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Saint John Vianney

2950 Southwestern Blvd. Orchard Park NY 14127

Reopening and Safety Plan

in response to Covid -19



July 30, 2020

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The safety of our students, staff and community are of the utmost importance. St. John Vianney COVID-19 Reopening Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

- Centers for Disease Control and Prevention (CDC) CDC Guidance for K-12 Schools;
- Federal Occupational Safety and Health Administration (OSHA) www.osha.gov;
- New York State Department of Health (NYSDOH) Guidance for in-person instruction at Pre-k to Grade 12
- NYS Office of Religious and Independent Schools / NYS Reopening Guidance
- New York State Education Department

Effective Communications

As a community it is important that communication with our families, staff and stakeholders is a priority. We will communicate regularly with updates of this document and classroom procedures.

As suggested by the Department of Health guidance, St. John Vianney will present information which will provide regular updates about health and safety through a wide array of platforms. First and foremost, information will be presented on the school website, as it is the best platform accessible to those with visual and/or hearing impairments. Our school website will be the hub for all current information and updates pertaining to the Covid-19 virus.

Along with the website, St. John Vianney is an active Social media platform. Facebook is used to update, apprise, and circulate information pertaining to school events and happenings. St. John Vianney will also use the following to communicate and engage stakeholders informed of current guidance measures.

- Weekly News and Notes be in our virtual backpack,. Additionally, during our virtual morning announcements.
- “One Call” phone system will be used when necessary.
- Teachers communicate with families via email and telephone communications. Additionally, some teachers utilize Classtag and other communication tools. Google Classroom and E-School (our student data system) are also used to provide insight in student engagement with assignments.
- Virtual Open House
- Parent/Teacher Conferences via video conferencing

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Signage

St. John Vianney will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings when a social distance cannot be maintained.

Signage will be placed at all school entrances, office doors, classrooms and hallways throughout the school. Teachers will review signage with students on a regular basis to keep students informed, unafraid, and safe.

Additional signage will be posted around the facility regarding the importance of:

- Stay at home if you feel sick
- Cover your mouth and nose with face covering when unable to maintain social distancing
- Follow respiratory hygiene/cough etiquette
- Properly store and discard PPE
- Follow hand hygiene / handwashing,
- Report symptoms of or exposure to Covid 19
- How to stop the spread of COVID and how to protect yourself and others.

In addition to signage, there will be tape markings on floors and walls in hallways, restrooms, entryways and classrooms to indicate proper social distancing. The hallways and stairways will be divided down the middle by colored tape and arrows will indicate the direction in which individuals should be traveling.

Classrooms will have taped off areas indicating where desks should be placed taking distancing and safety protocols in mind.

Students and staff will be instructed in observing and following protocols regarding all school signage.

Social Distancing

- Faculty and students will be required to practice safe social distancing.
- Social distancing (6 ft or 12 ft during aerobic activity and singing) will occur during instruction and whenever practicable. When polycarbonate shields are not provided and social distancing cannot occur, all students/staff will wear cloth face coverings (ie, transitioning from class, walking in the halls, on buses to and from school etc.)
- Students will remain in their cohort, which will stay together during the day.
- To facilitate traffic flow within the school, the front stairway will be used for going up and the back stairway will be used for going down during arrival and dismissal.

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Face Coverings: All staff members will be required to wear mask coverings. Students in grades Pre-K - 8 will be required to wear a mask in all common areas throughout our school. We ask that all families frequently wash student masks.

Mask Guideline All students are required to wear a mask during certain parts of the school day. Face coverings will be required any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.

- All individuals in our school and on school grounds will be expected to wear face coverings if another person unexpectedly cannot socially distance; and for this reason, individuals - including students - must wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
- Disposable face coverings will be available at each school and for students, staff and visitors in the event an individual does not have a face covering.
- Face coverings will be required at all times, except for meals.
- Face covering breaks will be scheduled and available throughout the day.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- School personnel will assist students who have difficulty in adapting to wearing a face covering.
- The School will provide training to students, faculty, staff and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

Mask Breaks When students and staff aren't able to maintain social distance and are required to wear masks for extended periods of time, they may need to take a break and remove the mask. Teachers will check the hallway to see if it is clear. If there is no one walking through the hallway, a student may step into the hallway and remove their mask from their mouth and nose. The teacher will have a laminated sign indicating that the student is on a "Mask Break" that they will post in the doorway so that it can be seen by anyone who may be approaching. All staff and students will be instructed in the procedure and that they should stop and wait at least 12 feet or two markings away from the individual on the mask break until they are done. Teachers may choose to use some sort of "timer" to indicate the amount of time students may spend taking a mask break

Spaces:

Physical and distancing efforts and cohort grouping:

By offering in-person instruction to all of our students, we acknowledge we will generally be able to achieve 6 ft of physical distance consistently with K-8. We are able to fit each desk with plexiglass to keep social distancing when 6 ft. is not available. With few exceptions, students will remain in contact with only their classroom cohort (i.e., homeroom) and, at limited times, members of their grade level.

- Student seating in classrooms will be adjusted so all students are in the same direction. Desks will have plastic separators (plexiglass)

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- Markings will be placed on floors designating one way directions
- Markings to indicate 6' floor social distancing
- Students in grades Pre-k- Grade 8 will be self-contained with teachers.
- Special area teachers will travel to classrooms: proper hygiene protocol will be practiced.
- Signs will be posted in common areas reminding students and staff to maintain a reasonable distance from others.
- Teachers will be encouraged to use our beautiful campus for classes when weather permits.
- Classroom doors will remain open to reduce the spread of the virus from touching door handles etc.
- Cafeteria will be utilized as a classroom
- Additionally, classroom doors will remain ajar, and windows will be left open whenever possible to increase air circulation classrooms. Hallway movement will be limited to restroom visits, filling water bottles.

Capacity

The number of individuals allowed in any one space will be posted on prominent signage outside of rooms, including office space, classrooms, restrooms, and gymnasium. Considerations will be made based on the square footage of the room, student enrollment, and social distancing

Restroom Usage

Restrooms will be disinfected regularly. Restroom visits will be scheduled so that cohorts are using the restrooms at the same time, but spread out through the day. Hand sanitizer is available outside the restrooms and users will be required to use sanitizer prior to entering the restroom. Persons using the restroom will be required to wear a mask while waiting for the restroom as well as while they are using the restroom.

Plexi-glass barriers will be placed between the sinks so that individuals can wash their hands at the same time. If there are more than two sinks in a bathroom, the center sink will be closed and the outside two sinks will be used for hand washing. The same will be true of urinals in the boys restroom.

Signage regarding washing hands for 20 seconds will be in the restrooms with age appropriate song lyric suggestions to sing that are 20 seconds long. Adults will wait at the doors of the restrooms and monitor the numbers of students allowed to enter at once. They will also listen for running water and washing hands.

Leaving classes and going alone to the restroom will be reserved for emergencies only to prevent aimless wandering in the halls and students not following restroom procedures properly.

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Screening:

TEMPERATURE CHECKPOINTS Students should have their temperature taken at home and parents should ask their child the COVID - 19 protocol questions.

Prior to coming to school each day, parents shall conduct a health check of their child to assess whether the child is experiencing COVID - 19.

The daily health check shall consist of the following: Take the child's temperature Assess the child to determine if he or she is experiencing one or more of the following symptoms:

- Fever of over 100° F Chills
- Shortness of breath or difficulty breathing
- Fatigue Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting Diarrhea

Please call our SJV school line before 8:15 a.m. if your child shows any new symptoms of COVID - 19 **If your child is sick or if you suspect a case of COVID - 19 with someone in the home, have him or her STAY HOME!**

Mandatory Health Screenings, including temperature checks, of students, faculty, and staff will occur each morning in an attempt to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.

Staff members who are taking student temperatures will be supplied with gloves and a face shield or protective goggles. Gloves must be disposed of after use and may not be reused. Face shields and goggles are reusable and should be cleaned for use the next day. Each individual who is taking temperatures will require their own face shield or goggles as they cannot be shared between individuals

- All individuals (faculty and students) will have their temperature checked each day.
- If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- Faculty and staff will self-attest to a daily health questionnaire before reporting to school. The questionnaire will include the following:
 1. Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is persistently elevated to 100.0 F, or greater?

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2. Do you have any of the following symptoms – cough, shortness of breath or chest tightness, sore throat, nasal congestion/runny nose, myalgia (muscle or body aches), fatigue, loss of taste/smell, diarrhea, nausea, vomiting, fever/chills/ sweats?
 3. Have you had any close contact (10 minutes within 6 feet of a person displaying symptoms of COVID-19) in the last 14 days with someone with a diagnosis of COVID-19?
- If an individual answers yes to any or feels sick, they will be instructed to not come into the school and to follow up with their primary care doctor to see if any of their symptoms may be COVID-19 related and follow any related protocol.
 - Individuals will be instructed to not return to work until they have completed at least 10-days of isolation from the start of symptoms and are symptom free OR have received a negative COVID-19 result (review with latest NYS guidance).

Isolation Room: We have added an isolation room close to our school nurse office. This new space will allow for a separate room for students and staff who show COVID - 19 symptoms and are waiting to be picked up from school. If your child is in our isolation room, they must be picked up ASAP.

PPE

- Teachers will be required to wear a face mask at all times while teaching.
- Students will be required to wear a mask upon arrival, dismissal, in hallways and when 6 feet social distancing is not available.
- Installing Plexiglass on desks. Plastic separators on Preschool tables.
- Alcohol- based sanitizers are available in each classroom, in the halls, at entrances/exits and bathrooms and around the building.
- All individuals in school and on school grounds will be expected to wear face coverings if another person unexpectedly cannot socially distance; and for this reason, individuals - including students - must wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
- Disposable face coverings will be available at school for students, staff and visitors in the event an individual does not have a face covering.
- Face coverings will be required at all times when social distancing is available, except for meals.
- Face covering breaks will be scheduled and available throughout the day if/when needed
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.

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- School personnel will assist students who have difficulty in adapting to wearing a face covering.
- Teachers and staff will provide training to students, on how to adequately put on, take off, clean (as applicable), and discard PPE.

Cleaning and Disinfecting

A regular schedule has been put into place to maintain an on-going cleaning and disinfecting program for all of the common areas, entrances, stairwells, restrooms and other high touch areas such as door handles, bathroom fixtures, etc.

Cleaning/Disinfecting Procedures

Responsible parties: On a regular basis maintenance crew/

- Disinfecting should never be done by children (i.e. wipes, spray bottles for desks)
- Cleaning and disinfecting will be manually tracked and recorded through daily cleaning logs

Pre-Arrival/Arrival of Students

- Clean and disinfect areas used by groups before the start of the school day

During the School Day (routine)

- Clean and disinfect high touch areas such as door handles, stair railings, etc. after arrival and mid-day. All staff will support cleaning efforts, including classroom teachers and teacher aides to the extent practicable.
- Bathrooms will be cleaned and disinfected frequently during the school day
- During the school day, shared spaces will be cleaned between usage

Routine cleaning includes: After the School Day

- Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day
- Clean all high touch items such as light switches, door knobs, handrails, desk tops, counters, handles, faucets, etc.
- Dust mop and/or wet mop floors
- Empty trash receptacles and replace liners
- Clean restrooms
- Dust
- Vacuum carpeted areas
- Disinfecting will occur after routine cleaning is completed
- Spray disinfecting will not be done when the space is occupied by children. If there are adults in the room, they should be advised that

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- disinfecting is about to occur and given the opportunity to leave.

Playgrounds and Outdoor Areas

- Hand sanitizing station(s) will be at playground entrance areas. Students will sanitize hands before/after use. Similarly, when accessing other outdoor learning spaces, hand sanitizing stations will be available outdoors or as students exit the building.
- Maintain per CDC guidelines for outdoor areas: Outdoor areas generally require normal routine cleaning and do not require disinfection. We will maintain existing cleaning and hygiene practices for outdoor areas.
- The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.
- Frequently touched surfaces will be cleaned and disinfected regularly. This includes tables, doorknobs, light switches, countertops, handles, desks, keyboards, toilets, faucets, and sinks.

Before and Afterschool Programming

Before and after school programming at St. John Vianney is offered in a partnership with LE3 (NYS licensed childcare provider), which provides critical support to families in need of child care. The procedures followed by LE3 are included in Appendix 1. LE3 has agreed to follow any of the procedures that St. John Vianney has listed in the Health and Safety section if they are above and beyond what they have written as their protocol.

Daily Schedule

- Students will remain in their classroom as much as possible throughout the day.
- Lunch will be eaten in classrooms. Similar to the 2019-2020 academic year, students will be required to bring bag lunches from home. Supplies will be available for those who forget their lunches.
- Classrooms - eating in classrooms, cleaning to protect students with life threatening food allergies
- Teachers will tie up garbage bags and leave them in the hall after lunch where custodial staff can then pick them up.
- Specials (Art, Music, Spanish, Tech) will be taught within the classroom.
- P.E. will be held in the gym – social distancing activities will be conducted leveraging mats/ hula hoops/ pool noodles for fun.

Shared Objects

In order to limit the sharing of objects students will keep all school supplies (notebooks, textbooks etc.) in their own desk, cubbies, lockers. Grades 2-8 will have personal chrome books which will be sanitized daily. Pre-K – grade 2 will share iPads on different days of the week when disinfecting has taken place.

Water Fountains/ Bottles

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Students will need to bring their own water bottles to school. The drinking fountain section of all water fountains will be turned off. The students will be able to re-fill their water bottles using the water bottle filling station portion of our fountains to use their own water bottles rather than the water fountains as much as possible.

Meals

SJV does not have a hot lunch program.

- Lunch will be eaten in classrooms proper social distancing will be in place, when social distancing is not available all desks have plastic separators.
- Proper handwashing will be required before eating
- Similar to the 2019-2020 academic year, students will be required to bring bag lunches from home. Supplies will be available for those who forget their lunches.
- Classrooms - eating in classrooms, cleaning will be done to protect students with life threatening food allergies
- Teachers will tie up garbage bags and leave them in the hall after lunch where custodial staff can then pick them up.

Accommodations for Allergies

St. John Vianney has always identified a section in the cafeteria for individuals with food allergies. Students are eating lunch in their classrooms and the 6 foot social distancing is not sufficient to ensure the safety of the child, the child will be able to go to either the health office or the main office with a friend to eat observing 6 feet between them. If the cafeteria is utilized, observing social distancing principles, there will be a section available for allergies. All staff will be trained regarding food allergies as well as symptoms of allergic food reactions

No food deliveries will be allowed for students or staff members.

Recess

When weather permits, students will continue to enjoy recess outside. Our property allows us to easily separate students to ensure that they will not interact with students of other grade levels. Playground usage will be on a schedule with cleaning in-between classes. All classes will use hand sanitizer before and after using the equipment.

Inside recess will be held in the homerooms.

Transportation

St. John Vianney School does not transport any students. Transportation is provided by school districts and parents.

Social Emotional

St. John Vianney School will formulate a team of education and mental health professionals to address the social emotional needs of staff, students, and families. This team will consist of the

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principal, the nurse, the Social worker , and designated teachers. In addition to the core social-emotional learning team each grade level will establish a team to address specific student needs and interventions.

It will also be a priority that social - emotional learning topics will be integrated into curriculum and lesson plans within each classroom. Middle school students will participate in a Life Skills course with a focus on social - emotional learning competencies. Topics such as social relationships, self-regulation, self-awareness, social awareness, and positive decision making regarding the impact of COVID-19 and other societal influences will be addressed. Teachers will be responsible for designing and following through with a social emotional check in that will be used with students daily. This tool will be utilized to assess and intervene with students immediate social-emotional needs.

Social-Emotional Well Being

- All staff will continue to establish our sense of family in the classroom and throughout our school.
- We will continue with our motto keeping our students and staff safe at all times along with doing our best to be welcoming to all under our new guidelines.
- We will have frequent conversations and elicit feedback with our students and parents to assess their sense of comfort and connectedness.
- We will fill the need for brain breaks, mask breaks, and being with their peers as much as possible within our guidelines.
- All students will be oriented to our NEW US and our new procedures at the start of the school year and receive reminders throughout the day.
- We will continue to serve all our students within our guidelines and continue to monitor all our students throughout the school year with different initiatives relative to social and emotional learning as part of our school day.
- We will provide a blended model of support, inclusive of in person and virtual deployment of mental health services to our students and families.
- We will provide a positive school culture and address the issues that arise by students, parents and teachers via in person or remotely.
- Parent Information, Professional Development, Referrals and Resources
- Resources to support families and staff on relevant mental health topics such as stress management, and anxiety will be provided. In addition, training will highlight best practices understanding trauma that COVID-19 brings upon us. Resources will include guest speakers, webinars, staff professional development days, surveys and the sharing of community-based resources via our website and communications. When needed provide organizations and outside referrals to help with mental health for students and staff.

Social Emotional Support

Teachers, teacher aides, the school counselor and/or members of the school team will be utilized to provide support to students as follows:

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- Check-in with students to support their IEP or Accommodation plans. This can include academic support, time management of assignments, etc. in accordance with the IEP goals and accommodations.
- Be mindful of discussions around COVID-19 as they can trigger sensitive responses and can lead to challenging discussions.
- Students identified by the (Team) principal, school counselor or the teacher will be provided support to assist students and families to remove barriers to education. This could include technology support, time management support, motivation/encouragement, opportunities for connections with a school staff member for social-emotional benefits, and academic support.
- When a teacher newly identifies a student at risk, based on behaviors such as lack of engagement, and or mental health issues arise the teacher is the first level of intervention with the student. If concerns are still present, the teacher makes a referral to the school counselor to make a plan for that student including a check in with that student and family. If continued support or guidance is needed the principal will be notified of the situation.
- Students experiencing difficulty transitioning back to school will be identified and supported. They will have support within the building and be provided with counseling.

Arrival and Dismissal

School Age - Drop off and pick up:

- Arrival by Car:
 - Cars would drop students at the gym doors in the morning with masks. Cars will exit the parking lot through the middle aisle. Students will proceed into the gym socially distance on X on the gym floor. Staff will scan temperatures and ask screening questions. Students will proceed to their classrooms.
 - If a temp of more than 100.4 is scanned, the student will be taken to the clinic. The clinic will have a separate room to isolate anyone that may be contagious.
- Arrival by Bus:
 - Busses will drop students at the cafeteria doors and proceed out of the parking lot through the middle isles. Students will proceed into the cafeteria socially distance on X on the floor.
 - Staff will scan temperatures and ask screening questions. Students will proceed to their classrooms.
 - If a temp of more than 100.4 is scanned, the student will be taken to the clinic. The clinic will have a separate room to isolate anyone that may be contagious.
- Dismissal by Car:
 - Students who ride home in a car will be dismissed at the gym doors. Social distancing and masks are required.

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- Each family would get a special number that is only for their children, and would have it printed on a tag or tags that they would keep in their car(s).
- The parents would line up in their cars, entering the parking lot at the very left lane that is currently used for excess parking, and continue in front of the gym doors, facing the busses.
- Parents would remain in their cars and display their number. The teachers would line up students according to numbers and dismiss them in order.
- Parents would exit in the center lane as well, yielding for any busses that are exiting at the same time. Any parents who do not arrive on time would have to call the office to have the student taken out to them.
- Dismissal by Bus:
 - Students taking a bus would be dismissed through the cafeteria doors in a manner similar to dismissal by car.

Preschool – Drop off and pick up:

- September: Tents will be set up for each class of Preschool, (by the JWC door) where staff will take temperatures and escort students to their rooms. (This will take place for the first few weeks of school, until the preschoolers are more comfortable coming into school).
- October or sooner: Pre-K students will be walked to the JWC door.
- Pre-k pickup: parents will wait outside; the child will be taken out the designated door.

Positive Test Protocol

Isolation of Individuals Exhibiting Symptoms of COVID-19

An isolation room (separate from the Health Office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building. The school nurse will be assigned to supervise students until a parent/guardian arrives to pick them up. If the school nurse is otherwise occupied a staff member will maintain social distancing and be provided appropriate PPE equipment including a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, front desk monitor and staff member can communicate regarding the student and when the parent/guardian arrives for pick up.

Protocol for students/staff that exhibit COVID-19 symptoms:

If a student presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse that they are sending a student to the office for assessment. If the nurse is not available, the student will be sent home to follow up with a healthcare provider. The school will follow this protocol for all students and staff that exhibit COVID-19 symptoms.

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If a child is sent home with COVID-19 symptoms, the nurse will give the parent/guardian a form that indicates the protocol that must be followed to return to school if there is no COVID test performed by a healthcare provider. The building nurse will complete the information and hand it to the parent/guardian when the student is released from school: The parent will be responsible for attesting that the protocol is followed by signing the form and returning it to school with the child after the quarantine period.

- A deep cleaning of the student's desk and surrounding area (room) will be conducted.
- The student's parent(s) will be called to notify of the situation and pick-up.
- Parents will be instructed that the student must be seen by a health care provider; a return to school note will be given to the parent
- If a student receives a Positive Test:
 - Contact tracing will occur by the school nurse and school administration. The school nurse will support local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program.
 - **Positive Test With Symptoms:**
 - Self-quarantine for 14 days and may not return to school until cleared through CDC guidelines (which are subject to change).
 - Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
 - At least 10 days have passed *since symptoms first appeared*.
 - **Positive Test Without Symptoms:**
 - Quarantine for at least 10 days from the date of their first positive COVID-19 test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms, then the previously listed strategies should be used.
 - **Close Contact with Symptomatic Person:**
 - Student who comes into close contact (within 6 feet for over 10 minutes) with someone who tests positive or is strongly suspected to be positive for the virus:
 - Students are sent home for 14 calendar days after the exposure date. If a student has been symptom-free for at least 48 hours by the end of that 14-day period, the student is to return to school.
 - **Close Contact with Asymptomatic Person:**

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- Students come into contact with someone who is asymptomatic and that person came into contact with someone who has either tested positive or is strongly suspected to be positive for the virus.
 - Per the latest [CDC guidance](#), “contacts of contacts” are not considered exposed and therefore no quarantine is recommended.
- o Return to school for the affected individual(s) will be conducted in conjunction with current CDC guidelines. Communication will be shared by the weekly folder and email regarding safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students.

COVID Points of Contact

- SJV Nurses: Kathy Zangi / Susan Swords
- Principal: Kristine Hider
- Social Worker: Mary Kearns

- District Point of Contact: Dr. Gerald Lauria, District Medical Director

Contact Tracing

The important task of contract tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Substitute employee records (substitute teachers, aides, etc.)
- SJV visitors sign in , which provides the date and entrance/exit time of all visitors.

Conducting school safety drills amid COVID-19

- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.

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- As part of the drill, students should be instructed that social distancing is part of the drill, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.

School Closure

- A decision to temporarily close the school will be made in close coordination with school and county health officials, unless a central notification of school closings occurs (e.g., district or NYS).
- Prompt communication will occur to faculty and parents (email, one call, phone).
- The Remote Learning Plan will be invoked (see SJV Remote Learning Plan document).

Educational Plans

- Students with IEP/ 504: (outside) teachers that deliver services to students will be allowed in the building with a facemask. They will sign-in and out at the office.

Visitors & Deliveries

- No visitors (including deliveries) or parents will be allowed in the building.
- All deliveries (depending on placement) will be placed in the front hall or the cafeteria. All deliveries will be left at the door, unless signature is required, in which case administrative staff will go to the door to sign.

Special considerations

- Before/after school child care by LE 3 (spaces within the building to support cohort grouping of students and social distancing, cleaning before/after their use)
- Restrooms
 - Limit capacity in restrooms
 - Face coverings will be worn in restrooms

Community Use of Facilities

Initially and upon reopening, the school facilities will not be open for community use. Our priority will be to safely support the academic and instructional program while focusing efforts on cleaning and sanitation. Therefore, general community use of our school facilities will not be permitted.

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The only exception to this will be our partnership with LE3 (NYS licensed childcare provider), which provides critical support to families in need of child care. Their programming will include before and after school care, holidays, school breaks and summer programming. LE3 will utilize general space within the school which includes but not limited to the gymnasium, cafeteria and outdoor playgrounds. In addition, LE3 will utilize a shared community space with St. John Vianney Parish for the before and after school care.

St. John Vianney Parish and School will communicate with any outside groups or organizations, such as but not limited to, Boy Scouts, Sodality of Our Lady and OP Home Bureau, that the use of the school facility is temporarily suspended.

Facilities and room configuration considerations

To prepare for the arrival of students, teachers and staff, the following safety enhancements will be completed in each school building prior to the first day of teacher attendance.

- Markings for one-way traffic patterns through halls at all buildings
- Markings to indicate 6' social distancing where applicable
- Signage installed at entrances and throughout buildings to inform and remind occupants of proper hygiene recommendations
- Remove all gathering rugs and furniture (i.e. couches, tents, etc)
- Removal of excess furniture to create additional space for social distancing of students and staff
- Install polycarbonate shield partitions for forward-facing high contact positions (i.e. main office secretaries)
- Install polycarbonate shield partitions for student separation in spaces where a minimum of 6' social distancing may not be possible
- Additional hand washing opportunities for students and staff
- Provide hand sanitizer (60% alcohol or greater) in all classrooms as well as common areas. Hand washing with soap and water should be taught and encouraged especially when hands are visibly soiled. Hand sanitizer can be used if soap and water is not available.*Alcohol based hand sanitizer should only be used by children under adult supervision
- Classroom doors kept open
- Windows open

In preparation to reconfigure classrooms with a focus on increasing distance between students and the instructor as much as possible occurred in the summer of 2020. These steps include:

- Removal of gathering rugs in classrooms
- Removal of classroom gathering spaces (couches, tents, etc)
- Removal of unnecessary furniture to increase available space for social distancing

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- Reallocation of classroom spaces/staff as needed

Field Trips

SJV will not approve any field trips until we are cleared to do so. Virtual field trips in the classroom will take place.

Visitors

Visitors including parents will not be allowed in the school/ classroom building during the day when school is in session. Visitors such as contracted maintenance and repair companies and their employees will be allowed in the building for the sole purpose of performing a task, follow all Covid guidelines and will be provided limited to no access to classrooms or students while classes are in session.

Teaching and Learning -- Continuity Learning Plan

Curriculum and Instruction

The following criteria will be used in planning curriculum during this pandemic:

1. Creating year-long plans to facilitate more meaningful units that can be delivered face-to-face or remotely.
2. Varying the way content is delivered to students (reading, lecture/mini-lesson, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building).
3. Ensuring all learning is respectful. Students are provided with instruction that is meaningful, considering state standards and best practice.
4. Coordinating assignments deadlines, projects, and assessments, among teachers to ensure a manageable workload.
5. Reviewing and implementing best practices in differentiated instruction to meet students' needs and engagement.
6. Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for the next school year.
7. Planning for both face-to-face and distance learning.

Religious and Independent School Schedules

Scheduling

St. John Vianney schedules will take into account the needs of our families and community while observing the safety guidelines that are required by the DOH, CDC, and NYSED.

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In-person scheduling

In - person scheduling will be developed to ensure Appropriate academic time balanced with the insertion of time for mask breaks and the incorporation of Social Emotional Learning into the day.

- Staggering of arrival and dismissal times
- Staggering of lunch periods/ lunch in classrooms
- Allowing for additional time for special area teachers to either prepare their supplies or sanitize their supplies equipment for the next class Time in hallways will be limited and managed by the adult in charge to maintain social distancing and safety.

St. John Vianney will hold school classes for students five (5) a week according to the school caleSJVr. School will be in session from 8:15- 2:45pm. Teachers will communicate on a regular basis with parents/ emails/ notes/ phone calls. In the event in-person instruction is not feasible a virtual plan will be in place. An arrival and dismissal plan is in place.

Class schedule

Students will follow a prepared schedule of Common core (ELA, math , science, social studies) and Enrichment classes (spanish , art, PE, music etc.)

Room Arrangement

SJV will accommodate student desks per classroom at the CDC and DOE recommendation of 6 feet apart. Each desk will have a plexiglass bearer. To maintain the integrity of the cohort, students will remain in the same classroom throughout the day with teachers rotating to deliver instruction. Visuals and markings on walls and floors will reinforce social distancing and manage the flow of students in the classroom. Hygiene supplies will be provided for high traffic areas such as the teacher's desk, doorways, shelf space etc. Outside space will be utilized whenever practicable.

Social Distancing Best Practices - A preventative approach to social distancing rules and hygiene within the classroom will be strategically practiced along with classroom management rules that would normally occur. Students will practice maintaining clean personal space and respecting the space and supplies of other students. Masks will be worn properly. Leaving and returning to the classroom will be minimized, but when necessary will require sanitizing procedures to be followed.

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Student supplies, texts, and materials

Students will utilize individual desks to maintain individual use of supplies and discourage sharing. Teachers will use electronic materials whenever possible. Texts and physical materials will not be shared and kept in desks. Texts and materials will either be kept at home or in school, but will not be transported back and forth.

Individual and Shared Technology - All devices will be required to be sanitized daily including cell phones, Chromebooks, etc. Grades 2-8 will have individual chromebooks. Shared devices will be assigned to Pre-k - grade 1 to minimize the number of students touching any one device. Eg. Device #1 will be assigned 6 students (two students in each grade). Shared technology will be sanitized after each use.

Identifying Gaps Related to the 2019-2020 executive order for transition to 100% remote learning in March 2020 - Potential gaps will be assessed at the onset of the school year. Teachers will use formative and diagnostic assessment tools to identify supports needed in the development and delivery of lessons to bring students to grade level. Because St. John Vianney maintained state staSJVrds during the remote learning in the third trimester and because SJV provided students identified as at risk with a summer program, gaps resulting from the executive order are expected to be minimal.

Preparing students for alternate mode of learning Teachers will integrate remote learning activities as a part of in person instruction to proactively prepare students for a transition to home-based learning if required by executive order. Students will utilize Google classroom and Google tools as well as platforms that integrate with Google classroom. For example:IXL, Readworks.org, and Brainpop. Google classroom provides a platform that enables students to collaborate while maintaining social distancing as well as providing teachers with tools supporting differentiation strategies.

Remote teaching to multiple classrooms When possible SJV may utilize remote teaching strategies for in-person learning. Specials such as Art, Music, Religion and events such as Mass may be delivered to all students synchronously (live) minimizing the number of teachers and students interacting, while maintaining the integrity of an inclusive, culturally responsive education.

Identifying Gaps Related to the 2019-2020 executive order for transition to 100% remote learning in March 2020 - Potential gaps will be assessed at the onset of the school year. Teachers will use formative and diagnostic assessment tools to identify supports needed in the development and delivery of lessons to bring students to grade level. Because St. John Vianney

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maintained state standards during the remote learning in the third trimester and because SJV provided students identified as at risk with a summer program, gaps resulting from the executive order are expected to be minimal.

Hybrid Scheduling Plan

Hybrid learning for those students who have pre-existing health conditions, a prolonged illness, or who come down with COVID - 19 and cannot attend a traditional learning format, will be offered a simultaneous learning program.

A simultaneous learning program is designed to offer students the ability to receive class instruction online at a scheduled time or through recorded sessions in a time that best suits the student's needs. As this will be new for us, we will need your patience, especially at the start of the year.

If needed students will be placed in an Z group and a X group. Each group will attend two full days of in person learning and three days of remote learning. In class learning time will be set to allow for mask breaks, etc. since students will be spending the day in the socially distanced cohort. This will also allow for time to add check ins for the social emotional health of the students as they are returning to school.

CONTENT DELIVERY

Students will have access to digital (online) learning materials and instructional activities to remain engaged in learning during the time that schools are closed. Blended/ virtual learning will be provided by the teacher from the classroom to each student as a whole class and/ or small groups.

SJV hybrid distance learning class combines a traditional class (with students attending in person) and instruction captured in the classroom that is then shared with learners viewing the class and completing coursework remotely.

The goal of hybrid learning is to combine the two formats to create a singular learning experience without any weak spots.

- Semester goals will include Common Core Curriculum. By setting long and short-term goals the teacher and the class all know have clear expectations for all students.
- Teachers can map it out. A chart, table, timeline, or another visual tool to outline your course modules, and their respective activities and resources, in chronological order. By mapping your course visually, it will be easier to identify any course holes or

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underdeveloped activities.

- Instructors will determine which course objectives are best served as in-person activities. Face-to-face class time should be reserved for activities that require in person activities such as:
 - Synchronous group brainstorming sessions
 - Communicating class expectations and outlining individual responsibilities
 - Establishing a collaborative, trust-based learning environment
 - Call and response presentations
 - Providing immediate feedback to students

Remote Learning

Content Delivery will be done through ‘Blended Virtual Learning’ which can include any of the following:

- Face-to-face instruction through ZOOM daily (class, small group, 1:1). The purpose of what is provided by the school is to ensure that all families have consistent, equal access to the most essential part of school, therefore, all ZOOM sessions will be recorded and made available to your student in the event they were unable to participate in live time.
- Group activities through ZOOM,
- Flipped lessons/labs using video lessons and screencasts
- Platform: Google Classroom
- Short formative assignments through learning management system (Google Classroom), email, Classtag or the school website)
- Threaded discussions through email

- Virtual labs, scenarios, demonstrations
- Hands-on activities that can be completed at home
- Independent reading, writing, research, exercise, and projects

Assessment

Elementary assessments will be in both formative and summative forms.

- Formative Assessment: Formative assessment data for elementary students will be collected through parent and care-giver interviews and (where appropriate) student self-reports in which we will gather information about students’ progress on tasks and content presented through the courses. The questions posed in these interviews will be carefully crafted by teachers, special educators, and other service providers as they thoughtfully record, then analyze responses. Educators

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will be able to provide feedback to students and care-givers, as well as to modify and refine instructional plans in order to best structure future experiences for each individual child.

- Summative Assessment: Summative assessment data will be collected at the conclusion of the virtual learning experience and will be conducted by students' current teachers, or potentially 2020-2021 teachers. This data will measure students' acquisition and retention of essential learning targets from throughout the academic year. Reporting on student learning will be based on formative data collected over the course of the virtual learning experience, and will be considered in progress until summative data is collected.
- Students will be allowed to make corrections in order to demonstrate proficiency.

Attendance

In-Person Learning

Homeroom teachers will be responsible for recording attendance daily. Parents are required to contact the school office regarding the student's absence. In the event the parent does not call the school office, the school nurse will contact the parent and record the reason for the absence. A note will be required upon returning to school.

Hybrid Learning:

In School and Remote Learning students will be assigned a homeroom teacher. Homeroom teachers will be responsible for monitoring attendance daily. With the simultaneous instruction of in-person learning and remote learning students working remotely will be given specific instructions on how to log into their class. Homeroom teachers will then record their attendance. If a student fails to login to their class it will be considered an absence.

Student participation will be based on entire class participation and submitting assignments.

Parents will be required to contact the school if the student will be absent from their online classes. In the event the parent does not call the school office the school nurse will contact the parent and record the reason for the absence. Parents will be required to email a notification to the students homeroom teacher regarding the absence. The email will be considered as their notification to school.

Remote Learning:

Remote distant learning students will be assigned a homeroom teacher. Homeroom teachers will be responsible for monitoring attendance daily. Specific class instructions will be given as to when each class will take place. If the student fails to login they will be considered absent.

Student participation will be based on entire class participation and submitting assignments.

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Parents will be required to email a notification to the student's homeroom teacher regarding the absence. Homeroom teacher will then log the reason for absence. If the parent fails to notify the homeroom teacher the school secretary will contact and record the parent's response.

Maintaining Our Catholic Identity

School Liturgies

Building our Community through our faith and gifts we have created a liturgical schedule so students will be able to periodically attend Mass with their grade-level classmates. The grade levels planning the Mass will be in attendance at Mass. Our other students will have the opportunity to view a livestream or recorded Masses in their homeroom classrooms. Our staff will continue to offer faith activities throughout the school year and share them with you through their Pre-k - Grade 8 classroom newsletter or other methods. We will celebrate Mass each week on Wednesdays at 8:45.

Physical Education

St. John Vianney believes that participating in Physical Education is important for our students' health and well-being. Not only do Physical Education activities benefit students' physical health, but research indicates regular physical activity improves students' mental health as well as contributes to academic success. The physical education teacher will ensure that in-person, hybridized, and remote learning opportunities are considered towards achieving physical literacy. SJV curriculum is aligned with the NYSED Physical Education Learning Standards while utilizing a multi-model approach to maximize student engagement and learning. The safety and health of our students remain our top priority while engaging in physical activity.

In-Person Classes

All students will maintain a twelve-foot distance in all directions between each other when engaged in moderate to vigorous physical activity. All Physical Education classes will take place in an outdoor setting except for inclement weather. Standards-based learning activities that utilize little to no equipment will be developed for student safety.

Signage will be marked regarding the proper entrance and exit routines, social distancing, and other health considerations. All students will wash their hands before and after each class.

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Individual pursuits that require no physical contact will be prioritized (physical distance games, in place exercise, track and field, individual racquet yoga, air hockey, sports, aerobics) Students will not use common rooms to change; they may instead wear their athletic clothing underneath their uniform or not change based on the day's activity

Any equipment that is used will be properly sanitized following each class; children will not be sharing common equipment Students will use personal and labeled water bottles for hydration; the water fountain will be closed , however the bottle filling stations will be open.

Hybrid Learning

Students will engage in socially-emotionally centered flipped learning and will be provided instructional materials, such as presentation slides, video clips, images, documents and other electronic manipulatives to peruse and consume during their own time Students will be using the flipped learning model to learn about topics remotely while transferring acquired knowledge to the in-person learning environment Students will be provided synchronous learning opportunities along with asynchronous learning as much as possible for students who do not have access to remote means in real time.

Remote Learning

Students will be provided with clear expectations for remote learning practices and behaviors. Teachers will list essential questions for each instructional unit given the change to a remote learning environment and recognize the social-emotional learning factors that will be addressed for a seamless transition Virtual Learning activities will be designed to meet the CDC daily physical activity recommendations Students will be provided opportunities for movement at home regardless of their setting and resources available to them. Content will be formatted through Google Classroom to teach appropriate activities and skills. Lessons will be planned and considered to transfer procedures into a remote environment while creating opportunities for students to interact with each other in a virtual physical activity setting. Special virtual events may be held throughout the year.

Interscholastic Sports

The St. John Vianney Athletic Committee understands the important role that athletics play in the emotional, social, and physical aspects of our students' lives. We understand the importance of social distancing and wearing masks. St. John Vianney participates in sports run through the Diocese of Buffalo, and will be adhering to the rules, procedures and directives given to us from the NY State Department of Health, the CDC, and Brian Kiszewski, who is the Director of

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Elementary Athletics for the Diocese of Buffalo. Competitive sports will only begin once approval of governing entities is received.

SJV Athletic Committee is aware of the importance of social distancing, and sanitizing equipment between use. We also understand that parents, spectators, coaches, and workers such as scoreboard operators, need to wear masks, and properly social distance. Our Athletic Committee is committed to the health and safety of our student athletes and will support this initiative by explaining all health related rules, and regulations to our coaches, and in purchasing any equipment necessary to help keep our students safe such as their own pinnies for practices, and thermometers to perform temperature checks if needed. Online sports registration for students will be available.

Parent/ Teacher tips for returning to school:

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>

Parent / teacher tips for remote learning:

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-Virtual-or-At-Home-Learning.pdf>

Plan Development

This plan was developed in collaboration with key stakeholders from all constituent groups, including:

- School Administrators
 - Diocesan Administrators
 - School Social worker
 - School Nurse
 - SJV School Board/ SJV Parents
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- St. John Vianney reopening plans will be a living document with changes made when NYS Health Dept. and NYS Education Dept. regulations change.