



Nardin Academy Return to School Plan

For the 2020-2021 Academic Year

As of December 3, 2020

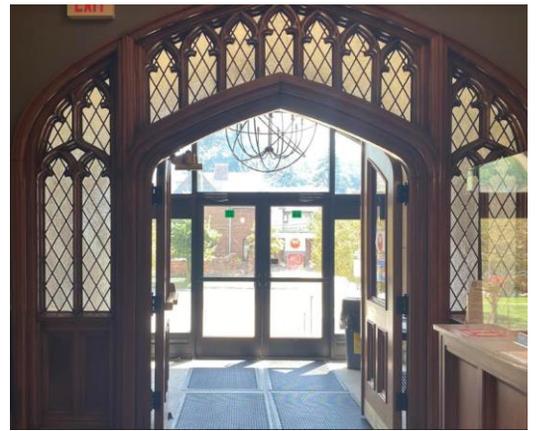


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1. Health, Safety & Logistics

We Are in This Together – Safety Starts at Home

During these challenging times, we are in this together. Many of the best practices for mitigating risk are well established and should be practiced inside as well as outside of school. Following health and safety protocols can keep our community safe!

The 3 Ws: What We Do Often, We Do Well

Every student should make the 3 Ws routine both at home and in school.

WEAR - We must all **wear** masks or face coverings at school and outside of the home, especially when physical distancing cannot be maintained

WASH - We must all **wash** our hands often. Hand hygiene remains vital to combating the virus.

WATCH - **Watch** our distance at 6-feet apart. Given the intimacy of our school environment, this is one of our tougher challenges, but it is absolutely crucial.

Nardin Health & Safety Protocols

With full consideration of CDC guidelines and mandates and recommendations by New York State, Nardin has implemented the following practices and procedures:

Daily Protocols

Health Checks will be conducted each morning.

- All faculty and staff will be checked daily.
- All students will be checked daily.
- Visitors to Nardin Academy will include only essential individuals and all visitors will be checked upon entry.

Checks include:

- A temperature check
- A health screening questionnaire. *Questions are included at the end of this report.*



1. Health, Safety & Logistics

Wellness Protocol & Mobile App

In order to manage efficient entry to the building each morning, a health questionnaire is added to the Nardin App and website. Each morning, before you arrive, please go to the app and open the "More" section. At the bottom of the list of options, you will see: "COVID -19 Health Screening." This is also available on the Nardin Website.

Please take your child's temperature, confirm it is under 100.0°F and then answer all of the questions. This must be done before you enter the building. Submittals will be verified during attendance checks. All students' temperatures will be again taken as they enter the building as an extra safety screening.

Please keep your child at home if he/she has:

- Fever in the past 24 hours
- Vomiting/diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep throat (must be on antibiotic for 24 hours before returning)
- Bad cold with very runny nose or persistent cough, especially if child was unable to sleep at night due to symptoms
- Head lice, until child has been treated according to the nurse or doctor's instructions

Please observe your child for signs and symptoms of COVID-19:

- Fever (temperature of 100°F) or greater
- Chills
- Fatigue or muscle/body aches
- Shortness of breath/difficulty breathing
- Cough
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/runny nose
- Nausea/vomiting/diarrhea



1. Health, Safety & Logistics

Individuals exhibiting one or more of the following symptoms, will not be permitted in school:

- A fever of 100.0°F or higher
- Any COVID-like symptoms, including: cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea
- Any student with a temperature of 100°F or greater and/or multiple symptoms of COVID-19 must stay home
- Please report signs and symptoms of COVID to school clinic
- Clinic will also reach out to show support during this time and ask if student is being kept home for COVID related symptoms
- If student is kept home for COVID related symptoms, we will ask that you contact your child's pediatrician/primary care to have them determine what further steps should be taken
- For children kept home with COVID related symptoms, please send student back to school once child is fever free for 24 hours WITHOUT the use of medication, has proof of communication with student's pediatrician recommending that he/she is able to return to school, or if pediatrician has recommended student get tested for COVID-19, he/she may return with proof of NEGATIVE test result

Student will be sent home for the following:

- Fever (temperature of 100°F) of greater
- Vomiting/diarrhea
- Multiple COVID-19 symptoms
- Other suspected contagious illness

For any student already in the building who has presented with multiple symptoms of COVID-19, he/she will be sent to the predetermined isolation room with one of the nurses, and parent/guardian will be contacted and required to pick-up student within the hour, so as to prevent the spread of possible infection.



1. Health, Safety & Logistics

Health Clinic & Infirmary

The health clinic will be used for first aid, injuries and dispensing of medication. A separate infirmary area has been set up in the Elementary Conference Room for those exhibiting COVID-like symptoms. If a student exhibits COVID-like symptoms, Nardin will immediately contact a family member to pick up the student promptly.

Procedures for Possible COVID-19 Exposure

For anyone who has been in school with suspected or confirmed COVID-19, the school will coordinate with the local Department of Health about appropriate next steps.

All Other Illnesses

We recognize that not all illnesses will be related to COVID-19, however we want to reiterate our policy related to illness so that we can continue to provide a healthy and safe environment for our students, faculty and staff.

Flu Vaccine

We also recommend, if not already done that students receive the flu vaccine so as to help decrease possible confusion of flu versus COVID-19 symptoms, as we enter into flu season.



1. Health, Safety & Logistics

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. In order to help keep all healthy, we respectfully request that families keep a student home if he or she has any symptoms of illness until the student is symptom free for 24 hours without medication.

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of sickness, a parent/guardian will be contacted and asked to pick the child up as soon as possible. The parent/guardian needs to maintain direct contact with the school nurse and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

Training

All faculty and staff will undergo training to assist observation of possible COVID-like symptoms.

Healthy Hygiene Practices

Handwashing will be taught, re-taught and encouraged at school. Highly visible signage is posted throughout the school and hand sanitizer units are located in school entrances and in classrooms.

Tissues We ask families to send students to school with two boxes of tissues to keep on their desk. Considering the COVID-19 virus spreads from person to person in droplets produced by coughs or sneezes, the use of tissues is critical. Nardin will also have tissues available in the building.

Water Fountains can be used to fill up water bottles only. Students may not drink from them.

Home Health Screening

We ask all our families to please work with us to help keep our school community healthy by incorporating health screenings in your daily at home routine. This can greatly reduce the number of students who could have symptoms on buses and in school.

Health Liaison

The contact person regarding all health procedures and protocols related to COVID-19 is Hannah Sorge, R.N., Health Clinic Director. Please contact her at 881.6262 x1250 or hsorge@nardin.org.



1. Health, Safety & Logistics

Cleaning & Sanitizing

Stage 1: The Nardin facilities department is outfitted with four electrostatic sprayers for cleaning to take place throughout the school day. Located in the Montessori building, Lower & Middle School, High School and Athletic Center, these electrostatic sprayers use a non-toxic, EPA approved cleaning solution to safely eliminate viruses and bacteria.

Stage 2: A third-party, after-school nightly cleaning crew will follow additional campus-wide disinfecting protocols.

Stage 3: Disinfecting solution and wipes are in every classroom and office for faculty and staff to supplement cleaning with regular wipe downs of surfaces.

Cleaning Guidelines

The CDC provides school guidelines for regular cleaning and disinfection. These include: School-wide cleaning will include classrooms, restrooms, large gathering areas, library, playground, etc. EPA approved disinfectants will be in use and logs will be maintained that include the date, time and scope of cleaning and disinfection. Nightly cleaning and sanitation of all areas will continue with a focus on high contact areas and surfaces. Faculty and staff will wipe down surfaces in their respective areas and classrooms throughout the day. Training will be provided to faculty and staff with regards to cleaning procedures.

Ventilation

All school buildings have been cleaned and sanitized and ready for the safe return of our students. We completed a full review of Nardin's ventilation system, including the air exchange, heating and cooling systems. The quality of the air meets all state and federal standards and filters will be changed regularly. We are currently taking additional measures to improve the ventilation system and going above and beyond the recommended standards.

Students will be encouraged to get as much fresh air as possible. Windows will be kept open, classes will be taken outside and walks will be supervised.



1. Health, Safety & Logistics

PPE

The Academy has an adequate supply of PPE, including face coverings, gloves and face shields, as well as disinfectant sprays and wipes, hand sanitizer, soap, paper towels and alcohol-based prep pads to accommodate the needs of heightened safety and cleaning efforts.

Safety Drills

Safety drills, including fire drills and lock down drills, will continue to be conducted with modifications to minimize the risk of spreading infection.

Arrival

In order to spread out students, faculty and staff as much as possible as they enter and exit the buildings of Nardin Academy, we will use a variety of doors to allow for ease of traffic flow and completion of health checks in a timely manner. At this time, parents and family members will be unable to bring their children into the building, and we ask they please remain in their cars.

By Bus:

- Buses arrive on Cleveland Avenue.

By Car:

- Montessori Toddler and Early Childhood arrive at 700 West Ferry.
- Montessori Elementary, Lower School and Middle School students should be dropped off at the new Gymnasium & Wellness Center entrance on the Elementary side of the building.
- High School students should be dropped at the gymnasium side High School entrance as was the procedure last year.

Walkers:

- Montessori Elementary, Lower School and Middle School students must enter through the main door near Reception.
- High School students must enter through the green High School doors on Cleveland Avenue



1. Health, Safety & Logistics

Departure

Montessori at 700 West Ferry begin dismissal at 2:45 pm for those students who do not have siblings at the 135 Cleveland Ave. campus. Dismissal for Montessori families who have siblings at both locations begins at 3:00 pm. Children at 700 West Ferry are dismissed from individual classrooms rather than in a group in the front hall.

135 Cleveland Ave:

- Students leaving by bus are dismissed at 3:00 pm through the same doors as they entered.
- Students being picked up or by car or walking are dismissed at 3:15 pm through the same doors that they entered.

Early Drop-Off

Early drop-off service is offered daily for families who do not have other options for childcare starting at 7:30am.

Montessori ECP students gather in the Large Motor Room at 700 West Ferry, practice social distancing and be required to wear a mask until they can go to their classrooms.

Montessori Elementary students at 135 Cleveland go directly to their classroom for early drop off.

Lower School students (K-4) report to Nardin Hall, practice social distancing and be required to wear a mask until they can go to their classrooms.

Middle School will report to the new Wellness and Gymnasium, practice social distancing and be required to wear a mask until they can go to their classrooms.

After-School Care

Nardin is offering after-school care for Montessori, Lower & Middle School students. However, unlike previous years, drop-in service will not be available. If you have any questions, please email enrollment@nardin.org.



1. Health, Safety & Logistics

Transportation

For students who ride buses provided by local public school districts, please note that all bus plans are made by your district. Nardin Academy has no influence in these decisions. If you have questions about transportation for your child, please contact your local public school district office.

Technology

Nardin's Technology Department remains on hand and available to support all our students and families each school day. If you need any technical assistance or have questions, please email: accounts@nardin.org and a Support Specialist will get back to you.

Nardin's Psychologist

Our school psychologist, Jessica Neilans, is available for support. Feel free to contact her if you feel your child could benefit from her services. Jessica can be reached at jneilans@nardin.org.



2. Contact Tracing & Testing

Contact Tracing

- If a student, faculty, staff member or visitor to Nardin Academy tests positive for COVID-19, we will notify the state and local health department immediately.
- If a non-student household member is diagnosed with COVID-19, the family should contact the school and stay quarantined as a household in accordance with guidelines from the Department of Health.
- Our Contact Tracing team has completed the NYS Contact Tracing Program training. If someone tests positive at Nardin Academy, the team will employ the appropriate contact tracing protocols and serve as the conduit with the COVID-19 Response Team and state and local health departments. It is comprised of the Health Office, Athletic Department personnel and school administration.
- Nardin Academy is committed to maintaining confidentiality in accordance with all federal and state laws and regulations.
- Please [click here](#) to access Nardin's Contact Tracing and Erie County Department of Health flow charts to help illustrate Contract Tracing procedures.

Testing Protocols

- If a student exhibits symptoms of COVID-19 while at Nardin, they will be quarantined in the COVID-19 Infirmary.
- Parents and families of students will be contacted immediately. We ask you please pick up children within 1 hour.
- If a staff or faculty member exhibits symptoms, they will leave campus immediately.
- When a child presents with COVID-19 symptoms, parents and families will contact their pediatrician or health provider to discuss COVID-19 testing.
- If the student, faculty or staff member tests positive for COVID-19, please notify the school nurse immediately. At this time, contact tracing protocols would take place.



2. Contact Tracing & Testing

New York State Travel Guidelines effective November 4, 2020

For any traveler to New York State from out of state, exempting the contiguous states, the new guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

For travelers who were in another state for more than 24 hours:

Travelers must obtain a test within three days of departure from that state.

The traveler must, upon arrival in New York, quarantine for three days.

On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

For travelers who were in another state for less than 24 hours:

The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.

However, the traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

Local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health department must make contact with the state the traveler came from, to ensure contact tracing proceeds there as well. All travelers must continue to fill out our traveler form upon arrival into New York State to contribute to New York State's robust contact tracing program.

The travel guidelines require all New Yorkers, as well as those visiting from out of state, to take personal responsibility for compliance in the best interest of public health and safety.

For general inquiries contact the call the Hotline: [1-888-364-3065](tel:1-888-364-3065) or [click here](#).

Attestation Forms

Each family will be required to complete an Attestation Form to indicate any travel outside of New York State in accordance with the [State travel policy dated November 4, 2020](#). Staff and students returning to New York State are expected to quarantine for 14 days before returning to Nardin unless they "test out" as per the new policy. This form can be accessed at [this link](#).



3. Physical Distancing

Social Distancing

Social Distancing practices will be in place throughout the Academy, meaning all individuals must keep a 6-foot distance. To provide the space needed to meet this requirement, Nardin's facilities department has been working this summer to repurpose all classrooms and rooms throughout the campus. We are maximizing space in our classrooms and using the library, gyms and new Wellness and Gymnasium which is on track to open next month.

Academic Spaces

- All student desks will be 6-feet apart in classrooms.
- All students will face in the same direction.
- Faculty desks face the same direction as students.

Specifics by School

Montessori students are assigned to a pod with two teachers or one teacher and an assistant in order to keep the groups small and safe while maintaining the 6-foot social distancing regulation. Masks or face coverings are required **except** for the Toddler Program children.

Lower School students (K-4) remain in the same classroom and travel only when necessary for certain classes. Masks or face coverings are required.

Middle School students switch classes for different subjects. Masks or face coverings are required and social distancing will be practiced.

High School students switch classes for different subjects. Face masks or coverings are required and social distancing will be practiced.

Masks & Face Coverings

With the exception of the Toddler Program children, all students are required to wear masks or face coverings while in school. Every hour, they will receive a 15-minute mask break where masks are not needed. Please send students with their own face masks. If a student forgets a mask, the school has an adequate supply of disposable masks.



3. Physical Distancing

Dining Hall Service & School Lunch

- All students eat lunches in classrooms.
- The Dining Hall provides a selection of hot and cold boxed lunches delivered to a student's classroom. Lunches require preorders through a cashless, prepay system, and breakfast will not be offered.
- Students can also bring their own lunch from home.

Lockers

Due to the proximity of lockers to one another, students are permitted to only store jackets and outerwear. They carry all items for class with them in their backpacks. Students will receive guidance on what to bring for each class from teachers as they look to keep backpacks from becoming overstuffed and too heavy. Students have limited access throughout the day to their lockers.

Additional Distancing Measures

- Arrows on the floor and along stairways are in place to direct foot traffic.
- Plexiglass sheets have been installed throughout the buildings.
- Windows are be open as much as possible to provide fresh air in rooms.
- No sharing of supplies will take place. We ask that all students have their own pencils, pens, crayons, markers, etc.
- The playgrounds are be available for students on a staggered basis to maintain social distancing.
- Whenever possible, students take supervised walks and breaks to get fresh air.
- All large group gatherings are cancelled until further notice and many of our traditional in-school events will be virtual.



5. Athletics & Extracurricular Activities

Interscholastic sports and extracurricular activities are an important aspect of student life. Plans include maintaining social distancing and ensuring a healthy and safe environment.

All extracurricular activities that use school facilities will be required to follow state and local health and safety protocols.

Winter Sports

Following the announcement of Governor Cuomo concerning the moving parts of Erie County to an Orange Zone, the Executive Committee of MMHSAA met and delayed the start of the winter sports season. Bowling and Squash (HS & MS) will not begin until, at the earliest, Monday, December 14, 2020. Basketball (HS & MS) and Hockey are scheduled to begin on January 4, 2021, pending government approval. If have questions, please contact Athletic Director Joe Baudo at jbaudo@nardin.org.

Nardin Academy Athletic Center Reopening

On December 7, 2020, the Nardin Academy Athletic Center will reopen its doors for both squash and turf field play.

Hours of Operation

Monday – Friday: 12 pm – 10 pm

Saturday – Sunday: 8 am – 8 pm

Under the current guidelines, there is a maximum of 25 persons per group, in both the squash area and indoor turf field, respectively, including coaches and/or instructors. We will continue to enforce our drop-off only policy and prohibit spectators inside the building. Furthermore, we will now be requiring approved masks to be worn at all times throughout the entire facility, on and off the courts and turf field. For information, please contact Complex Manager Evan Ryan at 716-881-6262 ext. 3200.



5. Athletics & Extracurricular Activities

Facility Usage Guidelines

General Facility:

- All members and users of the facility must wear an approved PPE face mask when entering and inside the Athletic Center.
- All individuals entering the facility must check-in.
- Upon entering the facility, all members and users of the facility will need to have their temperature taken and asked the health screening questions. Anyone reading 100.0°F or higher will not be permitted into the facility.
- All court and turf field reservations should be made by email, phone or online (ClubLocker). No in-person bookings are allowed.
- Athletic bags are highly recommended for player equipment and gear storage.
- No congregating in the lobby. Please do not enter the facility more than 10 minutes before your court reservation; you will not be allowed to enter the building. We ask that upon the completion of your court reservation, individuals exit the facility within 5-7 minutes.
- Drop-off only.
- No cash transactions.
- Please follow the designated arrows/lanes when maneuvering throughout the facility.
- No locker room or shower access. Restrooms are available for washing hands before and after court use.
- No towel services. Individuals should bring their own personal towels and keep them within their athletic bags.
- Please limit water fountain spout use. Personal water bottles are highly recommended.
- No rental equipment or used equipment is to be distributed by NAAC staff including racquets, balls, protective eyewear, etc.



5. Athletics & Extracurricular Activities

Montante Family Squash Center:

- **Guest Policy** - Member play only. One guest per member is permitted. Squash Guest fee must be paid online prior to arrival. Click here for online payment form: <https://www.nardin.org/athletics/payment> (**Member Use Only**)
- Please arrive on time for your reserved court session and plan to leave shortly following to allow for our staff to disinfect the space in a timely manner for the next user.
- Please minimize contact with other players as much as possible.
- Only two (2) people are allowed on court at any time.
- Players must bring their own balls, racquet, protective eyewear, towels and any additional required equipment and gear.
- Athletic bags are highly recommended for player equipment and gear storage. All equipment not being used should be stored away in an athletic bag.
- Players are required to place athletic bags/gear within designated space, during and in between play.
- Absolutely no outside shoes within squash court.
- Avoid wiping hands on the inside and outside glass wall.
- Players must sanitize their hands every time they come off the court.
- Using soap and water, players should wash their hands before and after their court session, including sanitizing their hands after coming on or off the court.
- When leaving the court, please leave racquet and balls inside the court, but not against the glass or wall, unless your court reservation has concluded.



6. Guests & Events

During this time, Nardin is limiting all visitors and guests in the school buildings to keep the number of individuals in school buildings to a minimum. Only visitors deemed essential to the operations of the school will be permitted to enter and they will be subject to the health checks protocol upon entry.

Parents and families need to drop off their children outside of the buildings and are not be permitted inside at this time.

Most events that are tradition at Nardin have been postponed or cancelled. Nardin hosts a limited number of events virtually. School principals will provide more information about virtual events in the coming weeks.



7. Academics & Distance Learning

Nardin Academy is committed to providing the highest standards in academics for all our students, as we have for generations. We will provide In-Person, Hybrid and Distance Learning programs for students. The programs are as follows:

- **In-Person:** Montessori students and students K-8 will engage in In-Person learning five days a week on campus at Nardin. Considering class sizes and daily schedules, social distancing requiring students remain 6-feet apart can be maintained.
- **Hybrid Learning:** Nardin High School students will be divided into two cohorts. One cohort will attend school 3 days one week and two the next and the other will attend school 2 days one week and three the next. This is to meet social distancing requirements and to ensure the health and safety of our High School students while they follow their daily robust academic schedules with larger class sizes and regular movement throughout the building. When not on campus, classes will be livestreamed and daily attendance is required. All High School students will receive five full days of uninterrupted learning.
- **Distance Learning** is available while school is in session for all students in grades Montessori Elementary and K-12 who:
 - Have tested positive for COVID-19 or have been exposed to a person with a positive diagnosis
 - Or, have been diagnosed with or live with someone in his or her household who has a qualified underlying health condition.

Students who meet these requirements will be fully remote while engaging in Distance Learning. To request Distance Learning, please contact your principal.

Rolling Closures

If spikes in the infection rate in Western New York result in school closures mandated by New York State, faculty members will be fully prepared to move seamlessly to Distance Learning. Our teachers spent a significant amount of time improving and enhancing Distance Learning during Professional Development sessions this summer and are ready to present a robust remote learning environment for our Montessori Capstone Kindergarten, Montessori Elementary, Lower,²⁰



7. Academics & Distance Learning

Middle and High School students, if the need arises. All students have Chromebooks and would use Schoology as our learning platform during this time.

A rolling closure could require remote learning for all students or a hybrid environment allowing some students in-person and others remote.

As communicated earlier, Montessori Toddler and ECP 3 and 4-year-old students will not engage in learning remotely. Nardin will provide weekly suggested activities with resources on the Montessori website to do at home and the faculty will have weekly check-ins with our students and families in these programs.

Total Closure

If the state mandates a total shutdown of school for an extended period, this will result in a complete closure which would require remote learning. Students will follow their normal schedules during this time. Attendance will be taken each day to allow us to meet the state mandated reporting requirement.

Special Education Services for IEPs and 504s

Whether in-person or remote, students with IEPs or 504s will continue to have their plans met, with some accommodations to ensure equity and access to the general curriculum and will experience regular check-ins with school counselors and/or school psychologist.

School Calendar

The school would completely follow the school calendar published for families to aid in planning for the school year. If there is a need to change the schedule for factors beyond our control, families will be notified immediately for you to plan childcare and work arrangements.



8. Orange and Red Zone Regulations

As per the Governor's Micro-Strategy for combatting COVID-19 that was announced in November, Nardin Academy is undertaking a COVID testing policy to ensure the health, safety and wellness of our school community. As the Micro-Strategy continues to evolve, our Return to School plan will be updated to reflect the most current mandates and protocols.

School Reopening

The Montessori, Lower and Middle Schools reopen for in-person learning on Monday, December 7, and the High School resumes its hybrid schedule.

Testing Protocols for Return School

As part of the Orange and Red Zone protocols for reopening schools, all students must be tested before returning to school. All Nardin students will be tested at Nardin on Saturday, December 5, for a return to school on Monday, December 7. All faculty and staff were tested November 20, 23 and 24, 2020.

All students, faculty and staff returning to school for on-campus learning must have a negative test result for COVID-19 on file.

Independent Testing

If your child has been tested for COVID-19 since November 30, by an independent testing provider, you do not need to test at Nardin. Proof of the negative test result must be submitted to your school office before returning to school on Monday, December 7.

Consent Forms

All students who intend to return to school must participate in testing. The testing consent form can be accessed by [clicking here](#) and must be returned to healthscreening@nardin.org.

Disclosure

This Return to School plan is based on guidelines and recommendations available as of December 3, 2020, and is subject to change. If any changes are necessary, Nardin will communicate these updates as soon as possible.