



# ***COVID-19 PREPAREDNESS & REOPENING GUIDELINES***

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Dear HCA Community,

I hope that you are enjoying these summer days, staying safe, happy, and healthy. We have been very busy here on campus these past few weeks! In addition to addressing our reopening plan, we have successfully opened Old Westbury Summer Camp! It really is a blessing to hear laughter and see smiles again on children's faces.

This reopening guide was created by the administrative team along with guidance and conversations with state and local officials, the CDC and DOH, Board members, faculty, staff, and parents. Without question, this has been a challenging time and while we continue to receive guidance from a variety of outlets, this document has been ever-changing. All the while, we have approached our reopening plan to be addressed from a place of health and wellness and not fear. The student's safety and well-being is and will always be first and foremost. We want students to feel safe and comfortable while here at school so that they can continue to grow in a loving and caring environment.

This plan provides a general overview for how we will approach school being in session, given the information and guidance we received at this point. It is our plan to FULLY OPEN in September. We have the luxury here of being a small school, by design, with 14 acres and 4 educational buildings. However, as we have seen over the past few months, circumstances change very quickly and so our plans may have to be adjusted as well. Moving forward, we will keep the community apprised of any and all changes to this plan.

We appreciate all of the support and cooperation we have received, knowing that we are all working to do our best for our children. While our actual plan will not be submitted and approved until August, we thought it appropriate to share with the greater community where we are in the process.

I look forward to seeing you and your children again in September!

With Grace and Blessings,  
Art



# Minimizing Exposure



## *Entry & Exit Procedures*

Students, faculty, and staff will complete a health screening questionnaire prior to arrival. This questionnaire will address the following:

- 1) Have you presented with symptoms of COVID-19 in past 14 days?
- 2) Have you tested positive for COVID-19 test in the past 14 days?
- 3) Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- 4) Do you have a temperature greater than 100?
- 5) Have you or anyone that you have come in contact with traveled internationally or to a state that is included on the NY State Travel Advisory in the past 14 days?

*All information collected will be held in the strictest of confidence in accordance with HIPAA regulations.*

Parents dropping off and picking up children must wait in their cars; children will be escorted to and from the cars.

**Connelly Hall** will serve as the primary entrance for the entire campus with regards to visitors. Parents and visitors will not be allowed in the buildings (ECC, O'Sullivan Hall) unless prior permission is granted. All parents and visitors must first report to Connelly Hall, obtain a visitors' pass, and be screened prior to entrance.

All parents dropping off students late or picking up students early will drop off or meet their child in Connelly Hall.

All visitors/outside vendors will be screened prior to entrance (temperature checks & questionnaire) and must wear face coverings during entire visit.

Arrival and dismissal will be monitored to ensure appropriate social distancing.

## *Face Coverings*

***Responsible parties must maintain protocols and procedures for students, faculty, and staff to ensure appropriate PPE when social distancing is not possible.***

Students will be issued blue or white face coverings at the beginning of the year and **will be required when social distancing is not possible.**

Face coverings will not be required during instruction, lunch, or breaks as long as social distancing is possible.

Face coverings will not be required when students are outside, unless social distancing is not possible.

Any student who cannot wear a face covering due to a medical condition is not required to wear face coverings provided that they provide documentation from a medical professional.

**Note: At this time, according to the CDC, face shields are not adequate for preventing the transmission of COVID-19 unless worn with the addition of a cloth face mask.**

## ***Social Distancing***

***Responsible parties must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of COVID-19.***

Social distancing is currently defined by distancing individuals six feet apart.

Classrooms will be situated to allow for proper social distancing without the use of barriers between individuals.

Common spaces will be marked with floor markings/seat markings to allow for appropriate social distancing. This includes the lunchroom, gymnasium, locker rooms, and other common areas.

## ***Class Procedures***

***Responsible parties must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of COVID-19.***

Classrooms will be reimaged to ensure for social distancing without impacting the mission and philosophy of Holy Child Academy.

Class size will be kept to a minimum to ensure for appropriate social distancing in each classroom.

Each classroom and common space has been measured to assess for greatest number of individuals while social distancing is being practiced.

## ***Student Groupings & Cohorts***

***Responsible parties should “cohort” students, to the extent practicable, to limit potential exposure to the COVID-19 virus.***

Class sizes shall not exceed the amount allotted for students to allow for appropriate social distancing.

Students will remain in class groups for all activities when possible including, but not limited to lunch and recess.

Large assemblies that do not allow for social distancing will be suspended until further notice.

## *Traveling*

*To reduce social density, responsible parties should assess indoor spaces.*

Travel markers will be placed in the hallways.

Stairwells will be marked to allow for one-way travel.

Groups will travel together at designated times to minimize social density in hallways.

## *Food Service*

*Responsible parties must provide meals while maintaining appropriate social distancing and proper cleaning and disinfecting must be done between meal times.*

Multiple meal times scheduled to allow for fewer students in lunch room.

Tables to seat 3 students instead of 8.

Students will preselect meal options, and lunches will be prepared and packaged for distribution with minimal contact.

Utensils and plates will be disposable.

Beverages will be in individual bottles/containers.

Food service employees will wear disposable PPE at all times while serving and preparing food. This includes gloves and face coverings.

Trash bins will be placed at a variety of locations throughout the cafeteria to allow for proper social distancing.

Water fountains will not be used, and students will be asked to bring in refillable water bottles. Water bottles can be filled using the refillable water station in the cafeteria or Brita filtered water pitchers in the LS.

## *Busing, Transportation, & Trips*

Any transportation provided by school districts is the responsibility of the district. Please check with your district regarding guidelines and procedures.

Transportation by bus will be utilized as long as the group going has been together for the day and distancing can be accommodated.

Bus company must adhere to HCA sanitizing guidelines.

Field trips will only be scheduled if the venue meets or exceeds HCA and CDC standards with regards to disinfecting and allowing for social distancing.

## *Extended Day*

Extended day will continue to operate.

All efforts will be made to maintain “cohorts”, if applicable, or members of the same household.

All equipment in the extended day area will be thoroughly disinfected before and after extended day.

## *Pool Safety*

COVID-19 is not a waterborne virus.

All pool usage will be with smaller groups (1 group/time) so to avoid mixing of student cohorts/groups and to allow for social distancing

Proper disinfectant levels will be maintained at all times

- 1-10 ppm free chlorine
- pH 7.2-8
- Biocidal shock on a regular basis

Personal floatation devices, goggles must be provided by children.

# *Health & Wellness*



## *Disinfecting & Cleaning*

Students will sanitize hands prior to entering and leaving classrooms. Hand sanitizer will be provided for each classroom.

Whenever students leave classrooms all high touch surfaces will be sanitized (tabletops/desktops, sink handles, doorknobs, light switches, etc)

Tables in lunchroom will be cleaned prior to and after each lunch group

All personal hygiene stations will be fully equipped with soap, water, disposable paper-towels, and alcohol-based hand sanitizer consisting of 60% or more alcohol.

Alcohol-based hand sanitizer stations will be available throughout entire campus.

All disinfectant cleaners will meet CDC and DOH requirements.

The school will be utilizing Electrostatic Disinfecting (see Appendix A)

Proper cleaning and disinfecting of all classrooms, restrooms, hallways, offices, etc. will be conducted regularly. A schedule and a cleaning log will be established to ensure all classrooms, restrooms, and high-touch areas are properly cleaned and disinfected.

All packages will be received in a central location in Connelly Hall and will be disinfected prior to delivery to a classroom or area.

## *Social/ Emotional & Spiritual Wellness*

HCA is in full agreement with the NYSED that “Social and emotional well-being must be the schools’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.”

HCA continues to develop plans to ensure ALL students feel safe, comfortable, welcomed, and connected to at least one caring adult in the school.

A Crisis Response Team is being created to address ALL issues dealing with social and emotional wellness. This team will be comprised of the school counselor, campus minister, and administrators.

The role of the Campus Minister has been expanded to provide more social/emotional/spiritual guidance. The Campus Minister will oversee the Crisis Response Team.

Ongoing professional development will be implemented for faculty and staff to assist students’ social and emotional well-being.

## *Screening & Handling of Presumptive & Confirmed COVID-19 Cases*

Students and employees will be screened regularly, via questionnaire, asking:

- 1) Have you presented with symptoms of COVID-19 in past 14 days?
- 2) Have you tested positive for COVID-19 test in the past 14 days?
- 3) Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- 4) Do you have a temperature greater than 100?
- 5) Have you or anyone that you have come in contact with traveled internationally or to a state that is included on the NY State Travel Advisory in the past 14 days?

**Following strong recommendations from the CDC and the NYSED, HCA does not require routine mandatory COVID-19 testing or antibody testing of students, faculty, and staff as a screening mechanism.** HCA, however, may require testing to prove that an individual that has previously tested positive for COVID-19 while at school is “clear” to return to the building.

In the event that a parent/guardian of a student must be isolated because they have tested positive for COVID-19, the parent/guardian cannot enter the campus for any reason during the quarantine period. In addition, upon return, the parent/guardian may be asked to produce a negative COVID-19 test to the school health official.

- As a “close contact”, the student may not be able to return to the campus for the duration of the quarantine. In addition, upon return, the student may be asked to produce a negative COVID-19 test to the school health official.

If a student becomes symptomatic for COVID-19 or tests positive, the child may not return to school until after quarantine is complete and:

- It has been at least 3 days since the individual has registered a temperature above 100 (without the use of fever reducing medicine).
- It has been at least 3 days since the individual’s symptoms improved including coughing and shortness of breath.
- In addition, upon return, the student may be asked to produce a negative COVID-19 test to the school health official.

If a student presents as symptomatic for COVID-19 during the school day, the student will be escorted to the sick room that is dedicated to possible COVID-19 cases. The student’s parent/guardian will be notified to pick up the child.

- All areas that the student may have been in will be closed off and thoroughly disinfected.
- The areas will not be reopened until thorough disinfecting has been completed.

## ***Screening & Handling of Presumptive & Confirmed COVID-19 Cases (Continued)***

If an employee becomes symptomatic for COVID-19 or tests positive, the employee may not return to school until after quarantine is complete and:

- It has been at least 3 days since the individual has registered a temperature above 100 (without the use of fever reducing medicine).
- It has been at least 3 days since the individual's symptoms improved including coughing and shortness of breath.
- In addition, upon return, the employee may be asked to produce a negative COVID-19 test to the school health official.
- All areas that the employee may have been in will be closed off and thoroughly disinfected.
- The areas will not be reopened until thorough disinfecting has been completed.

In the event of a positive COVID-19 case, the individual must report the case to the school and to the Nassau County DOH.

All vendors and visitors will be screened prior to admittance on campus.

## ***Hygiene***

***Responsible parties must adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the DOH and CDC. This includes:***

Training for all students, faculty, and staff on proper hand and respiratory hygiene.

Creating extra time in the schedule for handwashing, including, but not limited to before and after lunch, recess, when using shared equipment, or other high-risk activities.

Additional hand sanitizer dispensers will be located throughout the campus with at least 60% alcohol-based solution.

Providing disinfectant and paper towels in common areas or near shared workplace items (computers, copy machines, printers, etc.).

Increased monitoring and supervision to ensure adherence to safety measures.

Increased posters, signage about proper hygiene i.e.

Handwashing  
Cough/sneeze etiquette  
Symptoms of COVID-19  
Social Distancing

Parents who do not wish their child to use hand sanitizer should inform the school nurse in writing. Provisions will be made for the child to use a handwashing station instead.

## *Instructional Models*

### *Live Learning*

When school is in session, live classes will continue, and the school will continue to run on a 6-day schedule.

### *Remote Classes*

In the event that schools are mandated to return to remote instruction, HCA will run the following schedule:

#### Middle School—Grades 5-8

In grades 5 through 8, the students will be virtually attending class using Google Meet. They will attend classes between 8 am - 12 pm Monday-Thursday with Friday dedicated to co-curricular classes. They will have assignments posted in Blackbaud that they have to complete and turn in. The schedule for classes will be distributed prior to school closure. For a sample schedule and the protocol for the virtual classrooms, see Appendix B.

#### Lower School—Grades K-4

In grades K through 4, the students will attend 2 live instructional classes per day. One class dedicated to math and one class dedicated to literacy. Classes will be divided in half to allow for more individualized attention. In addition, students will receive instructional videos with assigned projects in science, social studies, and religion. One day per week will dedicated to co-curricular classes. Students will have assignments posted in Blackbaud that they have to complete and submit. The school will work closely with families to ensure that students have the appropriate device at home.

#### Early Childhood—Grades T-PK

In grades Toddler through Pre-Kindergarten, the students will receive pre-recorded lessons in the following areas: circle-time, math, and literacy in addition to co-curricular classes. Students that are registered for afternoon sessions will receive additional enrichment classes.

### *Hybrid Learning*

HCA will offer a remote learning option for students that are not able to attend live classes.

Classrooms will be equipped with high quality cameras that will afford students the opportunity to participate in live streaming of all academic classes.

The remote learning option will also allow students to interact with the classroom teacher and students.

## Appendix

### *Appendix A: Empowered Water*



Schools are notorious breeding grounds for bacteria and students and staff are suffering from its ill effects. Furthermore, inadequate cleaning and disinfecting in schools can contribute to an increase in illness or even outbreaks of infectious disease, which in turn leads to higher absenteeism.

Proper cleaning and disinfection techniques in schools can help reduce the spread of viruses and in turn reduce absenteeism rates. But, overuse of TOXIC disinfectants can exacerbate allergies and asthma and also contributes to absenteeism.

Denco Empowered Water is specially formulated to help fight against the spread of diseases and safe enough for any surface in your facility. Our EPA established, hospital-grade solutions are non-toxic, kill all bacteria, virus, fungus and mold and are extremely effective at creating a healthy environment. **These include Covid- 19, Flu, Norovirus, MRSA and Ringworm.**

#### **Hard Surface Cleaning and Disinfection**

- **Denco Empowered Water** is generated Hypochlorous acid (HOCL) will serve as a major weapon in the battle for infection control by acting swiftly and safely against all classes of hazardous microbes. The fluid is non-toxic, made from environmentally safe and sustainable materials, and can be used for surface disinfection and decontamination.
- Denco Empowered Water is generated Sodium Hydroxide (NaOH) and is a powerful detergent that has a wide range of uses within any cleaning process.
- Denco Empowered Water is used in spray bottles with standard cleaning cloths for all hard surface cleaning and disinfection such as floors/carpets, doors, handrails, tables, chairs, toilets, monitors and switches.

#### **Electrostatic Spraying**

- Denco Empowered Water utilizes air-assisted electrostatic sprayers to quickly decontaminate and disinfect large areas, difficult to reach spaces and high-traffic locations.
- 10 times better coverage resulting in reduced manpower costs.

#### **Benefits**

- Effective infection control and prevention with no adverse effects on human health and the environment.
- Optimized cleaning and disinfecting with improved operational efficiencies.
- Greater comprehensive area coverage in less time than competitive systems and devices. No Residue.
- EPA established, Green Seal Certified, ready-to-use, non-corrosive, broad spectrum hospital grade disinfectants.
- Broad Spectrum Application via Electrostatic Spray.

## Appendix

### *Appendix B: Sample Middle School*

#### Holy Child Academy Virtual Schedule & Instruction Policy Grades 5-8

Online remote instruction is to be used in the event that students cannot come directly to the school buildings. This can be due to a prolonged closure due to weather, illnesses, or other instances that prevent Holy Child Academy from operating on its normal schedule. Students are not permitted to use the Holy Child Academy online learning platform unless under the direct supervision of a teacher or administrator at HCA. We expect all students to attend online virtual classes with the same decorum they use while on campus.

- Online instruction will be conducted through Google Meet (see student instructions for logging on)
- Recording of online instruction will be done through the school. Use of recorded instruction must be granted by the teacher before it can be used by students.
- Students must attend online virtual classes in uniform and conduct themselves the same way they would in class on campus (i.e. no eating during class).
- Students must use appropriate language and treat each online virtual class in a mature and respectful manner.
- Students must not take screenshots of the online instruction.

It is important to note that all online virtual classes are classified as school sponsored events and therefore are property of the school and that all school rules apply.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>PERIOD #1</b> 8:00 - 8:40	5. Math 6. Language 7. Math 8. Social Studies	5. Math 6. Religion 7. Math 8. Social Studies	5. Math 6. Language 7. Math 8. Social Studies	5. Math 6. Religion 7. Math 8. Social Studies	5. Math 6. Language 7. Math 8. Social Studies
<b>PERIOD #2</b> 8:45 - 9:25	5. Language 6. English 7. Social Studies 8. Science	5. Religion 6. English 7. Social Studies 8. Science	5. Language 6. English 7. Social Studies 8. Science	5. Religion 6. English 7. Social Studies 8. Science	5. Language 6. English 7. Social Studies 8. Science
<b>PERIOD #3</b> 9:30 - 10:10	5. English 6. Math 7. English 8. Math				
<b>25-MINUTE BREAK</b>					
<b>PERIOD #4</b> 10:35 - 11:15	5. Science 6. Social Studies 7. Language 8. English	5. Science 6. Social Studies 7. Religion 8. English	5. Science 6. Social Studies 7. Language 8. English	5. Science 6. Social Studies 7. Religion 8. English	5. Science 6. Social Studies 7. Language 8. English
<b>PERIOD #5</b> 11:20 - 12:00	5. Social Studies 6. Science 7. Science 8. Language	5. Social Studies 6. Science 7. Science 8. Religion	5. Social Studies 6. Science 7. Science 8. Language	5. Social Studies 6. Science 7. Science 8. Religion	5. Social Studies 6. Science 7. Science 8. Language