

Logistics and Planning

Diocese of Brooklyn

Our Lady of Fatima Catholic Academy

25-38 80 Street
East Elmhurst, NY 11370
718-429-7031



Responsible party:
Margaret Rogers, Principal

Creating well defined entrance protocols for students, teachers, and visitors

- Staff members will enter the building through the playground side entrance. All staff will be required to put on a mask before entering.
- Students will enter beginning at 7:50 according to the following schedule:
Nursery, PreK, Kindergarten, Grades 1 students will enter through the main entrance on 80th Street.
Grade 2, 3, 4, and 5 students will enter through the side door next to the convent and go up to the 2nd floor.
Grade 6, 7, and 8 students will enter through the side door next to the playground and go directly to the 3rd floor.
- The side entrance next to the playground will open at 7:20 for early drop off and close promptly at 7:40. Families arriving after 7:40 will go to their designated entrance and wait. Area will be marked for social distancing. Early drop off students will go directly to the cafeteria and sit at the tables at the designated spaces. Teacher will send them upstairs before the doors are opened for admission so they are in their classrooms before the doors open for general admission. Grades N to 5 will use the staircase closest to the convent. Grades 6-8 will use the staircase closest to the playground.
- Parents will receive a daily health screening survey. This must be filled out daily. Students displaying any health issues should not attend school.
- Upon arriving in the classroom students will use hand sanitizer.
- Teachers will survey the students to see if any student is visibly not feeling well. Protocols for temperature taking will be followed during entry. Parental daily screening will be checked.
- Visitors to the building will follow this protocol:
All entry will be through the main entrance on 80th Street. Visitors will remain in the vestibule area and speak with a staff member through the window. Entrance to the building will be limited and only occur under special circumstances. If entry is deemed necessary, then person will be asked a series of questions and their temperature will be taken.
- Parents picking up sick children will remain in the vestibule area while the child is called to the office.

• **Developing routines for daily health checks**

- Staff will answer the 4 questions regarding health and exposure when signing in daily.
- Parents will attest to daily checks by entering info online.
- Upon entering the classroom, teachers will comply with the guidelines for screening students. Temperatures will be taken if mandated.
- The following will be the procedure if students are showing visible signs of a cold or other symptoms or if a child indicates that they are not feeling well:
 - School nurse will be called immediately.
 - School nurse will report to class and take the child's temperature.
 - If no temperature, nurse will determine next appropriate steps.
 - If temperature, student will be taken to the isolation room next to the medical office.
 - Parent will be immediately called and asked to pick the child up. School nurse will advise on next steps. COVID protocols will be followed.

Developing protocols for social distancing in the classroom

- Desks in the classrooms will be set a distance apart. There is no longer a mandate as to the number of feet the desks must be apart.
- Desks will be arranged in age-appropriate manner with social distancing awareness.
- Face covering protocols will be followed. (See Face Coverings addendum.) Students will be required to wear masks while moving around the classroom. Teacher may allow students to remove masks only when seated at their desks. Masks will be required when moving throughout the classroom, building, or using the restroom.
- Age appropriate gatherings for reading and group work will be allowed. Social distancing and mask wearing protocols will be in place.
- Desks will be maintained a distance apart. Desks will be configured in an age appropriate manner.
- Students will be instructed to only get up one at a time. Protocols for social distancing while packing up at the end of the day will be implemented.
- Upon entering the classroom in the morning, students will unpack, hang up their coat, and use hand sanitizer. Lockers will be assigned and labeled. Students will be instructed to only use their labeled section of the lockers and storage bins. Sharing of pencils, pens, crayons will not be allowed. Student will remain a distance apart while moving around the classroom.

- **Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.**

- There will be 3 lunch periods to reduce the number of students in the cafeteria at any one time. Grades will be grouped: Nursery to grade 2, Grades 3-5, Grades 6-8.
- In the cafeteria, students will continue to sit socially distant. Students will remain in their homeroom cohort. During a recess period, only one class at a time will be allowed in the playground.
- Tables will be disinfected after use before next group of students enter.
- Grades N-PreK will eat in their classrooms.
- Weather permitting, Grades 6-8 will be allowed to eat lunch outside on the picnic tables.
- Students will change classes this year. Protocols will be in place for hand sanitizing and wiping of desks when they enter and exit a classroom.
- Students will continue to participate in First Friday Masses. Some students will attend church based on capacity and social distancing. The remainder will watch mass in the classroom through Facebook.
- Art, Music, and Library teachers will go to the classrooms. Students will only move classrooms for special projects.
- PE will pick students up and take them outside for exercise. Students will wear masks while traveling through the building. There is no requirement for mask wearing while outside. PE equipment will be used once per day and put in separate receptacles to be cleaned that evening. PE will be conducted in the classroom during inclement weather.

- Library will be monitored by the Media teacher. Students can request books through the online system which will be sent to their homeroom. Requested books will be pulled and sprayed with disinfectant. Homeroom teachers will pick up the books the following morning for distribution. Selections for ebooks and audio books will be increased.
- Opportunities for outdoor classes will continue. Teachers will make use of the outdoor picnic area in the school yard. Gates will be closed while the students are outside and all safety precautions will be in place.

- **Developing scheduling options to facilitate reduced capacity at school**

- Based on current State guidelines, the current register and size of the building is sufficient to provide for in-person instruction.
- Current classroom size provides the square footage necessary to accommodate all students currently on register.
- All special content teachers will go to the homeroom classes.
- The Media Center can be converted to classroom space if needed.
- The school cafeteria will be sectioned off to provide extra space if necessary.
- Distance Learning technology will be incorporated into the classroom to allow students who are home sick to participate in the day's lessons. Remote learning will be by request only and must be approved by the office.

• **Creating a plan to handle confidentiality issues**

- Student records are kept locked in the main office. Homeroom teachers have access.
- The school nurse supplied by the Dept of Health keeps records of the student visits.
- School-based data systems will be used for information such as FACTS/SIS.
- Teachers keep classroom sign out books when the students leave the room for any reason.
- Records that screening took place will not give specific information.
- Logs will be kept of cleaning and disinfecting throughout the day.

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

- Current suppliers will continue to provide the school with soap, towels, bleach, floor cleaner.
- Hand sanitizer, paper towels and tissues are part of every student's supply list.
- EPAC will work with vendors for additional supplies and pricing.
- School will order and provide disposable masks and necessary PPE such as gowns and gloves.

- **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.**

- School custodian will clean throughout the day and after school.
- Daily cleaning includes: bleaching of cafeteria tables after each use; cleaning of surface areas in the bathrooms during lunch time. Cafeteria bathrooms will be cleaned after before - school program and after lunch. Floor will be washed after lunch period.
- Nightly cleaning includes: wiping with bleach mixture each classroom desk; light switches; door handles; railings in the hallways; handles on staircase entry and exit doors; mopping of floors;
- If positive case develops, State protocols will be followed. Custodian will wait 24 hours and then proceed with disinfecting per guidelines. Supt will be notified immediately if a case develops.
- Main office has been fitted with plexiglass shields around the secretary's desks. Visitors will remain in the vestibule area behind glass. These areas will be wiped every evening.

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

- Students will be required to wear face masks when entering the building and traveling throughout the building.
- Face masks must be worn in the classrooms, hallways, restrooms at all times.
- Students will be allowed to remove the masks when seated during instructional time and while eating lunch. Social distancing will be in place while masks are not worn.
- Special needs students who can't wear masks will maintain social distancing and alternative options will be explored

• **Reviewing and updated the Emergency Contact Plan**

- Parent alerts are sent through FACTS via email and text message.
- Notices will be sent home to parents asking them to update their current information.
- Teachers will update Class Dojo and Google Classroom pages to allow for parents to acknowledge receipt of important notices.
- Blue cards will be updated at the beginning of the school year asking for multiple contacts in case of emergency.
- Periodic reminders will be sent through Option C and social media reminding families to update their contact information.
- Parents will be instructed to contact the school if their child will be absent. Follow up calls will be made.

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

- Families will be instructed to refer all COVID19 related questions to the Principal's email.
- Orientation meetings for families will be conducted using zoom with breakout rooms for each homeroom teacher to speak to their individual families.
- Families will be reminded to call the school if the child is absent. If no call is received and the child does not report, a staff member will contact the family and record the reason for absence.
- All parent meetings will take place via Zoom for this school year. Individual Zoom meetings to discuss progress reports and report cards will be scheduled with the individual teachers.