling spout. No mouth dispensers will be accessible for use.
 - Plastic barriers will be installed between bathroom sinks.
 - The playground will be open, with the exception of Gaga Ball. Only one cohort will be allowed to use the playground at a time. Hands will be sanitized prior to use. The playground will be sanitized between each cohort.
 - Hand sanitizer in touchless dispensers will be available at the entry of the school, in all classrooms and other community rooms.
 - Classrooms will be well ventilated using classroom fans, roof ventilation fans and open windows and doors as extensively as possible.

- **Hygiene**
 - Handwashing/sanitizing will be done before entering the classroom and at several other times during the school day.
 - Hand washing will occur on a staggered schedule prior to the lunch period in accordance with proper hand-washing technique (displayed on posters and as per training) and hands will be sanitized immediately before eating.
 - Students will be assigned their own materials and equipment to the greatest extent possible.
 - Desks, cubbies/lockers, work stations will not be shared. Activity table surfaces will be cleaned and sanitized after use between cohorts, if sharing is necessary.

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- Pre-K students will be accompanied to the bathroom by a staff member. Students and adults will be masked, and will follow proper hand washing hygiene, as displayed on signage. Bathroom facilities will be sanitized between usage.
- School Activities
 - Extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). We will refer to DOH’s [“Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency”](#) to assist in development of these policies.
 - Fall soccer will not take place this school year. Protocol for basketball will be established at a later date, based on safety recommendations at that time.
 - To encourage safe practices, the “Perfect Attendance Awards” will not be issued.

FACILITIES

- School Safety Drills
 - We will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Fire drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.
 - Our plan staggers times and the number of students exiting/reentering the building at any given time while still adhering to the evacuation mandates. Since fewer classes will be traveling outside the building at one time, students and staff will be able to socially distance while still wearing their masks once outside. Staff will know when we plan to execute drills so they can prepare students to have their proper PPE. Students will be instructed and reminded that in the event of a true emergency, exiting the building is top priority.

CHILD NUTRITION

- Food Service
 - Students will eat lunch in their classrooms to allow adequate distancing.
 - Purchased lunches will be delivered to the classroom by a staff member wearing proper PPE/masks.

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- Hand washing will occur on a staggered schedule prior to the lunch period in accordance with proper hand-washing technique (displayed on posters and as per training) and hands will be sanitized immediately before eating.
- Class birthday treats or food for school activities must be commercially packaged and not homemade.
- No beverages, lunches or snacks will be shared between students.
- Accommodations will be made for those with food allergies while students are eating within the classroom.

TRANSPORTATION

- St. Paul families rely on district transportation and therefore our students will comply with the mandates of the district that provides their transportation in terms of mask wearing and social distancing.
 - In addition, we have encouraged our families to transport their children whenever possible to help reduce the number of students riding on buses.
- **Entry and Exit**
 - All students will be dropped off at the school entrance. Adults and children who are not students or school personnel may not enter the building.
 - Staggering start times will be established to reduce congestion at the school entrance.
 - Students will be dismissed from classrooms via intercom as buses or parents arrive. They will remain masked while leaving the building and while on the bus, if applicable. They will sanitize their hands upon leaving the building.
 - **SOCIAL EMOTIONAL WELL-BEING**
 - Whether in-person or remote, social, and emotional support is taken into consideration and implemented to the greatest degree possible.
 - SEL materials and curricula are utilized in every classroom. Awareness of student needs due to home situations, past or present personal trauma and the trauma of this pandemic allow educators to address needs individually and as a group.
 - The religious component of the school pervades all aspects of teaching. Its message of love, kindness, patience, courtesy, and forgiveness permeates every aspect of communication, both verbally and physically, with the students.
 - Educators and staff receive ongoing training in the recognition of the needs and are provided tools with which to address them.

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- An extensive list of off-site counseling opportunities is provided to families of those seeking professional guidance. The LEA provides baseline information if psychological testing is warranted.
- When remote learning is in use, teachers connect daily or almost daily with students, both in groups and one-on-one, to monitor and support student needs.

SCHOOL SCHEDULES

St. Paul Lutheran will be returning to school as regularly scheduled on Wednesday, September 9, 2020.

- Staggering start times will be established to reduce congestion at the school entrance.
- We will be offering 5 day in-person learning while prioritizing school curriculum.
- It is possible that we may need to seamlessly transition, if conditions require us to return to distance education as mandated by New York State. In the event, lesson plans and assignments will be created in Google Classroom at every grade level K-8. Our Pre-K program will utilize other social media options for their continued distance education.

ATTENDANCE AND CHRONIC ABSENTEEISM

- If a student is going to be absent, the parent/guardian will contact the office and will either be marked absent or home instruction for the day. Students will have the responsibility to make up any missed work during an absence.
- Chronic or excessive absences will be addressed by the classroom teacher and administration in order to prevent students from falling behind on their course work.

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TEACHING AND LEARNING

St. Paul Lutheran will communicate and collaborate with parents/guardians to ensure that students receive consistent support in all educational environments.

- In person learning (primary learning plan)
 - The curriculum will be followed according to standards and timing whether in-person or remote learning methods are in use. All areas of the curriculum that would be taught in-person, including art, music, and PE, will be covered virtually, as well.
 - Students will not rotate between classrooms, but remain in their homeroom classrooms for the school day with the exception of PE and outdoor time.
 - Baseline formative data for each student will be considered prior to and at the beginning of the school year to establish cognitive competency following last spring's remote instruction. This data may include:
 - Running records
 - The administration of the prior year's final exam to determine content mastered in the prior year course
 - Placement assessments, such as in K-5 mathematics
 - Computer based assessments and/or universal screening tools
 - Classroom on-demand writing tasks
 - Listening/speaking assessments
 - Other classroom performance measures
 - Physical Education (PE)
 - These classes will be conducted within cohorts only.
 - PE and other shared equipment will be clean and sanitized between cohorts.
 - Students may continue to go outdoors or use the gymnasium for PE, with cleaning and sanitizing protocols in place.
 - Staggered schedules and activities that do not require close groupings will be implemented.
 - Masks will be worn until a class enters the gymnasium.
 - Hands are sanitized upon entry.
 - Large groups of students will gather only if adequate spacing and ventilation can be maintained, i.e. using the entire church sanctuary for chapel services.
- Remote Teaching/Learning
 - If the school must be closed due to illness or State Mandate, remote learning will be immediately implemented. All students in grades 5-8 will be provided with a Chromebook or laptop.
 - Daily attendance will be recorded in grades K-8 through a means most applicable to that level. Virtual instruction, office hours, homework assignments and logging in to

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learning platforms are some attendance taking tools. Parents will be reminded that attendance is mandatory.

- At least one face-to-face learning opportunity will occur daily, whether it is live or pre-recorded. Grades k-8 will utilize Google Classrooms as the primary learning platform. Both paper copies and hard materials, provided by the school and distributed safely; and online homework, projects, and other learning tools are employed to activate interest and maintain standards at all grade levels.
 - In Pre-K, Facebook communication, facetimeing and livestreaming provide personal communication along with instruction opportunities. In grades k-8, Zoom, Google Meet and YouTube, among others, provide personal interaction.
 - The curriculum will be followed according to standards and timing whether in-person or remote learning methods are in use. All areas of the curriculum that would be taught in-person, including art, music, and PE, will be covered virtually, as well.
 - Special needs are addressed through at-home student services provided by the LEA and through additional materials, appropriate accommodations, and remote personal instructional time with the teacher via the platforms stated above.
- Hybrid Learning
 - In the event that a Hybrid model is mandated by the Governor's Office we will implement an alternate day schedule to accommodate pre-k thru grade 4 and grades 5-8 on opposite days.
 - The curriculum will be followed according to standards and timing whether in-person or remote learning methods are in use. All areas of the curriculum that would be taught in-person, including art, music, and PE, will be covered virtually, as well.