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**Diocese of Rochester
Department of Catholic Schools**

Holy Cross School

2020-2021 Reopening Plan

July 2020

General Information:

Name of School: Holy Cross School

Address:

4488 Lake Ave,
Rochester NY 14612

BEDS Code:
261600166178

Principal:
Thomas J Verzillo

PARTY RESPONSIBLE FOR REOPENING

Name:
Thomas J Verzillo

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Intended Start Date: September 1, 2020

Date Plan Submitted: July 31, 2020

Name and Title of Person Submitting Plan:
Thomas J Verzillo, Principal

Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

Developing This Plan:

The Holy Cross School Reopening plan was developed by:

- Janet Holleran (5th Grade Teacher)
- Sara Malahosky (2nd Grade Teacher)
- Steve Oberst (Interim Principal)
- TJ Verzillo (Principal)
- Martha Grant (Teacher in Charge)
- Leslie Gonzalez (School Counselor)
- Father William Coffas (Pastor)
- Father Joseph Martuscello (Parochial Vicar)
- Denise Ytreberg (Parent & Parishioner)
- Dan Leitten (Director of Finance)
- William Magar (Magar Property LLC)

1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

Capacity: Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation

Holy Cross School will prioritize full in-person instruction. Classes will be divided and located in spaces that can accommodate appropriate social distancing. Personal protective equipment will be provided for faculty, staff, volunteers, visitors, and students.

Room	Tentative Grade	Square Footage	36 sq ft/person
ECC Building	Pre-K	1280	35
101	Pre-K	1300	36
102 & 104	K, K	650	18
106 & 108	1st, 1st	675	18
107 & 109	2nd, 2nd	810	22
213 & 216	3rd, 3rd	750	20
113 & 116	4th, 4th	750	20
207 & 209	5th, 5th	810	22
210	6th	702	19
110	Technology	702	19
112	Library	702	19

Social Distancing: *Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities*

- Students will be divided into classrooms that can physically accommodate appropriate social distancing.
 - Each class will be its own cohort and will limit exposure to other classes.
 - Students will sit at their own desk, spaced 6 feet apart
- Shared Spaces
 - There will be a schedule for outdoor recess so only one class is in an area at a time.
 - Students will eat breakfast and lunch in their classroom.
 - Hallways will be marked to show the flow of traffic and encourage social distancing.
- Arrival & Dismissal
 - During arrival, bus students be dropped off at a separate door and use a separate stairway.
 - During dismissal, busses will be called one at a time and students will use a separate stairway to exit and board their bus.
 - Students who are picked up by an adult will be called in staggered format to limit the number of students in the hallway.
- Other Teachers
 - Specials area teachers will hold classes in the students' homerooms when possible
 - Teachers who visit multiple classrooms will wear masks and maintain social distancing.
 - Students who receive special education and related services can leave the room to work with their small groups. These students will wear masks and maintain social distancing.
- School volunteers and visitors will be limited.

PPE and Face Coverings: *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

- Appropriate face coverings include washable or disposable masks with at least 2 layers of cloth that cover the mouth and nose
- Face coverings are required for all faculty, staff, volunteers, visitors, and for Kindergarten-6th grade students
 - Pre-Kindergarten students should wear face coverings and maintain social distance when realistic and as developmentally appropriate
 - Pre-Kindergarten students will wear face coverings in hallways and in shared spaces outside of the classroom.
- Face coverings are always required in the hallways and when moving around the school and school grounds.
- Face coverings are required when students are riding the bus
- Face coverings may be removed when students are at their desks, 6 feet away from all other persons

Operational Activity: Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

Instructional Program Options:

In Person Instruction: All students will attend school 5 days a week. The number of students in the classroom cannot exceed the square footage required to maintain appropriate social distancing (allowing students to stay 6 feet apart during instruction). Students will work in self-contained classrooms. Students will have the opportunity to use online learning platforms in class so they are familiar with them should distance learning have to begin.

Hybrid Model: Students will be physically present in school on preassigned days. Virtual and distance learning will take place on alternate days. Students will be assigned “A” or “B” or “C” groups. Students in “A” group will attend school on Mondays and Wednesdays. Students in the “B” group will attend school on Tuesdays and Thursdays. Students in the “C” group will attend school Monday, Tuesday, Wednesday, and Thursday. The “C” group should be reserved for student considerations (i.e. ELL/ESOL students, students with IEPs or 504 plans) for whom in-person learning has been prioritized. At the end of their in-person day students will be given their independent learning assignments for the following day. The expectation is that students will complete their assignments as if they are in school. Independent learning assignments will be engaging, meaningful, and can be graded.

Distance Learning: There will be a structured daily schedule that is within the framework of the standard elementary school day. Related Arts (Art, Technology, Music, and Physical Education) will be included. Students will have real time instruction with a NYS certified teacher. Students will be provided with digital coursework through online learning platforms including Google Classroom and i-Ready. Teachers will meet with students in large groups and small groups.

Classrooms:

- Classroom setup:
 - Classrooms will have individual desks for students spaced 6 feet apart from each other so students do not need to wear their masks while receiving instruction at their desk
 - Other furniture may need to be removed from the classroom to make room for these desks
 - If there is space, teachers may keep a table for small group instruction. Small group instruction must have dividers and masks for the participants.
- All shared “soft” materials must be removed from the classroom (bean bag chairs, pillows, etc.)
- Teachers will limit the sharing of objects and equipment, such as toys, games, and art supplies.
 - Teachers or staff will clean and disinfect shared materials between uses

Cafeterias:

- Currently the cafeteria will not be used for eating meals.
 - Students will eat lunches in their classrooms
 - Students are encouraged to bring their own lunches to school.
 - Staff will deliver lunches to the classrooms for students getting school lunches.
- The cafeteria can be used for related service providers to deliver services to students receiving Physical Therapy, Occupational Therapy, Speech, or Special Education.
 - The provider of these services will be responsible for disinfecting the area used after their session.
- Before and Aftercare will use the cafeteria for their program.
 - Students must be kept in small groups based on grade levels
 - Students may use the cafeteria tables or sections of the gym with their groups
 - Students must wear masks or keep 6 feet apart
 - Staff should limit the use of shared materials.

Gymnasiums and Worship Spaces

- Physical Education can take place in the gymnasium
 - Students will be required to keep 12 feet apart from each other during PE
- Aftercare can use the gymnasium for their program
 - Students must be kept in small groups based on grade levels to limit cross contamination
 - Students must wear masks or keep 12 feet apart
- We will continue to follow Diocesan policy concerning capacity in the church.
 - School masses can be live streamed for students to watch from their classrooms.
 - Persons who do attend mass in person will wear masks and observe social distancing guidelines provided by the CDC, Department of Health and the Diocese of Rochester.

Outdoor Play Spaces:

- There will be a rotating schedule for our outdoor field areas and/or playground so a limited number of students use the areas at one time.
- The playground and shared play equipment will be sanitized in between uses.

Spaces Where Other Groups Congregate:

- The desks in the office will be equipped with plexiglass dividers.
- Visitors to the office must wear masks and keep 6 feet apart.
- Hallways will be marked with floor decals to regulate the flow of traffic and remind students of social distance.
- Hallways must be cleared of all obstructions.

Restart Operations: *Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable*

- Holy Cross School has used the summer months to clean and disinfect all areas of the building to make it safe for the re-start of the school year.
- Water is available throughout the building
 - Water fountains will only be used to refill water bottles
 - Students and staff are asked to bring refillable water bottles to school.
- Ventilation and water meet state requirements.

Hygiene, Cleaning, and Disinfection: *Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds*

- Cleaning will occur throughout all school days in all campus buildings by 1-2 full-time employee(s) from Magar Property LLC.
 - Frequently touched surfaces across school campus, including but not limited to restrooms, railings, door knobs/handles, tables, etc.
- Faculty and staff will regularly clean and disinfect frequently touched surfaces and any shared materials in the classroom throughout the day

Extracurriculars: *Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming*

Any group that uses the school building is responsible for properly disinfecting the shared space after their use. They must provide their own materials and supplies and maintain proper social distancing and follow safety protocols.

Before and Aftercare: Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

- Before and Aftercare programs will use the cafeteria and gym areas.
- Students will be placed into small groups by class.
- Students will wear masks or keep 6 feet apart (in cafeteria) or 12 feet apart (in Gymnasium)
- Staff will limit the sharing of objects and equipment, such as toys, games, and art supplies.
- Staff will clean and disinfect materials between uses.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

Families who are at an increased risk or are uncomfortable returning to school in-person will have the option to participate in online learning. Students will be provided with digital coursework through online learning platforms.

To the degree where it is possible, faculty and staff will be given the option to telework and be provided the support of an in-person staff member to present the instruction.

Accommodations will be offered for students that provide appropriate documentation for a need for a modification for PPE/social distancing.

Transportation: Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

- Our school is committed to making sure our students follow the procedures set forth by the public school district providing transportation.
 - School districts will bus Holy Cross students for days we are in session
- Families are encouraged to transport their students to and from school.
- Students who take the bus are required to wear acceptable face coverings and maintain appropriate social distancing.
 - Students from the same families may sit together.
- Students will use hand sanitizer when entering and exiting the school bus.
- There will be health screenings when students arrive at school in the morning.

Food Services: *Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)*

- Students will eat breakfast and lunch in their classrooms
 - Staff will deliver school meals to the classroom for students who do not bring a lunch from home
- Students will sanitize their hands before and after lunch
- Students will eat at their desks
 - Desks will be wiped down prior to eating
 - Desks will be 6 feet away from other persons

Mental Health, Behavioral, and Emotional Support Services and Programs: *Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff*

- The school counselor will work with classroom teachers to help meet the needs of the students.
- Teachers will receive training through the Children's Institute: Whole Child Connection program.

Communication: *Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary*

- All communication must relate to the guiding principle that the health and safety of our students, families, and staff is our top priority and remind stakeholders that all plans are subject to change with the changing local circumstances.
- The school principal will establish and continue regular communication with local/state health authorities, public school district personnel, and school stakeholders: students, parents/guardians, school staff, parish staff, parishioners, and public school partners.
- Whole school communications and updates will be provided through e-mail, the school website, and school Facebook page.
- Input from school stakeholders through the use of surveys and other correspondence must be considered when finalizing plans for reopening. An initial survey was sent out in June 2020 and responses helped guide the development of the re-opening plan. The re-opening task force will survey stakeholders again after 1st semester. The results will be analyzed by the school task force team.
- In the event of a case confirmed in our school, school administrators would need to contact: Monroe County Department of Public Health, 111 Westfall Road, Room 952, Rochester, NY 14620; Phone: 585 753-2991, Fax: 585 753-5115
- The school office will keep records and sign in sheets for contact tracing purposes on file.

2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

Screening: *Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors*

- All families must turn in daily certification form for students certifying they do not have or have recently had any COVID-19 symptoms
 - The form will be available digitally for parents/guardians to submit
- Staff members will meet students getting off the bus at a specific entrance for temperature checks and health screenings, checking for COVID-19 symptoms.
 - Students who pass the health screening will report directly to their classrooms using a specific staircase and route.
 - Students who exhibit COVID-19 symptoms will report directly to the isolation room and the office will be notified. The student's parent/guardian will be contacted and asked to pick up the student.
- Staff members will meet students being dropped off at a specific entrance for temperature checks and health screenings, checking for COVID-19 symptoms.
 - Parents will drive to the door one at a time and students will be met by a staff member for their health screening.
 - Students who pass the health screening will report directly to their classrooms using a specific staircase and route.
 - Students who exhibit COVID-19 symptoms will remain with the parent/guardian dropping them off.
- Pre-Kindergarten arrival will be staggered so they arrive after the whole school arrival.
 - Students will be met at the front door of their building during drop off for temperature checks and health screenings, checking for COVID-19 symptoms.
 - Students will be admitted if they do not exhibit any COVID-19 symptoms.
- All mail and delivery persons will be met at the buzzer door so they do not need to enter the building.
- The school will limit the presence of volunteers for classroom activities.
 - All persons who come in the building must wear a face covering and report directly to the main office to fill out COVID self-certification for contact tracing purposes.
 - Before entering the building they must be asked via intercom a series of screening questions to confirm they do not have any COVID-19 symptoms and that they are wearing a face covering
- Students being picked up early will be escorted to the buzzer door when their parent/guardian uses the intercom to inform the office that they have arrived.
- Faculty, staff, volunteers, and visitors need to fill out the "Self-Certification Form" and turn it into the school office. The office staff should note on the form what classes the person is interacting with if it is a visitor not normally in the building. These forms will be filed daily for contact tracing purposes.

Testing Protocols: Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school

- Holy Cross will provide contact names and numbers for parents, visitors, contractors and or vendors for the local department of health to follow-up with concerns about contact with COVID-19
- Holy Cross will advise parents to take their children who are experiencing symptoms of COVID-19 to their medical health care doctor.
- Holy Cross will follow the established school re-entry protocols for returning students and staff.

Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed

- Holy Cross will provide anyone who fails the temperature check or health screening with a list of local providers who administer COVID tests, name and number of the local hospitals.

Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- Holy Cross School will monitor the numbers of COVID related illnesses in the building and in the community.
- Holy Cross follow reporting requirements and make evaluations as to the need for making adjustments to in-school instruction for the individual classrooms and school.
- Holy Cross administration will monitor emails and other communications for data regarding local numbers of COVID cases.
- Holy Cross administration will communicate regularly with stakeholders and keep them informed of how the changing local COVID-19 situations may be affecting the Holy Cross community.

3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

School Health Offices: *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

If a student develops symptoms the school nurse will come to the student to evaluate and take them to the isolation room if necessary.

- The school nurse will be provided with appropriate PPE
- If the school nurse decides the student go home the office will contact the parent/guardians to pick up the child
- Holy Cross school will follow appropriate cleaning/disinfection protocols for the affected classroom
- Faculty/Staff that develop symptoms during the school day should be sent home and Holy Cross office will find replacements for that faculty/staff member

Isolation: *Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff*

- Holy Cross School will have an "isolation room" for any students or staff that develop COVID-19 symptoms during the school day
 - The room will have space for any people inside the room to maintain 6 feet distance (minimum) from each other
 - Appropriate face coverings and PPE should be worn in the isolation room
 - The school nurse will be provided with appropriate PPE to care for individuals in the isolation room
- Holy Cross office staff will contact the parent/guardians of students sent to the isolation room to pick up student

Collection: *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

- If a student develops COVID-19 they must be picked up by a parent or legal guardian
- When the parent/guardian arrives to pick-up the ill student they will call the main office and inform them they are available for pick-up. The student will be escorted to the door and transferred to the person picking them up.
 - Parent/Guardian will not come into the building.
 - Parent/Guardian will be advised that the student or staff member should contact a medical health care provider.
 - Parent/Guardian will be provided the established guidelines for re-entry to school.

Infected Individuals: Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

- Holy Cross School must receive documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation per contact tracing procedures.
- SYMPTOMATIC staff/student with POSITIVE COVID-19 TEST: Out of school for 10 days, can return once they are free from symptoms AND must be at least 3 days fever free (without medication) AND improving respiratory symptoms (cough can persist but should be improving)
 - Any siblings or family members in the same household of a positive test student/employee must be out of school for 10 days from the last day of physical contact.
 - In addition to the school health plan, parents/guardians will work with the school on a plan for the students' return to in-class instruction.
- SYMPTOMATIC staff member/student NOT TESTED (per physician's recommendation to not test): Out of school for 10 days, can return once they are free from symptoms AND at least 3 days fever free without medication and improving symptoms.
 - Any siblings or family members who have been in contact with a symptomatic student/employee showing:
 - Symptoms: Must also be out of school for 10 days and 3 days fever free (without medication)
 - No symptoms: May come to school if they pass all screening protocols
- SYMPTOMATIC staff/students determined to have an alternative cause of illness: May return with a doctor's note, resolved symptoms and fever free for 3 days WITHOUT medication.
 - No symptoms: May come to school if they pass all screening protocols
- SYMPTOMATIC staff member/student with NEGATIVE COVID-19 test: Out of school until fever free for 3 days without medication AND improved respiratory symptoms.
 - Test results will need to be given to the office prior to return to school.

Exposed Individuals: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department

- EXPOSED and ASYMPTOMATIC staff/student: Out of school for 14 days from last exposure if remains asymptomatic.
 - If a staff member/student becomes symptomatic: exclude from school for 10 days AND fever free for 3 days without medication AND symptoms improving.
 - A negative COVID test does not clear student or staff member for early return if exposed and asymptomatic
 - The sibling or family member may return to school once a plan has been made with the school for safe return.

Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

- In case of a positive COVID-19 case Holy Cross School will follow protocols set forth by DOH and CDC for cleaning and disinfection
 - The affected area will be closed off and will not be used until after cleaning and disinfection
 - Wait at least 24 hours before cleaning and disinfecting
- Faculty/staff/families of the affected area(s) will be notified so the areas can be cleared

Contact Tracing: Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies

- Holy Cross School will notify the state and local health department upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- In the case of an individual testing positive, Holy Cross will maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.
 - Holy Cross office staff will have records of individuals in the building that would have had contact with the affected person
 - Confidentiality will be maintained as required by federal and state law and regulations.

Communication: Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community

Holy Cross School will promptly communicate through e-mail the safety procedures taken with cases of suspected or confirmed cases of COVID-19 to all stakeholders involved, using appropriate HIPPA policy.

4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

Closure triggers: *Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure*

- A positive COVID-19 test result would trigger a closure of the cohorts affected.
 - Holy Cross office staff will maintain records for contact tracing
- All or some cohorts at Holy Cross School may temporarily move to online/remote learning at some point throughout the year, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools of the Diocese of Rochester

Operational Activity: *Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel*

- Holy Cross School will follow daily building protocols for monitoring for illness and communication procedures for informing building personnel and families of the need for temporary changes in the mode of instruction
- In-Class instruction may change to online/remote learning should the data indicate a need because classroom incidence and or local community needs warrant the change.
 - Instructional staff will provide online/remote instruction.
 - Schedules for instruction at the various levels will be shared through email
- The building will be closed to all students and staff in the event of a school closure.
- The building will re-open and in-class instruction will resume per Local Health Department and the Diocese of Rochester's permission.

Communication: *Plan to communicate internally and externally throughout the closure process*

- Internal Communication
 - Holy Cross Principal will communicate daily through virtual staff meetings, emails and socially distanced in-person meetings with building staff on any concerns of illness that may develop and follow the established protocol for sick staff and students.
- External Communication
 - Holy Cross Administrative Staff and School Advisory Team will communicate weekly (daily as necessary) through media, newsletters, emails and phone calls regarding any changes in the status of in-school instruction to Holy Cross stakeholders (e.g. parents, Diocese, Public School District, Local Public Health, etc.)