

# St. Joan of Arc Catholic School Jackson Heights, NY Logistics and Planning

Submitted by: Mr. Raffaele Corso, Principal

Responsible for adhering to all city, state, and CDC guidelines and regulations for the school opening logistics:

Mr. Raffaele Corso, Principal

Diocese of Brooklyn

# Creating well defined entrance protocols for students, teachers, and visitors

Students' Arrival / Dismissal times will be staggered:

- PreK-3 students will enter/exit annex building (Ward Meehan Hall through 82<sup>nd</sup> Street Entrance) **Entrance time: 7:45am- 8:00am**  
**Dismissal time: 2:45pm**
- PreK-4, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade will enter/exit through back porch area of school, between St. Joan of Arc Rectory and school (82<sup>nd</sup> Street) **Entrance time: 7:45am- 8:00am**  
**Dismissal time: 2:45pm**
- Grades 3 to 6 will enter/exit through front door entrance on 82<sup>nd</sup> Street, between annex and school.
- Grades 3, 4, **Entrance time: 7:45am- 8:00am**  
**Dismissal time: 2:45pm**
- Grades 5, 6 **Entrance time : 8:10- 8:25**  
**Dismissal time: 2:55**
- Grade 7, 8 Grade will enter/exit through back porch area of school, between St. Joan of Arc Rectory and school (82<sup>nd</sup> Street) **Entrance time: 8:10- 8:25**  
**Dismissal time: 3:05**

Teachers will enter/exit through front door entrance on 82<sup>nd</sup> Street, between annex and school.

- Standard arrival time for teachers 7:00am-7:30am. Teacher entrance will then be disinfected at 7:30.
- Must be wearing a mask at arrival and all times
- Must wash/sanitize their hands at arrival
- Teacher morning sign-in will include a wellness check, asking if they took their temperature, have come in contact with anyone with covid-19, are they symptomatic.

Essential Visitors will enter/exit through front door entrance on 82<sup>nd</sup> Street, between annex and school.

- Visitors can gain entrance, through appointments, after all students have entered the building. Visitors will be monitored by security guard through security camera, door intercom and buzzer. Visitors will only have access to the main office.
- Must be wearing a mask at arrival and all times
- Must wash/sanitize their hands at arrival
- Packages and deliveries will be left at door and sanitized by security guard and secretary.
- Staircases will be disinfected in between staggered entrance times by custodian
- There will be clearly marked entrances/exits for students, teachers and essential visitors. They will be enforced by the school security guard, principal and several staff members.
- Social distancing markings will be placed around the perimeter of the school by principal and custodian for early arrivals.

# Developing routines for daily health checks

- Nurse or designated staff member will be responsible for responding to COVID-19 concerns.
- Nurse or designated staff member will train staff and students on how to wear masks.
- Nurse or designated staff member will train staff on taking temperatures upon entry.
- Posters will be displayed around the building regarding proper usage of wearing masks, hand washing, and social distancing.
- Parents will sign an agreement agreeing that they will measure their children's temperature, and directed to keep children home if measurement is above 100° they must stay home and masks are to be worn while inside the building and if a child is ill, in anyway, they must stay home (even if illness is not related to Covid-19).
- Teacher morning sign-in will include a wellness check, asking if they took their temperature, if they have come in contact with anyone with covid-19, are they symptomatic.

# Developing protocols for social distancing in the classroom

- St. Joan of Arc will comply with all NY State and CDC recommendations and guidelines in regards to social distancing in and around the school.
- Signage and clearly marked areas of 6 feet will be posted outside school building to promote social distancing.
- Students will stay in classrooms during class-time, teachers will move from class to class in departmental grades.
- Space seating/desks 6 feet apart. Excess furniture (bookcases, tables, etc. will be removed to create more space in the classrooms).
- Student desks face in the same direction.

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.

- Hallways will be clearly marked with tape delineating which direction to go.
- Classroom doors will remain opened at all times so they are not touched.
- Schedule created to stagger use of bathroom. (see below)
- Clean and disinfect bathrooms between each use.
- Gym/lunchroom; stagger use, clean & disinfect between use.
- Limit number of students in the bathroom and sink area.
- Large gathering spaces will require staggered use, adhering to social distancing mandates, clean & disinfect between use.

### Bathroom Schedule:

- PreK 3- Has use of own bathroom. Bathroom will be disinfected every hour.
- PreK 4 – Grade 6 will use 1<sup>st</sup> floor (boys' bathroom) and 2<sup>nd</sup> Floor (girls' bathroom)
- Pre-K 4 8:45am, 10:45am, 1:00pm \* Kindergarten 9:00am, 11:00am, 1:15pm
- 1<sup>st</sup> Grade 9:15am, 11:15am, 1:30pm \* 2<sup>nd</sup> Grade 9:30am, 11:30am, 1:45pm
- 3<sup>rd</sup> Grade 9:45am, 11:45am, 2:00pm \*4<sup>th</sup> Grade 10:00am, 12:00, 2:15pm
- Grades 5-8 will use Gymnasium bathrooms
- 5<sup>th</sup> Grade 9:45am and 1:00pm \*6<sup>th</sup> 10:15am and 1:20pm
- 7<sup>th</sup> Grade 10:45am and 1:40 pm \*8<sup>th</sup> Grade 11:15am – 2:00pm

# Developing scheduling options to facilitate reduced capacity at school

- Parent Survey will be sent home. Parents must choose one of the following options:

Option 1 Full in-school opening following all NY State and CDC recommendations and guidelines in regards to social distancing .

Option 2 Hybrid schedule of in school learning and distance learning.

Option 3 Parent chooses full distance/virtual learning

# Creating a plan to handle confidentiality issues

- Confidentiality issues will be handled by the front office, nurse or principal. They will then electronically transfer information to those concerned.
- Hold meetings with front office, nurse, staff to ensure safety, medical privacy rights.
- Revisit plan weekly to evaluate programming and make adjustments.

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

- Meeting with several vendors that will be able to supply fogger, thermometers, face masks and shields, sanitizers, wipes, etc.
- Purchase bulk materials approved by the CDC and the DOH which are listed, with neighboring schools for cost effectiveness. Principal will contact other principals.
- Supplies: fogger, fogging sanitizer, soap, hand sanitizer, paper towels, tissues, disinfectant wipes, masks & thermometers
- Custodians will be designated for procuring the necessary supplies for disinfection and hygiene.
- Each child to have personal hand sanitizer when age appropriate.



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.

- Purchase of disinfectant foggers to use on classrooms, bathrooms, etc. during the school day. Bathrooms will be disinfected after each classroom use. (See schedule on page 5) Hallways will be disinfected after all students have entered building in the morning and at 1:00pm. Classrooms will be disinfected when classes are in the bathroom.
- Frequently touched surfaces such as playground equipment, door handles, sink handles, drinking fountains will be cleaned and disinfected hourly.
- Deep cleaning of classrooms will be done, on a daily basis, after dismissal of students by contracted cleaning company adhering to city, state and CDC protocols.

# Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues:

- Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed.
- Faculty and Staff shall be required to wear masks. Masks will be provided to all staff members by the individual school. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.
- Non-disposable mask should be washed daily.
- NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020 )recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Cloth face coverings should not be placed on:
  - Children younger than 2 years old.
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
  - Younger students, such as those in early elementary school.
  - Students, teachers, and staff with severe asthma or other breathing difficulties.

## Face Coverings- continued

- Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.

While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible.

In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

### **Clear Face Coverings or Face Shields**

Teachers and staff who may consider using clear face coverings or face shields include;

- Those who interact with students or staff who are deaf or hard of hearing, per the [Individuals with Disabilities Education Actexternal icon](#)
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

*Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.*

### **Practical Recommendations**

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).
- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.

### Face Coverings- continued

- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

# Reviewing and updated the Emergency Contact Plan

- Containment Plan includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

**Plan:** protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;

- **Isolation Procedures** isolate individuals who screen positive symptoms (fever) upon arrival, or symptomatic individuals should they become symptomatic while at school. Student or adult will be placed in supervised isolation in the gymnasium. Emergency contact information will be used to get in touch with closest relative. Student/adult will be monitored until pick-up is complete. Gymnasium will be disinfected upon departure of student/adult.

Procedures for pick-up arrangements, for symptomatic students, faculty, and staff. In order to return, a doctor's note is needed.

- ***Infected Individuals***

communicate requirements that persons who have tested positive complete isolation, a doctors note to return stating they will not transmit COVID-19 when returning to in-person learning.

- **Exposed Individuals:** Requirements to inform families that student was exposed to the COVID-19 virus- letter will be emailed and sent to parents.
- **Parents** will be asked to provide emergency contact information for a minimum of 4 adults which can be called in case of an emergency.

# Periodically surveying stakeholders to evaluate programming and support and make adjustments.

- Review our screening; temperature checks
- Survey parents and faculty to ensure we are following protocols.
- Survey parents who may have been exposed to the COVID-19 virus.

## Health and Safety Measures: Monitoring and Containment

### General Information

- ✓ Administration, Faculty, Staff and Students will be reminded to stay home if they feel ill.
- ✓ Administration, Faculty, Staff and Students will be reminded to stay home if they were within less than six feet for a prolonged period of time with a person with COVID-19
- ✓ Training will be provided to all administration, faculty and staff on recognizing the signs and symptoms of COVID-19 and what to do if a child or adult are displaying symptoms.
- ✓ Information will be provided to parents on the signs and symptoms of COVID-19 in children
- ✓ Schools will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- ✓ Screeners will be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

### Daily Health Screening

#### Temperature Checks

It is the recommendation that parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.

Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:

- Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
- If the school has a nurse, the nurse will conduct the screening. In schools where a nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- In schools utilizing multiple entrances to avoid gatherings and enhance social distancing a designated trained school personnel should be at each entrance to conduct the daily temperature check.

Schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

## Health Screening Questionnaires

- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
- Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening

Screening for all students, faculty, staff, must be completed using a questionnaire that determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Schools should implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

Schools must require individuals to immediately disclose if and when their responses to any of the questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

## Symptoms and Signs of Illness

School Personnel will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough
- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose



Nausea/vomiting/diarrhea

- Muscle/body aches
- Fatigue
- Sore throat
- Headache

### Screening Positive for COVID-19 Symptoms at School

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

- Schools must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- Administration, Faculty or Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Schools are to wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- Schools are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

### Reporting a Positive COVID-19 Case

- Principal should immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- Principals will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- Principals must then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information is to be used in any communications regarding the individual who may be symptomatic
- Principals will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- Schools will follow all health department directives on school closures, because of COVID-19.
- Schools 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. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed. Schools must take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

**PLEASE NOTE:** Plan is subject to change according to state and local health agencies.

**St. Joan of Arc Catholic School**  
**Jackson Heights, NY**  
**Social and Emotional**  
Diocese of Brooklyn

Submitted by: Mr. Raffaele Corso, Principal

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## Creating community and connecting with students in new school configurations

- Creating a school newsletter to highlight goals, inspirational stories, messages, and any other important information, disseminated electronically.
- Increase frequency of posts on school's social media and website.
- Online Mass celebrations via Zoom/Google Meets.
- Recess with different classes via Zoom/Google Meets.
- Virtual ice-breakers between different classes.

### **Facilitating community and connection with faculty and staff**

- Principal will communicate with pastor daily, district superintendent and diocesan office as needed.
- Principal will hold monthly "virtual" faculty meeting, send daily memos as needed.
- Advisory Team of teachers to meet with Principal bi-weekly to disseminate information to other teachers.
- PDHP counselors would provide appropriate referral for
  - Post traumatic stress, Health emergencies, Grief and bereavement, anxiety, depression, other health challenges
- Spiritual Support for faculty and staff (Pastors, priest, nuns, deacons or DREs)
  - Weekly rosary via live stream

# Onboarding students to orient to the new realities of the classroom and school

- Teachers must be introduced to plan and given guidance on how to implement plan by principal.
- Parents must be educated on plans:
  - Virtual Back to School Meeting
- Student check-in to discuss how they are feeling.
- Principal will send a video message to the families:
  - Welcome back
  - Review of plan
  - Reassure them of the safety measures taken
- Implementing Support for Students Exposed to Trauma (SSET)
  - Implemented by the Mother Cabrini and PDHP Counselors
- SSET provide lessons
  - anxiety or nervousness
  - withdrawal or isolation
  - Depressed mood
  - Acting out in school
  - Impulsive or risky behavior

## Developing a differentiated on-boarding plan for students that are new to the school (transfer students)

- Create a buddy system where new students are linked with other students in the class via Zoom/Google Meets sessions
- Engage parents with other parents
  - Assign buddy families
- Post important events on school social media pages
- Principal will meet with stakeholders to inform and dispel rumors
  - Coffee, tea or lunch

## Developing authentic ways for parents to connect with the school community in a virtual world

- Have communication forums such as Google Meets or Zoom meetings
- Class chat rooms for parents
- Parent support groups via Google Meets
- Social Well –Being
  - Coffee/Tea Time
  - Cooking Classes
  - Zumba/Yoga
  - Meditation
- Spiritual Well-Being
  - Faith Based discussion groups
  - Weekly Rosary
- Emotional Well-Being
  - Bereavement/Loss/Grief Group

## Maintaining daily rituals ( i.e. daily announcements, morning prayer, etc.)

- Morning and afternoon prayers and announcements in classes via P.A. system by pastor/principal
- Virtual calendars for school year
- Students of the Month
  - announced on designated bulletin board and a digital recognition page.

## Structuring social opportunities for students and families

- Family fun nights remotely and in person following social distancing guidelines
- School Masses virtually, inviting families
- Virtual get-togethers via Zoom/Google Meets
  - Coffee/Tea Time
  - Meditation
  - Cooking Classes
  - Zumba/Yoga
  - Weekly Rosary
  - Dances
  - Holiday Celebrations

## Creating ways to mitigate stress responses in students, teachers, and families

- Limit emails (Establish clear office hours)
- All communication should come from one source used by all teachers in school instead of multiple types of communications and emails
- Advisory Team of teachers on grade bands and specials
  - meet with Principal bi-weekly disseminates information to other teachers
- Class Parent
  - daily contact with the principal
  - Disseminates appropriate information
- Homeroom Page
  - Classes have Google homepages used as communication hubs



Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled.

- Virtual tours
- Coffee/Tea with new prospective families
- Contact families via phone or via text 1x per month
- New families have a buddy system via phone, Zoom, Google Meets
- School will post online about school activities on school website and social media
- Recorded messages uploaded to the school website
  - teachers, parents or students
  - I love it here because...