



PLAN FOR

SCHOOL RE-OPENING

2020-2021

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SJBS/CAR Re-opening 2020-21 Plan



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Introduction

St. John Bosco Schools / Chesterton Academy of Rochester will re-open for 5 days/week in the Fall of 2020, guided by the Holy Spirit, and in compliance with state standards and applicable federal requirements. The re-opening will be governed by three principles:

- 1. We will keep our students, faculty, staff and community safe.**
- 2. We will not compromise on the three pillars that enable SJBS/CAR to fulfill its mission to support parents in their God-given role as the primary educators of their children by cultivating the whole person – mind, body, and soul – uniting spiritual life with work, study, and play:**
 - i. Faithfulness to the Magisterium of the Roman Catholic Church*
 - ii. A Classical, Liberal Arts Education*
 - iii. The Charism(s) of St. John Bosco & G.K. Chesterton*
- 3. We are a “brick and mortar” school. Our focus is on building student-teacher relationships, as well as our relationships as a community, through personal encounters in the building.**

At the center of our efforts is the Catholic understanding that each human person is created out of Divine love in the image and likeness of God. We are made to know, love, and serve Him in this world and to be happy with Him in the next. Catholic classical education unites faith, reason, and love to this end.

This plan was developed by the following committee of committed faculty members from each grade level division:

Laurie Collins, *fourth grade teacher*
Sandy Giannavola, *middle school/upper school teacher and parent*
John Marchand, *physical education teacher, facilities manager, and parent*
Sue Mattina, *first grade teacher*
Fernando Ontiveros, *Professor of Biology at St. John Fisher College and parent*
Darlene Piersall, *school librarian, office staff, and parent*

In formulating the plan, we examined multiple models from schools and districts, both in this country and across the world. We also conducted a survey of our parents and families, and consulted with our school nurse, Sheryl Finucane. The guidelines referenced in this plan are based on guidance from the United States Conference of Catholic Bishops, the Centers for Disease Control (CDC), the NYS Department of Health (NYS DOH), the NYS Education Department (NYSED).



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Capacity Assessment & Space Configuration

The following factors were considered in our determination that we could safely resume in-person instruction for the full student-body 5 days/week:

- ✚ We have the ability to maintain appropriate social distance and ventilation--square footage of classroom spaces is sufficient to allow our current student population to space desks six feet apart from each other.
- ✚ There is sufficient PPE and cloth mask availability.
- ✚ There is sufficient availability of safe transportation--either via busing from students' home districts or by family vehicles.
- ✚ There is sufficient local hospital capacity.

Cohorts

Pursuant to CDC and New York Department of Health guidance, "cohorts" are "self-contained, pre-assigned groups of students with reasonable group sizes . . ." Based on our capacity assessment of our building, each grade level will be its own cohort. The exception will be in the middle and upper grades, where 7/8 will be its own cohort, as will 9/10 and 11/12; this is consistent with the manner in which those particular grades have been educated in past years. Intermingling between cohorts will be minimized to the greatest extent possible, and social distancing between cohorts will be maintained when there are multiple cohorts in a single area.

Classrooms

- ✚ Faculty/staff will arrange all instructional and non-instructional rooms to comply with social distancing standards to the greatest extent possible.
- ✚ Student desks will be placed six feet apart. Shared spaces will be cleaned between each cohort's use.
- ✚ Faculty will open windows and use fans to increase ventilation in classrooms.
- ✚ Faculty will ensure that there is a limited sharing of supplies. Shared objects and surfaces will be disinfected between use. Individuals will perform hand hygiene before and after contact with shared objects and surfaces.
- ✚ Classrooms will be cleaned by our custodial staff daily. Teachers will assist by additional cleaning of frequently touched surfaces and supplies, as needed.

Hallways and Lockers

- ✚ The use of lockers and hallways will be staggered or modified so that one cohort is using that space exclusive of other cohorts.



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- ✚ Faculty/staff will assign lockers by cohort and locker times will be staggered to prevent intermingling of cohorts.
- ✚ Students are instructed to walk to the right in the hall. Students will travel in cohorts.

Dining Room

The dining room will not be in use for eating; it will be converted to a chapel to accommodate students using six feet of distance between chairs and appropriate ventilation. It will also be used as a space for singing to maintain twelve feet of distance between students.

Library

The library will be closed for general use but may be used for smaller classes able to maintain social distance. Library "class" will take place in student homerooms. The librarian will bring age appropriate books to the homeroom for students to select. Materials handled by individuals will have a rest time of at least 3 days before another person uses them.

Music

Music is an integral part of our curriculum. Music class at the lower grades (K-5) will be held in homerooms once a week, focusing on music appreciation and non-singing activities. It will be held in a larger space once a week for singing activities where students can maintain twelve feet of social distance. Music at the middle and upper grades (6-12) will be held in a larger space, whenever possible, to allow for appropriate social distancing. When social distancing cannot be maintained, music class will focus on non-singing activities.

Art

Art is an integral part of our curriculum. Art classes at the lower and grades (K-8) will be held in homerooms. Art at the upper grades (9-12) will be held in the art room or in homerooms, with a rotating schedule. Shared supplies will be limited. Any shared supplies will be cleaned and disinfected between cohort use.

Physical Education (PE)

Students will participate in physical education with their cohort. Our gymnasium is large enough to accommodate our small class sizes (no larger than 15) with appropriate social distancing needed for physical activity. At the teacher's discretion, PE classes will take place outside. The ventilation system in the gymnasium will be improved and windows will be open to provide fresh air.



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Playground

Students will use the playground within their cohort for recess. Students will clean their hands before and after use. Recess monitors will clean frequently touched surfaces between cohorts.

Small Spaces

Individuals will wear face coverings in shared small spaces such as the faculty room and storage rooms if others are present. 50% occupancy will be maintained.



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Safety Measures

Hygiene

Students and staff will be educated about proper hand-washing and respiratory hygiene at the start of the school year and periodically throughout the year. Parents and guardians will be provided with information for reinforcement at home.

- ✦ Our school's restrooms have sinks with soap, running warm water, and disposable paper towels. We have conducted significant plumbing repair and improvements, including the addition of an additional sink.
- ✦ Each classroom will have an alcohol based hand sanitizer of at least 60% alcohol for student and staff use. Students will be supervised when using hand sanitizer.
- ✦ Parents may notify our school that they do not want their children to use hand sanitizer. Our school will allow those students to use the bathroom sinks to wash their hands in place of using hand sanitizer.
- ✦ Hand sanitizer will be available throughout the school, in places where students can be supervised during use.
- ✦ Trash receptacles will be available around the school for soiled items, including paper towels and PPE.
- ✦ Students and staff will be encouraged to bring their own water bottles. Drinking fountains will be used only for filling water bottles.
- ✦ Students are taught to cover their mouths in appropriate ways when they are coughing or sneezing.

Cleaning and Disinfection

We are increasing our staffing and capacity to properly clean and disinfect the school *each day*.

- ✦ Our school will adhere to cleaning, and disinfection requirements as advised by the CDC and NYS DOH.
- ✦ Classroom spaces, hallways, and other areas of the building with frequently touched surfaces will be cleaned and disinfected daily.
- ✦ Custodial staff will use cleaning and disinfecting supplies that are registered in NYS and identified by the EPA as effective against COVID-19.
- ✦ Custodial staff will maintain daily logs that include the date, time, and scope of cleaning and disinfection.
- ✦ Cleaning and disinfection will be the primary responsibility of the custodial staff. Additionally, disinfecting wipes will be provided to staff for wiping down shared surfaces.



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- † Our custodial staff will regularly clean and disinfect restrooms. Those restrooms which are used more frequently will be cleaned more often.

Face Coverings

Our school will adopt protocols consistent with CDC guidelines to ensure all individuals use appropriate PPE to protect against the transmission of the COVID-19 virus while at school.

- † Individuals will be encouraged to have their own acceptable face coverings for use throughout the school day.
- † Students who have documented medical issues that do not permit wearing a mask will not be required to wear one and alternate methods of protection will be discussed on an individual basis between parents and staff.
- † Staff will assist students who may have difficulty in adapting to wearing a face covering.
- † Students and staff will be allowed to use their own acceptable face coverings, but will not be required to supply their own face coverings.
- † Our school will provide face coverings to faculty and staff at no cost to them, as needed.
- † Face coverings will not be shared.
- † Students will be asked to clean/replace their personal face coverings as needed.
- † Students, faculty, staff, and visitors will be educated on the proper handling of face coverings and when face coverings will be required. There will be whole school and classroom specific instruction at the beginning of the school year and throughout the year as needed.
- † Acceptable face coverings will be worn by students and staff when they cannot maintain appropriate social distancing, such as in hallways, etc.
- † Students will wear face coverings when arriving and leaving school.
- † As a general rule, students will not wear face coverings when with their cohorts in their classrooms. Faculty and staff will be trusted to use their discretion with respect to wearing face coverings when appropriate to individualized instruction.

Health Screenings

NYSED guidance requires that all schools must implement health screenings, including temperature checks, of students, staff, and all visitors to the school.



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- † Students and staff will take their temperature each day before entering school. An individual with a temperature higher than 100.0 will be denied entry or sent to a designated area to be picked up.
- † Parents will be given a health screening questionnaire to use with their children daily prior to entering school.
- † Staff will use a daily screening questionnaire and take their temperature daily prior to entering school.
- † Any staff member performing in-person screening will be appropriately protected with PPE.
- † Daily attendance of staff and students will be monitored for trends that would indicate heightened attention is required.

Positive Screen Protocols

- † Individuals who have been exposed and those who present with symptoms related to COVID-19 will be screened immediately by the school nurse or other responsible person.
- † The school nurse will use a screening tool and wear proper PPE to assess anyone presenting with symptoms or suspected of having Covid-19.
- † Parents/guardians will be notified if a student is suspected as having COVID-19. A student suspected of having COVID-19 will isolate in the nurse's office until a parent/guardian picks her/him up.
- † A student suspected of having COVID-19 will wear a mask and be escorted by the nurse as they are walked out of the building to his/her parent/guardian.
- † The school nurse will refer anyone who needs testing to a proper testing location.
- † Our custodial staff will clean and disinfect exposed areas in accordance with current CDC guidelines. Occupants of those areas will be notified and relocated to another space if necessary.
- † The school nurse will adhere to NYS DOH guidelines regarding contact tracing and tracking metrics.
- † The school nurse will support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program.
- † The school nurse will work closely with local health departments and other schools to monitor public health conditions and follow NYS guidelines.
- † The headmaster and school nurse will share protocols and safety measures with the school and local communities.



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Scheduling

- ✚ Our school will be able to return to a five day, in-person program because of our small student population and the space capacity in our building.
- ✚ Students will be placed in "families" (cohorts) which are pre-assigned and based on grade level. Cohorts will primarily be instructed in their specific homerooms. Our school will prevent intermingling between cohorts to the greatest extent possible.
- ✚ We are limiting our cohort sizes to the capacity we can accommodate in each homeroom based on desk spacing of six feet between students. This will be a maximum of 15 students in the lower school classrooms, 12-15 in the middle school classrooms (depending on the room square footage), and 16 in the upper school classrooms.
- ✚ We have identified alternative spaces which can be used for small group instruction.
- ✚ We are modifying schedules to avoid congestion in the hallways.
- ✚ We are modifying our schedules and space configurations to accommodate social distancing.



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Communication

Communication is essential to protecting the common good of our school community. We will take the following measures to ensure sound communication.

- ✚ At the beginning of the year, we will:
 - Conduct a teacher orientation (August 5)
 - Seek additional community feedback on the plan as submitted to NY-DOH, and NY-SED
 - Hold a parent orientation (appropriately socially distanced) before the start of school
 - Establish clear channels of communication with our local school district
 - Orient our students to the necessary safety measures we will observe throughout the pandemic.
- ✚ Our headmaster and school nurse will communicate with parents via email, webpage, or phone frequently.
- ✚ Signs will be posted throughout the school, consistent with our unique culture and mission, to share messages reflecting NYS DOH COVID-19 guidance and standards.
- ✚ We are in the process of evaluating and implementing upgrades to our current online document sharing platform, Option C, to allow for more convenient and comprehensive communication.
- ✚ Information regarding instructions, training, and COVID-19 updates will be communicated to parents and students.
- ✚ The school nurse and the headmaster will work together to communicate pertinent information to the community in the event of a suspected or confirmed case of COVID-19.

Other Considerations

Gatherings

Faculty meetings and conferences will be held in an open, well-ventilated space such as the gymnasium or by video conferencing. If held in the gymnasium, chairs will be spaced appropriately. Our faculty and staff consists of fewer than 35 members.

Extracurricular activities

Extracurricular activities for students . We will adhere to NYS DOH guidelines when we schedule events.



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Transportation

We do not provide busing directly to our students; instead, they rely on their home districts to transport them to school. Pursuant to NY-DOH guidance, families are encouraged to drop their students off at school without utilizing school buses. Where busing is elected, those students will follow all safety measures utilized on the buses that transport them to our school.

Arrival and Dismissal

Our school has designated areas for student drop-off and pick-up which limits contact and entry of parents/guardians into the building. We have additional doors – and potentially a staggered schedule – which will be utilized for drop-off and pick-up to maintain order and social distancing.

Visitors

- ✚ Unscheduled visitors will not be allowed into the building.
- ✚ Scheduled visitors will be screened by the school nurse or trained staff upon entering the building.
- ✚ Visitors will be instructed to follow our school's safety protocols.
- ✚ Any staff member performing in-person screening will be appropriately protected with PPE.
- ✚ Deliveries: Our school has designated areas for pickups and delivery of material goods which will restrict access to the building.

Food Services

- ✚ Food service will not be provided at our school this year. We do not have any students who qualify for reduced or free meals.
- ✚ Students will bring their own food from home and eat in their homerooms within their cohort.
- ✚ Students will wash their hands before and after eating and will not share food and beverages.

Mental and Emotional Well-being

As Catholic educator and philosopher Curtis Hancock has explained, "The aim of Catholic schooling is development of the whole person. To fulfill its mission, a Catholic school must do justice to the complex vision of the human person emanating from the Gospels." This vision includes our spiritual destiny, but it includes our natural state as well. By appreciating that Catholic education tries to make excellent our faith-informed human nature, we focus on helping the child (and later the adult) develop habits of spiritual, intellectual, emotional, moral, and physical excellence.



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Potential Closures

- ✚ Local, statewide and national trends will be monitored, and our school will adhere to state mandated student capacity reductions and/or school closures.
- ✚ If a student in a particular cohort is identified as positive, the entirety of that cohort will observe the state prescribed quarantine period at their homes.

Other Models for Instruction Delivery

We seek to provide in-person instruction five days a week for all students. However, we recognize that there may be a need to temporarily transition to a hybrid or remote learning model for instructional delivery. We will continue to work on a hybrid model as well as reviewing and improving the remote learning model we used in the Spring of 2020.

As it stands, our hybrid planning involves the following model in the event that additional capacity restrictions are imposed:

- ✚ As far as possible we will aim to host 50% of the students each day, and split students into groups by families
- ✚ 2-3 days "in-school" instruction will be held each week. Each cohort will be split into two groups, and:
 - Group A will meet Mondays and Wednesdays
 - Group B will meet Tuesdays and Thursdays
- ✚ Non-school days would focus on homework and projects, with screen time kept to a minimum.
- ✚ Fridays are to be determined with the goal of creating as much opportunity for "in-school" instruction as possible.
- ✚ We are in the process of evaluating and upgrading our technology platform to allow greater ease of use, and more consistent communication across cohorts and between school and family.