



St. Patrick Catholic Academy Reopening Plan September 2020

**Address: 401 97th Street
Brooklyn, NY 11209**

**Contact: Principal Kathleen Curatolo- Responsible Party for Entire Plan
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I. PEOPLE	
A. Social Distancing and Face Coverings	
1. Social Distancing	
Buildings: 37,020 sq. ft, 215 faculty and students. Average: 172 sq. ft per person	Responsible Parties
Limit interactions. Unnecessary visitors will not be admitted.	Security, Principal
Utilize three entrances and four exit points for students' arrivals and dismissals. Only faculty and staff admitted.	Security, Principal
Mark "up" and "down" staircases to control flow of traffic.	Custodian
Process to auditorium averaging 58 square feet per students in grades 1-8	Principal, Teacher
Early Childhood students proceed directly to class escorted by teaching assistants.	Teaching Assistant
Classrooms Grades 1-8: Each 780 sq. ft. Class size ranges from 10-24. 71-31 sq. ft per student plus one teacher.	Responsible Parties
Sit in desks and rows, students facing one direction. No group tables.	Teacher
Mark aisles with arrows to limit student interactions through one way traffic.	Teacher, Custodian
Eat lunch in classrooms at desks.	Teacher
Play at recess on the roof :14,268 sq. ft	Teacher, Principal
Early Childhood	Responsible Parties
Nursery: 821 sq. ft, Prekindergarten: 752 sq. ft , Kindergarten: 795 sq. ft	Responsible Parties
Class sizes N-15, Prek-14, K-24 (2 cohorts)	Responsible Parties
Limit class cohorts to 15 students averaging 36 square feet per student	Principal, Teacher
Sit one child per table, all facing the same direction.	Teacher
Limit the number of students in centers	Teacher
Sleep head to toe at nap time in Nursery & PreK. Kindergarten does not nap.	Teacher, Teaching Assistant
2. Face Coverings- See Attached	
Building	Responsible Parties
Wear face coverings to enter building; all adults and students.	Security
Wear face coverings during fire drills.	Teacher
Wear face coverings during lock down drills.	Teacher
Classrooms Grades 1-8	Responsible Parties
Teachers: wear plastic face shields supplied by the school when teaching ELA, wear masks at all other times.	Principal, Teacher
Wear masks when travelling through halls and to destinations outside class.	Teacher
Students: wear face coverings in the classroom.	Teacher, Student
Wear masks when travelling through halls and to destinations outside class	Teacher
Early Childhood	Responsible Parties
Teachers: wear plastic face shields supplied by the school when teaching reading, wear masks at all other times.	Principal, Teacher
Wear masks when travelling through halls and to destinations outside class.	Teacher
Students: wear face coverings in the classroom.	Teacher, Student
Wear masks when travelling through halls and to destinations outside class	Teacher

3. Social Distancing for Certain Activities	
Special Subjects	Responsible Parties
Art, Language, Library teachers will travel to classrooms.	Teacher
Gym classes-one at a time- will take place on the roof: 14,268 sq. ft.	Teacher
Music classes-one at a time- will take place in the auditorium: 8,700 sq. ft	Teacher
Mass- two classes at a time- will take place in the church: 16,685 sq. ft	Teacher

4. Space Configurations	
Classrooms 1-8	Responsible Parties
Stagger arrival and dismissal to alleviate number of students in closets.	Principal, Teacher
Early Childhood	Responsible Parties
Stagger arrival and dismissal to alleviate number of students in cubbies.	Principal, Teacher

5. Schedules	
Schoolwide	Responsible Parties
Students will arrive between 7:30 and 8:00 AM and dismiss from 2:45 to 3PM to alleviate large gatherings.	Principal
Classrooms 1-8	Responsible Parties
Proceed to auditorium	Principal, Teacher
Maintain self contained classrooms (1-5)	Teacher
Follow one way traffic pattern (6-8)	Teacher
Early Childhood	Responsible Parties
Proceed directly to classrooms	Teaching Assistant
Maintain self contained classrooms	Teacher

6. Signage	
Titles	Responsible Parties
“Stay home if you are sick!”	Principal
“Stay 6 Feet Apart!”	Principal
“Say the Hail Mary while washing your hands.”	Principal
“Cover your cough.”	Principal
“Wear your mask to travel!”	Principal
“Share ideas not germs!”	Principal
“Notify the principal if you or someone in your family has symptoms of, or exposure to COVID-19.”	Principal

B. Gatherings	
7. Meals	
Classrooms 1-8	Responsible Parties
Food Service	None Provided
Eat lunch brought from home in classroom.	Teacher
Disinfect desk after eating with wipes.	Custodian
Early Childhood	Responsible Parties
Food Service	None Provided
Eat snacks and lunch brought from home in classroom.	Teacher
Disinfect desk after eating with wipes.	Teaching Assistant

8. Small Spaces	
Location	Responsible Parties
Elevator: limit two people	Custodian
Principal’s Office: limit one person	Principal
Admin’s Office: limit one person	Executive Assistant
Nurse: limit one person	Nurse
Guidance: limit two people	Guidance Counselor
9. Faculty and Staff Meetings	Responsible Parties
Faculty and staff meetings of 12 full-time faculty members will take place in the Science Lab which seats 32.	Principal
10. Ventilation	Responsible Parties
Open windows and ceiling fans will be on in classrooms. Recess and gym classes will be outside, weather permitting.	Teacher
11. Common Areas	Responsible Parties
Sanitize hands upon entrance to building.	Security
Mark staircases “up” and “down.”	Custodian
Omit middle bathroom stall (of three) from use.	Custodian
Stagger faculty lunch periods- two shifts.	Principal

C. Operational Activity

12. Cohorts	Responsible Parties
Maintain two cohorts of twelve in the kindergarten class, utilizing two spaces.	Principal, Teacher
13. In-Person Instruction	
Classrooms Grades 1-8 Each 780 sq. ft	Responsible Parties
Class size ranges from 10-24: 71-31 sq. ft per student	Principal
Nursery: 821 sq. ft, Prekindergarten: 752 sq. ft, Kindergarten: 795 sq. ft	Responsible Parties
Class sizes N-15, Prek-14, K-24 (2 cohorts): 41-32 sq. ft per student	Principal
Open for five (5) full days of in person instruction.	Principal
Follow Continuity of Learning Plan	Principal, Teacher
Continued use of Class Dojo for Nursery through 2 nd Grade.	Teacher
Continued use of Google Classroom for 3 rd through 8 th Grade.	Teacher
Continued use of Zoom classes for inter-class projects.	Teacher
Continued use on online learning platforms: Prodigy, Read Works, Education City, Super Kids, Splash Learn, Edulastic, Flip Grid, PearDeck, CTNBQ.org, etc.	Teacher
SETSS, Speech, OT in Library: 1200 sq. ft. with staggered schedule.	Principal
Classes will relocate in the building or move to remote learning for COVID case until contact can be identified, notified, tested and cleared, and classroom and common areas disinfected	Principal
Social and Emotional Well Being	Responsible Parties
Monitor student dispositions and behavior	Teacher
Refer students to Guidance Counselor	Teacher
Provide curriculum for social and emotional learning	Guidance Counselor

D. Movement and Commerce

14. Student Drop-Off and Pick-Up	Responsible Parties
Utilize three entrances and four exit points for students' arrivals and dismissals: Two on 97 th St, One on 4 th Ave, One on 96 th St.	Security, Principal
Utilize faculty and staff entrance separate from students.	Security, Principal
Only faculty and staff and students may enter the building.	Security, Principal
School Transportation	None Provided
15. Deliveries	Responsible Parties
Will be accepted at the administrative office only.	Executive Assistant
16. Faculty/ Staff Entrances and Exits	Responsible Parties
Utilize faculty and staff entrance separate from students- Main Office Entrance.	Principal
17. Shared Objects	
Classrooms 1-8	Responsible Parties
Limit shared items. No caddies. iPad will be numbered and distributed to each student for his/her use only.	Student, Teacher
Hand hygiene is to be performed before and after contact occurs.	
Early Childhood	Responsible Parties
Limit shared items. Hand hygiene is to be performed before and after contact occurs when using materials in center activities.	Student, Teaching Assistant
Materials will be disinfected by Teaching Assistants daily.	

II. PLACES**A. Personal Protective Equipment**

Building/Administration	Responsible Parties
Wear face coverings to enter building; all adults and students.	Security
Wear face coverings during fire drills.	Teacher
Wear face coverings during lock down drills.	Teacher
Offer face coverings as part of the school uniform.	Principal
Purchase and supply masks and plastic shields for faculty and staff.	Principal
Supply masks to those who need a replacement or in need.	Executive Assistant
Clean face coverings regularly; parents responsible for students.	Teacher, Student
Classrooms Grades 1-8	Responsible Parties
Teachers: wear plastic face shields and masks supplied by the school in classroom.	Principal, Teacher
Wear masks when travelling through halls and to destinations outside class.	Principal, Teacher
Students: wear face coverings in the classroom.	Principal, Teacher
Wear masks when travelling through halls and to destinations outside class.	Principal, Teacher
Early Childhood	Responsible Parties
Teachers: wear plastic face shields and masks supplied by the school in classroom.	Teacher
Wear masks when travelling through halls and to destinations outside class.	Teacher
Students: wear face coverings in the classroom.	Teacher
Wear masks when travelling through halls and to destinations outside class.	Teacher

B. Hygiene, Cleaning, and Disinfection**1. Hygiene**

Building/ Administration	Responsible Parties
Provide sanitizer for hands upon entering building.	Security
Provide masks for necessary entrant who is without	Security
Open windows and use ceiling fans instead of air conditioning.	Custodian
Place receptacles throughout building for soiled items.	Custodian
Classrooms Grades 1-8	Responsible Parties
Have sanitizer, wipes and tissues available in the classroom.	Teacher
Use personal hand sanitizer supervised by teacher.	Teacher, Student
Refill personal hand sanitizer.	Teacher
Wash hands frequently.	Teacher, Student
Dry hands with paper towels.	Teacher, Student
Carry personal tissues.	Teacher, Student
Bag all personal items in clear bags with student's name.	Teacher
Do not share pens, pencils, crayons and markers.	Student
Early Childhood	Responsible Parties
Have sanitizer, wipes and tissues available in the classroom.	Teacher
Use personal hand sanitizer supervised by teacher.	Teacher, Student
Refill personal hand sanitizer.	Teacher
Wash hands frequently in class sinks.	Student
Dry hands with paper towels.	Teacher, Student
Carry personal tissues.	Teacher, Student
Bag all personal items in clear bags with student's name.	Teacher
Do not share pencils and crayons.	Student

2. Cleaning and Disinfection

Building/ Administration	Responsible Parties
Disinfect and sanitize entire environment using eco-friendly and human friendly Antimicrobial solution that lasts up to 90 days	Custodian
Classrooms Grades 1-8	Responsible Parties
Cleaned each evening including classrooms, halls, hand-rails	Custodian
Clean desktops frequently using disinfectant wipes	Custodian
Clean personal iPads done by students in Grades 6-8	Student
Clean class iPads after use by students in Grades 1-5	Teacher
Disinfect doorknobs and personal desks	Teacher
Clean bathrooms before lunch and after school	Custodian
Early Childhood	Responsible Parties
Cleaned each evening including classrooms, halls, hand-rails	Custodian
Disinfect entire room daily using ultra-violet lamps when students not in room	Custodian
Clean tables frequently using disinfectant wipes	Teaching Assistant
Clean doorknobs, students' tables and class iPads frequently	Teaching Assistant
Clean shared toys and center equipment after each use	Teaching Assistant
Clean bathrooms before lunch and after school	Custodian

3. Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

Building/ Administration	Responsible Parties
Clean and disinfect high traffic and high touch areas	Custodian
Close off areas used by person	Custodian
Move students to another room if suspected person is a teacher or student	Principal
Open doors and windows to increase circulation	Custodian
After 24 hours clean and disinfect all areas used by the person	Custodian
Continue routine cleaning and disinfection	Custodian

C. Coordination and Phased Reopening

Building/ Administration	Responsible Parties
Designated coordinator of reopening plan	Principal

D. Communication Plan

Affirmed review of NYS Guidelines	Principal
Use Option C Alert System to email and text parents	Principal
Post reopening information on website: stpatrickca.org	Admissions Assistant
Train students to follow new safety protocols	Principal, Teacher, Nurse
Post signage to adhere to guidelines	Custodian
Report suspected/confirmed cases to Principal	Principal
Answer questions from parents, students, faculty	Principal, Executive Assistant
Work with NYCDOH, NYSDOH	Principal

III. PROCESSES**A. Screening and Testing-See Attached**

1. Health Screening and Temperature Checks	Responsible Parties
Administer remote screening through electronic survey	Admissions Assistant
Review surveys	Admissions Assistant, Executive
Survey:	Assistant
Has the individual 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?	
Has the individual tested positive through a diagnostic test for COVID-19 in the past 14 days?	
Has the individual experienced any symptoms of COVID-19, including temperature of greater than 101 degrees Fahrenheit in the past 14 days?	
Has the individual travelled internationally or from a state with widespread community transmission of COVID-19 per the NYS travel advisory in the past 14 days?	
2. In-Person Screening	Responsible Parties
Administer temperature checks at each door for students and teachers	Principal, Security, Teaching Assistant
Provide screeners with face covering and gloves	Principal

3. Positive Screen Protocols	Responsible Parties
Notify principal if positive screen or symptoms shown	Security, Teaching Assistant
Notify NYS and NYC health departments	Principal
Send home student or teacher with positive screens or symptoms	Principal, Nurse
Send home instructions to contact health care provider	Nurse
Isolate child in OT office (now isolation room) until parents arrive, supervised by adult	Principal, Nurse
After 24 hours, clean and disinfect room	Custodian
Return to school if health care evaluation is provided, negative COVID-19 testing, release from 14 day quarantine	Principal, Nurse
B. School Health Offices	Responsible Parties
Wear face shield, mask and gloves when administering to suspected or confirmed COVID-19 individual	Nurse
Maintain supervision of student	Principal, Nurse
Follow NYCDOH guidelines for asthma- related treatments	Nurse

C. Tracing and Tracking

4. Metrics	Responsible Parties
Close and clean classroom and disinfect common areas when case determined.	Custodian, Principal
Increase in cases move to blended learning model.	Principal, Teacher
Continued rise, move to remote learning model.	Principal, Teacher
5. Notification	Responsible Parties
Notify NYS and NYC health departments	Principal, Nurse
6. Tracing Support	Responsible Parties
Cooperate with NYS and NYC tracing efforts	Principal, Nurse
7. Quarantine, Isolation, and Return to School	Responsible Parties
Alerted via tracing, faculty or students of exposure must quarantine for 14 days	Principal, Nurse

Updated on August 6, 2020

Face Coverings

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.

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.
- 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.

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.
- 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.

Diocese of Brooklyn

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.