



SCG-STL School Re-Opening Plan 2020

Responsible Party

- Mrs. Jeannette Boursiquot-Charles, Principal

Faculty Task Force

- Ms. Monique Beales
- Mr. William DelValle
- Ms. Giovanna Dimino
- Mrs. Patricia Shelley
- Ms. Jennifer Werfelman

Facility Capacity

- **Guiding question: - Can you bring all the students back for in-person instruction allowing for social distancing or protective barriers, PPE and Transportation?**
- All students will attend five days face to face instruction.
- We have determined physical measures for distancing (room configurations, 6 feet distance required between desks)
 - The traditional instructional program will be modified with students learning from classroom teachers and at other times supervised by school personnel during times of independent or remote/livestream instruction from within the school building,
 - Sufficient social distancing with at least 6 feet between all will occur at all times
 - - .Protective Barriers
 - Protective Barriers will not be in use; students will maintain in social distance of 6feet.
 - PPE
 - The Academy has preliminary items in stock with additional items to be available prior to first day
 - Transportation
 - St. Catherine of Genoa~ St. Therese of Lisieux Catholic Academy uses yellow bus service provided by the New York City's Office of Pupil Transportation (OPT) and will follow all guidelines issued by such agency. As DOE provides our yellow bus transportation, The Academy will follow the protocols of the DOE.

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Social Distancing:

- **Guiding question: - What are the social distance plans for the school facility and school grounds?**
 - When students are in building for in person instruction:
 - Modify classes where students are likely to be in very close contact.
 - Bring in specialist teachers (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new student introduction.
 - Weather permitted physical education and music classes outside where students will be encouraged to spread out.
 - Visual cues will be given to students to demonstrate physical spacing.
 - Desks to be rearranged to maximize the space between students.
 - Desks will be arranged in rows to face the same direction in an effort to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - Visual aids such as but not limited to painter's tape, stickers, etc. will be placed to illustrate traffic flow and appropriate spacing to support social distancing.
 - Encourage and reinforce social norms and health etiquette.
 - The Academy will have appropriate cleaning supplies available such as but not limited to disinfectant wipes for cleaning of high-touch surfaces.
 - The Academy will have hand sanitizer and tissues readily available for use by students and staff.
 - Handwashing routines reinforced; staff members and students will wash their hands upon entering and leaving classroom or other spaces in the school building. Staff members and students will utilize hand sanitizer when not possible.
 - Educate students on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
 - Ensure sick policies are supportive of students and staff staying home when sick.
 - Consider engaging the school community in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition to design posters addressing COVID-19 prevention tactics).

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PPE and Face Coverings:

- **Guiding question: - Have you ensured adequate supply of PPE ?**

- Yes. The Academy has the quantities needed and additional supplies will be delivered in the next few days.

- **Guiding question: - Is there a policy and plan for employees?**

- Faculty and staff members will be required to wear masks.
- Masks will be provided to all staff members by the Academy.
- Faculty and staff members may opt to wear a mask of their own but must receive the approval of the Principal or the Covid-19 Coordinator.
- Face shields will be provided upon request, but they are not to be used in lieu of a mask.
- 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.

- **Guiding question: - Is there a policy and plan for students?**

- 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.
- The Academy will provide all students with face coverings
- The classrooms will have sanitization materials such as but not limited to wipes, hand sanitizers, etc on hand.
- 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.
- All staff members and students will be asked to wash non-disposable mask washed daily.

- **Guiding question: - Is there a policy and plan for visitors?**

- Visitors will be required to wear a face covering such as but not limited to masks, while on school grounds or in the school building. (Visitors will be presented with a mask in the event that they do not have one).
- Masks and hand sanitizer will be available at the entrance of the building.
- Non-essential visits will be discouraged.
- When possible visitors will make appointments.

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Operational Activity:

• Guiding question: - What is the policy and plan for reimagining facility space for instruction?

- Space student desks a minimum of 6 feet apart.
- Markings will be placed on the floor to help students, teachers and maintenance staff remember where to place desks.
- Reduce occupancy, if possible.
- Classroom seating will be arranged so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, all desks will be turned to face in the same direction (rather than facing each other).
- Create more floor space by removing bookcases, worktables and other nonessential equipment.
- Systematically review and evaluate classroom capacity with the goal of creating as much space between our students as possible, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom.
- The use of alternative spaces (i.e. gym, auditorium) can be used creating greater capacity to allow for more physical space between people
- Fix casters on furniture to limit mobility. This will help keep desks 6 feet apart.
- Use movable whiteboards to separate desks and teacher workstations.
- Ensure sufficient social distancing with at least 6 feet between people at all times when in school facilities.
- Use visual aids to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor).

• Guiding question: - Policy and Plan for Fixed Cohorts of students?

- Develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day. Limit mixing between cohort groups as much as possible (e.g., during lunch in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.)
- Students would be arranged on “A & B” day or week schedule where they will be required to remain with the assigned group for in person instruction and distance learning.
- Parent will be given the groupings the first week of school with an explanation regarding the need to keep the students in groups & students schedules will not change during the week.

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• **Guiding question: - Policy and Plan for alternative scheduling?**

- The Academy will offer both Distance & Blended Learning
- When students are not able to learn on –site, instruction will move to an online setting.
- Teachers will support the learning process utilizing Google Classroom and interacting live via Zoom.
- Students will rotate between attending school and distance learning schedule
 - A-Day/B-Day rotation schedule
 - The A/B rotation will be based on household makeup ensuring that all children within a family will be placed on the same schedule.
- Lower school can begin one hour later than their normal start times to allow for condensed scheduling. This also minimizes the number of student transitions throughout the day.

- Special Subject Teachers (Technology, Art, Music and Physical Education) will provide instruction for students on distance learning days.
- Students will be provided with the necessary technology equipment for home (i.e. chrome books and iPad).
- Students who require accommodations will also receive services through live interaction with their teachers; *our Resource Coordinator will review all IEP’s & IESP’s and provide parents with support with the transitioning, and set up*.

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Hygiene, Cleaning, and Disinfection

- **Guiding question: - Is there a plan and policy for deep cleaning and disinfecting prior to school re-opening?**
 - The building has undergone and continues to be disinfected and sanitized by the maintenance crew of the school using a two-step process: cleaning and disinfecting.
 - Cleaning
 - Dirt and germs are removed with soap and water.
 - Disinfecting
 - Chemical products and spray will be used to kill germs throughout the building.
 - Areas routinely cleaned
 - Door knobs and handles
 - Stair rails
 - Countertops
 - Handrails
 - Light switches
 - Floors (moped/waxed)
 - Bathrooms (sinks, toilets, stalls, walls, doors)
 - Classrooms (doors, floors moped waxed, ledges, windows,)
 - Hallways (moped, waxed)
 - Handles on equipment (e.g., athletic equipment)
 - Push-buttons on vending machines
 - Shared remote controls
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
 - **Fogger purchased for daily sanitizing of classrooms**
 - **Building will be commercially cleaned (arranged by Office of The Superintendent) prior to students returning on the 1st day of school**
- **Guiding question: - Policy and Plan for daily Cleaning and Disinfecting Schedules?**
 - Routine cleaning will continue on a daily basis.
 - Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, will continue to be cleaned with soap and water or another detergent at least daily when facilities are in use. More frequent cleaning and disinfection may be required based on level of use.
 - Custodians will be scheduled on a staggered schedule to ensure there is coverage before school opens and hours after school is closed.
 - Custodians will be available throughout the day to assist with routine issues that occur during the day.
- **Guiding question: - Is there a policy and plan for Nightly Deep Cleaning?**
 - Nightly disinfection & cleaning of all classrooms and the entire building will be sanitized with a fogger machine (approved by the CDC).
 - Trash removed and placed in appropriate area.
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• **Guiding question: - Is there a policy and plan for Training Faculty, Staff and Students on Hand and Respiratory Hygiene?**

- All members of the Academy will receive information regarding Hand and Respiratory Hygiene on the first Professional Day in building.
- Instructions will be provided.
- Visual Posts will be placed at the entrances of the buildings; exits; in hallways, offices, and classrooms.
- The Academy will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used.
- Routines of hand hygiene will be incorporated into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- Supervise the use of hand sanitizer by students.
- Ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
- Reinforce handwashing during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.
- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use in the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene (e.g., hand washing with soap and water or use hand sanitizer).
- Students will receive training on the first day and frequent reminders during the day and week.
- *Assistance from school nurse will be necessary*

Extracurricular

• **Policy and Plan for Extracurricular programs and activities?**

No Extracurricular Programs will be offered.

Before and Aftercare

- Before and Aftercare will not be offered for the first 30 days of school.
- Beginning October 1st, students will remain in the same cohorts of the day where social distancing of 6 feet will be enforced.
- All policies enforced during the regular school day will be followed after school.
- PPE and Hand Sanitizers will be available for staff
- Students temperatures will be taken
- Snacks will be available as “Grab and Go”
- All materials will be disinfected and cleaned at the end of the program

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Vulnerable Populations

- **Guiding question: - Is there a policy and plan for vulnerable students?**

- Each student's medical condition will be reviewed individually, following a medical doctors orders and when necessary will be placed on a Remote Learning Plan.

- **Guiding question: - Is there a policy and plan for vulnerable faculty or Staff?**

- Each faculty member's medical condition will be reviewed individually and a determination for accommodation will be made following a medical doctors orders.

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Transportation

- **Guiding question: - Is there a policy and plan for vulnerable faculty or Staff?**

***AWAITING GUIDANCE FROM NYC DOE**

Food Services

- **Guiding question: - Is there a policy and plan for Food Services?**

- Follow guidelines provided by DOH.
- PPE's will be available for food handler; face mask, hair net gloves and hand sanitizer.
- Food Handler must wash before, after handling, preparing, serving or eating food. It is important to always wash your hands with soap and warm water for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth.
- Food Handler's must wash their hands should they touch their face.
- Food Handler must replace gloves in the event that they contaminate them by touching their face or in another way they must replace the gloves with another.
- Clean and sanitize kitchen and food contact surfaces often.
- Wear gloves.

- **Guiding question: - Is there a policy and plan for meal locations?**

- Children eat in classrooms
- Lunch orders will be taken in the morning and delivered by rolling cart to classrooms
- Students will be allowed to bring "bagged lunch" from home.
- Proper hand hygiene will be reinforced;
- Cafeteria meals ordered in advance or provided by cart near the classroom.

- **Guiding question:- Is there a policy and plan for lunch schedules?**

- Lunch will be arranged by schedule
 - younger students 11:45-12:15pm
 - older students 12:30-1:15pm
- All students will each lunch in the classrooms with their teachers.

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Mental Health, Behavioral, and Emotional Support Services and programs

• Guiding question:- Is there a policy and plan to support the social and emotional health of faculty

- The personal impact on all faculty members will be recognized
- The Academy will utilize PDHP
 - Teachers will receive support through in-house workshops and opportunities to meet with the counselor on a need basis.
- Provide information on wellness checks, social media support, Tele-Health
- A portion of every faculty meeting will be dedicated to addressing the emotional needs of staff.
- Resources provided by the Office of the Superintendent will be available for all.
- Hotline Information made accessible to all:
- PDHP Hotline 718-550-0084
- National Mental Health Hotline 1-800-985-5990
- Helping NY in Crisis 1-888-NYC WELL

• Guiding question: - Is there a policy and plan to support the social and emotional health of students?

- PDHP will serve as primary support for students returning to the building
- Administrator of Parish will provide spiritual support to all those who request
- Collaboration with School Nurse to address student's needs.
- With prior training for teachers, students will have opportunities to share in groups their thoughts and feelings and those who are deemed to be Students with pre-existing conditions
- With PDHP educate students on symptoms and help for mental health problems
- We will promote social and emotional competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage helping others
- Encourage good physical health

• Guiding question:- Is there a policy and plan to support the social and emotional health of student families?

- With assistance of PDHP providing parents with resources and referrals for mental health
- Keeping parents informed with daily updates
- Spiritual support from Administrator of Parish
- PDHP Hotline 718-550-0084
- National Mental Health Hotline 1-800-985-5990
- Helping NY in Crisis 1-888-NYC WELL

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Communication

- **Guiding question: - Is there a policy and plan for School Facility and School Ground Signage?**

- Distancing requirements clearly displayed outside of building and throughout building and classrooms
- Signage from CDC resources will be clearly displayed in hallways, classrooms, auditorium, gym
- Hand and Respiratory Hygiene posters will be clearly displayed in hallways, classrooms, auditorium, gym
- Printed copies sent home with all members of the Academy

- **Guiding question: - Is there a policy and plan for communication with Faculty and Staff?**

- Faculty will receive a daily questionnaire
- Weekly meeting with teachers via zoom or in person to review policies
- Google Classroom Faculty page set up to provide teaches with updates
- Printed copies given for use in classroom and at home
- Clear direction and guidance will be provided to teachers prior to opening and continuously

- **Guiding question: - Is there a policy and plan for communication with Students and Families?**

- Parents will receive a daily questionnaire
- Social Distancing guidelines and protocols for school guests and visitors advertised on school website and via Option C alerts
- Social Distancing requirements clearly displayed outside of building and throughout building and classrooms
- Printed copies sent home for parents review
- Schools plan and policies shared with community through parish bulletins and website
- Periodic surveys to receive feedback from parents
- Parent Zoom Meetings (monthly and when necessary)

- **Guiding question: - Is there a policy and plan for Screening?**

- **AWAITING FURTHER RECOMMENDATIONS FROM HEALTH DEPT**

- **Guiding question:- Is there a policy and policy for Testing Protocols**

- **AWAITING FURTHER RECOMMENDATIONS FROM HEALTH DEPT.**

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Testing Responsibilities

- **Guiding question: - Have you identified the designated COVID-19 Health Coordinator? Or Team?**

- The School Nurse is designated as the coordinator for the school.
- Part Time COVID Personnel
- Parents will be asked to 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.
- Staff members will be asked to take their temperature and if temperature is 100.0 degrees or higher, they will be asked to stay home and self monitor and see a doctor.
- Any staff member that has a temperature of 100.0 degree or higher will be required to reverse remote teach (where they will teach remotely into the classroom with the assistance of a classroom aide) to ensure that there is no interruption of learning.
- Each staff member and student will be required to complete upon entering the school a daily temperature screening and answer 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.
- 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.
- The Academy will ensure that there are other trained school personnel on hand daily in the event that the nurse / Covid-19 Coordinator is not present or is unable to conduct the screening.
- The Academy will ensure that there is a designated trained school personnel at each entrance of the building to avoid gatherings and enhance social to conduct the daily temperature check.

Early Warning Signs

- **Guiding question: - Will this be the designated COVID-19 Health Coordinator? Or Team?**

- The School Nurse (designated Health Coordinator)
- Part Time COVID Personnel

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School Health Offices

- **Guiding question: - Is there a plan and policy for Faculty or staff that may develop symptoms during the school day?**
 - 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 include 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.
 - Ambulance will be called at the direction of the DOH Nurse – responders will be informed that person has symptoms of COVID
 - Students in classroom will be relocated to another classroom

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• **Guiding question: - Is there a plan and policy for Students who develop symptoms during the school day?**

- 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).
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- 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.

Isolation

• **Guiding question: - Plan and Policy for Isolation Protocols for anyone who may screen positive upon arrival or become symptomatic during the school day?**

- Students/Faculty identified at school who develop any of the symptoms related to COVID will be placed in an isolation area separate from staff and other students (e.g., a nurse's office) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation
- Ambulance will be called at the direction of the DOH Nurse – responders will be informed that person has symptoms of COVID.
- After the student is placed in an isolation area, school staff who work in the isolation area will follow CDC's guideline on cleaning and disinfecting building
- School community informed of potential case via Option C

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• **Guiding question: - Is there a plan and policy for transportation and pick-up arrangements for anyone who may screen positive upon arrival or become symptomatic during the school day?**

- Parent/ Guardian informed of situation (protocol for visitors followed)
- PPE given to parent
- Person escorted out of building with assistance of the person responding
- Area of use disinfected and cleaned
- Faculty members informed (in house)
-

Collection

• **Guiding question: - Is there a plan and policy to communicate pick-up protocols and follow up health care instructions to Parents?**

- Parents will be given protocols prior to school opening via: Option C, Parent Zoom and information will be posted on website
- Parents will receive periodic reminders on policies sent home via hard copies
- For students who are not well, staff will review pick up policy once call is made
- Parents will be required to submit a sign off affirming policies have been accepted and reviewed
- DOH guidelines on returning students will be provided to all parents & faculty members

Infected Individuals

• **Guiding question: - Is there a plan and policy regarding infected?**

- **The Academy is awaiting further recommendations from the Health Department**
- **The Academy will work closely with the Covid -19 Coordinator.**

Exposed Individuals

• **Guiding question: - Is there a plan and policy to communicate pick-up protocols and follow up health care instructions to Parents?**

- **The Academy is awaiting further recommendations from the Health Department**
- **The Academy will work closely with the Covid -19 Coordinator.**

Hygiene, Cleaning and Disinfecting

• **Guiding question: - Is there a plan and policy for Cleaning and Disinfecting exposed areas and notification to all of such areas?**

- CDC guidelines on cleaning and disinfecting affected areas will be followed
- Faculty will be informed of restricted area via alert
- Signage will be placed outside of area alerting student and faculty not to enter

Contact Tracing

• **Guiding question:- Is there a plan and policy for Contact Tracing ?**

- **The Academy is awaiting further recommendations from the Health Department**

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