



Re-Opening Plan for Immaculate Conception School 2020-2021 School Year

Name of COVID-19 Administrator: Joseph Duttweiler, Principal

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Intended date of the arrival of the first students: Thur., Sept. 3, 2020

Date Plan Submitted: July 30, 2020

Name and Title of Person Submitting Plan: Joseph Duttweiler, Principal

Part One: Repopulating the Campus

Category	Items to Include
Faith in Education	<p>Immaculate Conception School is dedicated to providing our students with a quality education true to the Catholic tradition where academic excellence is pursued by all. Our faith is modeled and taught, expressed in worship and prayer, and uniquely lived in service to others.</p> <p>The faith and values components of our academic models will remain key components for both in-school and distance-learning models.</p> <p>All aspects of safety during this pandemic will be presented to our faculty, staff and students as part of our responsibility to respect the life and dignity of the human person according to our Catholic values. This is rooted in “You shall love your neighbor as yourself.” Matthew 34: 39.</p>
Classrooms	<p>The combination of our classroom and small class size allows for social distancing of 6 feet between the students’ desks.</p> <p>Our eighth grade is a larger class so it will be split into two groups to allow for social distancing.</p> <p>Each class (and eighth grades groups) will be a Cohort as defined New York State Education Guidelines. They will stay together throughout the school day.</p> <p>The students’ desks will be in rows and they will all face the same direction as per the New York State Health and Education Department Guidelines.</p> <p>Windows will be opened in the classrooms to allow for air flow as much as possible. Every room in our building is heated via hot</p>

	<p>water with its own heating/blower unit. Air filters will be changed monthly to help with ventilation/filtration.</p> <p>Library will take place in the classrooms. Music will take place in the Library with chairs to allow for 12 feet social distancing. The Computer Lab and Art Room tables will be replaced with desks to allow for social distancing. Students will walk single file on the right side of the hallway and maintain 6 feet social distancing as they walk. No more than 2 students will be allowed on a stairway at a time to allow for social distancing.</p> <p>We will maintain in person instruction for as long as possible as it is the most effective education for the students.</p> <p>If a COVID-19 outbreak were to necessitate stay-at-home measures, then we would switch to distance learning.</p>
Social-Emotional Supports	<p>An Orientation/Reopening video will be made and posted for the children and families to view before coming for School Supply Drop Off. We will encourage parents to bring their children to walk through the school to get comfortable wearing their masks in the building, and to get used to being in the building again.</p> <p>We will provide training/in-service for our faculty so they are better equipped to handle the students’ emotional responses to the change in how school takes place.</p> <p>Addressing the social emotional well-being of students is a key area for the New York State Education Guidelines, and as a Catholic School it is one of our primary concerns.</p>
Cafeteria	<p>The students can eat lunch in the cafeteria by switching to the 8 foot rectangular tables to allow for social distancing with only 2 children per table facing the same direction. There will be 3 lunch periods instead of 2 so we can social distance and fit everyone safely. Classes/cohorts will be seated in the same area.</p> <p>Sharing of foods or beverages between students will not be permitted. We do not have a daily hot lunch program. The students will need to bring lunches from home. There will be no use of shared microwaves, refrigerators, etc.</p> <p>The tables and chairs will be disinfected between lunch periods.</p>
Gymnasium	<p>Whenever possible physical education classes will be conducted outside. When held inside the students will practice social distancing. Indoor physical activities will be done with the students staying 12 feet apart as per New York State Education Guidelines.</p>
Worship Space	<p>The pews in the Church are marked off for social distancing. School Masses will take place with students in the Church and the</p>

	gym/classrooms via livestream to allow for adequate social distancing.
Outdoor Play Spaces	There will be staggered recess times for each class/cohort. They will go outside as much as possible throughout the school day.
Spaces Where Other Groups Congregate	Social distancing of 6 feet physical space is achieved in the cafeteria seating. Students will not be allowed to leave their seat during lunch.
Orientation/Arrival	<p>An Orientation/Reopening Video will be sent to all families so the children may view it before they come to School Supply Drop Off. Social distancing, mask wearing, hand-washing and sanitizing will be included in the video and continually taught when the students return.</p> <p>In August we will have a contest for the students to submit designs for signs/posters that we can hang throughout the school about staying 6 feet apart, mask wearing, and hand-washing to help reinforce these concepts.</p> <p>On the school day the children will arrive through the regular doors for buses (main doors) and parent drop-off (parking lot doors.) Students will be instructed to wait in social distanced spacing for their temperature check before entering the building. The main doors temperature check will take place at the top of the stairs outside the school office. No one will be allowed through the double doors without the temperature check. The parking lot doors temperature check will take place at the top of the first landing of stairs. No one will be allowed in further without a temperature check.</p> <p>If the temperature is over 100, then the student will be taken outside and quarantined in our designated Quarantine Room (the former Music Director’s Office which has windows that open) next to the stage. They will wait there with a staff member (who will wear proper protective equipment) to be picked up by their family. They will enter and exit through the Quarantine Room door which opens directly to the outside.</p> <p>When the children arrive at 8:15am they will go directly to their classrooms so they are with their cohort group.</p>
Personal Protective Equipment (PPE)	<p>All faculty, staff and students have been informed to wear masks. They may also wear face shields to accommodate instruction and safety. The school has developed protocols for masks throughout the school day in accordance with New York State Education and Health Department Guidelines.</p> <p>Masks or cloth face-coverings do not need to be worn when:</p> <ul style="list-style-type: none"> ● At least six (6) feet of social distance is able to be maintained. ● In-person gatherings when held in an open, well-ventilated

	<p>space with appropriate social distancing among participants.</p> <ul style="list-style-type: none"> ● Employees are in their normal workspace while observing social distancing, or working alone within a workspace. <p>Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Mask breaks should occur throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open.</p> <p>Students will be encouraged to bring an extra mask to school. The school will maintain a supply of masks for students who need them.</p>
Other PPE	All parish employees and school district employees who are in the school buildings will follow the same PPE protocols as the school faculty and staff.
Disinfection	<p>A thorough cleaning and disinfecting of the building is taking place this summer. Cleaning and disinfection will be rigorous and ongoing. Regular building cleaning and disinfecting practices will occur at the end of each school day, including routine cleaning and disinfecting of work/classroom surfaces and areas. Daily cleaning and disinfecting will be conducted in high-touch areas (door handles, sink handles, water bottle fountains, electronics, shared objects). All of our cleaning will be in accordance with the State Health and Education Department’s Guidelines. Responsible parties will maintain logs that include the date, time, and scope of cleaning and disinfection.</p> <p>Hand sanitizer will be available in all of the classrooms and cafeteria. Disposable wipes/cleaners will be available in all bathrooms, classrooms and other shared facilities. Students, faculty and staff will be encouraged to wash their hands frequently.</p> <p>We will train our faculty and staff on proper hand and respiratory hygiene prior to the first day of school. Then this training and reminders will be given and shared with the students. Hand washing/sanitizing will occur frequently throughout the school day.</p>
Travel	Students, faculty and staff have been advised to avoid unnecessary travel domestically and internationally. The New York State quarantine restrictions at the time of travel will apply to all students, faculty and staff.
Staffing	Faculty and staff have been explicitly instructed not to come to work or leave their rooms if they are experiencing COVID-like symptoms.

	<p>Faculty and staff are encouraged to utilize face shields in addition to wearing masks to accommodate instruction.</p> <p>Faculty and staff who have higher likelihood of serious illness from COVID-19 will work with the principal to allow for their safety.</p>
Access	<p>Any non-students entering the school building will be subjected to a symptom screening and temperature check. Any individual that presents a temperature greater than 100 degrees will be denied access or immediately placed in our designated quarantine room prior to being picked up.</p> <p>No deliveries will be allowed past the school office. No students will be allowed in the school office. Attendance/papers/Thursday folders, etc. will be collected from the classrooms by the principal and school nurse each morning.</p> <p>Two eighth graders may be allowed to do the announcements daily pending parent approval.</p>
Transportation	<p>Transportation is provided by the public school districts the students reside in. Healthy and safe transportation is the responsibility of the public school districts.</p> <p>In order to reduce the number of students on buses, families will be encouraged to transport their children. When on buses our students will be required to follow appropriate requirements as dictated by the school district providing the transportation.</p>
Use of Facilities Outside of the School Day	<p>The Choir Room, Cafeteria and Gym are shared parish meeting spaces. Faith Formation takes place on Thursday evenings and Saturday mornings. They will be disinfected after use following the same protocols as the classrooms.</p>

Part Two: Monitoring the Health of Students, Faculty, and Staff

Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	<p>Faculty and staff will submit their temperature and response to the symptom check questions as provided by the State Health Department Guidelines when they report to work daily. Students temperatures will be checked when they arrive at school for the day.</p> <p>If a faculty/staff member or student displays COVID-19 symptoms, then they will be quarantined in our Quarantine Room (the former Music Director’s Office which has windows that open) next to the stage. They will wait there with a staff member (who will wear proper protective equipment) to be picked up by their family. They will enter and exit through the Quarantine Room’s door which opens directly to the outside. A faculty/staff member may also go directly home if they have their own transportation.</p> <p>If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work after:</p> <ul style="list-style-type: none"> ● Completing at least 10 days of isolation from the onset of symptoms, OR ● Completing at least 10 days of isolation after the first positive test if they remain asymptomatic. <p>If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work after completing at least 10 days of isolation from the onset of symptoms.</p> <ul style="list-style-type: none"> ● “Close contact” is defined as being within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. <p>If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.</p>
Appointment of a COVID-19 Coordinator	Our Principal, Mr. Joseph Duttweiler is our COVID-19 Coordinator. He will be the liaison with the coordinators of other schools who will convene periodically during the fall if needed, and will coordinate as needed with State and Regional Public Health Officials.
Protocol for collecting information about COVID-19 cases	We will follow the East Aurora School District’s protocol in conjunction with the New York State Health Department Guidelines for collecting information about COVID-19 cases. The faculty/staff will notify Mr. Duttweiler immediately if they are experiencing COVID-19 symptoms.

Quarantined Students	If a student must quarantine due to exposure to COVID-19, then remote instruction would be provided via live video from the students' classroom(s) on a private video link. The parent/guardian would have to sign a legal waiver to access the livestream of their child's classes.

Part Three: Containment

Category	Items to Include
Containment	<p>We will follow the directions of the Erie County Health Department and the East Aurora School District if a student, employee, or a member of their respective families tests positive for COVID-19 or has had contact with someone who has tested positive. We will support all necessary contact tracing efforts as prescribed.</p> <p>Our maintenance staff is prepared with disinfectant sprays and cleaning supplies to sanitize and deep clean the entire building if we need to shutdown due to a COVID-19 case/outbreak.</p> <p>Returning to School – The school will consult with health officials for protocols for students or employees to return to school and will follow all Department of Health Guidelines. In addition, the school will require a healthcare provider’s note stating the individual may return to school/work.</p>
Contact Tracing	<p>Every person who enters the building signs into our log in the school office. The students, faculty and staff attendance is also recorded. We will keep all of the logged information for the purpose of contact tracing. We also have security cameras throughout the building that record our rooms, hallways, etc. Armored Access has all of the footage and we can access that if necessary to contact trace.</p>

Part Four: Shutdown and Hybrid

<p>Shutting Down if a Serious Outbreak Occurs</p>	<p>There will be a 48-72 hour period during which the teachers would meet with the parents via Google Meet/Zoom to prepare them for distance learning. Mrs. McKay, our Technology Coordinator, will be conducting Google Classroom workshops for parents virtually in August and the recordings will be available on our website also. Students will also be instructed on Google Classroom when we are in-person also in preparation for this.</p> <p>If materials were unable to be sent home with the students, times will be arranged for parents to pick up the students' materials.</p> <p>After 48-72 hour Teacher-Parent Virtual Meetings distance learning will begin and will continue until the New York State Health Department allows us to return to the building.</p> <p>The school building will receive a thorough disinfection at that time.</p>
<p>Shutting Down if Required by Governmental Agency</p>	<p>We will follow the instructions of the Governor, or appropriate governmental agency, if the Governor/agency determines that a statewide shutdown is required. We would follow the same protocol for an orderly shutdown as listed directly above.</p>
<p>Plan for Continuation of Program Under Shutdown</p>	<p>Distance Learning will follow the daily school schedule. Each day will begin with a Morning Prayer led on video by our faculty. The faculty will teach from their classrooms, and students will be given specific times to log into Google Meet/Zoom for instruction.</p>
<p>Hybrid Instruction Plan for Capacity Reduction</p>	<p>If the State reduces our gathering capacity due to COVID-19 concerns, then we would move to a combination of distance learning and in person attendance. The student population will be divided and will receive in-person instruction two or three days and distance learning on the non-attendance days.</p> <p>If <u>and only if</u> a family has limited internet access, arrangements would be made with the school to provide internet access to those students.</p>



Attestation of Completion for Immaculate Conception School 2020-2021 School Year

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Date Plan Submitted: July 30, 2020

Name and Title of Person Submitting Plan: Joseph Duttweiler, Principal

Part One: Repopulating the Campus

Category	Items to Include
Classrooms	We have measured all of our classrooms/learning spaces to insure that 6 feet of physical space is available for the students. We also have acquired partitions as a reasonable alternative to facilitate instruction.
Social-Emotional Supports	We are in the process of creating the Reopening Video and setting the date for our faculty and staff in-service with a children's counselor/school psychologist. We have scheduled the School Supply Drop Off Days to allow for parents to bring their children into the building to orient them to the spaces with their masks on.
Cafeteria	We will be using our 8 foot rectangular tables to allow for 6 feet of physical distance between the students. We are adding a lunch period so that we have less students in the cafeteria also to allow for 6 feet of physical distance.
Spaces Where Other Groups Congregate	We measured every room in our building and are able to socially distance everyone who will be using the rooms.
Orientation/Arrival	Morning/arrival procedures have been established. This information will be communicated with our Reopening Video and via parent communications.
Personal Protective Equipment (PPE)	All faculty, staff and students have been informed to wear masks, and protocols for masks throughout the school day in accordance with Erie County Health Department Guidelines have been established. We have purchased additional masks (child and adult size) and face shields for our faculty and staff.
Other PPE	All parish employees and school district employees who are in the school buildings will follow the same PPE protocols as the school faculty and staff.
Disinfection	Hand sanitizer dispensers have been placed in all classrooms, offices, learning spaces and at all entries to the building. All of the classrooms have sinks for hand washing too.

	<p>Disinfectant wipes are also in every classroom and learning space.</p> <p>Students, faculty and staff will continue to be reminded to wash hands frequently.</p> <p>Public, corridor and office spaces and their bathrooms are cleaning in accordance with the State’s general guidelines for businesses.</p>
Travel	<p>Our faculty, staff and students have been advised to avoid unnecessary travel domestically and internationally.</p>
Staffing	<p>Faculty and staff have been explicitly instructed not to come to work if they are experiencing COVID-like symptoms.</p> <p>Faculty and staff are encouraged to utilize face shields in addition to wearing masks to accommodate instruction.</p> <p>Faculty and staff who have higher likelihood of serious illness from COVID-19 will work with the principal to allow for their safety.</p>
Access	<p>All volunteers will be screened when they sign into the building. Screening includes a temperature check and symptom check questions.</p> <p>No deliveries will be allowed past the school office.</p> <p>Students, faculty and staff have been notified that they may be subject to quarantine if they have traveled out of a state or internationally.</p>
Transportation	<p>Transportation is provided by the public school districts the students reside in. Healthy and safe transportation is the responsibility of the public school districts.</p>

Part Two: Monitoring the Health of Students, Faculty, and Staff

Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	All faculty, staff and students will be subject to a temperature and symptom check before entry to the building daily. We have protocols in place to remove anyone who exhibits symptoms including a designated quarantine room.
Appointment of a COVID-19 Coordinator	Our Principal, Mr. Joseph Duttweiler is our COVID-19 Coordinator.
Protocol for collecting information about COVID-19 cases	We will follow the East Aurora School District's protocol in conjunction with the New York State Health Department Guidelines for collecting information about COVID-19 cases. The faculty/staff will notify Mr. Duttweiler, our COVID-19 Coordinator, immediately if they are experiencing COVID-19 symptoms.

Part Three: Containment	
Category	Items to Include
Containment	We will follow the directions of the Erie County Health Department and the East Aurora School District if a student, employee, or a member of their respective families tests positive for COVID-19 or has had contact with someone who has tested positive.
Contact Tracing	Every person who enters the building signs into the log in the school office. The students, faculty and staff attendance is also recorded. We will work in conjunction with the Erie County Health Department to assist with contact tracing.

Part Four: Shutdown and Hybrid

Shutting Down if a Serious Outbreak Occurs	There will be a 48-72 hour period during which the teachers would meet with the parents virtually to prepare them for distance learning. The school building will receive a thorough disinfection and deep cleaning. We will follow the Erie County Health Department Guidelines throughout this process.
Shutting Down if Required by Governmental Agency	We will follow the instructions of the Governor, or appropriate governmental agency, if the Governor/agency determines that a statewide shutdown is required. We would follow the same protocol for an orderly shutdown as listed directly above.
Plan for Continuation of Program Under Shutdown	Distance Learning will continue instruction online.
Hybrid Instruction Plan for Capacity Reduction	<p>If the State reduces our gathering capacity due to COVID-19 concerns, then we would move to a combination of distance learning and in person attendance. The student population will be divided and will receive in-person instruction two or three days and distance learning on the non-attendance days.</p> <p>If and only if a family has limited internet access, arrangements would be made with the school to provide internet access to those students.</p>