



Re-opening plan for Holy Cross School
Dewitt, New York
July, 2020

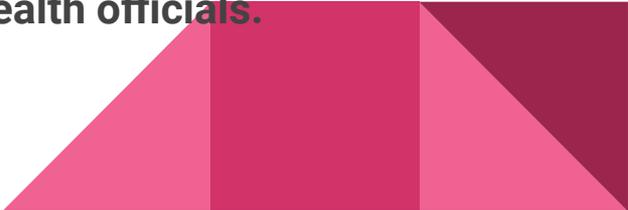
Introduction

Holy Cross School
4200 E Genesee Street
Dewitt, NY 13214
(315) 446-4890

Principal: Robert McCrone

Holy Cross School in Dewitt is a private, Catholic school for grades pre-K through 6th. We look forward to welcoming all students back in September. Despite the challenges of COVID-19, our school will continue to provide an excellent and safe environment for our students.

Our plan follows the recommendations for school opening and operations provided by the Center for Disease Control and prevention (CDC), the New York State Department of Health, the State Education Department (NYSED), and state and local health officials.



Re-Opening Plan for Holy Cross School 20/21

- **Holy Cross School will offer in-person classes, for full days, five days a week for all of our pre-kindergarten through sixth grade students.**
- We can confidently say that our students can all come back to in-school learning due to the fact that our numbers are small, our facility and classrooms are large, and our plan to keep students safe is very thorough. **The details of this plan start on the next page.**

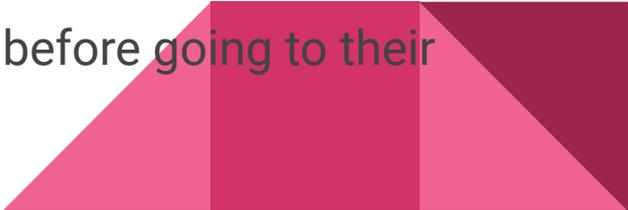
Important:

- Parents can opt to keep their child home if they do not feel comfortable sending him or her to school. . If they do so, their child will receive online instruction from their classroom teachers. **Attendance** will be taken for these students just as it will be for those attending in person, and expectations for work completion will remain the same for those who attend in person.

Morning Welcome Procedures

- As students exit buses and cars, staff members will guide them to a temperature taking area, which will be set up outside the front door. The Nurse or other trained staff member will take temperatures. **Masks must be worn until students get to the classroom.**
- Health assessment questions about symptoms will be asked.
- Students who have a temperature of 100 or higher will be sent home, as will any students who have COVID symptoms or answer “yes” to the health questions.
- Parents will be encouraged to stay with children through this above process.
- Students will sanitize their hands at the hand sanitizer station outside the main entrance to the school. Students will follow social distancing floor markers as they walk down the hall to their classrooms.

Early Arrivals and “Morning Room” in Gym

- Students will arrive in masks and have their temperatures taken and recorded.
 - Health assessment checklist questions will be asked each day.
 - Early Arrival students will be separated in the gym by grade level. They will follow signage that will mark the spot for each class. **Masks will stay on during Morning Room time** and students will stay separated within their class grouping by six feet. The staff will use blue painter’s tape marks or hula hoops as necessary, to give students guidance on spacing.
 - When Morning Room is over, students will be released to their classrooms one grade level at a time, maintaining 6-foot distance to the classroom, and using hallway markers as a guide.
 - Students will use hand sanitizer as they exit the gym before going to their classrooms.
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Classroom Guidelines

- Classrooms desks will be separated so that children will be six feet apart, sitting parallel and not facing each other.
- **Students will wear masks whenever they are in the hallway, out of their seats, or cannot maintain a 6-foot distance.**
- **Teachers will wear masks whenever they are in the hallway or cannot maintain a 6-foot distance from students or other staff.**
- Each child will be given a paper lunch bag to store their mask in their desk during the day, if they take it off (with 6-foot distance).
- Each classroom will have an area by the classroom entrance with tissues, hand sanitizer, and a trash can. Students must sanitize or wash hands after blowing their nose.
- If a child shows any signs of illness, they will be instructed to put on their mask and go directly the nurse's office. Staff will immediately call the **Nurse 1** to let her know a sick child is coming down for evaluation so she can put on the proper PPE.

Classroom Guidelines Cont.

- Students will not utilize the coat closets at this time. All belongings will be brought in a backpack that will go onto the back of their chairs. Pre-Kindergarten and Kindergarten will use the cubbies as they are directed, utilizing every other cubbie with names on them.
- Students will follow their specific classroom guidance and schedules for handwashing and bathroom breaks.
- There will be no small group activities at this time. If necessary, as deemed by the classroom teacher, students who meet with either the classroom teacher or in a reading/help group must be 6 feet apart and wearing a mask for that activity in a group no larger than two.
- **All classrooms will keep doors open during the school day, to avoid touching knobs. Windows will be open to allow fresh air source at all times.**

Outdoor Instruction

- A schedule will be made to assure that teachers who wish to provide instruction at one of the safe areas designated outside may do so. Teachers may sign up the day before, keeping in mind it is all on a weather-permitting basis.
 - While outside, teachers may use hula hoops or other markers to assure social distancing between students.
 - **Masks do not need to be worn for outside instruction as long as social distancing is maintained.**
 - Students will wash hands before returning to the classroom.
 - Outdoor snack and lunch is possible in the same manner at a designated location.
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Online Instruction Option

- **A total on-line based academic option will be offered to families.**
- **Each teacher will be available for limited office hours throughout the school day.**
- The student will be provided a school chromebook for the school year which they will sign out and be responsible for including damages.
- The student will log on each day in the morning for attendance and will be expected to be present in the google classroom chat for the school day classroom instruction time.
- Due to the nature of the class, not all special areas will be available to the students who choose the online option.
- **Online instruction will also be available to classroom students who have been asked to quarantine at any time throughout the school year.**

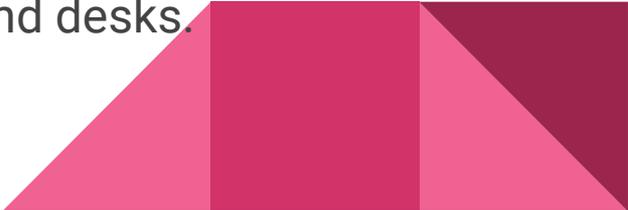
Special Areas

- **Art** - The Art teacher will come to the classrooms for instruction. Each child will be asked to bring in additional individual art supplies as assigned by the teacher.
 - **PE** - Students will go to the Gym for PE Class. They will be distanced appropriately and play only non-contact and low-risk sports for the beginning of the school year, or as specified by the PE teacher.
 - **Music** - Students will go to the Gym for Music to be able to double the social distancing needed for singing. The music teacher will project music on the screen and a keyboard will be needed for accompaniment.
 - **Spanish** - The Spanish teacher will come in the classroom and they will follow protocol for that classroom during instruction.
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Library/ Computer Technology

- **Library** - The students will be allowed to come two by two to the Library during their assigned Library period to pick out books. The Librarian will take the books they pick off the shelf and check them out to the students. When the books are returned, they will be put in book return box and sit 24 hours before being cleaned and put back on the shelf.
 - **Computer/Technology** instruction will be done in the classroom by the technology teacher at a schedule to be determined. Each K-6 classroom will have individual chromebooks assigned to each student. These will either be kept on a cart in the closet or in a tech tub in the closet.
 - All chromebooks will be wiped down with the alcohol wipes provided before being put away for the day.
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Resource

- Students who receive resource support will be sent to resource no more than two at a time and only by classroom (no mixing of grade levels in groups). They may meet in the resource classroom with doors open and windows cracked or in the Library Media Center.
 - Students will need their own manipulatives and supplies per teacher request and they can be stored in the resource room in labeled individual bags.
 - The resource room desks and or Library tables used will be wiped down between grade level visits.
 - Teacher will wear gloves when wiping down tables and desks.
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Bathroom/Hand Washing Procedure

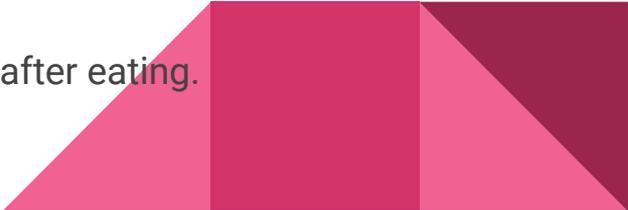
- Students should be encouraged to use the bathroom throughout the day as needed in groups of no more than two at a time. (1st-6th)
- The younger grades will need to be more scheduled with their bathroom breaks and may continue to do this but they need to limit two at a time in the bathroom and proper distance while waiting in line. (Pre-K thru K)
- Handwashing will be done as a class before and after any snack or lunch is eaten in the classroom or cafeteria.
- Students will wash hands after returning from the outdoors for class or recess.
- During the times of handwashing in the building, only 2 students at a time will be allowed in the bathroom. **Only handwashing will be done at this time to assure the door can be propped and that is can be done in a timely manner.**

Water Fountains

- All water fountains will be closed off except for the water bottle refill station.
- Students will be required to bring their own water bottles to school with their names on them. If teachers notice a water bottle without a name, they will instruct that student to write on it with a permanent marker.
- If a child forgets a water bottle, the school will provide a disposable water bottle for that day. This practice will be discouraged and the parents will get an email to help remind families of the need for individual/personal water bottles



Cafeteria/Lunch

- There will be two lunch periods: (Temporary for the fall and while eating in classrooms)
 - 1st Lunch 11:35-12:10 - Pre-K, K, 1st, 2nd & 3rd
 - 2nd lunch 12:15-12:50 - 4th, 5th, 6th
 - Available staff will cover classroom lunches so teachers can eat outdoors at tables or in the staff room as available. All staff will wash hands before returning to classrooms.
 - Pre-K and Kindergarten will eat in the cafeteria. They will be spread out with one class on one end and one class at another. Social distancing will be maintained.
 - The aides/teachers will monitor lunch and will wear gloves when distributing milk, helping with opening items etc. Same rules will apply for snack time. All staff must wash hands before and after assisting with lunch.
 - Grades 1-6 will eat in their classrooms or outside at their assigned location with proper social distancing. Milk will be delivered to each classroom. No other food will be provided by the school. (Lunches must be brought from home each day).
 - All grades will wash hands and wipe down desks/tables before and after eating.
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Recess Procedures

- Only one class at a time will be allowed on the playground area for recess. The parking lot may be utilized for the older grades by the pick-up door entrance. A schedule will be set up. If a class would like to do outdoor instruction during another class's recess time, they must be in a different area from the playground.
- The play structure and swings can be used. Only 3 children will be allowed on the play structure at a time in 5 minute shifts, so everyone gets a turn if desired.
- **Recess will be set up in stations.** Swings, Play set, one at a time obstacle course, four square area, Hula hoop area etc. The PE teacher will assist with set up on days when not needed as a sub.

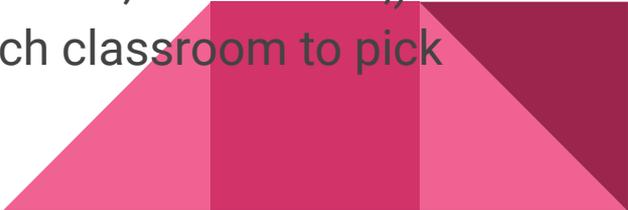
Cleaning/Disinfection Procedures

- Cleaning will be done for all high touch surfaces regularly throughout the day.
- **10:30am-** Bathrooms will be cleaned following the last class to wash hands at snack time. The following will also be cleaned: Door handles, railings (up and down stairs), gym doors and benches, staff bathroom and staff break room (copier, refrigerator handles, sink, coffee pot).
- **2:00-** cleaning same areas as listed above.
- **3:00-** teachers will wipe down desks (wearing gloves and mask) and wipe down telephone, computer and their own desk space.
- **3:30-** final cleaning of pickup area doors including pre-k doors and main doors, Gym bleachers, and hula hoops. Classrooms will be vacuumed and cleaned each night as well.
- **5:00-** bathrooms cleaned a final time, including staff bathroom

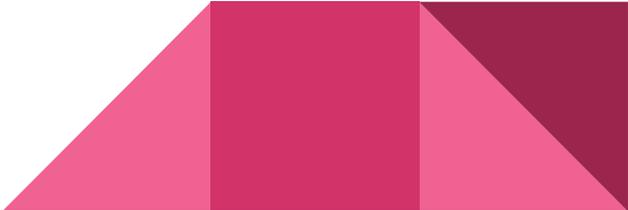
Dismissal

- We will have a **staggered dismissal**. **Masks will be worn during the entire dismissal process.**
- Students will stay in classrooms for directions to dismiss.
- **2:30** - Pre-K, K, 1st and 2nd grades
- **2:40** 3rd and 4th grades
- **2:50** -5th and 6th grades
- As each student exits the building, they will use hand sanitizer station at the pick up door to disinfect hands before rejoining their family.
- “Busers” will go to the Gym and line up spaced out where their bus route is listed. They will sanitize as they leave the front door to get on the bus.
- While on the bus, masks will be worn at all times. Students will be spaced out as much as possible. Family groups will sit together.

Attendance and First Day Orientation

- Due to the need for less sharing of classroom items and students in the hallway, **all attendance will be submitted online by 10:00 am.** Attendance during this time is very important. The nurse will come around to collect all notes for the day from parents. On-line learners will also be marked for attendance purposes.
 - On the first day of school, the morning will be spent in a kind of orientation to the social distancing procedures for your classroom and your day.
 - The nurse will have prepared videos you can show to the class on social distancing and handwashing.
 - Any beginning of the year paperwork (ie: emergency forms, milk orders,) will be kept in original envelope and staff will come to each classroom to pick them up.
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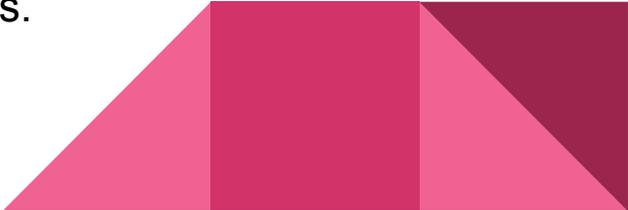
After-School Activities, Clubs, Large Gatherings, and Visitors

- We will follow continuing guidance on after school activities. At this time all afterschool clubs are canceled.
 - Beginning of the year picnics, Open Houses, and assemblies are canceled at this time.
 - For the most part, there will be no visitors allowed in the school at this point. If there are extenuating circumstances, visitors must follow the protocol listed on the next page.
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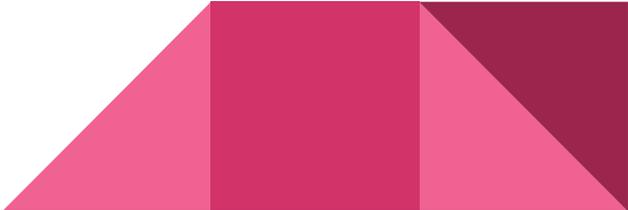
Illness Evaluation for Students/Staff/Visitors

- Students/Staff temperatures will be checked upon entering the building.
- **Students/Staff will not be admitted for the day with a temperature above 100.0.**
- **Students, staff and all visitors should not enter the building if they have or have had a recent sore throat, constant cough, shortness of breath, vomiting, diarrhea, or recent travel outside the US or to a State listed on the “high risk” visitation list in the last 14 days.**
- “Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.” **(CDC.gov)**

Suspected Covid-19 case at School

- For students who are displaying symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
 - Students who are ill will be quarantined from their peers and placed in an isolation area.
 - If an individual who has been in school is lab-confirmed to have COVID-19, the school will notify the Onondaga County Health Department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
 - Communication will be provided to the students and families who came in contact with the student or staff member displaying COVID-19 symptoms.
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Suspected Covid-19 case at school (continued)

- The Student or staff member exhibiting symptoms of Covid-19 may be asked to get tested for the virus. While awaiting result of the test, the student/staff should not come to school and should self- quarantine at home until test results come back.
 - If test result is **NEGATIVE**, the Student/Staff member may return to school as long as they have been fever free for 72 hrs and NOT exhibiting any symptoms of the virus.
 - Should the test result be **POSITIVE**, the Student/staff should quarantine at home for 10 days after the first day of symptoms or from the first day of a positive test result in the absence of other symptoms.
 - Once the 10 day mark is reached and they have additionally been symptom and fever free for 72 hrs, they may return to school with confirmation from the health department that they are able to so.
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Fire Drills

- Due to the importance of training for an emergency, Fire drills will be handled in the same manner as before. Students will exit the building as quickly as possible and will line up by class outside. Masks will be required, and social distancing will be enforced when all are safely outside.
- Lock down drills will be done on an instructional basis: discussion of what to do, how to act, and where to go for a lock down drill. Students will not actually move to their designated locations at this time due to the need to social distance.



Pre-Kindergarten Procedure

- As each student arrives they will go to their cubbie and leave their belongings for the day, including their water bottle.
- They will sanitize hands upon entering class. They will each go to their assigned location with no more than 2 students working or playing at a station. Twins from the same household will be put into a group.
- Each student will have their own school supplies in a pencil box or bag.
- Each student will have a hula hoop or marked spot where they can sit separated and hear morning announcements, say the pledge, have group lessons and story time. This will be their spot when learning in a large group that that know to go to.
- **Students will wash hands in the classroom before and after snack and before and after lunch, also after recess (see recess procedures)**
- Snack and lunch will take place in the cafeteria spread apart with no more than 4 to a large table. The tables will be wiped down before and after both snack and lunch with proper cleaning spray and disposable paper towels. **Aides and teachers should always wear gloves when cleaning.**
- Nap time will utilize the cafeteria and classroom area with school provided mats assigned to each student. They will be spread apart six feet toe to toe not head to head.
- **Dismissal for Pre-K will be at 2:30.**

Kindergarten procedures

- As each student arrives they will go to their cubbie and leave their belongings for the day, including their water bottle. If space does not allow, they will hang their backpacks on the back of their chairs.
- They will sanitize hand upon entering class. Each student will have their own desk assigned. The desks should be six feet apart and each student will have their own school supplies in a pencil box or bag to keep in their desk.
- **Students will wash hands in the classroom before and after snack and before and after lunch, also after recess (see recess procedures)**
- Snack and lunch will take place in the cafeteria spread apart with no more than 4 to a large table. The tables will be wiped down before and after both snack and lunch with proper cleaning spray and disposable paper towels. **Aides and teachers should always wear gloves when cleaning.**
- Rest time will utilize the cafeteria and classroom area with school provided mats assigned to each student. They will be spread apart six feet, toe to toe not head to head.
- **There will be a tech tub of Chromebooks for each student. Chromebooks should be wiped down by the teacher with alcohol wipes provided before being put back for the day.**
- Students will use markers or hula hoops to have a social distance spot for outside instruction etc.
- **Kindergarten will be dismissed at 2:30**

1st Grade Procedures

- When students arrive, they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (A pencil box or bag labeled is recommended).
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the classroom before and after snack and lunch and after recess (see recess procedures)
- All ELA and math lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the tech tub which will be stored in the closet.
- Students will need to be spaced in the classroom accordingly with only 5 kids on the rug and 5 kids in their desks for instruction. This can be changed each day so each student gets a turn on the rug during the week.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- Dismissal will be at 2:30 for 1st grade.

2nd grade procedures

- When students arrive they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to their seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (a pencil box or bag labeled is recommended)
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the restrooms (2 at a time of each gender) before and after snack and lunch and after recess (see recess procedures)
- All ELA and math lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the tech tub which will be stored in the closet.
- Students will need to be spaced in the classroom accordingly with only 5 kids on the rug and 5 kids in their desks for instruction. This can be changed each day so each student gets a turn on the rug during the week.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- **Dismissal will be at 2:30 for 2nd grade.**

3rd Grade Procedures

- When students arrive they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to their seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (a pencil box or bag labeled is recommended)
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the restrooms (2 at a time of each gender) before and after snack and lunch and after recess (see recess procedures)
- All ELA and math lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the chromebook cart which will be stored in the closet, closest to the classroom door.
- Students will need to be spaced in the classroom accordingly with 6 feet between students with desks parallel to each other. If students need to meet with teacher at the table, they must put on mask and be at opposite ends of the table. This would also apply to groups of two students working at a table.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- **Dismissal will be at 2:40 for 3rd grade.**

4th Grade Procedures

- When students arrive they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to their seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (a pencil box or bag labeled is recommended)
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the restrooms (2 at a time of each gender) before and after snack and lunch and after recess (see recess procedures)
- All ELA and math lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the chromebook cart which will be stored in the closet, closest to the classroom door.
- Students will need to be spaced in the classroom accordingly with 6 feet between students with desks parallel to each other. If students need to meet with teacher at the table, they must put on mask and be at opposite ends of the table. This would also apply to groups of two students working at a table.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- **Dismissal will be at 2:40 for 4th grade.**

5th Grade Procedures

- When students arrive they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to their seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (a pencil box or bag labeled is recommended)
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the restrooms (2 at a time of each gender) before and after snack and lunch and after recess (see recess procedures)
- All lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the chromebook cart which will be stored in the closet, closest to the classroom door.
- Students will need to be spaced in the classroom accordingly with 6 feet between students with desks parallel to each other. If students need to meet with teacher at the table, they must put on mask and be at opposite ends of the table. This would also apply to groups of two students working at a table.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- **Dismissal will be at 2:50 for 5th grade.**

6th Grade Procedures

- When students arrive they will put their backpacks on the back of their chairs, take their mask off and place in the marked paper bag and store inside desk. Then they will sanitize and return to their seats.
- Each student will be assigned their own desk six feet apart parallel to each other to keep their individual school supplies in for the year. (a pencil box or bag labeled is recommended)
- **Desks will be wiped down before and after snack and lunch and at the end of the day. Teachers should wear gloves when wiping down desks and tables.**
- Students will wash hands in the restrooms (2 at a time of each gender) before and after snack and lunch and after recess (see recess procedures)
- All lessons and activities will take place at their desks. Each child will be assigned a chromebook which will be cleaned (alcohol wipes provided) at the end of the day before putting back in the chromebook cart which will be stored in the closet, closest to the classroom door.
- Students will need to be spaced in the classroom accordingly with 6 feet between students with desks parallel to each other. If students need to meet with teacher at the table, they must put on mask and be at opposite ends of the table. This would also apply to groups of two students working at a table.
- Lunch will be in the Classroom, washing hands before and after and wiping desk down with wipes after. The teacher will wipe the desks with gloves on, during the handwashing time after lunch.
- **Dismissal will be at 2:50 for 6th grade.**

Social/Emotional Needs

- We are aware that the entire COVID-19 experience is stressful for students and adults. As a school community, we will address issues of stress through prayer, classroom discussion, and building-wide awareness of who might be in particular need at this time. We will endeavor to “look out for each other” and to immediately address specific needs of our students and staff.



Conclusion

At Holy Cross School, we realize that these are stressful times for everyone. We want you to know that we will do everything in our power to make sure that your child is happy, healthy, and thriving here at school.

We also ask you to be patient and flexible with us. If things need to be adjusted, we will do so. At all times, the safety of your children will be the focus of our decision making and action planning.

May God bless all of the staff, children, and families at Holy Cross School, and let's get through this *together*.

