



~St. John the Baptist School~
~Where small can make a BIG Difference~
2028 Sandridge Road
Alden, New York 14004 – 9744
Phone (716) 937-9483 Fax (716) 937-9794
Website: www.stjohnsalden.com

Re-Opening Plan 2020-2021 School Year

Name of School: ___ St. John the Baptist School _____
Name of COVID-19 Administrator: _____ Jonna M. Johnson _____
Email of COVID-19 Administrator: _jonna.johnson@stjohnsalden.org _____
Contact Phone of COVID-19 Administrator: ___ 716-937-9483 _____
Intended date of arrival of the first students: ___ September 9, 2020 _____
Intended date of on-campus classes starting: ___ September 9, 2020 _____
Date Plan Submitted: _____ July 30, 2020 _____
Name and Title of Person Submitting Plan: _Jonna M. Johnson, Principal ___

The following document outlines the procedures that St. John the Baptist School will follow with regards to participation with In-Person instruction, Virtual Learning, and At-Home Instruction. These plans were developed with input from parents, teachers, School Board members, and school administration. The Re-Opening committee developed these plans using guidelines for the CDC, BOCES, New York State Department of Education (NYSED), New York State Department of Health (NYSDOH), and the Buffalo Diocese. This document was created based on the guidelines available as of July 2020 and will change to reflect any changes made by Executive Order, NYSDOH, and NYSED. These plans will be posted on the school website.

Parent/Family Communication - In an effort to facilitate open communication with the families of St. John the Baptist the following will occur in some or all of the following ways:

- Information will be posted on the school website.

- Information will be shared via email.
- Information will be shared using School Reach Messaging System (phone/text)
- Information will be shared using the Panther Pulse (bi-weekly communication)
- Information will be shared using messaging apps (Classroom Dojo, Remind...)
- Information will be shared in virtual question and answer parent sessions that will be held in August by grade level.
- Information will be shared in the family’s native language.

Part One: Repopulating the Campus

<i>Category</i>	<i>Items to Include</i>
Classrooms	<p>Capacity: <i>PreK 3:</i> <ul style="list-style-type: none"> - <i>Not to exceed 9 students to 1 teacher ratio</i> <i>PreK 4:</i> <ul style="list-style-type: none"> - <i>Not to exceed 10 students to 1 teacher ratio</i> <i>K - 4th:</i> <ul style="list-style-type: none"> - Not to exceed 12 student to 1 teacher ratio <i>5th - 8th:</i> <ul style="list-style-type: none"> - Not to exceed 12 student to 1 teacher ratio </p> <p>Social Distancing:</p> <ul style="list-style-type: none"> - Students will be placed at a minimum distance of 6ft while in the classroom. When seated students may remove masks - Teachers will wear PPE when circulating the room, but will have a designated zone that is 6ft or more away from students. - Single desks will be utilized and no more than 2 students on opposite sides of a table. - Students will wear masks during transition periods in and out of the classroom. - Seats will not be rotated on a daily basis. <p>Other Safety Measures:</p> <ul style="list-style-type: none"> - Students will use hand sanitizer upon entering and exiting the classroom. - Windows will be open as weather permits to encourage circulation of air throughout the classroom, while maintaining health and safety protocols. - All soft seating and upholstered materials will be removed from the classroom. (Pillows, area rugs, and stuffed animals) - Students will be encouraged to engage in frequent

handwashing practices, especially after using the restroom and before/after eating lunch and snack.

- Faculty, staff, and students will receive instruction on proper hygiene and handwashing practices. This information will be shared with families to encourage these practices outside of school as well.
-
- No shared materials. Students will keep all supplies and textbooks in their desks or in a designated bin.
- Manipulatives, toys, and art supplies will not be shared among students. Each student will have a designated bin of supplies and materials.
- Block scheduling will be utilized to minimize the amount of transition time within the building. Students will remain with the same teacher for longer periods of time to minimize transitions.
- When appropriate, Special Area teachers will provide instruction in the classroom setting to minimize the number of students using classrooms during the day.
- Signage will be posted to remind students of social distancing, mask wearing, and hand washing.
- Students are encouraged to bring a bottle of water each day to limit the number of persons using the drinking fountains.
- Students will be assigned to cohorts, within grade level or across grade level, with limited size to promote social distancing.

PreK 3 - PreK additional Safety Measures:

- Napping/Resting materials will be sanitized daily and only used by one student.
- Students will be provided with individual sets of materials to avoid sharing common items.
- Students will have access to learning centers that encourage creativity, expression, and play on an individual level.
- Students will have access to movement activities throughout the day.
- Visual indicators, such as tape or pictures, will be used to remind students of personal space, social distancing, and good hygiene.

Arts Instruction (Music, Library, and Art) additional Safety Measures:

- Students will have individual materials to complete art projects.
- Classroom sinks, costumes, instruments, mirrors, props, and other shared surfaces will be disinfected using appropriate CDC state guidelines. This includes drying racks, stages, and music stands.
- Students will not share instruments.
- When students engage in activities that increase projection of air (singing or playing instruments) students should be spaced at least 12 feet apart or engage in the activity outdoors.

	<ul style="list-style-type: none"> - Increase in transition time between classes to allow for sanitation of the classroom/space.
--	---

<p>Cafeteria</p>	<p>Capacity:</p> <ul style="list-style-type: none"> - Capacity is calculated based on 15 square feet per person. <p>Social Distancing:</p> <ul style="list-style-type: none"> - Students will have staggered arrival times to ensure that only one class/cohort of students is arriving at a time. - All students and staff will wear a mask prior to entering the cafeteria. - Students will be seated at designated tables that maintain 6ft minimum of social distancing, and will utilize barriers when needed. - Once students are seated they will remove their masks to eat. Students will remain in their seats for the duration of the lunch period. - Lunch monitors will wear masks. - Students will be called up by table to throw out garbage and purchase snacks. <p>Other Safety Measures:</p> <ul style="list-style-type: none"> - Families will prepay for lunch and snacks. No money will be used during lunch periods. - All food items will be selected in the morning and prepackaged for student pick up. Students will not be permitted to select food items from a line. - Students are not permitted to share food with each other. - Separate space will be made available to accommodate students with food allergies. - Food surfaces to be disinfected before the next group enters the lunchroom. - All food preparation will be done wearing appropriate PPE. - Tables and chairs will be thoroughly cleaned prior to each lunch group using CDC cleaning guidelines. - Students will not share food with each other. - Students will wash hands prior to entering the cafeteria and will wash hands upon returning to classrooms. <p>School Food Authority (SFA)</p> <ul style="list-style-type: none"> - Applications for Free/Reduced lunch eligibility will be available in the office and online. Families will be provided support by our cafeteria manager in completing this form. All forms will be provided in the language spoken at home. - All qualifying families will have access to lunch whether they are virtual learners or in person. - Our cafeteria will be in full compliance with the Child
------------------	--

	Nutrition Program.
Gymnasium	<p>Capacity:</p> <ul style="list-style-type: none"> - Allow for 12 feet of distance between students. <p>Social Distancing:</p> <ul style="list-style-type: none"> - Instructional activities to focus on non contact activities that encourage movement. - Designated movement areas to be indicated on the floor using tape or other markers. <p>Other Safety Measures:</p> <ul style="list-style-type: none"> - Classes to utilize outdoor spaces as the weather permits. - Increased ventilation through open doors/windows as weather permits. - Equipment and surfaces to be sanitized prior to each class arriving. - Consideration will be made to incorporate choice of activity and student - suggested activities.
Outdoor Play Spaces	<p>Capacity:</p> <ul style="list-style-type: none"> - One class/cohort of students on the playground at a time. <p>Social Distancing:</p> <ul style="list-style-type: none"> - Assign and rotate areas of play for each student. - Classes sign up in the morning for time on the playground. - Encourage the use of movement activities that are non contact. <p>Other Safety Measures:</p> <ul style="list-style-type: none"> - Sanitation of playground and equipment after use by a class/cohort.

<p>Technology</p>	<p>Devices:</p> <ul style="list-style-type: none"> - PreK and K students will be assigned ipads. - 1st - 8th will receive 1-1 chromebooks. <p>Connectivity:</p> <ul style="list-style-type: none"> - St. John the Baptist Schools uses high speed internet with bandwidth able to support multi student use during instructional periods. - Student's have home access to connect for remote learning. Information was obtained through a parent survey.
<p>Special Education and ELLs</p>	<ul style="list-style-type: none"> - St. John the Baptist will work with Alden Central School District (ACSD) to facilitate the continuation of services outlined in a student's IESP. - St. John the Baptist will work with ACSD to continue collaborative processes for identifying, monitoring, document and implementing related services as indicated in a student's IESP. - St. John the Baptist school will communicate with families, in their native language, to ensure understanding of plans and accommodations in place.

<p>Orientation/Arrival</p>	<ul style="list-style-type: none"> - All faculty, staff, and students must wear a mask at arrival and dismissal - Students and staff should utilize good handwashing practices upon entering and leaving the building. - Arrival and Dismissals will be staggered (3 entrances front, side and gym) arrival/dismissal (Assign grade levels entrance ways) - Students will be dropped off at one of the entrances and may be walked to the door by a parent/guardian. Only students may enter the building. - Staff members will be stationed throughout the building to assist in arrival and dismissal procedures.
----------------------------	--

Personal Protective Equipment
(PPE)

Students:

- Students will wear a face covering:
 - whenever they are within 6 feet of someone
 - in the hallways
 - in the restrooms
 - in other congregating settings.

- Families will provide a new/clean mask for each day that the student attends school. If a family is unable to provide masks, they must notify the school so that masks can be provided for them.
- Additional disposable masks will be available for student use if a mask is damaged, lost, or forgotten.
- Per NYS DOH guidelines, face shields worn without other face coverings are not considered adequate protection or source control against COVID and should not be used.
- In situations/locations that allow for 6 feet of social distancing (during core instruction periods in the classroom and while seated for lunch) students will be permitted to remove their masks.

Faculty and Staff:

- Faculty and staff will wear a face shield and disposable gloves when conducting temperature checks/screenings.
- Faculty and Staff will wear a face covering:
 - whenever they are within 6 feet of someone
 - in the hallways
 - in the restrooms
 - in other congregating settings
 - preparing and serving food.
- Per NYS DOH guidelines, face shields worn without other face coverings are not considered adequate protection or source control against COVID and should not be used.

Disposable or cloth face masks (cleaned on a daily basis) are acceptable. N-95 masks are to be kept in the office and nurse's office. These are to be used when interacting with an infected individual or an individual that is suspected of being COVID-19 positive.

Masks/Face Coverings may not be shared.

Faculty and Staff will receive PPE instruction/training prior to the start of the school year to ensure that everyone is fully aware of compliance regulations.

Students will receive instruction on the proper way to wear face coverings, handwashing techniques, and proper cleaning disposal of masks.

<p>Other PPE Requirements</p>	<p>The school will keep the following items in stock:</p> <ul style="list-style-type: none"> - disposable masks - disposable gloves - face shields - eye protection - N-95 masks <p>For optimal protection it is recommended that disposable masks be discarded on a daily basis and that reusable/cloth masks be cleaned and changed daily. Face shields should be worn in addition to a mask.</p>
<p>Cleaning/Disinfection</p>	<p>A deep cleaning of all buildings will take place prior to students and staff being reintroduced.</p> <ul style="list-style-type: none"> - Regular building cleaning and disinfecting practices will occur at the end of each workday, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, offices, break rooms, classrooms, and other spaces throughout each building. - Daily disinfecting and cleaning will be conducted in high-touch areas (door handles, sink handles, railings, drinking fountains, electronics, shared objects). - While most surfaces will need normal routine cleaning, including outdoor areas, frequently touched areas will require daily disinfection as well. - High touch areas in office spaces will be disinfected daily. - Toys, classroom objects, community play materials, community supplies, and physical education equipment will be disinfected daily. - If playgrounds are open, they will be disinfected daily. - Custodial and cleaning staff will also clean and disinfect routinely throughout the day. - Custodial staff will maintain a daily cleaning log documenting date, time, and scope of cleaning; and keep it on file at each building. - Custodial and cleaning staff will be provided with disposable gloves and masks to perform their cleaning and disinfecting duties. - The School will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document “Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19”. Disinfecting products specifically labeled for SARS-CoV-2 have been procured and will be used.

<p>Travel</p>	<p>Students and staff must quarantine for 14 days after if they have to go out of town. Individuals are expected to follow travel guidelines issued by NYS regarding non-travel areas.</p> <ul style="list-style-type: none"> - If the State appears on the list after the family/teacher has gone to the area of concern must be aware that they will have to quarantine for 14 days. - Require a negative COVID test if gone to an area on the State list. This will be done at the expense of the individual and is not a responsibility of the school. - https://coronavirus.health.ny.gov/covid-19-travel-advisory
<p>Access- Visitors to the building</p>	<ul style="list-style-type: none"> - Building access is limited to the faculty, staff, and students of St. John the Baptist school. - Visitors, including parents/guardians, will use the communication system to identify themselves and state their reason for coming to the school. They will be admitted on an as needed basis via the office. - Upon entering the school all visitors will report directly to the office. They will participate in the screening process. One person in the office at one time. Please wait outside the office door until the space is clear. - Visitors, including parents/guardians, are not permitted to visit classrooms. If necessary students may be called down to the office using the intercom system. - All visitors, including parents will not be permitted entry to the building without first identifying themselves, and without wearing a mask. - Special Education teachers, therapists, and other service providers will follow the screening protocols and will have limited access to the building, and will only have interaction with assigned students. - Visitors, including parents, should not come to the school in person if they have a fever, are showing symptoms related to COVID-19, have traveled out of state, or have had contact with persons that have tested positive for COVID-19.

<p>Transportation</p>	<p>St. John the Baptist does not provide transportation. Students that use transportation are required to follow the rules and regulations set forth from each district. St. John the Baptist School will support these regulations to the best of our ability.</p> <p>To protect the health and safety of all occupants of the school bus, (drivers, passengers, and aides) we encourage students and their families to comply with the health practices that are put in place by each district.</p>
<p>Use of Facilities Outside of the School Day</p>	<ul style="list-style-type: none"> - Restrictions on locations and times of use will be put in place for the 2020-2021 school year. - No outside groups may meet without express permission of the school and parish. - Groups that meet in the building must sign a liability waiver, submit a statement of compliance for current state guidelines, meet current state guidelines for size, and submit a plan of use and clean up to the school/parish. - No Interscholastic sports are permitted at the time this plan was created. If warranted and amendment will be submitted. - Virtual meetings and events are highly encouraged. - LE3 will continue to provide after school care to school families. See appendix for their statements of use and compliance.
<p>State Mandated Safety Requirements</p>	<ul style="list-style-type: none"> - St. John the Baptist School is in compliance with NYS Fire Prevention and Building codes. We participate in yearly inspections. - Doorways that have automatic holds are in the open position and are automatically released during a fire alarm. - Emergency drills (Fire, Evacuation, and Lockdowns) will be conducted in accordance with NYS requirements.

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

<i>Category</i>	<i>Items to Include</i>
<p>Monitoring the Health of Students, Faculty and Staff</p>	<p>Screening:</p> <ul style="list-style-type: none"> --daily temperature checks of students, faculty and staff at home prior to coming to school and upon arrival at the school. <li style="padding-left: 40px;">--risk factor screening - daily questionnaire for faculty and staff --screening visitors <p>Isolation-- A Protocol has been developed for students, faculty and staff who become ill during the day</p> <ul style="list-style-type: none"> --have an isolation room for positive screens, individual should be sent home with instructions to contact health care provider for assessment and testing if required <p>Disinfecting/Cleaning--a plan/schedule has been developed for cleaning and disinfecting areas where ill individuals may have caused contamination. If the student rode a bus to school, that district will be notified.</p> <p>All staff, students and families will receive education about signs and symptoms. Placement of posters throughout the school.</p> <p>Consideration should also be given to the impact that COVID-19 has on the social, emotional and mental health of individuals. School counselors will be available to relay support information to the families of the individuals that test positive.</p> <p>Return to school after positive testing or quarantine - proper documentation from health care providers that indicates clearance to return to school and certification that that individual is COVID-19 negative.</p> <p>Legal and privacy rights should be used in all cases</p>

<p>Appointment of a COVID-19 Coordinator</p>	<p>This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventative activities as needed with staff, students/families and health officials. Will also troubleshoot problems and serve as a liaison with local and state health departments. Mrs. Jonna Johnson will serve as the COVID-19 for St. John the Baptist School.</p>
<p>Protocol for collecting information about COVID-19 cases</p>	<p>When the school has a confirmed positive COVID-19, the school will follow the Fever/Symptoms Protocols Flowsheet kept in the health office, including the return to school protocol.</p> <ul style="list-style-type: none"> - The criteria include the CDC recommendations of 3 days with no fever, and respiratory symptoms have improved (e.g., cough, shortness of breath) and ten days since symptoms first appeared. If an employee has close contact with a confirmed COVID-19 but is not experiencing COVID-19 symptoms, the employee may return to work following a 14-day self quarantine. There are instances where an asymptomatic essential or critical worker may be allowed back for the safe operation of the school. In that situation, the school principal can make a determination on a case by case basis. <p>A protocol, personnel, space and record keeping systems to support students and staff who present COVID-19 symptoms. All steps will be taken to provide confidentiality to those who present with symptoms or have confirmed cases</p>
<p>Social Emotional Well-Being</p>	<ul style="list-style-type: none"> - A team that includes administration, teachers, parents, and the school counselor will work together to develop lessons, implement procedures, and provide support to families that support the emotional well being of all students. - Restorative Justice practices will be utilized within the classrooms and school community to continue to foster positive student connections, and help resolve conflict. - Consideration of implicit instruction fosters an emotionally supportive environment. - If needed the school will provide resources and referrals to address mental health, behavioral, and emotional support services and programs. - Professional Development will be provided to faculty and staff that will assist in identifying and supporting at risk students. This will also include supports for developing coping and resilience skills for students, faculty and staff

Attendance	<p>Homeroom teachers will utilize eschool to take daily attendance of students for students in PreK 3 - 8th Grade.</p> <p>A comprehensive attendance policy can be located in our Student Handbook.</p>
------------	---

Part Three: Containment

<i>Category</i>	<i>Items to Include</i>
Containment	<p>St. John the Baptist school has a procedure in place consistent with applicable health guidelines concerning containment for students or employees who test positive for COVID-19 or have had contact with someone who has.</p> <p>* <i>School Health Office</i> - Will have a protocol for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;</p> <ul style="list-style-type: none"> • <u>Isolation</u>: Procedures will be in place to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. A dedicated isolation room will be identified for this purpose, and there will be specific protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff; • <u>Collection</u>: Protocols will be in place for how parents or legal guardians should pick up their student with instructions that the student must be seen by a healthcare provider; • <u>Infected Individuals</u>: There will be requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department. The return to learning protocol will include documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance p. 40.

	<ul style="list-style-type: none"> • <u>Exposed Individuals</u>: There will be requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department; • <u>Hygiene, Cleaning, and Disinfection</u>: There will be adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas; - <u>Communication</u>: There will be plans developed to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.
<p>Contact Tracing</p>	<p>There will be a protocol in place to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies</p> <ul style="list-style-type: none"> - Logs will be kept in each room (classroom, office, teacher lounge, specials, etc.) of all persons that enter the room each day and have contact with each other and what type of interaction. - Logs will be filed with the school secretary each day who will keep these logs in a confidential binder indexed by room for use in contact tracing in the event of a positive case. - A school official will be designated as the lead contact tracer for the school. This person will work with teachers and other school staff as appropriate in the event of a positive case, and will facilitate further contact tracing efforts with DOH including coordination efforts with affected parents and families as necessary. - Procedures and policies will be provided to families and employees stressing the importance of compliance with contact tracing and reporting any contact with a positive tested person immediately to minimize any potential spread of the virus. - The school employees and dedicated contact tracer will provide coordination with local / regional DOH in the event of a positive tested person within the school in the following ways: <ul style="list-style-type: none"> - Facilitate efforts to interview positive patients. - Identify and interview their close contacts to determine their risk of exposure. - Provide those contacts with instructions for isolation or

	<p>quarantine, if necessary.</p> <ul style="list-style-type: none"> - Monitor their symptoms through text messages, etc. - Refer them to testing locations, if appropriate. - Connect contacts to social service assistance, such as housing, food, or medicine, while they are quarantined or isolated.
<p style="text-align: center;">Shutdown</p>	<p>St. John the Baptist School is committed to the healthy and safety of all faculty, staff, and students. A decision for a school wide closure will be made under the following conditions:</p> <ol style="list-style-type: none"> 1. An Executive Order from the Governor. 2. A response to an outbreak as defined by CDC guidelines. 3. At the discretion of school administration. <p>In the event that the school is shut down, we will implement our Emergency Learning plans that include protocols for Remote Learning.</p>

Part Four: Learning Plans

2020-2021 Learning Plans

St. John the Baptist School

In-Person Instruction - Students attend school during regular school hours. Learning is facilitated by a lead teaching in a learning environment that includes other students.

Virtual (Remote) Instruction - Students participate in learning activities that include pre recorded lessons, posted learning activities, learning websites, and virtual classrooms that are teacher led and includes other students.

Hybrid Instruction - Students participate in a combination of In-Person and Virtual Learning.

At Home Instruction - Students participate in learning activities that include pre recorded lessons, small group virtual meetings, posted learning activities, and learning websites. This learning is part directed and only used if schools are shut down for In-Person instruction.

Virtual Instruction

Virtual Instruction is a choice that families can make for a variety of reasons. It is also an option for students that are COVID-19 positive or must engage in a quarantine period that makes them unable to attend In-Person Instruction. Students must register for this type of instruction to participate. A virtual schedule will be posted for each grade level that matches the In-Person schedule for that grade level. Students will participate in lessons in real time, as well as, pre recorded lessons. Special consideration will be made to include Virtual Learners in the classroom community.

Grade Level	Tools & Platforms - Learning Activities	Expectations	Assessment & Monitoring
1st - 2nd	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> Extremely High to high Parent/Guardian involvement Regular Attendance Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> Regular Assessments Project Based assessments Progress monitoring
3rd-4th	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> Moderate Parent/Guardian involvement Regular Attendance Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> Regular Assessments Project Based assessments Progress monitoring
5th - 8th	Class Dojo	<ul style="list-style-type: none"> Minimal 	<ul style="list-style-type: none"> Regular Assessments

	<p>Google Classroom Google Hangouts ScreenCastify</p> <p>Students/families would select subject i.e. Math/ ELA/Spanish - Teachers provide content via school platform (Google classroom/Hangouts)</p>	<p>Parent/Guardian involvement</p> <ul style="list-style-type: none"> ● Regular Attendance ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Project Based assessments ● Progress monitoring
Art	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p>	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.
Music	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p>	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.
P.E.	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p>	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.

Hybrid Instruction

Hybrid Instruction is a combination of In-Person and Virtual Instruction in which students have options with how they will participate. Teachers use google classroom and screencastify (or other recording tool) to present learning/lessons. Students may be online at home DURING the instructional time and may rewatch lessons at a later time for clarification. Students attend at least two designated days a week for direct instruction and teacher directed activity.

Grade Level	Tools & Platforms - Learning Activities	Expectations	Assessment & Monitoring
1st - 2nd	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
3rd-4th	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
5th - 8th	Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
Art	Class Dojo Google Classroom	<ul style="list-style-type: none"> ● Parent/Guardian involvement 	<ul style="list-style-type: none"> ● Regular Assessments based on effort.

	Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Consideration is made to the types of materials available to students.
Music	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.
P.E.	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Parent/Guardian involvement ● Regular Attendance virtually or in person ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.

At Home Instruction (Remote Learning)

At Home Instruction will be used for all students if St. John the Baptist is mandated to discontinue In-Person Instruction due to an order by the Governor or due to a COVID-19 outbreak in the school community.

This type of instruction will be teacher directed but it does require heavy parental supervision and support. Every effort will be made to ensure that there is a level of flexibility and additional support to meet the learning needs of all students. During this period of instruction a modified grading system will be used.

Grade Level	Tools & Platforms - Learning Activities	Expectations	Assessment & Monitoring
PreK	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● High Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
K - 2nd	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● High Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
3rd-4th	Class Dojo Google Classroom Google Hangouts ScreenCastify	<ul style="list-style-type: none"> ● Moderate Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based assessments ● Progress monitoring
5th - 8th	Class Dojo Google Classroom	<ul style="list-style-type: none"> ● Moderate Parent/Guardian 	<ul style="list-style-type: none"> ● Regular Assessments ● Project Based

	<p>Google Hangouts ScreenCastify</p>	<p>involvement</p> <ul style="list-style-type: none"> ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<p>assessments</p> <ul style="list-style-type: none"> ● Progress monitoring
Art	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p> <p>Choice boards will be provided for students in PreK - 4th grade.</p> <p>Project based assignments that connect with other content areas and curriculum will be encouraged.</p>	<ul style="list-style-type: none"> ● Moderate Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.
Music	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p> <p>Project based assignments that connect with other content areas and curriculum will be encouraged.</p>	<ul style="list-style-type: none"> ● Moderate Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.
P.E.	<p>Class Dojo Google Classroom Google Hangouts ScreenCastify</p>	<ul style="list-style-type: none"> ● Moderate Parent/Guardian involvement ● Regular Attendance virtually ● Regular active participation - include but not limited to mutual teacher/student communication 	<ul style="list-style-type: none"> ● Regular Assessments based on effort. ● Consideration is made to the types of materials available to students.

Appendix C

LE3 Procedures for Extended Day Services During COVID-19

Before School Procedure - Sign In/Out:

- 1) All students will be temperature checked and asked the COVID-19 Questionnaire prior to entering the building. Our staff will be outside the main entrance to the building for the duration of the before school program.
 - a. Any child who does not pass the check-in process will be turned away from the program and LE3 will notify the school of the child's symptoms.
- 2) Once allowed into the building, students will come in, wash their hands, hang their belongings on the designated spread out hooks, and join their group.
 - a. Siblings may stay together in a group for the morning program.
 - b. Other students will break down into groups based on their grades.
- 3) Breakfast will be offered: cereal and milk (prepackaged bowl and milk carton) or a Nutrigrain Bar. No outside food will be allowed into the program.
- 4) LE3 Staff will walk students to their classrooms to ensure they do not linger in the hallways. We will travel as a socially distant group to each room until all students arrive at their room.

After School Procedure - Sign In/Out:

- 1) All students will be temperature checked while they are being signed into the program. If a temperature is present, the student will be secluded from the rest of the children and the parent/guardian will be called to immediately pick up their child.
- 2) Once students are signed into the program, they will move into smaller groups of 15.
 - a. We will try to maintain the cohorts the students were in during the school day during after school.
 - b. If groups need to be combined, we will first match siblings together and then age appropriate groups.
- 3) Group sizes will NEVER exceed 15 students per group. There will always be 2 teachers with each group of 15 and 1 teacher with each group of 10.

- 4) The Program Manager will never be assigned to a group as they will have to be available to check students out.
- 5) Parent Pick Up Procedure: when parents arrive at the building they should call/text the site phone. They will not be permitted into the building. If they would like to get out of their car they must remain at the door of the building.
 - a. The Program Manager will sign the child(ren) out, gather all their belongings, and bring them to their parent/guardian's car.
- 6) Students will not be allowed back into the program once signed out for the day.
 - a. If a School Teacher signs a child out of our program for a music lesson, tutoring, etc., the student will NOT be allowed back to LE3.

Student Supplies and Programming:

1. **Before School:** all manipulatives, toys, and games will be of a material that can be disinfected and cleaned daily.
 - a. A bin of markers, crayons, glue, and scissors will be designated specifically for the before school program and be cleaned each day.
 - b. Students will enjoy free time in the morning at socially distant centers or complete their independent reading/homework.
2. **After School:** all manipulatives, toys, and games will be of a material that can be disinfected and cleaned daily.
 - a. A bin of markets, crayons, glue, scissors, and pencils will be in individual cohort bins to ensure that each cohort uses the same supplies each day.
 - b. All sports equipment will be cleaned in between each group use. Students will not combine cohorts for gym time or playground time. Each cohort will spend 2 rotations outside, weather pending.
 - c. If use of the gym is permitted, we will ensure that each cohort is playing games that allow them to be socially distant of 12 feet.
 - d. Students will arrive at the program and follow a rotating schedule in their cohort:
 - i. Snack will be provided by LE3. No outside snack will be permitted.
 - ii. All students will complete their homework and/or academic games to begin the day.

- iii. Cohorts will work through an art, science, and 2 outdoor activities together until 6:00pm.
- e. In between each rotation, if a cohort leaves their designated space, that space will be sanitized.
- f. At the end of the day, LE3 staff will ensure that:
 - i. All spaces used by LE3 are disinfected.
 - ii. All cohort bins of supplies are disinfected and dry before storing.
 - iii. All toys and manipulatives have been disinfected.

LE3 Staff PPE Policies:

1. All LE3 staff will wear a LE3 nametag, sneakers, and blue, yellow, or white shirt.
 2. A mask will always be required.
 3. LE3 aprons and smocks will be available to wear during program hours.
4. The Program Manager will take staff temperatures prior to clocking in for their shift and asked the COVID-19 Questionnaire daily.
 - a. Any staff member who fails the check in procedure will be sent home.
5. Each staff will be assigned to the same cohort each week. This will allow for minimal cross contamination.

Extra Hygiene Measures and Procedures:

1. Handwashing: As soon as students arrive to the LE3, they will wash their hands properly. Hands will also be washed throughout the program and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Each staff member will have disinfectant wipes and hand sanitizer in their medical bag that they wear for the duration of the program.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the program, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process immediately. All surfaces and toys will be sprayed prior to

leaving the room throughout the program. All sensory bins, soft toys, pillows, dress-up clothes will be put away during COVID-19.

3. Mask wearing: If students are required to wear masks during the school day, they will be required to wear them at LE3 as well. If this regulation is lifted, we will STILL require students to wear masks when transitioning from room to room and if they become sick or ill while in the program.
 1. All staff will wear masks throughout the day unless they are able to be six feet apart from children or other staff.
 2. If a child becomes sick/ill during the program masks will be required on everyone above the age of three. Students will be moved to an outdoor open-air space until pick up.
4. Social distancing: Each cohort is considered a “family.” Each “family” will socially distance themselves from other “families” to assure safety. Children will not need to wear a mask when they are on the playground or during their designated time for nap (if applicable).

LE3 Cleaning Products:

All products below are provided by LE3 to use during program hours. If the school requires LE3 to clean with a product that is different than the listed below, the school **must** provide those cleaners to LE3.

1. Lysol Disinfecting Wipes and Spray
2. Lysol Aerosol Foaming Bathroom Cleaner
3. Mr. Clean Floor Cleaner
4. A water and bleach combination

Admission/Exclusion Due to Symptoms of Illness:

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our program. If you have any doubts about your child’s health, please call us at 716-430-9322 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

LE3 staff can refuse a child to the program if they feel they have any of the above and/or other COVID-19 related symptoms.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the CDC, Department of Health, and Office of Child and Family Services and our parents.

Contact Information Regarding LE3 COVID-19 Policies and Procedures:

Elizabeth (Ellie) Poleon

CEO of LE3 INC.

716-430-9322

Epoleon@le3-inc.org

www.le3-inc.org

Additional Resources/References:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

<http://www.nysed.gov/reopening-schools/recovering-rebuilding-and-renewing-spirit-new-yorks-schools-reopening-guidance>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

https://www.ceasd.org/wp-content/uploads/2020/05/SchoolReOpeningGuidance_050120.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf

https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf

