

**2020-2021 Annunciation School
Reopening Guidelines
FAQ Sheet**

Learning Options:

Families have a choice:

- a. 5 days of in person learning
- b. 5 days of remote learning

Decisions were finalized for your child(ren) on **Wednesday, August 26, 2020**

Decisions will be made on a quarterly decision in regards to what the preference is for each family.

Important Travel Reminders:

- Please see the NYS CDC travel advisory guidelines. If you have or plan on traveling to the restricted states, you must adhere to the guidelines. Your child must quarantine for fourteen days from the time they return to NY before they will be allowed to return to school.
- Please observe this policy for all class start dates.
- If you are traveling to one of the restricted states and this does impact the start of school, please notify Miss Geraghty.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Classroom Setup:

- Classrooms have been physically rearranged to meet all social distancing requirements, with a 6 foot distance between each student. Classrooms will operate with varying class sizes dependent on the size of the room.
- In larger areas, we have converted non-classrooms into instructional space with 6ft distance between each student.
- Students will use individual supplies.
- Teachers will pre-package manipulatives being used in the classroom and students will utilize their own set of materials.

Signage:

Signage will be posted throughout the school buildings to remind students and staff to:

- Properly adhere to social distancing
- Wear a face covering
- Follow hand hygiene, cleaning, and disinfection guidelines.
- Direction of traffic in hallways and stairwells.
- Marked entrance and exit doors.

Recognition→ Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Pre-Screening Requirement:

- **Details will follow regarding pre-screening requirements for Annunciation School**

Staggered Arrival Times

OLF Drop-Off→ Grades PreK3-Grade 1

Rolling arrival time 8:10AM and 8:40AM

- A traffic pattern will be established and parents will drop-off between 8:10A and 8:40A.
- Students will be screened at their vehicles.
- Teachers/ Teacher Assistants will bring children to classrooms.
- Rolling arrival for OLF is to allow for drop-off at AES and/ or flexibility for vehicles driving through the parking lot.

Annunciation School→ Staggered Arrival Times

- **8:00AM**--8th Grade---Gym Door Entrance
- **8:00AM**--7th Grade-- Westchester Avenue (path entrance, towards school yard)
- **8:10AM**--6th Grade--Westchester Avenue (path entrance, towards school yard)

- **8:10AM**-- 5th Grade--Main Door Entrance
 - **8:15AM**-- 3rd & 4th Grades-- Playground Door Entrance
 - **8:25AM**--2nd Grade-- Door Left of Playground Door (Former Kindergarten Doors)
 - **8:30AM**-- Late Walkers--Main Door Entrance
 - **After 8:30AM**--Late Arrival (Main Door Entrance) ** We are not going to be issuing late slips for the first quarter as the students adjust to the new arrival procedures.
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- Students who walk to school should plan to arrive at their designated time allocated above. If the students who are walking are later than the times above, they will enter through the main doors.
 - Students will be screened at the entrance door designated to their grade level upon arrival.
 - Students in Grade 2 will enter the school yard at the gate on St. Eleanoras Lane.
 - Students in Grades 3 and 4 will enter the school yard at the gate on Manhattan Avenue.
 - If a student has a fever of 100.0F degrees above, the student will not be admitted into the school building.
 - After the students clear the temperature screening, they will go to their assigned classrooms.
 - If a child does not clear the temperature screen, parents will be contacted immediately and you will have to pick up your child(ren)
 - You will then have to take your child(ren) to the doctor and send a note of clearance.

Staggered Dismissal Times

Our Lady of Fatima

11:30AM-PreK3 Dismissal

2:40PM-PreK4 Dismissal

2:45PM-K Dismissal

2:55PM-1 Dismissal

- Follow designated traffic cones which will help to direct traffic pattern
- Parents remain in cars and teachers will bring students to you.
- For parents who walk, there will be an area designated for pickup.

Dismissal (AES Facility)

3:00PM---2nd Grade Dismissal- (Pickup, St. Eleanoras)

3:05PM--5th Grade Dismissal--Main Door Exit

3:05PM-- 3rd and 4th Grade Dismissal---(Pickup, Manhattan Avenue)

3:10PM-6th & 7th Grade-- Westchester Avenue Exit (path entrance, towards school yard)

3:10PM--8th Grade--Gym Door Exit

- When dropping off/ picking up, please be sure to adhere to parking rules. Please be sure to keep your respective distance from other parents.
- Parents will not be permitted to enter the premises, teachers will help to dismiss children to parents at the gates.

- At dismissal, there is no lingering in the parking lot or playground facility permitted. Students must exit the premises at their designated time. Students/ parents should work to avoid gathering as groups.

PPE

- Teachers will be provided with masks and shields.
- Students are required to wear masks.
- Lanyards will be provided for all students on their first day of school.
- Students can wear masks outlined in previous communications. If you are unable to obtain a mask from the uniform company or the other masked details, a solid cloth: white, black, or navy blue mask is acceptable.
- Students will take mask breaks for 5 minutes, every 45 minutes.
- Face shields cannot replace masks.

Sanitization

- Hand sanitizer stations have been installed in each classroom and multiple points throughout the buildings.
- Students may bring their own hand sanitizer to school, the sanitizer must be 60% alcohol or higher.
- Teachers will also implement breaks for hand-washing into their homeroom schedules.
- Bathroom schedules will vary based upon grade level.
- Students will sanitize hands before and after meals.
- Cleaning will be conducted on an enhanced schedule through our maintenance staff and an outside vendor in the evenings.
- Per the DOH guidelines, custodial and facility staff will be responsible to keep logs that include date, time, and scope of custodial cleaning and disinfection.
- Our existing air filtration systems have been updated in compliance with CDC guidelines to enhance air purification.

Bathroom Procedures

- Depending on grade level, students will be dismissed to use the bathroom at varying points throughout the day. Increased cleaning schedules have been put in place to sanitize the bathrooms.
- Bathrooms will operate with a 50% occupancy.
- Signs have been posted indicating MAX occupancy.
- Hand washing directions have been posted in each bathroom.

Visitor Policy

- Visitors will not be permitted to enter the building during operation hours, with the exception of emergency of law enforcement officers in their official capacity, authorized inspectors from governmental agencies, and persons providing emergency repair services within the building

that cannot be reasonably delayed until non-operational hours.

- We encourage families to make doctor and dental appointments after school hours to eliminate the need for pick up during the school day.

Sick Child or Staff Member

- To ensure safety and best practice, schools have designated a “Guardian Angel” room (isolation room) where students and staff with COVID-19 symptoms are to be placed while they await pick-up and safe exit from the building.
- Each “Guardian Angel” room, when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow. (Windows Opened)
- Students and staff will be monitored throughout the day for signs of illness.

Symptoms potentially include the following: • Fever of 100.0 degrees Fahrenheit or higher • Cough • Stuffy nose • Chills • Shortness of breath/difficulty breathing • Loss of taste or smell • Congestion/runny nose • Nausea/vomiting/diarrhea • Muscle/body aches • Fatigue • Sore throat • Headache

- Students must be immediately moved to the Guardian Angel Room, (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent or guardian must be notified, and safe pick-up must be arranged.
- Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- School leaders and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Guardian Angel Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- School leaders are to wait twenty-four (24) hours before custodians clean and disinfect the Guardian Angel Room. Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.

<https://catholicschoolsny.org/opening/>

Procedures for Cases of COVID-19

1

School leaders are to notify the regional superintendent with relevant details, in writing, so that he or she may notify the Office of the Superintendent of Schools who will create the appropriate public health notifications for the local government agency and provide guidance on next steps.

2

School leaders will then be provided with the approved e-mail communication to distribute to school communities from the Office of the Superintendent of Schools. No identifying information is to be used in any communications regarding the individual who may be symptomatic.

3

School leaders must then distribute this notification to school staff members and families once approved by their regional superintendents.

4

School leaders will follow all health department directives on school closures, because of COVID-19, and on facilities, which are provided by the Health and Safety Task Force of the Office of the Superintendent of Schools.

5

School leaders will coordinate with the appropriate vendor from the Office of the Superintendent of Schools for disinfection procedures and timelines according to CDC guidance.

6

Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days. **In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed.**

7

Schools must take extreme and extenuating measures to protect the identity of the individual and not foster gossip or watercooler talk. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so will result in disciplinary action up to and including termination.

Social Emotional Awareness

- We understand this is going to be a very challenging time for our students.
- We will work to care for our students' social and emotional well being throughout this process of transition.
- Resources are available to both teachers and families on the ADNY website regarding social and emotional care and monitoring.

Uniforms

- Students will be able to wear gym uniforms for the month of September. This may be extended, details will follow.
- If students are participating in remote learning, they will be required to wear their gym uniforms also.
- We encourage frequent (daily) washing of gym uniforms if possible.
- Frequent washing of masks is also strongly encouraged.

Remote Learning

- For students who participate in remote learning full time, they will be permitted to stream into the classrooms all day, with the exception of lunch and recess periods.
- We know students will have to take breaks from screen time. We ask that screens are turned off and microphones muted when your child(ren) is taking the break needed.
- Children are responsible for completing work assigned by the classroom teacher.

Annunciation School Closure

- In the event Annunciation School will be forced to close, we will follow guidelines and requirements from the CDC, governmental bodies, and the ADNY.
- Teachers are prepared to transition to remote learning at any time.

Lunch and Recess

- Children will have lunch in their classrooms to minimize interaction.
- Proper sanitization will take place before and after.
- Our lunch vendor, Bo DiBuono, will outline ordering processes for the hot lunch menu/ explain safety measures in place for our lunch program.
- Each class will go outside for recess at varying points throughout the school day to allow for social distancing.
- Classes will be assigned a particular zone in the school yard for recess.

Parents as Partners

We truly value the partnership we have with you, our parents. We thank you for your continued support as we navigate through this reopening process. We will continue to fulfill our mission of educating the children in our Catholic faith and giving them the best possible educational experience here at Annunciation School. As always, the safety and security of our students has been at the forefront of our planning. We look forward to opening our doors in September and welcoming our students back.