



2020- 2021 School Re-Opening Plan

Communications/Family and Community Engagement

1. This plan follows the New York State Education Department State Office of Religious and Independent Schools Reopening Guidance for Religious and Independent Schools dated July 27, 2020 and the Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the Covid-19 Public Health Emergency dated July 13, 2020. The school engaged with stakeholders and community members including administrators, teachers, and trustees and consulted with representatives of public, non-public and NativityMiguel schools in New York State and across the country.

2. The plan is being communicated to students, parents/guardians, staff and visitors through training, signage and on-going feedback including a series of in-person meetings with students and parent/guardians during the month of August. It is also being communicated to students and their families via regular mail and email. The plan will be posted on the school's website, nativitymiguelbuffalo.org.

Regular updates about health and safety, scheduling and other information families should be aware of will be provided through a regular monthly mailing to the parent/guardian sent both through regular mail and e-mail. More urgent updates will be provided via telephone calls and text messages. Updates will also be posted to the school's website.

3. Students will be trained and taught how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing and respiratory hygiene. This training will begin with student and parent/guardian meetings in August and continue during the orientation period at the beginning of the school year. It will be reinforced in the classroom, in school meetings throughout the year and through signage throughout the building. Signage will be posted throughout the common areas of the building, in the restrooms and in classrooms and offices regarding proper hygiene, proper use of PPE and social distancing. Additional, age appropriate educational material will be used to communicate the COVID-19 protocols to students and their families.

Students, staff and visitors will be encouraged to make the 3 Ws routine both at home and in school.

WEAR – We must all wear masks or face coverings at school and outside of the home, especially when physical distancing cannot be maintained.

WASH – We must wash our hands often. Hand hygiene remains vital to combating the virus.

WATCH – We will watch our distance to remain 6-feet apart.

4. Students, faculty, staff and visitors are being encouraged through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings. Communication begins both verbally and through signage at the door of the building and at the screening table. It is reinforced through signage in commons areas, meeting spaces, classrooms and restrooms, accompanied by verbal reminders as needed. Updates will be provided to families via a monthly mailing, via text messages, emails and telephone calls and posted on the school's website.

5. The school President, Nancy Langer, is designated as the main contact upon the identification of positive COVID-19 cases. She is responsible for subsequent communication and for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. She may be reached at (716) 836-5188, (716) 852-6854 or nlanger@nativitymguelbuffalo.org.

Health and Safety

1. In determining the number of students and staff allowed to return for the resumption of in person instruction, these factors were: (1) Ability to maintain appropriate social distancing (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity as determined by the local health department.

It is the present intention of school administration to reopen for in-person instruction for all students on Wednesday, September 9, 2020. The extended day program will be limited to remote learning, teacher trainings, planning meetings, and limited in-person extra academic help from teachers for identified students. Interscholastic sports are not permitted by New York State at this time. Extracurricular activities provided by volunteers or outside groups are suspended at least until interscholastic sports resume.

Classrooms will be limited to cohorts with a maximum of 10 students each. Each classroom is furnished with 10 individual desks spaced at least 6 feet apart from each other and from the teacher's desk and podium. All students will face the same direction. Tape will be placed on the floor to remind students they must stay in their designated position. Faculty desks will face the same direction as the students. Plastic barriers will be placed in front of the teacher desk and podium.

The number of students in a cohort may be increased if additional space becomes available where a distance of 6 feet between individuals can be maintained, such as in the cafeteria or the gym.

A distance of 12 feet in all directions is to be maintained between individuals while participating in activities that require projecting the voice (e.g. singing) or aerobic activity resulting in heavy breathing (e.g. participating in gym class).

All students, employees, volunteers, and visitors are required to wear a facial covering (“mask”) that covers the nose and mouth. The mask must be worn upon entry to the building, in all common areas, in the classroom except during pre-designated mask breaks, and at all times a distance of 6 feet between individuals cannot be maintained.

Students, employees, volunteers, and visitors are encouraged to provide their own masks. Masks are to be cleaned or replaced after use and must not be shared. Students and parents/guardians should take responsibility for maintaining their masks. In addition, the school will have at least 100 disposable masks on hand, sufficient to provide or replace one mask per day for each student, employee, volunteer or visitor, as needed.

Masks may be removed by staff when they are in their designated workspace or a classroom when no students are present so long as they maintain a distance of 6 feet or more from another person.

The school will rely on information from the Erie County and New York State Health Departments with respect to local hospital capacity and follow recommendations related to the safety of in-school instruction.

2. The plan is being communicated to students, parents/guardians, staff and visitors through training, signage and on-going feedback including a series of in-person meetings with students and parent/guardians during the month of August. It is also being communicated to students and their families via regular mail and email. The plan will be posted on the school’s website, nativitymiguelbuffalo.org.

Regular updates about health and safety, scheduling and other information families should be aware of will be provided through a regular monthly mailing to the parent/guardian sent both through regular mail and e-mail. More urgent updates will be provided via telephone calls and text messages. Updates will also be posted to the school’s website.

Students will be trained and taught how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing and respiratory hygiene. This training will begin with student and parent/guardian meetings in August, continue during the orientation period at the beginning of the school year. It will be reinforced in the classroom, in school meetings throughout the year and through signage throughout the building. Additional, age

appropriate educational material will be used to communicate the COVID-19 protocols to students and their families.

Guidance and resources will also be made available via the school website and in print to parents and caregivers regarding how to observe for signs of illness in their child that require staying home from school.

3. All faculty and staff will undergo training to assist observation of possible COVID-like symptoms. Guidance and resources will also be made available via the school website and in print to parents and guardians regarding how to observe for signs of illness in their child that require staying home from school.

Students who exhibit symptoms of COVID-19, including cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea will be quarantined in a supervised isolation room designated for that purpose. The family will be contacted and instructed to pick up the child immediately.

Staff who exhibit symptoms of COVID-19 are directed to contact their supervisor to provide necessary coverage and then leave the building as soon as possible.

Students and staff are expected to follow up with a healthcare provider and to remain out of school until they are symptom free for 24 hours without medication. A note from a health care provider is required.

4. The school will adhere to the following protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff, and periodic use of the questionnaire for students.

Personnel performing in-person screening activities, including temperature checks are trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols. Screeners are provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

Protocols for Adults.

Upon entering the building, all employees and visitors will stop at the check in screening table where they will be directed to use hand sanitizer, their temperature will be checked, a health questionnaire will be answered and they will sign the Employee or Visitor Log.

The health screening questionnaire includes the following questions:

- Have you been in close contact in the past 14 days with anyone who tested positive for COVID- 19 or who has symptoms of COVID-19?
- Have you tested positive for COVID-19 in the past 14 days?

- Have you had any symptoms of COVID-19, including a temperature greater than 100°F in the past 14 days?
- Have you traveled internationally or come from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- Individuals exhibiting one or more of the following symptoms will not be permitted in school or will be sent directly to the isolation area where they will remain under the visual supervision of a staff member who is socially distanced until they are picked up or otherwise sent home.
 - A fever of 100.0°F or higher
 - Any COVID-like symptoms, including: cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea.
- All faculty and staff will be screened daily.

Protocols for Students:

- When students disembark the bus or other vehicle upon arrival at school, they are to follow social distancing protocols.
- They will be met at the door by the assigned staff member who will dispense hand sanitizer to students as they enter the building.
- Students' temperatures will be screened upon entering the school daily.
- Students will undergo health screenings on a random basis.
- Students with a temperature or signs of illness will not be permitted in the school or will be sent directly to the designated isolation area where they will remain under the visual supervision of a staff member who is socially distanced until picked up or otherwise sent home

5. Ill students and staff will be assessed by the school nurse, if available, or sent home for follow up with a healthcare provider.

6. Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire will not be permitted in school or will be sent directly to the isolation area where they will remain under the visual supervision of a staff member who is socially distanced until they are picked up or otherwise sent home.

7. In person gatherings are to be limited to meetings that are considered essential and cannot be held remotely. Visitors to NativityMiguel will be by appointment only. All visitors will be screened upon entry, required to wear a mask before entering the building, and directed to a designated meeting or waiting area. A 6-foot distance is to

be maintained between persons within the building. If reasonable circumstances require a shorter distance, a face covering must be worn.

8. Guidance and resources will be made available via the school website and in print to parents and guardians regarding how to observe for signs of illness in their child that require staying home from school.

9. Staff, students and visitors will be instructed in correct hand and respiratory guidance using instruction from the CDC at <https://www.cdc.gov/handwashing/when-how-handwashing.html>. This instruction will be reinforced through signage in the restrooms and throughout the common areas of the school.

10. Staff, students and visitors will be reminded through verbal communication, floor marking and signage to keep social distance of at least 6 feet whenever possible.

11. Accommodations for at-risk employees with underlying medical conditions or who have household members with underlying health conditions will be made to the extent practicable. Employees should contact Nancy Langer to initiate the discussion. The school is not currently able to provide accommodations for students who do not attend school in person. To discuss other accommodations that will allow students to continue to attend school in person, the parent/guardian should contact Susan Cain, Dean of Instruction, to determine what, if any, accommodations are practicable or possible.

12. All students, employees, volunteers, and visitors are required to wear a facial covering ("mask") that covers the nose and mouth. The mask must be worn upon entry to the building, in all common areas, in the classroom except during pre-designated mask breaks, and at all times a distance of 6 feet between individuals cannot be maintained.

13. The school is working with Corr Distributors and other vendors, as needed to obtain and maintain adequate supplies of face coverings for school staff, students who forget their masks, and PPE for use by school health professionals or relevant staff.

14. If an employee, student or visitor tests positive for COVID-19, he or she or the student's parent/guardian is to notify Nancy Langer who will immediately notify the state and local health department. The visitor and employee logs will be reviewed in addition to a thorough conversation with the employee or the student's family regarding points of contact. Close contacts will be informed via telephone that they may have been exposed.

The school will cooperate with contact tracing efforts, including notification of potential contacts, such as workers, students or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

In the case of a confirmed case of COVID-19 in the school, contaminated areas will be disinfected using CDC approved products, or if the area is large enough, a disinfecting service company will be hired to service the spaces used.

15. The school will refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19. The school will consult with the Erie County Health Department to confirm the requirements for determining when students, who screened positive for COVID-19 symptoms, can return to the in-person learning environment at school. At a minimum, the school will require documentation from a health care provider following evaluation, a negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

16. Hygiene, Cleaning and Disinfection Hygiene

The school will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and the 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.

Logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Students, faculty, and staff will be trained on proper hand and respiratory hygiene. Parents/guardians will be provided with information on ways to reinforce this at home.

Hand hygiene stations will be provided around the school,

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Hand sanitizer will be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.

Signage will be placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands. Signage will also remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.

Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by

sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

Cleaning and disinfection are the primary responsibility of the school's custodial staff. However, providing appropriate cleaning and disinfection supplies are also provided to faculty and staff for shared and frequently touched surfaces so they can be wiped down before and/or after use, followed by hand hygiene.

Cleaning and disinfection must be rigorous and ongoing and will occur at least daily, or more frequently as needed. Reference will be made to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

Restrooms should be cleaned and disinfected frequently throughout the day

Only one student is to use the restroom at a time.

Touch free amenities such as automatic paper towel dispensers and automatic faucets will be provided in student and adult restrooms

Times will be designated on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:

- at the start of the day when children enter the classroom
- before snacks and lunch
- after using the toilet
- after sneezing, wiping, and blowing noses
- after snacks and lunch, particularly if hands are sticky, greasy or soiled
- at the end of PE class or other physical activity

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

The school will provide for the cleaning and disinfection of exposed areas in the event an individual is suspected or confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces following CDC guidelines on "Cleaning and Disinfecting Your Facility." Areas used by the person who is suspected or confirmed to have COVID-19 will be closed off and the school will consult with the Erie County Health Department to determine whether it is necessary to close operations.

Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.

Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection. Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

17. Safety drills, including fire drills and lock down drills, will continue to be conducted with modifications to minimize the risk of spreading infection.

18. Students will be admitted to the building 30 minutes before the official start of the school day. No other school-run before or aftercare programs will be provided.

19. Nancy Langer, President, has been designated COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Facilities

1. The school does not anticipate the need for any changes or additions to facilities that will require compliance with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code.

2. Standard operations and procedures will be conducted to the best of the school's ability without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills will be conducted with modifications to minimize the risk of spreading infection.

3. The school does not have stair or corridor doors that have closures with automatic hold open functions.

Child Nutrition

1. The school has a contract with the Buffalo Board of Education Food Services Division to have breakfast and lunch delivered to the school to be distributed to all students under the Child Nutrition Program. In the event of remote learning, students will be

provided with information on the free lunch program provided by the Buffalo Board of Education.

2. The school will follow the health and safety guidelines as required by the Buffalo Board of Education for meals served under the Child Nutrition Program.

3. Students must physically distance (six feet separation) while consuming meals in school.

The school will serve meals to students in the school cafeteria where the students will be separated by at least 6 feet while consuming meals. Students will be instructed by school staff that the sharing of food and beverages is not permitted.

4. By serving meals in the cafeteria, students with food allergies will be protected without the need for further measures.

5. Times will be designated on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum: at the start of the day when children enter the classroom, before snacks and lunch, after using the toilet, after sneezing, wiping, and blowing noses; after snacks and lunch, particularly if hands are sticky, greasy or soiled and at the end of PE class or other physical activity

6. Cafeteria tables and chairs will be cleaned and disinfected prior to and immediately following breakfast, lunch and snack on each day food is provided and, prior to the next group of students arriving for meals in the same common area.

Transportation

1. Transportation will be provided by the student's family or by the local school district.

2. Students will be instructed to follow the health practices that the public school district puts in place including mask wearing and maintaining a social distance of 6 feet from other individuals on the bus not from the same household. Students will be reminded to follow bus rules, such as not to eat or drink on the school bus, which would require them to remove their masks.

School Schedules

It is the present intention of school administration to reopen for in-person instruction for all students on Wednesday, September 9, 2020. The extended day program will be limited to remote learning, teacher trainings, planning meetings, and limited in-person extra academic help from teachers for identified students. The school will consult with the Buffalo School District and other public school districts, as needed, to determine the exact time of bus drop off and dismissal.

Should school buildings be ordered closed by Erie County and/or New York State, the school will shift to remote learning for all students. If permitted, instructional staff will teach from the school building with instructions conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will have similar expectations as if students were physically attending school.

In the event social distancing requirements make it necessary to shift to a hybrid method, students will be in school with an altered schedule to reduce student population within the building. Students would attend school in-person for a portion of a week and the rest of the time they would engage in remote instruction. Students would remain actively involved in the school learning environment in a smaller group setting.

Attendance and Chronic Absenteeism

Teachers will collect and report daily attendance or daily teacher/student engagement for all students. Regular student/teacher contact is expected regardless of the instructional setting. Every effort will be made to contact the parent/guardian to assess and correct chronic absenteeism. Cases of educational neglect will be referred to Child Protective Services.

Training and Learning

1. Should school buildings be ordered closed by Erie County and/or New York State, the school will shift to remote learning for all students. If permitted, instructional staff will teach from the school building with instructions conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will have similar expectations as if students were physically attending school.

In the event social distancing requirements make it necessary to shift to a hybrid method, students will be in school with an altered schedule to reduce student population within the building. Students would attend school in-person for a portion of a week and the rest of the time they would engage in remote instruction. Students would remain actively involved in the school learning environment in a smaller group setting.

During the first weeks of school, students will receive additional instruction to prepare them for the possibility of remote learning.

The school has arranged for the services of a social worker to provide in school support to students, on call guidance to teachers and administrators, and teacher training on the social and emotional needs of their students.

2. The school is not a voluntary registered nonpublic high school.
3. All students will have access to and interaction with their classroom teachers on a regular basis whether the instruction is in person or remote. Teachers will have daily contact with students in some format in order to support both their academic needs and social emotional wellbeing.
4. The school will continue to provide regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction. All instruction will be developed so that whether delivered in-person, remotely or through a hybrid model due to a local, state school closure, there will be clear opportunities for instruction that are accessible to all students. Such opportunities will be aligned with state standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.
5. In the event of disruption of in person learning, students and their parents/guardians will continue to have contact with their teachers and other school staff through email, text and phone contact with the school office. In addition, a written communication will be sent home with the students and delivered to the parents/guardians by email and regular mail. These communications will clearly identify how students and their parents/guardians can contact the school and teachers with questions about their instruction and/or technology. This information will be posted on the school's website.

July 31, 2020