

Re-Opening Plan
For Religious or Independent Schools
For the 2020-2021 School Year

School: Bishop Loughlin Memorial High School

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Date classes begin: September 14, 2020

Fall Semester: September 8, 2020 to January 25, 2021

Plan Submitted: July 31, 2020

Submitted by: Dennis Cronin, FSC

This plan is formulated after a careful review and consideration of “New York State Reopening Guidance for Religious and Independent Schools”. This plan will be posted on the Bishop Loughlin Memorial High School website. It is a plan. Future developments may necessitate adapting the plan to meet un-foreseen circumstances.

The school will continue to use its established vehicles for communicating with stakeholders. In addition to the website, this involves consultation with the Executive Committee of the Parents’ Association, the use of surveys, Zoom meetings for parents, employing various social media platforms, reaching out through Plus Portals.

Part One: Repopulating the Campus

Entering Students will enter the school building from the school yard.

Students will enter the school yard from entrances on Clermont Avenue and Vanderbilt Avenue.

Once in the yard students will come into the school building using the three doors opening onto the yard.

Temperatures will be taken before students are allowed into the building.

Exiting Students will exit the building through the doors leading to the school yard.

Students will be dismissed from class by grade level.

The dismissal times for each grade level will be staggered.

Stairwells will be assigned according to odd/even room numbers.

- Classrooms** Desks will be placed in each classroom used by students allowing for six feet of space between each student.
- This accommodation was achieved by splitting the class in half.
- One half will be in school on “A” day the other on “B” day attending school alternately.
- The day the students are not in school in person they will attend class virtually.
- Students and teacher are required to wear appropriate PPE (face coverings).
- Each classroom will have a hand sanitizer station containing 60% or more alcohol for use by teachers and students.
- Windows and doors will be open weather permitting.
- Student desk tops will be cleaned and disinfected between use and recorded in the log maintained by the Director of Facilities.
- Each classroom will have a receptacle for disposal of used PPE and other trash.
- Movement** Students and teachers will move between classes following floor and wall signage indicating direction of travel.
- Stairwells will be clearly marked “Up” and “Down” with appropriate signage marking the direction of travel.
- Appropriate face coverings will be worn when changing classes.
- Social distancing is maintained.
- Cafeteria** Students will eat at student desks allowing for six feet of space between students.
- This accommodation was achieved by folding up cafeteria tables, storing them, and replacing seating with student desks.
- Hand sanitizer stations containing 60% or more alcohol are available for student use.
- The school schedule provides for two lunch periods.
- Desks used for lunch will be cleaned and disinfected between lunch periods.
- The cafeteria will be cleaned and disinfected after the final lunch period.

Each of the cleaning procedures will be entered in the log maintained by the Director of Facilities.

Appropriate receptacles are available for trash disposal including used PPE.

Cafeteria personnel will wear appropriate PPE.

Barriers at point of sale will be installed.

Parents will be strongly encouraged but not required to use the Card System offered by SLA our food service provider as a payment option.

Gym

Face coverings will be worn if activity permits.

Weather permitting the yard will be used for more strenuous activity where social distancing of six feet up to thirteen feet can be maintained.

Physical Education teachers will use a microphone when outside to provide direction to students and wear appropriate PPE.

PAC

The Performing Arts Center will continue to be used for small group instruction which allows for social distancing at thirteen feet appropriate for voice and wind instruments.

Larger groups will use the auditorium which can accommodate a larger number of students at thirteen feet (capacity 1080 persons).

Library

Social distancing will be maintained in the library.

Face coverings will be worn.

This accommodation was achieved by removing chairs from tables and from computer stations.

Offices

Social distancing will be maintained.

If social distancing is not possible a mask must be worn.

Hand sanitizers will be in each office.

Shared equipment (copy machines, postal machines, coffee makers) will be cleaned and disinfected after each use.

Rest Rooms

Social distancing will be maintained.

Dividers will be installed between sinks.

Hand sanitizing stations will be installed.

Rooms will be cleaned and disinfected several times during the day on a regular schedule and recorded in the log maintained by the Director of Facilities.

Orientation Scheduled for September 8 and 9, 2020 for faculty and staff.

Scheduled for September 10 and 11 for students.

These dates are subject to change based on Directives from the Governor

Orientation for faculty and students will include a review of health a safety procedures and the new COVID-19 protocols including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Review of screening questionnaire for faculty and staff (an App TBD) which would determine whether the individual within a 14 day period:

- a) Has been in close or proximate contact with anyone who has tested positive for COVID-19 or has symptoms
- b) Tested positive through a diagnostic test
- c) Has experienced symptoms including a temperature of greater than 100.0F and /or
- d) Has traveled internationally or from a state with widespread community transmission as per New York Travel Advisory.

PPE Face masks are required in the building when in a public or common areas and in offices where social distancing is not possible.

Face masks are available should a student, staff member, or visitor come into the building without a mask. The school has a supply of 2,000 disposable masks. If the school supplies the mask there will be instruction on how to adequately put on, take off and discard PPE.

Other PPE may be required based on work performed rubber gloves, disposable aprons, face shields.

The school will make available face shields for teachers and staff at no cost.

Disinfection In addition to those cleaning procedures indicated in this plan:

The Director of Facilities will maintain a log which shows the schedule for cleaning, disinfecting and sanitizing the whole building. It will indicate when particular areas have been cleaned and disinfected during the school day and what cleaning procedures were completed overnight.

Proper signage will be maintained which reminds individuals:

- a) Stay home if they feel sick.

- b) Cover their nose and mouth with an acceptable face covering.
- c) Properly store and discard PPE.
- d) Adhere to social distancing.
- e) Report symptoms of, or exposure to, COVID-19.
- f) Follow hand hygiene
- g) Follow respiratory hygiene and cough etiquette.

Access

Visitors to the building will be discouraged.

Visitors will be required to wear a face mask.

Visitor's temperature will be taken.

Deliveries will be made to the Clermont Avenue door.

Delivery personnel must wear a face mask if they enter the building.

Part 2: Monitoring the Health of Students, Faculty and Staff

Method

Faculty and student health will be monitored by a suitable App TBD.

Parents will be advised to screen their teenager before coming to school.

All teachers, faculty and staff will have their temperature checked before being admitted to the school building.

If a teacher or staff member shows a temperature above 100.0 F they will be sent home and advised to be tested.

If a student shows a temperature of 100.0 F they will be directed to an isolation room, Room 114. Their parent will be called to pick them up and advised to contact their health care provider for assessment and testing.

If a student shows symptoms of COVID-19 during the day after seeing the nurse the student will go to the isolation room. Their parent will be called to pick them up and advised to contact their health care provider for assessment and testing.

Classrooms will be reassigned and the classroom(s) that were used by the student will be cleaned and disinfected. According to guidelines.

These spaces will not be used for the next 48 hours.

If necessary, the school building will be closed.

The school must be notified of the result of testing.

If diagnostic test results are positive for COVID-19 the state and local health department will be notified.

Once a teacher staff or student has screened positive for COVID-19 they cannot return to school unless they provide at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

If during the school day a student or staff experiences symptoms of COVID-19 they must report this to the Coordinator.

They will report to the isolation room where they will be visually monitored.

The health office staff caring for sick individuals in the isolation room will be wearing appropriate PPE.

When the room is vacated it will be cleaned and disinfected and posted in the log maintained by the Director of Facilities.

**COVID
Coordinators**

The Deans will serve as Coordinators for their assigned grade levels.

Tracing

Once the school is notified by the NYSDOH and the NYCDOH what is the acceptable level of COVID-19 transmission, the school will be in a position to develop a metric identifying clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level.

The school will cooperate with local health departments in tracing contacts by review of the infected person's schedule, classmates, teachers, etc.

Part 3: Shutdown

In All Cases

Families are notified that school will remain in session with online learning only.

The schedule their child has been following in the school building remains the schedule their child will be following at home.

The school has invested in the adaptive technology that makes this possible.

The existing COVID-19 Update that has been on our website since March remains the primary vehicle for communicating what is happening.

With a return to distance learning updates will happen weekly, generally on Thursday through the COVID-19 Update.

