



St. Margaret
OF CORTONA SCHOOL

where faith and knowledge meet

St. Margaret of Cortona School Reopening Implementation Plan September 2020 - June 2021

School Name: St. Margaret of Cortona School BEDS: 321000145344
School Address: 452 West 260th Street
Bronx, NY 10471

Principal: Hugh M. Keenan
Phone Number: 718-549-8580
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Credo

Where faith and knowledge meet.

Opening Statement

St. Margaret of Cortona School's Reopening Plan is a living document.
It is fluid and it can move from each option and stage seamlessly.

- I. Reopening of in-person instruction with social distancing:
 - A. Capacity
 - 1. St. Margaret of Cortona School will monitor daily local medical capacity <https://forward.ny.gov/covid-19-regional-metrics-dashboard>. St. Margaret of Cortona School has the ability to maintain all students with appropriate social distancing, supply protective equipment (PPE) to students, staff, and visitors.
 - B. St. Margaret of Cortona School will open with the following Choices:

Stage 1

- C. Option A: In-House Hybrid Full Population:
 - 1. St. Margaret of Cortona School is a small private school that can accommodate our entire school population five days a week on our existing campus. All classrooms allow for 6’ distancing. This is achieved by splitting the classrooms into cohorts. Utilizing our church to accommodate music classes and maintaining 12’ distance. Utilizing our play yard as the gym also allows for the required 12’ distance. The above was all accomplished by taking into account the health and safety of our students. There will be some classes that will be virtual even with in-house teaching due to limiting the mixing of cohorts.
- D. Option B: Remote Learning Full Population
 - 1. Students will also have the option to learn remotely full-time from home. St. Margaret of Cortona School understands the choices parents make for their children during these difficult times. If parents choose to keep their child/children at home, they will have the ability to virtually attend their regularly scheduled classes.
 - 2. For full-time remote learning, parents must make this choice with the understanding that they must remain with this option until the student is given another opportunity to return to school and participate in option A or C. The choice the parents make must remain in effect for the quarter, until a reasonable time to review the case, and depending on the class availability with approval from the school administrators.
 - 3. Parents can opt to change to full-time remote learning at any time after communicating this choice with the principal.

Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Remote	Remote	Remote	Remote	Remote

- E. Option C: In-House Hybrid partial population:
1. This hybrid model will allow students to attend school on A or B cycle per week. This would accommodate all our students on an alternating schedule.

Cohort A: Odd Weeks

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

Cohort B: Odd Weeks

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

Cohort A: Even Weeks

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

Cohort B: Even Weeks

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

- F. Option D: Remote Learning Only
1. This model will be used if mandated by the state due to the pandemic or a DOH mandate for a particular class due to exposure.
 2. If the school day goes back to normal with regular class sizes, virtual learning will not be an option and all students will be required to attend school in-house.
- G. Additional Considerations for Stage 1
1. No volunteers in the school
 2. No early drop off or extended day
 3. Additional mandated services will be coordinated by the parent and school to accommodate our students with IESP or CPSE services.

II. Next Reopening Stages

A. Stage 2

1. All of the above in Stage 1 and including the following:
 - a) Early Drop-Off Program - will be an extension of the school day with the same regulations and guidelines in place for social distancing, face coverings, and limited access to areas outside of the assigned classroom (cohort).
 - b) After-School Program - The afterschool program will be an extension of the school day with the same regulations and guidelines in place for social distancing, face coverings, and limited access to areas outside of the assigned classroom (cohort). After-school programs will not include any sports programs, third-party vendors, clubs, CYO activities and so on.
 - c) The addition of a limited number of essential volunteers will be permitted if needed, and as long as guidelines are strictly followed.

B. Stage 3

1. All of the above in Stage 1 & 2 and including the following:
 - a) Mandated services for IESP and CPSE students will have the potential to be delivered in a social distanced school setting should space be possible.

C. Stage 4

1. All of the above in Stage 1, 2 & 3 and including the following:
 - a) Resuming of extracurricular activities

D. Stage 5

1. Back to normal with no social distancing.

III. Technology

A. Teachers

1. All teachers have been trained in Google classroom and other platforms needed for instruction.
2. Videos were also made available for teacher reference.

B. Students

1. All students have a Google email and have access to Google platform as well.
2. Additional training videos will be made accessible on our google classroom for technology, as needed.
3. Students will also be given headphones to be used at home and in school for instructional purposes.

4. Every child at St. Margaret of Cortona School has a Chromebook or tablet from grades K-8.
 5. All students have access to St. Margaret of Cortona Google platform where each teacher organize their classroom.
- C. Technology Resources
1. St. Margaret of Cortona made every effort to incorporate most of their textbooks with digital platforms. These include the following but are not limited to:
 - a) Math: Eureka Math, K - 5
 - b) IXL PK - 8
 - c) Sadlier, Progress in Mathematics, 6 - 8
 - d) Social Studies - Houghton Mifflin Harcourt
 - e) Religion
 - (1) Sadlier, We Believe - grades K-6
 - (2) Sadlier, Live Our Faith - grades 7-8
 - f) Reading
 - (1) Open Court Grades K-3
 - (2) Trade Books 4-8
 - (3) Downloadable, public domain PDF's
 - (4) eBooks borrowed from public libraries
 - g) Additional Resources
 - (1) Vocabulary/Spelling City, K - 8
 - (2) Grammar Flip, Grades 4 - 8
 - (3) CK - 12 Science - Grades 6 - 8
 - (4) BrainPop - Grades PK - 8
 - (5) Raz-Kids - Grades K - 2
- D. Instructional Guidelines for St. Margaret of Cortona
1. All students will receive 5 days of instruction. The instruction will be delivered in-person or remotely. Classrooms will be set up to provide person-to-person learning through either A-D option described above. At all times maintaining social distancing of 6'.
 2. As noted above, hybrid models will be based on a combination of in-person and remote learning platforms. This platform will only be used if necessary.
 3. In the case a parent opts to keep their child home on a full-time remote basis, provisions will be made to allow synchronous instruction on a full-time, five-day school week basis.
 4. All subjects will be pushed into the classroom. The goal is to limit the student movement and encourage cohorts of students to remain homogeneous.

5. Physical education must maintain social distancing of twelve feet in all directions at all times, in accordance with NYSDOH Guidance.
 6. Music, when singing, must maintain twelve feet in all directions at all times in accordance with NYSDOH Guidance.
- E. Social Distancing
1. Students will arrive at school through designated assigned locations to reduce congestion at the main entrance. There will be 4 entrances that will be monitored in the morning so students can access their classrooms with the least amount of movement in the building. Students' designated arrival and dismissal locations will be in close proximity to their classrooms.
 2. At dismissal, parents will pick up their children from the same location as drop off. More information will be provided in terms of details.
 3. The school will have staff in the hallway maintaining social distancing in the hallways, stairwell and bathrooms.
 4. St. Margaret of Cortona will have students maintain 12' distance in all directions when participating in physical education that would result in heavy breathing. If gym is in the classroom physical education teacher will concentrate on the following NY State Standards but not limited to the following:
 - a) *Standard 5: Recognizes the value of physical activity for overall wellness, enjoyment, challenge, and/or self-expression.*
 - b) *Standard 6: Recognizes career opportunities and manages personal and community resources to achieve and maintain overall wellness.*
 5. St. Margaret of Cortona will have students maintain 12' distance in all directions when participating in music activities that would result in a projection of their voice. If music is in the classroom students will engage in activities that will allow students to create, perform, and connect without singing.
 6. Appropriate signage will be placed in the building for social distancing:
 - a) When entering the campus there will be lawn signs notifying parents of the school protocols:
 - (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
 - b) On the sidewalks entering the building there will be social

distancing markers located at each entrance way. These floor graphics with directional signs will let students and parents know to stand 6' apart and which direction to walk. Front Entrance banner will inform parents of:

- (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
- c) There will be directional signs on the floor spaced 6' apart so students can maintain social distancing at all times. These directional symbols will be in two different colors allowing students to follow easily.
- d) There will be designated stairwells to go up and down between the two floors. Appropriate signage will be placed at these locations.
- e) Each classroom and office will have signage reminding students, and staff the protocols at St. Margaret of Cortona:
- (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
- f) There will be signage around the building with basic reminders that are also in the classroom:
- (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands

F. Food Services

1. Students will eat breakfast and lunch in their classrooms. St. Margaret of Cortona will have staggered lunch periods allowing for social distancing. All students must wash hands before and after eating. This will be accomplished by the multiple sinks we have in the building. Classes will be assigned a sink location in which they will be able to perform hand hygiene throughout the day.
2. Students will be allowed to bring their own lunch and snack from home. St. Margaret of Cortona School is an allergy-aware school. For students that receive lunch from outside organizations, each lunch will be individually packaged and delivered to the classroom for the child by the food service provider. Sharing of food and beverages will not be allowed at St. Margaret of Cortona School.

3. Students are encouraged to bring their own water bottles from home (reusable) labeled with their name; no glass bottles or containers will be permitted.
 4. There will be no provisions for heating up meals for students.
 5. All food service providers must wear shields and gloves.
 6. Garbage will be collected in the classroom after lunch and snack.
- G. Mental Health, Behavioral, and Emotional Support Services and Programs
1. The St. Margaret of Cortona School Task Force has addressed this area at length. During the summer our committee has posted resources for parents as well as contact information of professionals that would be able to help parents and students.
 2. St. Margaret of Cortona School also contracts with Catapult Learning and the Alcohol and Drug Abuse Prevention Program (ADAPP) to provide services for our students and staff.
 3. The following will occur at St. Margaret of Cortona School:
 - a) Educating staff, parents and students on symptoms that identify mental health needs
 - b) Promoting social-emotional learning competency and building resilience
 - c) Helping to ensure a positive and safe school environment
 - d) Teaching and reinforcing positive behaviors and decision-making
 - e) Encouraging and helping others
 - f) Encouraging good physical health
 - g) Access to school-based mental health support
 - h) Ensuring the integration of Catholic spiritual doctrine as it relates to ministering to the whole person - body, mind, and soul.
 4. Staff and families should consult with our Catapult or ADAPP counselor, nurse, or administrator if one or more of the following behaviors are observed:
 - a) Feeling sad or withdrawn for more than two weeks
 - b) Seriously trying to harm oneself or making plans to do so
 - c) Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
 - d) Involvement in many fights or a desire to badly hurt others
 - e) Severe out-of-control behavior that can hurt oneself or others
 - f) Dramatic weight loss or weight gain
 - g) Intense worries or fears that provide obstacles to daily

- activities
- h) Extreme difficulty concentrating or staying still, which places the student or staff member in physical danger or causes problems in the classroom
 - i) Repeated use of drugs or alcohol
 - j) Severe mood swings that cause problems in relationships
 - k) Drastic changes in the student's or staff member's behavior or personality
5. In keeping with the notion of the Jesuit motto of the Cura Personalis, or ministry of "personal care," many useful resources from ADAPP and Catapult are available to support principals and all school community members in this regard.

Archdiocese of New York Drug
Abuse Prevention Program
2789 Schurz Ave
Bronx, NY 10465
718-904-1333
(1-888-NYC-WELL)
<https://adapp.org/>

New York State Mental Health
Assistance Hotline
1-844-863-9314
OR
1-888-NYC-WELL

COVID-19 Resources NY

H. Communication

1. St. Margaret of Cortona will communicate with their school community via email, School Task Force link on our SMCS webpage. The webpage will be able to notify parents immediately of any changes in CDC, New York State, the Archdiocese of New York, and to the living document that SMCS has implemented.

I. PPE and Face Coverings

1. Face coverings that are acceptable:
 - a) Masks
 - b) Gators
 - c) Face Shields
2. Face coverings must be worn as soon as staff, parents and students step onto school grounds, and always maintaining social distancing. At any time or place that individuals cannot maintain social distancing, individuals must wear acceptable face coverings.
3. Face Coverings must be worn when in the building, and they must keep appropriate social distancing. The school will have masks available for students if needed.
4. Staff shall be required to wear masks. Masks will be provided to all staff members by St. Margaret of Cortona School. Teachers may choose to wear a mask of their own. In addition, face shields will be provided upon teacher request.
5. All face coverings for faculty, staff, and students are subject to approval of the principal and regional superintendent. Face coverings should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than St. Margaret of Cortona School (SMCS) or the Catholic Schools of the Archdiocese of New York.
6. Students may remove their face covering during meals and face covering breaks. St. Margaret of Cortona will determine developmental appropriateness and how often students will have face covering breaks while maintaining appropriate distancing.
7. All individuals in a school facility and on the grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. Individuals - including students - must wear face coverings in common areas, such as entrances, exits, lobbies, and when traveling around the school.
8. Students who are unable to medically tolerate a face covering,

including students where such coverings would impair their physical health or mental health are not subject to the required use of a face covering. Parents must provide a medical note from their pediatrician prior to August 30, 2020 to the St. Margaret of Cortona School principal and nurse. The school will then review the request and notify parents of their determination.

9. St. Margaret of Cortona School will train students, faculty and staff on how to adequately put on, take off a face covering, and discard PPE, including but not limited to, appropriate face coverings.
10. Teachers will help students adjust to wearing face coverings by building up their stamina if needed and consistently teaching them the appropriate manner to put on, take off and discard PPE appropriately.
11. This training and supplying PPE will be extended to contractors and vendors if applicable.
12. Appropriate signage will be placed throughout the building to help remind staff and students that they are required to wear face-covering.
 - a) When entering the campus there will be lawn signs notifying parents of the school protocols:
 - (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
 - b) 2. Front Entrance banner will inform parents of:
 - (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
 - c) Each classroom and office will have signage reminding students, and staff the protocols at SMCS:
 - (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'
 - (4) No shaking hands
 - d) There will be signage around the building with basic reminders that are also in the classroom:
 - (1) Masks
 - (2) Hand washing
 - (3) Social distancing 6'

(4) No shaking hands

J. Monitoring

1. If we all work together as a school community we can minimize the exposure to our students and staff. We ask parents to absolutely keep their child home if they are sick in any way. COVID-19 symptoms can be mild and we cannot risk exposing our students and staff to the virus. If your child shows any symptoms, we ask that you take them to your doctor to be assessed. It is better to be cautious during these uncertain times.

K. Screening

1. All parents will need to screen students at home before getting on the bus or arriving at school. They must look for the following symptoms found on the following CDC link.

IV. Symptoms of Coronavirus CDC Guidelines

A. Health screening, which includes daily temperature checks and completion of a screening questionnaire, are required for staff, contractors, vendors, and visitors. The screening questionnaire determines whether the individual has:

1. knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
2. tested positive through a diagnostic test for COVID-19 in the past 14 days;
3. has experienced any symptoms of COVID-19, including a temperature of greater than 100.00 F in the past 14 days; and /or
4. has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

B. Students are required to have a daily temperature check and periodic completion of a screening questionnaire. The questionnaire will be distributed via Google form. This form will be required before the first day of school as well as periodically completing the questionnaire throughout the school year. If the form is not completed students may not enter the building. Screening will be done with the legal guardian at the time of entrance. Temperature checks will be performed prior to students entering the building at the location that will be designated for your child to enter.

1. All screening information will be collected via Google form and/or paper checklist.
2. Weekly reminders will be provided to staff, and parents

periodically via Webpage and email.

C. Morning Drop off Screening for Students

1. Each morning the following questions will be asked at drop off.
Does your child have:
 - a) Fever or chills
 - b) Cough
 - c) Shortness of breath or difficulty breathing
 - d) Fatigue
 - e) Muscle or body aches
 - f) Headache
 - g) New loss of taste or smell
 - h) Sore throat
 - i) Congestion or runny nose
 - j) Nausea or vomiting
 - k) Diarrhea
2. Staff members will be checking temperatures in the morning before entering the building. These individuals will be trained in taking temperatures. They will also:
 - a) Engage in regular procedures of hand hygiene
 - b) Be required to wear a face covering
 - c) Be trained in the use of the touch-less digital thermometer
 - d) Be required to wear goggles
 - e) Be required to clean thermometer regularly with alcohol
3. Parents will have an opportunity to “kiss and drop” after a temperature check or park off campus and walk to the designated area with their child. This procedure is to ensure that a child is not dropped off sick. While waiting for your temperature check as a walker, students and parents must always maintain 6’ distance and wear a mask. If a child has a temperature of 100.4 0 F or greater the child will not be able to attend school that day. They must be seen by a medical professional and will not be allowed back to school without a medical note from their doctor.

D. Public Bus Students

1. For students arriving by bus we ask that you self-screen at home for the following symptoms each morning:
 - a) Fever or chills
 - b) Cough
 - c) Shortness of breath or difficulty breathing
 - d) Fatigue
 - e) Muscle or body aches

- f) Headache
 - g) New loss of taste or smell
 - h) Sore throat
 - i) Congestion or runny nose
 - j) Nausea or vomiting
 - k) Diarrhea
2. Bus students will be temperature checked before entering the building. If they have a temperature the child will be taken to the Guardian Angel Room (Isolation Room) and assessed by the nurse and will be asked to be picked up immediately. It is extremely important that all students on the bus be screened at home by their parents.

V. Screening during the day

A. Teachers and staff will also be trained to assess students for early warning signs. Teachers will be informed of any changes from Symptoms of Coronavirus CDC Guidelines on a regular basis. Teachers and staff will look for the following:

- 1. Fever or chills
- 2. Cough
- 3. Shortness of breath or difficulty breathing
- 4. Fatigue
- 5. Muscle or body aches
- 6. Headache
- 7. New loss of taste or smell
- 8. Sore throat
- 9. Congestion or runny nose
- 10. Nausea or vomiting
- 11. Diarrhea

B. Signage will be posted around the building:

- 1. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>

C. Testing Protocols and Responsibilities

- 1. Anyone who has a 100.4 degree F fever or greater or a positive response on the screening questionnaire may not be allowed to enter St. Margaret of Cortona School.
- 2. If symptoms develop throughout the day students or staff will be assessed by the school nurse and will be isolated from others and sent home immediately.
- 3. Students will be placed in the Guardian Angel Room while

awaiting transport home.

4. Parents must pick up their children immediately.
5. Parents will ring the doorbell by the School entrance and the nurse will bring the child to the door for the guardian. Such persons must go to a healthcare provider (their own provider or find a test site). They must have a note from their medical professional in order to return back to school.
6. Two negative tests may be required if your medical professional deems it necessary or the Department of Health.
7. There will be no visitors in the building. If parents need to meet with a faculty member or an administrator, via video conference or telephone.
8. If there must be an in-person meeting, the meeting will take place in one of our other areas in the school building. This will lower exposure for our students and staff.
9. All visitors meeting with St. Margaret of Cortona employees must go through the screening mentioned above.
10. All deliveries will be left outside and our facility employees will bring any deliveries into the building.

D. Healthy Hygiene Practices

1. Hand and Respiratory Hygiene
 - a) Healthy hygiene practices will be taught to the school community in terms of hand and respiratory hygiene.
 - b) Teachers will reinforce these behaviors in the classroom as well.
 - c) Teachers will also allow for handwashing breaks throughout the day.
 - d) St. Margaret of Cortona will follow the following guidelines from the CDC: Coughing and Sneezing
 - e) Tissues will be supplied to students and staff so individuals may cover their mouths when coughing and sneezing. The tissue will be disposed of in a trash can.
 - f) If a tissue is not available at the time of cough and/or sneezing individuals will use the inside of their elbow (or shirt sleeve) to cover the mouth or nose.
 - g) Good hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material will be expected.
2. Washing Hands
 - a) St. Margaret of Cortona School will also send home videos and post them on our webpage on good hygiene

- (1) Hand Washing Videos
- (2) Coughing or Sneezing
- b) On our webpage we will have links also to CDC Public Service Announcements
- c) St. Margaret of Cortona also provides in each entryway and classroom, hand sanitizer dispensers for our school community.
This does not replace the importance of washing one's hands throughout the day.
- d) St. Margaret of Cortona School provides:
 - (1) Handwashing in all bathrooms as well as some classrooms where students may have access to soap and water.
 - (2) Touch free paper towels will be provided
 - (3) Non-touch trash cans are accessible to all students
 - (4) Alcohol based sanitizers with at least 60% alcohol is provided throughout the building
 - (5) St. Margaret of Cortona will promote hand washing before meals, after recess or physical education, before and after removing PPE, and at other times as appropriate.
- e) St. Margaret of Cortona School will also have signage throughout the building for the following:
 - (1) Stay Home if they feel sick
 - (2) Cover their nose and mouth with an acceptable face covering
 - (3) How to discard PPE properly
 - (4) Adhere to social distancing guidelines
 - (5) Report symptoms of, or exposure to, COVID-19
 - (6) Follow hand hygiene, and cleaning and disinfection guidelines
 - (7) Follow respiratory hygiene and cough etiquette.

3. School Nurse

- a) The nurse's room has been equipped with a Medify MA-25 S2 Medical Grade Filtration H13 True HEPA for 500 Sq. Ft. Air Purifier.
- b) The School nurse is contracted by NYC Public Schools. They will provide their employee appropriate PPE.
- c) St. Margaret of Cortona will provide emergency PPE, if needed.

- d) The school nurse will follow all CDC, New York State, OSHA and District guidelines in terms of:
 - (1) Personal Protective Equipment (PPE)
 - (2) Disposing of PPE
 - (3) Aerosol Generating Procedures
 - (4) Management of all ill persons
 - (5) Students and staff with symptoms of illness must be sent to the health office. T
 - (6) he school nurse is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.
 - (7) If a school nurse is not available, St. Margaret of Cortona School will have to isolate the individual 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.
- 4. Containment - Policy and Procedures: Sick Child or Staff Member
 - a) To ensure safety and best practice, schools must designate a “Guardian Angel” room (isolation room) where students and staff with COVID-19 symptoms are to be placed while they wait for pick-up and safe exit from the building.
 - b) Each “Guardian Angel” room, when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled.)
 - c) School Leaders should monitor staff and students throughout the day for signs of illness.
 - d) Symptoms potentially include the following updated list from Symptoms of Coronavirus CDC Guidelines. (List below may change.)
 - (1) Fever of 100.4 degrees Fahrenheit or higher
 - (2) Chills
 - (3) Cough
 - (4) Shortness of breath or difficulty breathing
 - (5) Fatigue
 - (6) Muscle or body aches
 - (7) Headache

- (8) New loss of taste or smell
- (9) Sore throat
- (10) Congestion or runny nose
- (11) Nausea or vomiting
- (12) Diarrhea
- e) Children or staff members exhibiting the symptoms listed by Symptoms of Coronavirus CDC Guidelines must be sent home according to the protocol established below and according to the best judgment and discretion of the designated individual in charge of monitoring symptoms.
- f) Students who are identified must be immediately moved to the Guardian Angel Room, (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent must be notified, and the safe pickup must be arranged.
- g) Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- h) School leaders and maintenance personnel will be required to close off and restrict the areas accessed by the sick individuals or any individual exhibiting symptoms.
- i) The Guardian Angel Room, or any room or area occupied by sick, symptomatic individuals, must not be reopened or utilized until cleaning and disinfection has taken place in a acceptable and prescribed manner following CDC prescribed guidelines Disinfecting Building.

- E. Cleaning and disinfecting your building or facility if someone is sick
1. Close off areas used by the person who is sick.
 2. It may not be necessary to close operations, if they can close off affected areas.
 3. Open outside doors and windows to increase air circulation in the area.
 4. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 5. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
 6. Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.

7. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
8. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
9. Once an area has been appropriately disinfected, it can be opened for use.
10. Workers without close contact with the person who is sick can return to work immediately after disinfection.
11. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
12. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
13. School leaders are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illness, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
14. School leaders will monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps. All quarantine orders issued by the federal, state, and local governments directives must be followed by students, faculty, and staff.

VI. Procedures for Cases of COVID-19

- A. School leaders are to notify the regional superintendent, Mr. John Riley, with relevant details, in writing, so that she may notify the Office of Superintendent of Schools who will create the appropriate public health notifications for the local government agency and provide guidance on next steps.
- B. School leaders will then be provided with the approved e-mail communication to distribute to the school community from the Office of the Superintendent of schools. No identifying information will be used in the communication regarding the individual who may be symptomatic.
- C. School leaders must then distribute this notification to school staff members and families once approved by the regional superintendent, Mr. John Riley
- D. School leaders will follow all health department directives on school closures, because of COVID-19, and on facilities, which are provided by the health and Safety Task Force of the Office of the Superintendent of Schools.
- E. School leaders will coordinate with appropriate vendors if needed from the Office of the Superintendent of Schools for disinfection procedures and timelines according to CDC guidance. Cleaning and Disinfecting your Facility
- F. Individuals who are COVID-19 positive may only return after providing note of medical clearance. It is strongly recommended by the CDC, DOH and NYSED that schools comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. CDC Interim Consideration for K-12 School Administrators for SARS-CoV-2 Testing
- G. St. Margaret of Cortona School will take extreme and exhausting measures to protect the identity of the individuals. This is a critical violation of a person's civil rights. Parents cannot assume a student who may be sent home is infected. There are multiple reasons that children or staff members are sent home. We ask for your patience and understanding during these difficult times of respect for others.

VII. Cleaning / Disinfecting and Ventilation

- A. The COVID-19 pandemic has necessitated continuous attention to the cleaning, disinfecting, and sanitizing of school facilities and materials.
- B. Cleaning and Disinfecting
 1. With the aforementioned consideration in mind, the expectations and clear directives should be to clean and disinfect frequently touched surfaces daily, as practicable, regularly throughout the day by trained custodial staff. Frequently touched surfaces include, but are not limited to, the following:
 - a) Door handles and doorknobs
 - b) Light switches
 - c) Sink faucet handles
 - d) Bathroom surfaces
 - e) Countertops and tables
 - f) Desks
 - g) Chairs
 - h) Computers, Chromebooks and laptops
 - i) Toys
 - j) Phones
 2. St. Margaret of Cortona School will follow CDC Reopening Guidance for Cleaning and Disinfection to determine what level of cleaning and /or disinfection is necessary. The framework is based on the following:
 - a) Normal routine cleaning with soap and water will decrease how much of the virus is on the surfaces and objects, which reduces the risk of exposure;
 - b) Frequent disinfection of surfaces and objects touched by multiple people is important;
 - c) St. Margaret of Cortona will keep track of cleaning and disinfection frequency for our facility.
 3. Custodial staff with the responsibility of cleaning and disinfecting St. Margaret of Cortona School, will be equipped with the proper protective equipment, including but not limited to: gloves, eye-protective gear, respiratory protection gear, and other appropriate protective equipment.
 4. Custodial staff must also ensure all industrial cleaning products are kept out of the reach of children at all times and that such products are stored in a space with restricted locked access.
 - a) Note: all products are approved by the US Environmental

Protection Agency (EPA) and NYS Department of Conservation (DEC). Alternatives may be used if not available.

5. Ventilation
 - a) When cleaning, appropriate ventilation must occur before children arrive. Thorough cleaning and sanitization should be completed when children are not present.
 - b) Windows should be opened as frequently as possible, weather permitting, even when the space is occupied by the students, to allow maximum ventilation. Classroom doors should remain open as well to increase ventilation in the room.
 - c) In terms of the air conditioner window units or ductless systems, St. Margaret of Cortona will only use the fresh air setting. Even if the air conditioner is being used, the windows and doors will remain open to increase cross ventilation.

C. Safety Drills

1. Safety drills will still be conducted at St. Margaret of Cortona School. These drills include fire and evacuation drills. These drills will be conducted through staggering, with appropriate distancing. Staggering by the classroom, minimizes contact of students in the hallway. Students will be instructed that if it was a true emergency the imminent concern is to get to safety.
2. Conducting lock down drills in the classroom will occur maintaining social distancing and using face coverings. These drills will occur without “hiding” / “sheltering” an overview of how to shelter or hide in a classroom will be explained.

VIII. Closing Statement

St. Margaret of Cortona School's priority is to adhere to the safety guidelines that the CDC, DOH, Department of Education and the Archdiocese has recommended.

We will educate our students each and every day with a Christ centered approach with all of our plans listed in this document.

This document is a living document it may be modified due to changes made by the New York Department of Health (DOH), New York State (Governors Office), New York Department of Education and /or the Archdiocese of New York.