

# Logistics and Planning

Diocese of Brooklyn

## ***St. Michael's Catholic Academy***

***136-58 41<sup>st</sup> Avenue***

***Flushing, NY 11355***

***Committee Members: Maureen Rogone, Diane Hopkins, Patricia Marsala,  
Patricia McCormack, Toni Ochtera, Sr. Martina Hou, Katerina Delgado Herrera,  
Xiao Jing Zhang***

***Chair of the Board of Directors SMCA: Mr. Walter Avelin***

# Health and Safety Measures: Monitoring and Containment

- 
- 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.

# Monitoring and Containment-continued

- **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.
- By using both front door entrances to avoid gatherings and enhance social distancing a designated trained school personnel will 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 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 will 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 will 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.**
- **The school will implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).**
- **Individuals are 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.**

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

- All entering the school building are required to wear masks.
- Masks will be provided at the entrance doors for those not having a mask.
- Temperatures will be taken daily for all students, staff members, and visitors.
- Those reading a temperature (100 degrees F), will be escorted to room 102 which is set aside for illnesses. Visitors having a temperature will not be permitted in the school building.
- Visitors with appointments will be escorted to the main office.

## Daily Student Arrivals:

- **There will be no communal gatherings in the auditorium as in previous years. Morning Prayer will be over the PA system at 8am.**
- Grades Kindergarten, 1, 2B and 5 will enter the building through the front entrance on 41<sup>st</sup> Avenue (east) nearest Staircase A. Grades 2a, 4, 6, 7, and 8 will enter the building through the front entrance on 41<sup>st</sup> Avenue (west) nearest Staircase B.
- PKA students will be escorted to their rooms at **8:25am** by teacher assistants. PKA 1,2,4 will use Staircase B. PKA3 will enter the classroom upon arrival as the class is on the ground floor of the building adjacent to Staircase B at . PKA teachers and assistants will be in their classrooms by **8:10am**.
- K-8teachers will be in their homerooms by **7:40am** to supervise the arrival of students. Grades Kindergarten and One will be escorted by teacher assistants up Staircase A upon arrival.

# *School Signage*



## **SCREENING CHECKPOINT EVERYONE WILL BE SCREENED UPON ENTRANCE**

Along with a temperature check, expect to be asked these questions as you enter the facility.

### **DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS TODAY?**

- Fever (100.0 or more)
- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore throat
- Repeating shaking with chills
- New loss of taste
- New loss of smell

# Developing routines for daily health checks

- Department of Health guidelines will be followed for all teachers and students with the monitoring of daily temperatures once entering the building.
- The Principal and the Kindergarten teacher along with the school nurse, an employee of NYC Department of Health, will serve as the COVID-19 Health Coordinators. The principal and two additional faculty members will serve on the COVID-19 Health Team as well. This team will monitor local infection rates and work with local authorities to facilitate tracing guidelines. The present school nurse has been trained in tracking.
- Staff and/or students who show COVID-19 symptoms during the school day will be held in Room 102 until picked up by a family member or in extreme cases, escorted to the nearest hospital. The school nurse will practice Standard and Transmission Precautions when dealing with individuals exhibiting symptoms. Written medical clearance will be required to return to class or teaching position.
- All staff members will receive Hand and Respiratory Hygiene lessons as well as COVID-19 protocols during the opening week of school in September.

# Developing protocols for social distancing in the classroom

- All grade levels have been assigned learning space which is in compliance with CDC directives ( Footage of classrooms/36squared feet). Grade levels have been assigned adjacent rooms in the building to ensure proper supervision when teachers change classes.
- Signage throughout the building (one way arrows, social distancing markers) will provide all with safety in distancing.
- All spaces within the building have been utilized to be in compliance with social distancing (the lunchroom, computer lab, library, and science lab have been converted into learning cohorts).



# Floor Plan-Basement

Lunchroom-Grade 5 (21 students total) 11 students/PARTITION/ 10 students	Title I ESL	Kitchen	Bathroom
	Library/Grade 2b Mandarin-14 students	Title I Reading and Math room	Grade 2a-14 students

# Floor Plan-First Floor

Room 104-Faculty Room	Gym/ Auditorium	Gym/Auditorium	PKA-Room 3
Staircase A	Principal's Office	Main Office	Welcome Office (holding room for sick students or employees)

# Floor Plan-Second Floor

<b>Room 202-1A (English) 15 students</b>	<b>BALCONY</b>	<b>Nurse's Room</b>	<b>Faculty Bathroom</b>
Room 201-1b (Mandarin) 14 students	BALCONY	Business Office	

# Floor Plan-Third Floor

<b>Kindergarten C ( 13 students) 305</b>	<b>Kindergarten B (14 students) 306</b>	<b>Kindergarten A (14 students) 307</b>	<b>PKA- 15 students 308</b>	<b>Girls' Room/Staircase B</b>
Grade 3b (12 students) 304	Grade 3a ( 11 students) 303	PKA-15 students 302	PKA-15 students 301	Development Office Occupational Therapy

# Floor Plan-Fourth Floor

<b>Computer Lab 405 Speech Therapy</b>	<b>Grade 7a-12 students 406</b>	<b>Grade 8a-12 students 407</b>	<b>Grade 6-15 students 408</b>	<b>Boy's Bathroom</b>
Grade 7b-12 students 404 (converted Science Lab)	Grade 8b-11 students 403	Grade 4b-15 students 402	Grade 4a-15 students 401	Book Room

# September 2020 Orientation

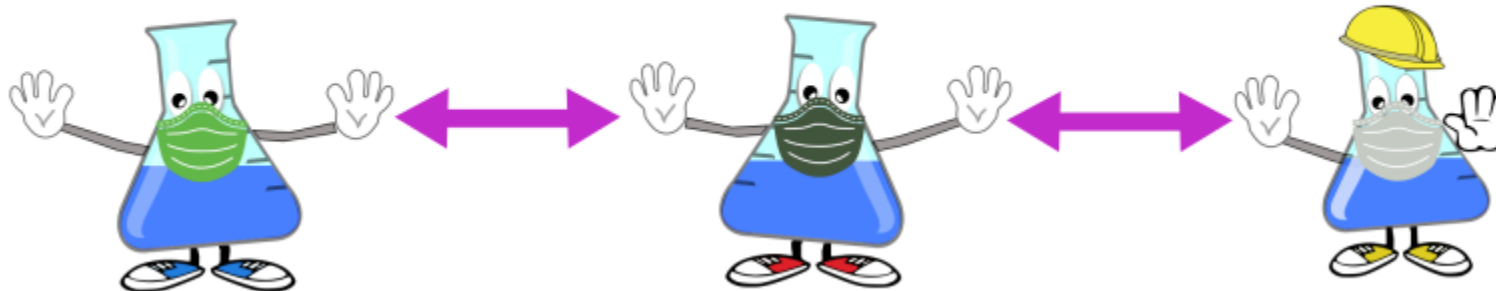
- To provide the students and faculty with instruction in social distancing, changes in instructional procedures and cohorts, and basic hygiene, the arrival of students PKA through grade 8 will be staggered for the opening of the academic year. Arrival and Dismissal procedures will be introduced and practiced on these days.
- Wednesday, September 9<sup>th</sup>-PKA and kindergarten will attend school until 12:30pm.
- Thursday, September 10<sup>th</sup>-Grades 1-3 will attend school from 8am through 2:50pm.
- Friday, September 11<sup>th</sup>-Grades 4-8 will attend school from 8am through 3:00pm.

# *School Signage-Social Distancing*

- STOP THE SPREAD OF CORONAVIRUS:
- **MAINTAIN SIX FEET OF DISTANCE**
- **All New Yorkers must wear a face covering when outside their home if unable to maintain at least 6 feet of distance between themselves and others.**

• New York State Executive Order No. 202.17

Social distance, please



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.

- Students will not change classes, rather teachers will be moving between the rooms to avoid crowding of the hallways.
- All classes, PKA through grade 8 have bathroom schedules which teachers have signed up for. This schedule will not only prevent any violation of social distancing, but enable the bathrooms to be closed for cleaning throughout the day. All classes will be taken to the bathrooms as a group.
- Breakfast and lunches will be picked up in the kitchen and brought to each floor to be distributed. The meals are individually prepared for the students. Meals will be eaten in the classrooms.
- The library has been converted into a classroom. The librarian will visit the classes to read to the students via ZOOM.
- The lunchroom has been converted into a classroom. All students will be eating in their assigned cohort classrooms.
- Classes in technology and music will be virtual. The music and technology teachers will be in the school on their assigned days to help in the supervision of learning cohorts.
- At this time, the only extracurricular activity is the After School Program. Participating students will be assigned to the after school groups according to grade levels. The same social distancing matrix will be observed in the after school hours.
- Students will not be attending weekly Masses in the parish until further notice.



# Lunchtime/Recess

- Four groups of cohorts can be accommodated in the outside yards of the school while ensuring social distancing. These groups will be scheduled for recess while other cohorts are eating in their classrooms.
- In the event of bad weather, the school gym will be divided to sections to accommodate the cohorts.
- There will be 3 different lunch periods to accommodate a smaller number of students eating lunch as well as in recess.

# Dismissal Procedures PKA

**PKA will be dismissed at 2:40.** The following exits will be used to prevent overcrowding:

- PKA1-Will dismiss using the back door of the gym facing Barclay Avenue
- PKA2-Will dismiss using the side door (west) nearest Staircase B.
- PKA3-Will dismiss using the front door on 41<sup>st</sup> Avenue (west)
- PKA 4-Will dismiss using the front door on 41<sup>st</sup> Avenue (east)

# Dismissal procedures-Kindergarten-Grade 3

## Kindergarten through Grade 3 will be dismissed at 2:50pm

- Kindergarten A,B,and C will be dismissed at the front entrance (west) on 41<sup>st</sup> Avenue. As each cohort is being dismissed , the remaining students will be lined up in the school gym observing social distancing to prevent overcrowding at the doors.
- Grade 1 will be dismissed at the front entrance (east) on 41<sup>st</sup> Avenue.
- Grade 2 will be dismissed at the side door (west) nearest Staircase B.
- Grade 3 will be dismissed from the back door of the gym facing Barclay Avenue.

# Dismissal Procedures for Grades 4-8

## Grades 4-8 will be dismissed at 3pm.

Grade 4 will be dismissed from the back door of the gym facing Barclay Avenue.

Grade 5 will be dismissed from the side door nearest Staircase B (west).

Grade 6 will be dismissed from the front entrance (west) on 41<sup>st</sup> Avenue.

Grades 7 and 8- will be staggered and dismissed from the front entrance (east) on 41<sup>st</sup> avenue. While waiting to be dismissed, students in grades 7 and 8 will be lined in the school gym within the required distancing. Most of these students walk home by themselves.

***NB: Social distance lines are being painted around the school to keep parents and caretakers within the required distance while waiting for their children to be dismissed.***

# Developing scheduling options to facilitate reduced capacity at school

- The use of Google Classroom did help the transition from in class learning to distance learning this past year. We will continue to use Google Classroom for weekly assignments to keep families familiar with this platform. In addition, Classroom DoJo and live ZOOM sessions will be continued for those students who might be kept home by their parents.
- Lessons will be taped and saved for future reference for all students. For families wishing for their children to remain at home, Google Classroom will be the source of reference for assignments. Lessons will be synchronous and asynchronous as outlined in the Continuity of Learning document for New York State.
- Cameras and mainstreaming lessons are also options being established at this time.
- The Academy parent/student handbook will be updated to reflect the requirements and expectations of distance learning as well as the need for compliance with the CDC and BOH COVID-19 regulations.

# Creating a plan to handle confidentiality issues

- In compliance with state and local laws and regulations, the Principal will notify health officials, staff, and families immediately of confirmed COVID-19 cases.
- Staff and families who have had close contact with persons diagnosed with COVID-19 will be required to stay home and be monitored for symptoms and follow CDC guidelines if symptoms develop.
- Staff and families traveling within states and countries requiring quarantine will be required to complete the 14 day quarantine before returning to the school.
- The school website and social media (Facebook, WeChat, Option C Alerts) will maintain frequent and open communication with all stakeholders. Parent and faculty meetings through ZOOM will also continue to provide updated information and procedures for the school community.
- The Principal and Assistant Principal will maintain all updates with the District Superintendent from the Diocese of Brooklyn as well as the Chair of the Board of Directors from St. Michael's Catholic Academy.

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

- Non-touch hand sanitizer dispensers are installed in every room, entrances, and hallways throughout the building.
- Students are to bring their personal hand sanitizer and leave it in their desk. If students do not have their personal hand sanitizer then the school will provide students with one.
- Sanitizing wipes and cleansers have been purchased through the school vendor.
- A fogger has been purchased to daily disinfect the frequently touched surfaces of the school.

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.

- The school will be professionally sanitized in the later part of August to prepare for the opening days in September.
- The custodial staff will be trained on disinfecting routines and practices prior to the school opening in September.
- Beginning in September 2020:
  - The bathrooms will be closed three times a day to have surface areas fogged and sanitized. There will be a log posted in all the bathrooms to monitor the sanitization protocol.
  - Handrails on both sides of the staircases in the building will be fogged and sanitized three times a day.
  - After school sanitation and sanitizing will be continued. The Board of Directors are researching cleaning options for afterschool hours to be in compliance with CDC directives.



## St. Michael's Catholic Academy will adhere to these recommendations :

- **Office of the Superintendent of Schools ~ Diocese of Brooklyn**
- 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

## *Face Coverings-continued*

- 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

## *Additional Face Coverings Protocol:*

- 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 Act external 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.*

## 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 Act external 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.*

# School Signage

## Face Masks and Coverings for COVID-19

- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering.**

# Facemasks-Signage -Continued

- **Putting On Face Covering**

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

# Facemasks-Signage

## • Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
  - Remove your mask only touching the straps.
  - Discard (throw out) the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
  - Wash your hands again.
  - When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
  - Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

# Reviewing and updating the Emergency Contact Plan

- The school community will be updated throughout the academic year through Option C and alerts, the website, and with letters from the principal.
- In September 2020, the staff and families will sign the emergency plan for reporting COVID-19. Staff and families will self-report if they have symptoms of COVID-19, tested positive for the virus, or were exposed to someone in the last 14 days who had COVID-19.
- The logistics plan will be updated each week by the committee based on the feedback of the school community and any adjustments will be made and communicated ( translated in three languages)to the school community.
- Possible changes in the hours of operations of the school and/or closing will be announced immediately to all members of the school community.
- There will be transparency to all members of the school community with the posting of the emergency plan on the website and on all social media venues the academy utilizes.
- Emotional support for students and their families, as well as staff members will be available with literature provided by the Program for the Development of Human Potential (PDHP), the Charles B. Wang Community Center of Flushing, and The Child Center of New York (Flushing Clinic).



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

- The committee has met several times to plan for this logistics document and worked on revisions as needed.
- A faculty meeting is scheduled on Tuesday, August 4<sup>th</sup> to review this power point presentation and learn of the changes for the upcoming school year. This takes the place of the “traditional” August 1<sup>st</sup> letter.
- The District Superintendent, Associate Superintendent, and the Chair of the Board of Directors has had this document shared for review and input.
- Grade level parent meetings, via ZOOM will be held in August and throughout the First Trimester to inform and update parents of the safety measures taken for their children. This procedure was very successful during Distance Learning (March-June 2020) with a high percentage of parents participating in the meetings. Translators for Spanish and Mandarin are present at all parent meetings.
- Letters from the Superintendent of the Diocese of Brooklyn, followed by Principal’s letters have been translated in three languages (English, Spanish and Mandarin) and posted on the school website, Facebook, and WeChat.
- Surveys will be distributed for parental input on how the academy meets the educational needs of their children-both face to face learning and in distance learning.

# Adjustments in Students' Schedules

- This report has outlined the re-opening of St. Michael's Catholic Academy for September 2020. There is a possibility that some parents may not feel comfortable having their children return to school. For those parents Google Classroom will be used and ZOOM sessions will continue. These were well established and received during the months the school was closed.
- A third option for September 2020 is a combination of both models mentioned above. Grades kindergarten through grade 4 would return to the classroom for face to face instruction, while grades 5-8 would remain at home for distance learning. We have seen the most regression among the primary grade students having them been assessed in June 2020. This is primarily due to the language acquisition skills that are not being reinforced at home with our second language population. Of all groups that are vulnerable, it is the primary grades. Another schedule that could bring grades 5-8 into the classroom with a hybrid model, especially for administering assessments is being developed at this time. Having the subject content blocks established already from distance learning in the third trimester, the students are already familiar with the scheduling and routine.