



Southern Tier Catholic School Archbishop Walsh Academy



208 North 24th Street Olean, New York 14760 Phone (716) 372-8122 Fax (716) 372-6707

Archbishop Walsh and Southern Tier Catholic School **COVID-19 Reopening Plan:**

Updated: 7/28/20

Approved:



Archbishop Walsh Academy is an International Baccalaureate World School

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Planning Process Completed with input from:

- *Parents*
- *Students*
- *Employees*
- *Health Professionals*
- *Faculty*
- *Staff*
- *Department of Health*

Introduction:

Archbishop Walsh and Southern Tier Catholic School seeks to ensure the health and safety of all of its students, parents, families, faculty and staff as we return to in-person and on-site schooling in the midst of the Covid-19 crisis. In keeping with our commitment to deliver a high quality education while proactively taking measures to minimize any potential health risks the following plan has been submitted (change to "approved" once approved). This plan has been developed in accordance with the guidelines required by the New York State Department of Education (NYSED) and New York State Department of Health (DOH).

Objectives:

1. To create a safe and healthy environment for all students, faculty, staff, and families.
2. To create an environment conducive to the academic success of all of our students.
3. To minimize and, if possible, mitigate the risk of spreading Covid-19
 - a. Appropriate communication of COVID-19 protocols (verbal, written, signage)

Considerations/Context:

- The school grounds are built for 500 students and appropriate faculty/staff
- Out present enrollment is capped at ~175 students (K-12)

Reopening Plan:

Reopening of School Facilities for in-person Instruction

1. Hygiene, Cleaning, Disinfection:
 - a. All cleaning and disinfection will meet the requirements provided by the CDC and DOH.
 - i. Cleaning logs must be kept and include: Date, Time, Scope of Cleaning and Disinfection.
 - b. Cleaning and Disinfection will take place every other day on a rotating pattern with half of the classrooms cleaned every day.¹
 - c. All students, faculty and staff will be given instruction on proper hand and respiratory hygiene (beginning of the year assembly).
 - d. Hand sanitizer stations will be placed throughout the school in addition to regular bathroom sinks for handwashing.
2. Social Distancing and Face Covering:

¹ This is for a full in person open (5 days a week). Hybrid openings will have modified cleaning schedules to increase Cleaning/Disinfection frequency.

- a. All individuals on school premises will be asked to social distance (6ft.) where ever space permits. This may include, but is not limited to: Classrooms, Bathrooms, Cafeteria, Outdoors.
- b. If it is not possible to social distance, individuals must wear acceptable face coverings (excluding students medically unable to tolerate a face covering)². This may include, but is not limited to: All Common Areas, Entrance and Exit Ways, Certain Classrooms, When moving around classrooms, Bathrooms with more than one individual present, Hallways, Chapel, Locker rooms, the Lobby, the Main Office.
 - i. Appropriate face coverings include, but are not limited to: cloth-based face coverings and surgical masks; must cover the nose and mouth.
- c. Students utilizing school transportation (Bradford Bus, Bus for Sporting events, Field Trips, etc) must wear face masks while seated, entering, and exiting the vehicle.
- d. Student cohorts (classes) will be kept as separate from one another as possible to minimize the chances of infection between cohorts.
- e. Members of the same household are not bound by the same social distancing requirements

3. Health Requirements:

- a. We ask that all individuals monitor their own health before traveling to the school. If you feel unwell or exhibit any symptoms of Covid-19³ we ask that you refrain from coming to the building. Anyone who is feeling unwell or exhibiting symptoms of COVID-19 will be barred entry to the premises or monitored and isolated until transportation can be arranged.
- b. All individuals entering the school premises will have their temperature taken and recorded, be observed and monitored by a school official, and be asked to answer a short questionnaire on their health and recent contacts.⁴
 - i. A temperature greater than or equal to 100 degrees F will bar an individual from entry to the school.
 - ii. Any symptoms of CoVID-19 will bar an individual from entry
 - iii. Any positive exposure to COVID-19 will bar an individual from entry
 - iv. The Questionnaire will be given once/week for students, all others must complete the survey each time they enter the building..
- c. Individuals who screen positive for COVID-19 exposure or symptoms or who present a fever equal to or greater than 100 degrees F will be sent home or isolated in a monitored location until transportation can be arranged.

² The school will require appropriate documentation from a doctor or equivalent licensed medical professional to be kept on file.

³ Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea (CDC.gov)

⁴ School officials and personnel conducting the entry procedure will be required to have appropriate Personal Protective Equipment (PPE) to protect them from exposure.

- d. Individuals who develop symptoms during the day will be sent home, or isolated in a monitored location until transportation can be arranged
4. Development of Symptoms:
- a. All individuals who screen positive, exhibit symptoms, or have a fever of 100 degrees F will be sent home or isolated in a monitored location until transportation can be arranged.
 - b. All students, staff, faculty members, or visitors to the building are asked to immediately notify school personnel if they begin to feel unwell, develop symptoms, or suspect that they have a fever.
 - c. Individuals who meet the above criteria will be referred to the health department and asked to remain at home until they are cleared for COVID-19.
5. Re-entry After Positive Test:
- a. The school will permit Students, Staff and Faculty to return to an in-person learning environment in consultation with the local health department.
 - b. At minimum returning individuals must present the following documentation to the main office to be kept on file:
 - i. A health care provider evaluation
 - ii. COVID-19 negative test
 - iii. Symptom Resolution
 - iv. If COVID-19 Positive = a Doctor's release from isolation
6. Obtaining and Maintaining PPE supply:
- a. Officer Secretary will regularly place orders for additional PPE and cleaning supplies as inventory is used.

Daily Operational Procedures

1. Arrival:
- Two school officials will work to check temperatures at the main entrance daily beginning at 7:00 AM (Lobby Monitor and Administrator)*
- a. Prior to arrival all students, parents, faculty, staff and visitors should monitor their own health condition before traveling to the school.
 - i. Individuals who feel unwell are asked to remain at home to observe if symptoms persist.
 - b. All students will have their temperatures checked and recorded at the entrance of the school and, once a week, answer a short questionnaire to be delivered by school personnel.
 - i. Students exhibiting symptoms or who have temperatures equal to or greater than 100 degrees F will be sent home with their parents or isolated in either a medical isolation area off of the main lobby or the nurses office should the medical isolation area reach capacity.
 - ii. School officials will contact the parents/guardians of all students kept in medical isolation.
 - c. All staff and faculty will enter by either the STCS entrance off of the elementary wing or the vestibule entrance off of the back parking lot. Staff and Faculty will

take their temperature, record their temperature, answer the short questionnaire, and sign their name on documentation provided at each entrance.⁵

- d. Morning Care:
 - i. 1-4 will be walked down to their classrooms at 7:50
 - ii. M-K will be walked down to their classrooms at 8:00
 - e. High School Students: Will be permitted to gather their materials from their lockers and go the hall outside of their homeroom until their teacher arrives. Students are asked to sit at 6ft. intervals while waiting.
 - f. Visitors will have their temperatures taken and complete the necessary questionnaire upon entry, to be recorded by the lobby supervisor
 - i. All visitors must enter by the main lobby entrance.
2. During the Day:
- a. All classrooms will be configured to permit 6ft of social distancing between students.
 - i. To better delineate this spacing classes will have areas marked on the floors with tape for each student.
 - b. Once students are out of common areas and appropriately spaced they may remove their masks.
 - i. Students are asked to wear masks any time they are moving about the room or leaving their designated seating area.
 - c. Dismissals from classes will be staggered between the Elementary, Middle and High schools to decrease congestion in the halls and maximize social distancing.
 - i. Elementary will be dismissed 2 minutes early, Middle School will be dismissed the regular dismissal time, and High School will be dismissed 2 minutes later.
 - d. During Lunch students must sit with members of their class/cohort and may only remove their masks while sitting to eat.
 - i. Students will be spaced appropriately at 6 ft intervals
 - ii. When the maximum capacity of the lunch room is reached, cohorts will be assigned to "spill over" areas in the gymnasium and the Eagles Nest
 - iii. A school official will be assigned to monitor each area.
 - e. Students will not be dismissed from their classroom s/rooms until all students are appropriately masked.
 - f. Administration will be stationed at the Chapel on a rotating schedule to assist with enforcing and maintaining social distancing throughout the day.
 - g. A Lobby Monitor will be assigned to the main entrance for the day, to check and record any and all visitors to the building.
3. Specials:
- Will continue to be delivered.
- a. M-4 Art and Music will be held in the regular classroom; special teachers will be changing classes and delivering their lesson in the students regular classroom.
 - b. 5-12 Art and Music will be held as usual, with appropriate social distancing.
 - c. All shared materials are to be separately stored and cleaned.

⁵ Documentation will be collected and filed daily by administration.

- d. P.E. will be held with appropriate social distancing whenever possible.
4. Departure:
- a. Dismissal will begin at 2:30 PM and will take place by cohort:
 - i. M: 2:30
 - ii. K: 2:35
 - iii. 1st: 2:40
 - iv. 2nd: 2:45
 - v. 3rd: 2:50
 - vi. 4th 2:55
 - vii. 5th through 7th: 3:00
 - viii. 8th through 10th: 3:05
 - ix. 11th through 12th 3:10.
 - b. Students going to aftercare will remain held in the cafeteria.
 - c. Parents will remain outside and will not be permitted into the building to pick up their student or students. Teachers are welcome to group outside and wait for pickup.
5. After School:
- a. Aftercare (M-4)- Cafeteria
 - i. All students in aftercare are encouraged to bring their own toys or electronic devices from home to preoccupy themselves while awaiting pick up as common items will not be made available.
 - b. Social Lab (5-8)- Eagles Nest
 - c. Social Lab (9-12)- Media Center
 - d. Academic Lab (Student Athletes 2+ Failing Classes)- Elementary Computer Lab
6. Student Opt-Out/Isolated/Quarantined:
- Any student whose parents/guardians have elected to keep them home and away from in-person instruction, or are barred from in-person instruction.*
- a. Teachers will make daily contact with any students in this category.
 - i. Some assignment or informal assessment
 - b. Each class with such a student will have a laptop with attached camera and microphone placed at the back so that the student may follow the lesson in real-time from home.
 - c. Hard-copies will be made available for all students without reliable internet access.
7. Faculty Staff High Risk: *Any Faculty or Staff who feel they are at risk and are unable to teach in-person:*
- a. We would ask any Faculty/Staff to voluntarily self-identify and consult with their Primary Healthcare Provider regarding which precautions should be taken.
 - b. The school will accommodate, to the best of its ability, the health needs of the employee

- a. Students will be socially distant with signage around in the serving line by appropriate times of class serving while gathering their food, in the cafeteria they will be socially distant while eating their lunch with more signage all around. Overflow will be conducted in the gym right next door to keep students in compliance with distancing themselves.
- b. Hand sanitizer stations will be available in the cafeteria and gym.
- c. Lunch monitors will be actively watching and making sure all students are according to 6 ft seating arrangements.
- d. Breakfast and lunch will be served and available daily for all students every day.
- e. After each lunch period, the cafeteria and gym tables will be cleaned and sanitized by the monitors and or janitors on staff.

We will utilize the two lunch periods and rotate classes to use the cafeteria while others utilize the Eagles Nest and gym for more additional space.

Positive Confirmed Case:

1. In the instance of a positive confirmed COVID-19 case among the student-body, faculty, or staff, the school will close for 24 hours while we seek advisement from the Department of Health
 - a. Should the confirmed case occur following a weekend, rather than during the week, we will merely be contacting the DOH.
2. The Closure Plan will be initiated
3. Deep Clean will be conducted for the school

Miscellaneous

- The Lobby Monitor and the assigned Administrator (7:00-8:00) will take temperatures and record information in the lobby. This will rotate by week.
- Administration will be on a rotating schedule to act as hall monitor, to be stationed outside the Chapel.
- No more than one student of each sex will be permitted to use the bathroom facilities at a time per classroom.
- There will be no, "Manko Passes" this year, to cut down on interactions.
- PPE will be available at the Main Office, Front Lobby, and each classroom will be given a minimal stock as well.
- Any DOH mandated isolation or quarantine time will not be counted towards sick time.

Individual Responsibilities and Recommendations

1. Students:
 - a. Students will comply with all school and state mandated social distancing and PPE requirements. Refusal to comply may result in immediate dismissal and expulsion.
 - b. Students are asked to regularly wash their hands or use hand sanitizer.
 - c. Students will complete all required online or hybrid class requirements, including attendance and assignments.

- i. If students do not have reliable internet access they must sign up for hard copies during hybrid or online schooling.
2. Parents/Guardians:
 - a. We ask that Parents/Guardians check their students' health before bringing them to school.
 - b. We ask that if a student is sick they be kept home from school.
 - i. We further recommend that should the symptoms correspond with those associated with COVID-19, that you immediately seek testing for your student and household.
 - c. We ask that all parents/guardians dropping off students in the morning please assist us with the following:
 - i. If weather permitting student temperatures will be checked outside; we ask that parents/guardians not leave until their student is cleared to enter the school
 - d. We ask that parents remain outside the school during pick up, either outside on the sidewalk or in their car.
3. Teachers:
 - a. Teachers will strictly enforce all school policies and procedures related to the COVID-19 safety plan.
 - i. Maintaining social distancing and wearing PPE
 - b. Teachers will have one weeks worth of online review material prepared in case of a sudden closure so that instruction may continue without interruption.
 - i. All review materials will be kept on file with the main office (Assistant Principal)
 - c. Daily attendance must be taken regardless of the method of instruction (In-person, Hybrid, Remote).
 - d. Teachers are responsible for minimal cleaning in common areas, after use.
 - i. Wipe down computers
 - ii. Clean any art utensils or instruments between classes
 - iii. Etc
 - e. Teachers are responsible for completing the following cleaning procedures at the end of each day and submitting a log of the cleaning completed to the maintenance department:
 - i. Desks and Chairs wiped down
 - ii. Chairs put up
 - iii. Room swept
 - f. Teachers are responsible for monitoring the health of their students. Should a student develop symptoms associated with COVID-19, they are to immediately send the student to the Main Office.
4. Faculty/Staff Sick Days:
 - a. Should an isolation period or quarantine be mandated for an entire class, the teacher will continue to be responsible for continuing their work from home to the best of their ability and will not be subjected to lost sick days, should they continue to discharge their responsibilities while under isolation/quarantine.

- b. Should an illness render a faculty or staff member unable to continue to deliver their work from home they will use sick days.
- c. Should a teacher alone, and not their entire class, be subject to isolation or quarantine, they will use sick days.

Hybrid Plan:

1. To be instituted as needed. All daily components of the full-time in-person plan are to be followed with the following additional measures:
 - a. M-8 = Five days a week in person, regular schedule
 - b. High School = Alternating in-person and remote between two cohorts. One week 9-10 receive in-person instruction Mon, Wed, Fri, and remote classes Tues/Thur and 11-12 receive in-person instruction Tues, Thur, and remote classes, Mon, Wed, Fri. Every week the cohorts alternate which days are in-person and which are remote.
 - i. Tuesday and Thursday will be online remote classes with half of the students classes on each day
 - c. Cleaning to be completed daily between use of classrooms.

Closure Plan

1. *See Attached Online Learning Plan
2. Every teacher will instruct students of their classes Monday, Tuesday, Thursday and Friday online. Every Wednesday will be office hours from 8 AM to 3 PM.
3. Learning platforms for all Montessori through 12 grade will be using Google Classroom, Meets, and Hangouts.
4. Administration will be using Zoom and email to communicate with other faculty and staff along with all parents.

Learning Overview:

1. *See Attached Curriculum Guides

Athletics/Extra-Curriculars:

1. Sporting Events will be a decision made by the Governor, State, NYSPHSA, School President and Principal, and Athletic Director.
2. Field Trip decisions will be made by State Officials, School President and Principal, County, and the company providing visitors.
3. All student life activities will be decided by the School President and Principal for all gatherings and keeping the safety of all students in mind.

Safety Drills:

1. Fire Drill:

- a. Teachers will space classes by 6 ft., stagger when they enter halls, and all students will wear PPE.
 - b. When gathering outside, administration will direct classes to maintain social distancing.
2. Lockdown:
- a. Lockdown drills will involve all regular practices which do not violate social distancing and PPE requirements.

Closure Plan:

Updated 7/29/20

General-

We seek to create a uniformity of expectations and platforms appropriate for each grade level and to create a framework for continued delivery of instruction during a temporary school closure.

For the duration of a closure the building would be available to any faculty/staff who would need access to the building, *barring any governmental prohibitions or recommendations against such an action.*

Barring governmental prohibition or recommendation the office will remain open. The office and hourly workers will maintain regular hours from 7:30AM-4:00PM.

Parent Recommendations-

1. Updates- Please regularly check the school's website, social media and your contact email with the school to stay informed. All vital updates will be sent directly by email.
 - a. Non-academic questions should be directed towards the appropriate members of the administrative team listed on the school website.
 - i. <https://www.stcswalsh.org/>
 - ii. Scroll over "About Us" in the upper left and select "Faculty & Staff" from the drop down list.
2. Educational Questions- Feel free to email teachers directly with any academic questions or concerns.
3. Internet Availability- Please contact the school if you do not have regular or dependable internet access so that accommodations may be arranged. The following methods may be utilized:
 - a. Phone: During regular office hours, please call the Main Office at:
 - i. (716)-378-8122
 - b. Email: Mr. Filbert (Assistant Principal)- lee.filbert@walshstcs.org
4. Class Space- It is **recommended** that parents designate a room, area, or place in the house as the "Online schooling" or "Teleconference schooling" space if possible. This would be an area that students could take live online classes in real time separate from the rest of the household for strictly educational purposes without distraction.
 - a. It is recommended that students have only the electronic device being used for the class on their person during this time to reduce the opportunity for distraction.

5. Pickup Times- For families who do not have regular or dependable internet access, the school will arrange a “pickup day” for all necessary instructional materials.
 - a. All materials for your student(s) will be compiled in a single packet for pickup in the main lobby of the school at a day and time to be determined. You will receive correspondence from the school when days and times are confirmed.
 - b. A signout sheet will be available during pickup so that the school can be certain that students have received their materials
 - c. It is asked that those who arrive for pickup not tarry, loiter, or engage in unnecessary socialization.

Student Expectations-

1. Materials- **TAKE ALL NECESSARY MATERIALS HOME WITH YOU.**
 - a. Textbooks
 - b. Calculators
 - c. Notebooks
 - d. Sufficient writing materials
2. Regular checking of email and classroom- All students, grades 5-12, are expected to check both their email and google classroom a recommended two times per day, Monday-Friday, once in the morning and once in the evening so as not to miss any communications or instruction.
3. If a teacher does not arrive during their scheduled online “Office Hours”- Please email the teacher notifying them that you were online waiting for them, as well as the following members of the admin team:
 - a. Mr. Farnum- nate.farnum@walshstcs.org
 - b. Mr. Filbert- lee.filbert@walshstcs.org
 - c. Mrs. Michel - danielle.michel@walshstcs.org
4. Online attendance- Students will attend discussion session classes, barring technological issues or lack of home internet access.
 - a. Attendance is necessary, **if possible**, and will factor into a classes GPA.
 - b. Discussion Classes will be held THREE TIMES per week in a live format.
 - c. Times will be scheduled and distributed as soon as they are determined.
5. For students without internet access, two flash drives will be provided by the school. Discussion questions and other materials will continue to be provided in hard copy form to go along with the flash drive content.
 - a. **IMPORTANT:** The flash drives must be returned regularly or the student will fall out of sequence.
6. Remember that online classes require at least as much time as a regular class. An online class is not "easier" than a regular one, only more flexible.
7. Read all of the materials carefully. Complete assignments exactly as instructed. Note that some teachers may have different methods for assignment submission, so read all directions thoroughly.
8. Create a regular, daily schedule so you have quality time (large blocks of quiet time) set aside when you will have no other competing commitments. Recognize your own strengths, limitations, and best study habits.
9. Plan ahead. Review your assignments in all classes so you know what you have to complete by which dates.

10. Watch/listen to all video recordings and attend online class discussions.

Platforms-

We ask that teachers rely on these platforms to minimize the number of apps and platforms the students will have to learn. In addition a google account, which all students have through the school, allows all of these platforms to be accessed and utilized, thus reducing the need to create additional accounts.

- The school will utilize the school gmail accounts and google classroom for all direct academic communications with students.

- 1. Google Classroom
 - a. To post assignments, videos, lectures, worksheets, discussions, updates, etc.
- 2. Google Hangouts
 - a. To be utilized for “live” instruction and during “office hours”.
 - b. To record lectures, demonstrations, or to provide instructions for assignments to be posted on Google Classroom.
- 3. Gmail
 - a. To be utilized as an additional regular mode of communication between students and teachers.

Faculty Expectations-

1. Online Office Hours- All teachers will make themselves available, if health permitting, every Wednesday for 1 hour to act as “office hours” in case students have any questions that need to be addressed in real time.
 - a. Times will be regular and scheduled
 - b. Times will be posted on Google Classroom, as well as the school website.
2. Work Attendance- All teachers will be expected to come to school to deliver instruction daily according to the online closure schedule. Daily attendance must be taken and recorded.
3. Middle/High-
 - a. Online Instruction
 - i. Teachers will deliver 4 live sessions i per class a week (Mon,Tues, Thur, Fri)
 1. Must be recorded.
 2. Must be posted on Classroom for students to review.
 - b. Live Sessions:
 - i. Teachers will have altered office hours during days where they are scheduled for live sessions.
 - ii. Teachers should take attendance for the classes.
 - c. Weekly Objective- Teachers will post their weekly objectives for their classes on google classroom.
 - d. Modules/Topics- Teachers will divide each week into pre-planned components/modules/topics.
 - i. Each Module should be outlined and posted prior to the week it is implemented.

- ii. Each Module should, at the top, indicate the week's objective(s) and the assessment(s) to be completed.
 - iii. Faculty are encouraged to use the quiz feature on Classroom to deliver any necessary summative tests; however, if this is not possible, other avenues may be used to deliver these types of assessments.
4. Elementary-
- a. Class Time- Teacher office hours will become instructional time for students.
 - i. To be recorded and posted for any students unable to attend live.
 - ii. Elementary office hours for parent check in are required and will now be established by the teacher.
 - iii. Teachers are individually responsible for compiling the weekly packets and take-home materials by Sunday for the subsequent Tuesday pick-up.
5. Drop Off/Pickup Materials- For students/families without reliable and regular internet access a list will be compiled and teachers will be notified which students will need hard copies of materials. For Elementary (K-4) this is anticipated to be the norm.
- a. Teachers will have 1 week from notification of a closing to compile and submit their materials.
 - b. Materials are to be submitted as PDF attachments
 - c. Email format:
 - i. Subject- "Closure Materials," Grade level, Teacher name, Date
 - ii. Email- Number of copies, List of students in the class, Any additional notes.
 - d. **IMPORTANT:** All emails for Pickup are to be sent to the following people:
 - i. Cristy Ferry
 - ii. Thomas Manko
 - iii. Lee Filbert
 - iv. Nate Farnum
 - v. Danielle Michel
 - vi. Beth Owens
 - vii. Jessica Policastro

Grading-

- 1. Elementary: Will be regular.
- 2. MS/HS: Will be standard 0-100 grading unless we are closed for an entire quarter, in which case we will utilize the 1-4 rubric below.