

Bishop Maginn Reopening Plan

LAST UPDATED: August 7, 2020 at 1:00PM

Overview

The Bishop Maginn Reopening Committee has been meeting bi-weekly both on campus and remotely.

Here is where we currently are with our plans:

- ***School will be held in person Monday through Friday for all class levels. All classes will be offered online at the same time.***
- ***Core regents' classes will be offered both in person and online.***
- ***Many elective classes will be offered in an online format.***
- ***Students will be grouped in small cohorts and stay with that same group throughout the day. Teachers will rotate to them and students will stay in the same classroom with their group.***
- ***There will be an increase of Maria College course offerings - 3 online classes per semester to relieve the student population in the building. Classes will simultaneously fulfill regents and elective requirements, as well as earning college credit.***
- ***There will be strict health and safety protocols in our building: daily temperature checks, one-way hallways, no lockers, social distancing, and mask requirements.***
- ***The first 'official' day of school will be on Monday September 14. A staggered opening is planned with orientation days to instruct and demonstrate all safety protocols.***
- ***Students and families do not have to commit to one or the other. The option is based on your health and safety requirements.***

Introduction

On Monday, July 13, 2020, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by regions about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

- While schools have been instructed to prioritize efforts to return all students to in-person instruction, the school is also planning for remote/distance learning, as well as a for a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model.
- *Students and families do not have to commit to one or the other. The option is based on your health and safety requirements. By no means will one way of taking a class be considered academically superior to the other.*
- *All classes will be held in person and all classes will be offered online at the same time.*
- *Parent/Guardians will need to sign a procedural document acknowledging that they understand the protocols for their child to abide by the daily Covid19 checks and procedures which will include their current emergency contact information.*
- *The Covid19 Checks and Procedures parental/guardian document also instructs that if their child develops Covid19 symptoms while at school they must pick up their child immediately.*
- *Parent/Guardians will need to sign a procedural document, Covid19 Remote Learning, acknowledging that they understand if they choose to opt-out of in person learning for their child. Online instruction will be academically equal to the classroom experience. Meaning, expectations of completed assignments, quality work and required attendance will be expected as if attending school. Parents/Guardians must call Mr. Tolan, Mrs. Cioffi, or Ms. Hoyt the first morning of choosing their child is staying home for online learning.*

The plan outlined here is for the reopening of Bishop Maginn High School for the 2020-21 school year, following the building closure related to the COVID-19 pandemic.

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Reopening Guidance for Religious and Independent Schools](#), the [Religious Services Guidelines on the New York Forward website](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our school.

Mike Tolan, Principal, will serve as the school's COVID-19 Safety Coordinator. Mr. Tolan, will work closely with our local health department and will be responsible for Bishop Maginn. He will serve as a central contact for stakeholders, families, staff and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines. Mr. Tolan's contact information, can easily be found on Bishopmaginn.org website, front door signs, and Parent/Guardian procedural documents :

- 518-463-2247 Bishop Maginn Office
- tolan@bishopmaginn.org

Content Outline

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- Key References

Communication/Family and Community Engagement

To help inform our reopening plan, the school has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations.

Safety and Reopening Committee weekly meetings virtual forum and group on campus:

Mike Tolan, Principal and Covid19 Safety Coordinator

Sue Silverstein, Teacher and parent

John Harden, Teacher

Nick Carpinello. Teacher

Christine Cioffi, Office Manager

Elena Smith, Parent

Barbara Gaffuri – RN, School Nurse

Parent/Guardian survey on school reopening sent via Constant Contact:

<https://www.surveymonkey.com/r/VWJXZPL>

The purpose of this survey was to include the Bishop Maginn community in the reopening plan and to assure that we could provide options to meet all parent and family concerns.

The school remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the school website at *Bishopmaginn.org* and will be updated throughout the school year, as necessary, to respond to local circumstances. The plan appears on the website homepage *and will also have a Bishop Maginn Communication/Family and Community Engagement Reopening Plan Link, located at the top of each of the following navigation sections: About, Admissions, Academics, Student Life, News and Events. Each of the links of the Reopening Plan will be printable. The Bishop Maginn Reopening Plan will also be sent*

on Constant Contact and be available on our Facebook page. Every effort has been made to ensure that the plan is accessible to all individuals.

As part of its planning for the reopening of school and the new academic year, the school has developed a plan for communicating all necessary information to school staff, students, parents/guardians, visitors and education partners and vendors. The school will use its existing communication channels – including Constant Contact, Bishopmaginn.org, Facebook, family/student email and telephone contact – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

The school is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The school will rely on *Constant Contact, Bishopmaginn.org, Facebook, daily morning announcements and when required family/student email and telephone contact* – as well as appropriate signage and training opportunities to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. ***The information that we will share will be based on state guidance and the current information reported to Mr. Tolan, Principal and the Safety and Reopening Committee.***

Each family will be contacted directly to assess the need for computer devices and internet access. Each student will have a Chromebook for use in school and at home for remote learning. Students and families will be able to maintain contact with teachers during remote learning with live classes on Zoom, scheduled office hours, email, and Google Classroom.

The school will use existing internal and external communications channels to notify staff, students, and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. The school will rely on *Constant Contact, Website Bishopmaginn.org, Facebook, when required family/student email and telephone contact.*

The school is committed to ensuring that all of its students and their families are taught, and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the school will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

A large bulletin board will be clearly displayed at the entrance to the school listing the steps of the new entrance protocol.

- **Hand hygiene Protocol:** *Clearly labeled signs direct people to the mandatory **touch free** hand sanitizing stations located on both sides of the lobby.*
 - *All rooms that will be available for use in the school will have signage to direct students, faculty, staff, and visitors to a mandatory touch free hand sanitizing station located at the room door.*

- Proper face covering procedures (how to wear and remove): *Everyone must wear a face mask upon entering the building. Masks must be worn correctly over the mouth AND nose. A basket of face masks will be available immediately inside the school door.*
 - Everyone will be checked upon entry and will be taught individually the correct way to wear their mask and will be given directions on when and where the mask must be worn.
- **Social distancing Protocol:** *Persons entering the building must follow the direction signs on the floor. Twelve numbered stickers labeled “Stand Here” are placed in 6-foot increments to eliminate possibility of crowding at the entrance. It allows for persons to continue forward movement to complete each of the mandatory entrance protocols.*
 - *All of our hallways and rooms are completely and clearly marked with special printed Covid19 Social Distancing Floor stickers or floor tape and direction signs to ensure when walking in halls everyone is traveling one way at 6ft distance and no one passes each other.*
 - *Bishop Maginn has implemented a School-wide walking direction, 1st floor clockwise direction, 2nd floor counterclockwise direction.*
 - *We have implemented hall/wall dividers for areas not to be accessed.*
 - *Each Room will have the correct number of desks allowed for that specific area to have everyone at the proper 6ft social distance. Floor tape will mark the distanced area so if a desk is moved it will be easy for staff to notice and rectify.*
 - *As long as students remain 6ft in room masks can be off.*
 - *No lockers will be allowed for use to enable full clear path of social distance in the hallways.*
- **Respiratory hygiene Protocol:** *Repeated signs and daily communications will be in place for instruction to protect others. When coughing or sneezing, cover the mouth with a tissue or into a flexed elbow. Throw tissue into a closed bin immediately after use. Clean hands with alcohol-based hand rub after. Closed trash bins will be provided for each room.*
- **Identifying symptoms Protocol:** *Upon entrance into the school to the left and right side of the lobby there are mandatory touch free infrared thermometers that scan each forehead. A normal temperature will flash green lights and the student/staff member/visitor will be allowed to proceed. If a thermometer detects a fever it will flash red and sound an alarm. The entrant will be immediately escorted to our “Covid 19 holding room”*
 - *Bishop Maginn designated a Covid19 holding room which is the first room on the left from the lobby and across the hall from the Nurses Office. Parent or Guardian will be contacted for immediate pick up.*
 - *Option 1: Each Visitor, Staff, Faculty will be required daily to fill out a Covid19 Self-Assessment Form which is provided in a New Form Basket on the entry desk and they will put completed form in a Completed Form Basket after entering their temperature on the form. New disinfected pens will be in a clearly labeled bin and a bin will be provided to collect the used pens. Option 2: Each Visitor after taking their temperature can scan the posted QR Code with their phone which will allow them to fill out a Self-Assessment Form digitally. The Office will automatically get the time stamped information from the full self-assessment.*
- *Parents/Guardians will need to contact the school on the Bishop Maginn dedicated Covid19 Email or telephone line if they or their child has tested positive for Covid19.*
 - *BMCovid@bishopmaginn.org or 518-463-2247*

The school will create and deploy signage throughout the school building to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the school will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as *daily morning announcements and videos of how to complete each protocol.*

The school is committed to creating a learning environment that protects student and staff health, safety, and privacy. Our school will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan *located on Bishopmaginn.org Website.*

- ***If anyone is positive for a temperature or to any of the Covid19 self-assessment form symptoms, or develops any of the symptoms throughout the day, the individual will be immediately escorted to the Covid19 holding room. The School Nurse or the Covid19 Coordinator will analyze the infected person and begin all notifications, quarantine guidelines through to final cleansing of all possible infected areas.***
- ***Mr. Tolan and Bishop Maginn Covid19 Safety Coordinator will instantly message the Safety and Reopening Committee. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The school will not notify the wider community unless specifically directed to do so by local health officials.***

School Closures

The school is preparing for situations in which the school building needs to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

If someone tests positive

School officials will work with the local health officials to interpret and identify next steps in determining the impact of any changing conditions (including closures and increased warning signs) of safety and health of staff and students.

The school may choose to modify operations prior to closing to help mitigate a rise in cases. The school *will consult Barbara Gaffuri – school nurse and/or the local health department* when making such decisions.

School building administrator will communicate with the superintendent or his designee regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

Closure will be determined by population and geographic location impacted. Classes affected can return to online instruction within a day.

Internal determination of closure will be made by the principal, guidance counselor, and school nurse with direct consultation with health officials.

Conditions that merit either phased or immediate closing will set forth a community alert system which will include the Catholic Diocese, Parents/Guardians via Swift Reach text alert system, school staff and the Health Department.

Health and Safety

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to the school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Reopening Guidance for Religious and Independent Schools](#), the [Religious Services Guidelines on the New York Forward website](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at tolan@bishopmaginn.org or 518-463-2247.

For more information about how health and safety protocols and trainings will be communicated to students, families, and staff members, visit the [Communication/Family and Community Engagement Link on Bishopmaginn.org Website of our reopening plan](#).

Health Checks

The school has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The *Bishop Maginn High School* will implement the following practices to conduct mandated health screening.

- *Protocol: Upon entrance into the school to left and right side of the lobby there are mandatory touch free infrared thermometers for Students, Visitors, Staff and Faculty, that scan each forehead. Flash the reading to the person green lights the person will continue to classes or office. If a thermometer detects a fever it will flash red and sound an alarm. The entrant will be immediately escorted to our “Covid 19 holding room”*
 - *Bishop Maginn designated a Covid19 holding room which is the first room on the left from the lobby and across the hall from the Nurses Office. Parent or Guardian will be contacted for immediate pick up.*
 - *Option 1: Each Visitor, Staff, Faculty will be required daily to fill out a Covid19 Self-Assessment Form which are provided in a New Form Basket on entry desk and they will put completed form in Completed Form Basket along with entering their temperature on the space on the form. There are labeled New Pens to use and a used pen basket after form has been completed or **Option 2:** Each Visitor, Staff or Faculty after taking their temperature can scan the posted QR Code with their phone which will allow them to fill out Self-Assessment Form digitally. The Office will automatically get the time stamped information from the full self-assessment.*
- *Parent/Guardians will need to sign a procedural document acknowledging that they understand the protocols for their child to abide by the daily Covid19 checks and procedures which will include their current emergency contact information.*
 - *The Covid19 Checks and Procedures parental/guardian document also instructs that if their child develops Covid19 symptoms while at school they must pick up their child immediately.*
- *Parent/Guardians will need to sign a procedural document, Covid19 Remote Learning, acknowledging that they understand if they choose to opt-out of in person learning for their child, the child will not be considered inferior to the other, and they acknowledge that they must call Mr. Tolan, Mrs. Cioffi, or Ms. Hoyt the first morning of choosing their child is staying home for online learning.*
 - *The Parent/Guardian must also acknowledge on this parental document that upon choosing online instruction for their child both the parent/guardian and student understand that they must participate daily online.*
- *Bishop Maginn will include in parent/guardian procedural documents the school staff and faculty will be ensuring all students are treated equally; and students whose parent/guardian did not complete the screening are not singled out.*
- *If a student does not want to take the mandatory infrared forehead touch free lobby temperature or can't do it properly they will be given the chance to use the thermometer by scanning their wrist, if they wish to take their temperature privately the hall monitor, nurse or office staff will direct the student to wait in a socially distant pre-screening check area. The nurse or Covid19 Safety Coordinator will be able to take a personal /private touch free temperature.*
- *Nurses Office, Covid19 Holding Room and Pre-Screening Check area rooms door windows will be treated with privacy film.*
- *The screening data collection method if completed via the Self-Assessment QR Code will self-populate an excel spreadsheet on the office managers computer, the data maintained (cleared/not cleared only) and the data retention period, will be controlled by the office manager – Christine Cioffi*

according to proper retention guidelines. Paper Self-Assessment filled out forms will be entered into the data retention spreadsheet by the office manager after sheets have been thoroughly cleaned/disinfected.

- *If anyone is positive for a temperature of 100 F or above or to any of the Covid19 self-assessment form symptoms or develops any of the symptoms throughout the day. Person will be immediately escorted to the Covid19 holding room and the School Nurse or the Covid19 Coordinator will analyze the infected person and begin all notifications, quarantine guidelines through to final cleansing of all possible infected areas.*
- *Mr. Tolan, Principal and Bishop Maginn Covid19 Safety Coordinator will instant message the Safety and Reopening Committee. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The school will not notify the wider community unless specifically directed to do so by local health officials.*
- *Parent/Guardian will be contacted for immediate pick up.*
- *If a student, faculty, or staff develop Covid 19 Symptoms during the school day. Faculty or Staff must immediately use the active Bishop Maginn Faculty/Staff Walkie Talkie System to report the class and person affected.*

If a faculty or staff member has developed Covid19 symptoms after reporting via Walkie Talkie system another staff member will need to cover that class and the affected faculty/staff member must then leave the school immediately via the correct direction to the exit door.

- *If a student has developed symptoms the faculty/staff member must immediately use the active Bishop Maginn Walkie Talkie system to report the development to the office. The Nurse or responsible staff will then follow the assessment protocol of the student and escort the student to the Bishop Maginn Covid19 Holding Room.*
- *Office staff will begin the call process to parent/guardian for immediate pick up of student. The parent will be notified that upon coming to pick up the student they will not be able to enter the school for quarantine purposes.*
- *Protocol Persons entering the building must follow the direction signs on the floor. Twelve numbered stickers labeled "Stand Here" are placed in 6-foot increments to eliminate possibility of crowding at the entrance, it allows for persons to continue forward movement to complete each of the mandatory entrance protocols. Clearly labeled signs direct people.*

Health Hygiene Practices

The school will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Safely store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.

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.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the school will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you do not have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement section link on Bishopmaginn.org Website of our reopening plan.*

Social Distancing

The school has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds, and transportation.

Persons entering the building must follow the direction signs on the floor. Twelve numbered stickers labeled "Stand Here" are placed in 6-foot increments to eliminate possibility of crowding at the entrance

- *All of our hallways and rooms are completely marked with special printed Covid19 Social Distancing Floor stickers or floor tape and direction signs to ensure when walking in halls everyone is traveling one way at 6ft distance and no one passes each other.*
- *Bishop Maginn has implemented a School-wide walking direction, 1st floor clockwise direction, 2nd floor counterclockwise direction*
- *We have implemented hall/wall dividers for areas not to be accessed.*
- *Each Room will have the correct number of desks allowed for that specific area to have everyone at the proper 6ft social distance. Floor tape will mark the distanced area so if a desk is moved it will be easy for staff to notice and rectify.*

No lockers will be allowed for use to enable full clear path of social distance in the hallways.

Any student not following safety and health protocols will be put in a “well” holding room, parent/guardian will be called, and the student will be removed from school.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. For those medically unable to wear face coverings, Bishop Maginn Staff can offer students alternative options for face coverings if the 3-ply disposable masks cause an issue for the student. Cloth easy breath face masks, Bandana wraps or Face Shields.

The availability of safe transportation and local hospital capacity in consultation with local department of health officials were considered in the development of this reopening plan.

Personal Protective Equipment (PPE) and Face Covering

Students, staff, and visitors to our school will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Students who are unable to medically tolerate a face covering will not be required to wear one.

Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The school will instruct students, parents/guardians and staff, contractors, and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

In addition to well-marked signage and floor tape for social distancing and travel directions throughout the school hall and rooms there is signage for wearing face masks throughout as well.

Bishop Maginn is fully stocked with face masks, face shields, various gloves and disposable paper safety gowns and can provide face coverings for staff and students who forget their masks and can provide the correct PPE required for our school Nurse.

Management of Ill persons, Contact Tracing and Monitoring

The school requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The school has designated areas to separate individuals with symptoms of COVID- 19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

The Bishop Maginn Covid19 isolation room is the first room to the right of the front lobby on the left side of the hall, the Nurses Office for treatment/medication is to the right of the front lobby on the right side, across from the Covid19 isolation room. The private pre-screen check area is the next office on the right after/next to the nurse's office.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

If Students or Staff become Ill with Symptoms of COVID-19 at School

The school requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Return to School After Illness

The school has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The school will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The school requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

COVID-19 Testing

Should a student or staff member test positive for COVID-19 the COVID-19 Safety Coordinator will immediately inform the families of any student who was in contact with the positive case. All faculty and staff will be notified. Extra care will be taken to maintain the privacy of the positive case. Any person who was exposed will be asked to self-quarantine for two weeks and watch for symptoms.

When referring, sourcing, and/or administering testing, the school will work with the following providers:

A comprehensive list of providers and contact information for local health department testing sites, physician offices and hospital systems will be kept in the school office and will be provided to all parties involved in decision making.

Contact Tracing

The school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.

To assist the local health department with tracing the transmission of COVID-19, the school has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The school may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the school will do the following:

1. Student or Staff member will be isolated in designated Covid19 holding room.
2. Family, Diocese, Department of Health, and school staff will be informed (Privacy of individual will be insured).
3. Isolated student must be picked up by parent/guardian, Isolated staff will leave the building.
4. Inform school community of situation.
5. Exposure and self-quarantine procedures will be determined by location and amount of people exposed.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement* section link of our reopening plan on Bishopmaginn.org Website.

School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The school will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:

- *Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.*
- *Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the LOCAL (insert county) health department.*
- *If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%*
- *Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.*
- *School will be notified by Albany Department of Health on the situation.*
- *School administrators should consider closing school if absentee rates impact the ability of the school to operate safely.*
- *Schools may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.*
- *Schools should consult their school nurse and/or the local department of health when making such decisions.*
- *Determine which operations will be decreased or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.*

For more information about how school closure information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement* section link on our reopening plan on Bishopmaginn.org Website.

Cleaning and Disinfecting

The school will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,”](#) and the [“STOP THE SPREAD”](#) poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The school will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The school will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement* section link of our reopening plan on *Bishopmaginn.org* Website.

Vulnerable Populations/Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal to provide reasonable accommodations that ensure these individuals are able to safely participate in educational activities.

- *Students and staff deemed to be at risk or vulnerable will be offered remote learning options.*
- *Classes will be recorded or projected synchronously. Additional PPE will be provided upon request.*

Visitors on Campus

No outside visitors or volunteers will be allowed on the school campus, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school building.

- **Visitors:** *After entrance protocols have been completed, visitors can move to the Office Door and wait for entrance by office staff.*
- *Protocol Option 1: Each Visitor will be required to fill out a Covid19 Self-Assessment Form which are provided in a New Form Basket on entry desk and they will put completed form in Completed Form Basket along with entering their temperature on the space on the form. (There are labeled New Pens form them to use and a used pen basket for them to put the pen they used into).*
- *Protocol Option 2: Each Visitor after taking their temperature can scan the posted QR Code with their phone which will allow them to fill out Self-Assessment Form digitally. The Office will automatically get the time stamped information from the full self-assessment.*
- *If there is a person with fever or answered Yes to any Covid 19 self-assessment form answers Bishop Maginn has designated a Covid19 holding room which is the first room on the left from the lobby and across the hall from the Nurses Office. Visitors will be asked to leave immediately if they have transportation.*
- *Parents will have limited availability inside of bldg., delivery/mail personnel have been instructed upon entry to leave packages just inside front door only*

Visitors must follow all safety protocols as listed above.

Facilities Guidance

In order to prevent the spread of COVID-19 infection in the school, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes

associated with building spaces. Plans for changes or additions to facilities will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The school plans to meet the deadline for submission of Building Condition Survey or Occupational Safety Inspections on time.

Upon reopening, the school plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The school will revisit Emergency Response Plans, protocols, and procedures and make modifications in light of COVID-19.

Our facilities reopening plan and activities, which will occur include:

- *Fire Code Compliance: The construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure, and every appurtenance connected or attached to any building or structure, must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d). Such activity may require building permits and review by local municipalities and/or code enforcement officials to ensure such compliance. Schools should consult their local authority that have jurisdiction for code enforcement. Changes or additions to facilities may require review by local municipalities and/or code enforcement officials to ensure such compliance.*
- *Doorways: Many stair and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.*
- *Time Management: School leaders should manage time and schedules to reduce student use of the corridors. The traditional practice of changing classes between periods results in congested hallways and may make social distance challenging.*
- *Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.*
- *Plastic Separators: The use of light-transmitting plastics is recommended in locations where social distance or mask requirements cannot be complied with or easily regulated (e.g., to separate individual lavatory sinks from each other). Light-transmitting plastics must comply with Building Code Section 2606.*
- *Protocol Persons entering the building must follow the direction signs on the floor. Twelve numbered stickers labeled "Stand Here" are placed in 6-foot increments to eliminate possibility of crowding at the entrance, it allows for persons to continue forward movement to complete each of the mandatory entrance protocols*
- *Protocol Clearly labeled signs direct people to the touch free hand sanitizing stations located on both sides of the lobby.*

- *Each Classroom will be equipped with a mandatory entry touch free hand sanitizing station at its door entry.*
- *Each Classroom/Staff member will be equipped with spray disinfectant cleaner, disinfectant wipes, desk hand sanitizer gel, face masks, face shields and workspace barrier.*
- *Drinking Water fountains will be converted to bottle filler stations.*

Infection Control Strategies

- *Protocol Persons entering the building must follow the direction signs on the floor. Twelve numbered stickers labeled “Stand Here” are placed in 6-foot increments to eliminate possibility of crowding at the entrance, it allows for persons to continue forward movement to complete each of the mandatory entrance protocols*
- *Protocol Clearly labeled signs direct people to the touch free hand sanitizing stations located on both sides of the lobby.*
- *Each Classroom will be equipped with a mandatory entry touch free hand sanitizing station at its door entry.*
- *Each Classroom/Staff member will be equipped with spray disinfectant cleaner, disinfectant wipes, desk hand sanitizer gel, face masks, face shields and workspace barrier.*

Facility Alterations and Acquisition

Bishop Maginn infection control strategies will include the following:

- *The school will utilize its seven (7) biggest classrooms to accommodate proper social distancing.*
- *The class size will be limited to 15 students, all at the social distanced requirement.*
- *The gym and outside space will be utilized as well for instruction.*

Space Expansion

- *Please see the above facility alterations and acquisition strategies for improved social distancing including using the gym and outside spaces.*

Tents for Additional Space

- *Two tents will be utilized for instructional space outside the building on Park Avenue.*

Plumbing Facilities and Fixtures

- The plan for available facilities and fixtures. Keep in mind the following:
- All facilities and fixtures are in working condition and up to building code.
- School is converting drinking fountains to bottle filling stations.

Ventilation

- All air conditioning filters have been replaced for start of the year.
- All windows are working properly, and staff is able to open to allow in fresh air.
- We plan for outside instruction until colder weather begins.

School Safety and Emergency Drills

The school will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without, exceptions. The school must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

The school modifications to evacuation drill protocols:

- *Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.*
- *If school reopens with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, the school must be certain that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.*

Modifications to Lockdown Drills protocols:

- *Conduct lockdown drill in classroom setting while maintaining social distancing/using masks.*
- *Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however the school must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.*
- *Conduct lockdown drill in classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.*

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement *section link on Bishopmaginn.org of our reopening plan.*

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students while also considering increasing access points for providing meal service. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The school will assess where meals will be served (classroom, cafeteria, other). The school will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing. If meals will be eaten in the classroom, classes will go through the cafeteria line one at a time and return to the classroom.

When students eat in classrooms all non-food service staff will be trained on any meal service-related activities they will be responsible for. Teachers will be trained on recognizing food allergies, including symptoms of allergic reactions to food.

Students must be 6 feet apart or be separated by a barrier while consuming meals. The school will provide physical distancing guides in food service areas such as tape on floors, signage, increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables to ensure students are 6 feet apart when consuming meals.

Proper cleaning and disinfection of tables, chairs, and other frequently touched hard surfaces will take place in between groups of students. Cashiers and servers will place meals on a counter or tray line for quick pick up and place pre-portioned condiments on each tray.

The use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments is prohibited.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

The school will coordinate school personnel in order to meet the feeding safety needs of students with disabilities.

OPTION 1:

- *Food service employees will follow all protocols for entrance into the school and will wear masks and gloves for the entire café time.*
- *Lunches of the day will be pre-bagged, and variety of drinks will be delivered via cart to each class*
- *Individual condiments, napkins and utensils will also be provided in their bag.*
- *Staff will have portable cash register with pre-sanitized change, cash payments coming in will be put in a special box so it does not mix with the sanitized money and staff will have portable credit card reader. Students will be handed complete lunch bag by kitchen staff one at a time. Staff lunch cart will also have plexiglass barrier between food service staff and student when receiving lunch and paying.*

OPTION 2:

- *Food service employees will follow the protocols for entrance into the school and will wear masks and gloves for the entire café time.*
- *Food services procedures will also follow the social distancing protocols. The café will be marked off by floor social distancing stickers and guiding students with direction for forward movement only.*
- *Food service employees and food items will be protected by see through barriers. All staff will wear masks and gloves for the entire time. They will also be following the 5 entrance to the school protocols*
- *Upon entrance to café there will be a mandatory touch free hand sanitizing station at the entrance door*
- *Kitchen staff can disinfect touched kitchen areas in between classes*
- *Students ask for their choice of their lunch items (one hot item and fry side, or turkey sub or pre boxed salad available) which staff will bag and student can pay with staff behind plexiglass and continue forward following floor directions to opposite door to leave. (No one will be passing each other or bunching together)*
- *Individual condiments, napkins and utensils will also be provided in their bag.*
- *No Vending machines at this time.*
- *Staff & Students will be protected by plexiglass barrier upon receiving and paying for their lunch.*
- *Change in cash register will be pre-sanitized. Money coming in from students will go into a special box, so it does not mix with the pre-sanitized money.*
- *Students will continue to move forward in lunchroom out opposite door to one-way hallway and will return to class in the same clockwise way as entrance in the morning to class.*
- *Mandatory touch free hand sanitizing station with reentry into class/*
- *Students will be eating in classrooms already socially distant. Desk cleaning protocols with spray disinfectant after lunch is complete. Rooms must have proper garbage disposal cans.*
- ***PAYMENT OPTIONS:*** *Daily Cash or Credit/Debit Card. Weekly, Monthly All the following SFA is covered by café staff. Punch Cards (Kept by Café staff for no touch reasons ½ year or full year pre-pay*

Transportation Guidance

The school will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings on school buses (e.g., entering, exiting, and seated) and maintain appropriate social distancing at all times. All students who receive transportation from the public-school district are encouraged to adhere to CDC and NYDOH.

School Bus

Students who are able will be required to wear masks and social distance on the bus; however, students whose physical or mental health would be impaired are not required to wear a face covering but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by the school and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers monitors, and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.

All students are entitled to transportation by the public-school district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

School Bus Staff

School bus drivers, monitors, attendants, and mechanics are required to perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants, and mechanics must wear a face covering along with an optional face shield.

Transportation staff (drivers, monitors, attendants, mechanics, and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers monitors and attendants who must have direct physical contact with a child must wear gloves.

Bishop Maginn will work closely with all transportation departments on establishing and following all health and safety protocols. Please note Bishop Maginn has an extremely high CDTA ridership.

Students on Transportation

- Students will embark and disembark all transportation following social distancing marker/labels from street to lobby.
- Drop off and pick up locations will be clearly marked to guarantee separation
- There will be four hand sanitizer stations at entrance of building.

For more information about training protocol for students and staff and how transportation information will be communicated, visit the *Communication/Family and Community Engagement link section on Bishopmaginn.org Website* of our reopening plan.

Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The school has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. The school has done this by:

- *A comprehensive developmental school counseling program plan is reviewed and updated to meet current needs.*
- *A team will be established to address the emotional well-being of students comprised of administration, guidance staff, school religious leaders, faculty, student, and parent representatives to evaluate the school climate and address the needs of students.*
- **We will make use of community-based service providers such as, the Diocese of Albany counseling services, Catholic Charities counseling services and private counselors in conjunction with recommendations of the school nurse and guidance staff to provide resources and referrals to address mental health, behavioral, and emotional support services and programs.*
- *Professional development opportunities will be provided before the return of students to campus for faculty and staff on how to talk with and support students and for developing coping and resilience skills for students, faculty, and staff.*
- *Strengthen existing and develop new collaborative community partnerships to strengthen support and provide essential services to students and families in need.*
- *Guidance staff will develop a screening tool that, administered with parental consent and student assent, can assist the school with identifying the needs of students.*
- **Community building programs will be put in the opening plans to address the socialization of the students within the framework of the safety protocols. We will involve the students in the leadership and implementation of these programs.*
- **As a faith-based school, we will provide opportunities for prayer and worship in conjunction with the Diocese of Albany and the Cathedral of the Immaculate Conception that adhere to safety guidelines.*
 - *School will work with Catapult learning for PTSD Counseling Option.*

The school has established an advisory council that involves shared decision-making and is comprised of families, students, members of the board of education, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan. This program plan has been reviewed and updated to meet current needs.

The school addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff. This is addressed by one and one teacher mentor consultation and professional development opportunities.

Religious and Independent School Schedules

To maximize in-person instruction:

- *We are utilizing Outdoor space, gymnasium, and lab classrooms.*
- *42-minute periods have been reduced to 36 minutes.*
- *Eight (8) periods have been reduced to seven (7) periods.*
- *Limiting in-person presence in school by focusing on afternoon online instruction.*
- *To reduce congestion school will emphasize core classes in person and online.*
- *Electives for upperclassmen will be offered only online in the afternoon.*

Attendance

- *[Describe the mechanism to collect and report daily teacher-student engagement or attendance while in a remote or hybrid schedule]*
- *Attendance for in person students will be counted at homeroom time period at the beginning of the day.*
- *Attendance for online students will be counted by Google Classroom login and google timed session.*

Teaching and Learning

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the school will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

Should events merit change the school will immediately implement a transition from in person instruction to remote online learning within one day. The hybrid model will be synchronous at all times.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

The school has developed a continuity of learning plan for the 2020-2021 school year for in-person, remote, and hybrid models of instruction.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

Parents/Guardians will have the option at all times for their child to opt in or out of remote or in person learning.

Families can always contact the school and administrators with any questions about their instruction or technology.

In-person Instruction :

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms.

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing. Adequate supervision of students will be provided by synchronous instruction of all subject areas.

All instruction will continue to be aligned to the New York State Learning Standards.

The school will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the School Schedules section *on Bishopmaginn.org Website* of our reopening plan.

Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, the school has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content.

For information on school schedules, visit the School Schedules *section on Bishopmaginn.org Website and* of our reopening plan (page 29)

Bishop Maginn 2020-2021 School Schedule:



BISHOP MAGINN HIGH SCHOOL
Bell Schedule



REGULAR BELL SCHEDULE:



<u>Block/Period</u>	<u>Time</u>
Earliest Arrival & Entry Procedures	8:00 am - 8:25
Latest Arrival	8:25 - 8:30
1st	8:30 - 9:06
2nd	9:11 - 9:47
3rd	9:52 - 10:28
4th	10:33 - 11:09
5th	11:14 - 11:50
<u>BREAK/LUNCH</u>	11:53 - 12:29pm
6th	12:32 - 1:08
7th	1:13 - 1:49
Earliest to Latest Departure	1:54 - 2:30

Technology and Connectivity

All students will be provided with Chromebook

Students will be provided with Wi-Fi routers when needed.

Athletics and School Activities

Liturgy

We will conduct morning prayer each day both over the public address system and virtually for students at home.

As a School community, BMHS celebrates Liturgy at the Cathedral of the Immaculate Conception by attending the 12:15 service for all Holy Days.

As conditions permit students will be escorted to the church in small groups and follow the guidelines as set forth by the Cathedral.

The following safety guidelines are already in place:

Instructions for Those Attending Mass General Information

- Only the side (transept) doors are available to enter and leave the church. The Eagle Street doors are locked.*
- Face coverings are to be worn during Mass.*
- Students will follow the instructions of ushers helping in the church.*
- The restrooms are closed except for emergencies.*
- Areas of the church and pews that are marked off with Red lines are closed. • Blue arrows mark the normal traffic direction. Blue safe distance signs are also posted in the aisles. Pews marked with blue ribbon may be used during Mass.*

Contract tracing information will be collected before leaving BMHS for both students and staff attending. This information is used only for contact tracing if that becomes necessary

- Students will Pick up a worship aid as they enter .*
- An usher will escort students and staff to a seat inside the church*

- Communion will be distributed in the transepts first and in the main church second. This process facilitates the smooth flow of people for communion.

- Participants will follow the instructions of the ushers to come forward for communion. They know the new traffic pattern and will help judge a safe distance between parties.

- Approach the priest or deacon with your mask in place. The host will be placed in the open palm of your hand. • Continue past the minister to the column at the corner. • Lower your mask, consume the Sacrament, replace your mask, and then return to your seat in the church. • If participants choose to receive directly on the tongue, please understand that ministers are required to sanitize their hands after giving you Communion.

Dismissal • After the priest has left the Altar, ushers will dismiss students from the pews, one pew at a time.

- Everyone will leave the church through the side (transept) doors.

- Near the doors will be a table with a bin for used worship aids. Students and staff will place used worship aids in the bin provided.

- Students and staff will not congregate outside the door and maintain safe distance.

Students will maintain a safe distance as they return to BMHS to complete the school day and sanitize/wash their hands upon returning to the school building.

Faith Formation

- No Faith Formation is offered in school.

Extracurriculars

- No extracurriculars scheduled in the fall, but planned reintroduction of activities will depend on health and safety conditions.

Childcare

- Childcare is not applicable

Interscholastic Athletics

- Sports are currently on delayed schedule . Future sports team plans will be forthcoming.

Per the [NYDOH Guidance](#), interscholastic sports are not permitted at the time of publication of this guidance. Additional information is forthcoming.

The [New York State Public High School Athletic Association](#) (NYSPHSAA) has established a COVID-19 Task Force comprised of religious and independent school Athletic Directors and public school district administrators responsible for providing guidance to allow New York high school student-athletes to return to athletics as soon and as safely as possible. The task force is reviewing State and local health guidelines, as well as NYSED guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season. The COVID-

19 Task Force will continue to review all aspects of the fall 2020 season and the 2020-2021 school year related to the COVID-19 crisis, such as: practice requirement; fan attendance; resocialization efforts; protocol, procedures; transportation; etc. As more information becomes available it will be shared on the [NYS PHSAA website](#).

Bilingual Education and World Languages

- *Catapult learning will be teaching ELL classes during the school day in person and online.*
- *All world language classes will be taught in person and online.*
- *Translators are always available for non-English speaking parents/guardians.*