

Logistics and Planning

Diocese of Brooklyn

Ss. Joachim and Anne School



Developing routines for daily health checks

- All CDC Guidelines will be followed:
- Prior to arrival:
 - Parents will be required to check Children's temperatures (included in welcome back letter)
 - Children with a temp over 100.4 or exhibiting symptoms will be required to stay home
 - Same rules apply to staff and faculty
 - If anyone is sick, they must stay home
- Upon Arrival:
 - Staff will use non-contact infrared thermometers to check temperatures of students and faculty
 - All children will make use of the hand sanitizing station before entering classrooms
 - All student desks will be equipped with hand sanitizer and antiseptic wipes
 - Social Distancing practices will be strictly enforced
 - All Faculty/Staff will be required to wear cloth face coverings
 - All students from 1st grade through 8th grade will be required to wear cloth face coverings

Developing protocols for social distancing in the classroom

- Students:
 - Each desk is 6 ft. apart
 - Students will all be facing in the same direction
 - Students will remain at their desks
 - Movement in the classroom will be limited and social distancing will be required when they are moving. Floors will be marked with arrows indicating where and how students can move about the room
 - Signs will be posted in the classrooms
 - Cloth face coverings will be required
- Teachers:
 - Will change rooms to accommodate split classes (greater than 15 students)
 - Cloth face coverings will be required

Developing a plan for social distancing in highly Populated, Common Areas outside of the classroom

- Gym, Locker Rooms, Cafeteria & Library will be closed until further notice:
 - Those area will be closed to accommodate the “split class’ format
 - Students will eat at their desks
 - Weather permitting, students will take walks outside (while social distancing)
 - CYO and other activities will be canceled until further notice
- Students will go to restrooms at scheduled times
 - Exceptions will be handled
- Masses will be live streamed into the classrooms
 - Classes will be selected to attend Mass in Church
 - Social Distancing and Face Covering Guidelines will be followed
- Signs will be posted around the facility with explicit instructions for transitioning from one location to another
- Frequent Broadcast announcements will remind the student population of the rules (and reasons) for following guidelines
- Markers will be placed to ensure proper direction (for movement in hallways and other common areas) to assist with social distancing

Developing scheduling options to facilitate reduced capacity at school

- Plan A:
 - Full Opening 5 days a week
 - All students attending in person
 - 15 students in each room per class
 - Classes with more than 15 students will be split into 2 rooms
 - Teacher and Aide will rotate between rooms
 - Teacher and Aide for up to 30 students
- Plan B:
 - Full Time Remote Learning

Creating a plan to handle confidentiality issues

- Regulations:
 - CDC Guidelines specifically say that employers must maintain the confidentiality of people with confirmed COVID 19 infection
 - Medical privacy rights and guidelines will be followed (prohibiting the disclosure of personal health information)
- All confidential Issues will be handled in the Principal's Office or over a private phone conversation
- All confidential issues will be handled by the Principal or Nurse

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

- SsJA has ordered hands free sanitizer dispensers for each classroom bathrooms and offices
- Step on garbage cans with coverings
- Hand wipes following the CDC guidelines
- Each child to have wipes and hand sanitizer at their own desks
- Supplies of soap, hand sanitizer, paper towels, tissues, cleaning and disinfecting products and wipes.
- Face coverings

Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

- Prior to Opening Day:
 - Rocklyn Assets will perform the deep cleaning before school reopens in September.
- Overnight Cleaning:
 - Deep cleaning and disinfecting at the end of the day especially high touch areas
- Intermittent Cleaning:
 - High touch areas will be cleaned periodically throughout the day
 - Bathrooms will be cleaned periodically throughout the day
 - Special Consideration will be given to all shared educational toys
- Addressing Suspected or Positive Cases
 - Children and teachers will be removed from the classroom and placed in isolation
 - Classroom will be disinfected and cleaned prior to be re-used
 - Families will be notified so that proper quarantining guidelines can be followed

Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues

- An adequate number of extra face coverings will be on hand should a student or teacher fail to bring their own (or if theirs becomes damaged during the day).
- Cloth face coverings will not be required for children in grades Nursery to Kindergarten or anyone who has trouble breathing.
- Teach and reinforce the use of cloth face coverings especially in times when physical distancing is difficult.
- Students should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Instructions will be given on the proper use, removal and washing of the face covering.

Reviewing and updating the Emergency Contact Plan

- Monitor External Sources:
 - Communicate with local health departments and keep track of COVID 19 cases in the community
 - Review CDC guidelines
- Communicate Effectively within the Diocese
 - Conduct periodic conference calls with other schools in our cluster to monitor potential developments
 - Share new guidelines from external sources
 - Discuss trends / concerns
 - Discuss Potential Solutions
- Closely monitor information within SsJA
 - Monitor attendance records to identify spike in illnesses
 - Document student and parent information as well as emergency contacts
 - School nurse and Principal will be in constant contact
 - Alert Parents through Option C and frequent letters home
 - Keep website up-to-date
- Review information periodically

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

- Survey parents to evaluate the plans in place:
 - Full 5 day attendance
 - Remote learning
- Survey teachers to evaluate the following:
 - Instructional and technological plans
 - Safety measures
- Gather information from the surveys and collate the responses
- Disseminate the results to the stakeholders and consider changes or modifications to the plans
 - Diocese
 - Pastor
 - Advisory Board
 - Faculty
 - Parents

Additional Considerations

- Welcome Letter to Parents:
 - Extensive letter to parents two weeks prior to start of year
 - Details of what they can expect from us
 - Focus on keeping their children safe
 - Continuing to further their education in a Christ centered environment
 - Etc.
 - Details of what is expected of them
 - No surprise visits
 - Know what entrance way is assigned to their children
 - Face Coverings for their children
 - Etc
 - Details of what is expected of the children
- Zoom Meeting with Parents :
 - One week prior to start of year
 - Essentially to review the expectations
- Developing Social Distancing Lesson Plan for earlier grades
 - Actual lesson plan with homework and interaction with parents
 - Helps younger students to understand need as well as what is expected of them