

- **Logistics and Planning**

ST. EDMUND ELEMENTARY SCHOOL

- **Creating well defined entrance protocols for students, teachers, and visitors**
 - Teachers will enter the building through the Avenue T front door, report to office, secretary will electronically sign the teachers in. Teachers will then proceed to their morning supervision assignments
 - Students in Nursey and Pre-K will enter via the East 19th Street Entrance Door closest to Avenue T and proceed directly to their classrooms
 - Students in Kindergarten will enter via the East 19th Street Entrance Door closest to Avenue U and proceed directly to their classrooms
 - Students in First, Second and Third Grades will enter via the First Driveway Door and proceed to the Parish Hall where they will be assigned socially distant seats. The teachers will meet the students in the Parish Hall and escort them to their assigned classrooms
 - Students in Grades Four to Eight will enter via the Avenue T front door and proceed directly to their assigned classrooms
 - All visitors will be buzzed in at the Avenue T front door and report to the Hall Information Desk. The Hall monitor will sign visitors in electronically
 - St. Edmund Elementary uses yellow bus service provided by New York City's Office of Pupil Transportation and will follow all guidelines issued by such agency. School bus students will enter the school building via the Avenue T front doors
 - The school Principal will be responsible for coordinating and monitoring entrance protocols

- **Developing routines for daily health checks**

- Temperature checks upon arrival by nurse and designated staff
- Daily Attestation for Faculty and Staff
- Daily Attestation for Students
- Standard screening protocols for staff and students entering the building including entrance ticket questionnaires
- No one with outward signs of flu, cough, etc. will be permitted entrance
- Supervised Isolation Room will be designated for anyone reporting symptoms
- Staff and students will be instructed to stay home if they have tested positive or are showing COVID-19 Symptoms
- Staff, students and parents will be instructed that they should stay home if they exhibit symptoms or have had close contact with a person with COVID-19
- The decision to close a class or the school in the case of a student or staff member testing positive for COVID-19 will be in compliance with all State and Health Department mandates
- The school Principal and School Nurse will be responsible for coordinating and monitoring daily health checks

- **Developing protocols for social distancing in the classroom**

- Desks and tables will be spaced six feet apart with students seated one at a table
- Desks and tables will be turned in the same direction

- Students will be assigned seats
- Students will remain with their assigned group in their assigned seats throughout the entire school day
- Teachers will change classes, not students
- Lunch will be eaten in the classrooms
- Students will be provided with individual supplies
- The school Principal will be responsible for coordinating and monitoring social distancing protocols
- **Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.**
- Signs will be posted in highly visible locations such as entrances, restrooms, Parish Hall that promote everyday protective measures, describing how to stop the spread of germs
- Floor and/or wall markings will indicate social distancing requirements in hallways, staircases, entrances and exits, bathrooms and outdoor school pick up and drop off areas
- Assigned staff members will meet, supervise and/or escort students to assigned areas upon arrival
- Markings and signage will indicate social distance requirements in assembly areas such as the Parish Hall and Church
- The school Principal will be responsible for coordinating and monitoring social distancing protocols outside the classroom in high populated areas

- **Developing scheduling options to facilitate reduced capacity at school**

- Students will be assigned by grade level in groups of 12-15
- Reimagined rooms and spaces will be utilized to accommodate student groups
- Classes larger than 15 will be split into two groups in two separate spaces with alternating groups learning in real time and the other remotely
- There will be no mixing of groups
- All students will receive five-day full day instruction
- Accommodations will be planned for students who parents opt for 100% remote learning
- Students will not share materials
- Departmental teachers will change class, not students
- Special subject teachers will meet students in their assigned groups and locations
- Students will remain in their assigned space and group throughout the day
- Dismissal will be staggered to maintain social distance requirements
- The school Principal will be responsible for developing scheduling options

- **Creating a plan to handle confidentiality issues**

- The Principal, School Nurse and School Secretary will be responsible for responding to COVID-19 concerns. All school staff and families will be informed and provided with contact information
- Confidentiality issues will be handled by the Principal who will transfer electronically information to those concerned
- All confidentiality and privacy rights of employees and students with confirmed COVID-19 infection will be adhered to

- **Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.**

- The school Maintenance Supervisor and contracted cleaning company supervisor will oversee procuring the necessary supplies for hygiene
- Each classroom will be supplied with hand sanitizer and disinfectant wipes
- The school Principal, Secretary and Maintenance Supervisor will be responsible for procuring supplies for hygiene

- **Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.**

- A professional cleaning company has been contracted to clean the building nightly in accordance with CDC guidelines
- Handrails, doorknobs and handles will be wiped frequently throughout the day
- Dedicated PPE bins will be labeled for proper disposal of PPE items
- Students will wipe down their desks
- Bathrooms will be cleaned 2-4 times a day
- Tablets and computers will be regularly cleaned according to electronic cleaning protocol
- Students will be provided with hand sanitizer

- The school Principal, Maintenance Supervisor and School Secretary will be responsible for monitoring deep cleaning protocols

- **Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues**

- No one will be allowed in the building or to stay in the building without some type of face covering or shield
- The wearing of masks will be monitored
- While maintaining social distancing, students may remove masks to eat lunch
- While maintaining social distancing, students will be permitted to remove masks during breaks if needed
- Students with sensory or health issues will be permitted to remove masks as needed while adhering to social distancing protocols
- The school Principal will be responsible for developing and monitoring protocols for the wearing of face masks

- **Reviewing and updated the Emergency Contact Plan**

- Option C platform will be utilized for emergency contact plan and dissemination of information
- Staff and families will self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days

- All staff, families and the public will be notified of school closures and any restrictions in place to limit COVID-19 exposure
- The school Principal and School Secretary will be responsible for reviewing and updating the Emergency Contact Plan
- **Periodically surveying stakeholders to evaluate programming and support and make adjustments.**
- Parents will information and updates via Option C Parent Alerts and Zoom Parent Meetings
- Teacher, parent and student surveys will be utilized to evaluate programming and support for necessary adjustments
- The school Principal and School Secretary will be responsible for coordinating stakeholders surveying