



St. John the Baptist School- Kenmore, NY

Reopening Plan 2020-2021 School Year

Teaching Minds, Touching Hearts, Transforming Lives

Administration & Building Support Staff

Father Michael Parker, Pastor
Jenny Bainbridge, Principal, COVID Safety Coordinator
Mary Makar, Vice Principal
Michelle Salemi, Director of Advancement
Sarah Richardson, School Support Specialist
Jennifer Crawford, Office Manager
Cheryl Braunscheidel, Office Support Staff
Francine Mergl, Task Force Documentation Support
Bryan Mertz, Custodial Foreman
Matthew Krygier, Custodian

Building/Facilities Task Force

Angel Panowicz, Coordinator/Teacher/Afterschool Director/Parent
Cheryl Braunscheidel, Office Support Staff
Amber Breyer, Teacher
Katelyn Salerno, Co-Teacher/Parent
Laurie Krygier, Co-Teacher/Before School Care
Mary Ann Murphy, Cafeteria Manager
Jennifer VanSchoonhoven, R.N., Nurse/COVID Safety Coordinator
Robert Vorburger, Teacher



St. John the Baptist School- Kenmore, NY

Distance Learning Task Force

Hannah Fye, Coordinator/Teacher

Melissa Christy, Teacher/Parent

Brittney Gallagher, Teacher

Patrcia Misso, Teacher

Samantha Testa, Co-Teacher/Summer Camp Director/Parent

Instructional Task Force

Melissa Richey, Coordinator/Teacher/Parent

Tracy Breinlinger, Teacher

Jennifer DiVito, Co-Teacher/Parent

Deborah Grosskopf, Teacher

Johanna MacDonald, Teacher/Parent

Task Force Meetings

In early June, the administration began to seek out the help of faculty and staff interested in assisting to formulate plans for the upcoming school year. Under the guidance of Father Michael Parker and the Board of Trustees, three task forces were formed consisting of nursing staff, teachers, office staff and cafeteria staff. Beginning June 25th, St. John the Baptist School held weekly task force meetings to collaborate on a reopening plan for the 2020-2021 school year. Mrs. Jenny Bainbridge, Mrs. Michelle Salemi, Miss Hannah Fye, Mrs. Melissa Richey and Mrs. Angel Panowicz led meetings each week with the option to attend either in person or via Zoom. As this is a fluid and ever changing situation, our task force will continue to meet weekly.



Table of Contents

Communication

Student Arrival

Dismissal

Instruction/Evaluation

Classrooms

Use of Restrooms

Lunch

Gymnasium

Specials

Church

Outdoor Space

PPE

Sanitation/Disinfection Protocol

Access into the Building

Transportation

Facility Use Outside of School Day

Mental Health, Emotional Support

Safety Drills

Monitoring the Health of Students, Faculty and Staff

Screening

Travel

Protocol for Collecting Information Regarding COVID-19 Cases

Reporting Non-Compliant Instances

Containment

Confirmed Cases of COVID-19

Contact Tracing

Instruction if Quarantine is Necessary

Special Education

Shutting Down if a Serious Outbreak Occurs

Shutting Down if Required by Governmental Agency

Plan for Continuation of Program Under Shutdown

Hybrid Model

Expectations of Teacher

Digital Programs for Staff Development

Virtual Activities/Clubs

Afterschool Care Program

Sports/Extracurriculars



St. John the Baptist School- Kenmore, NY

Introduction

St. John the Baptist School (SJS) is committed to keeping the health and safety of our students, faculty/staff and families a priority. SJS will adhere to the requirements, recommendations and safety guidelines put forth by the Center for Disease Control and Prevention (CDC), the Department of Health (DOH), the NYS Education Department and the Diocese of Buffalo. This document may be altered and adapted to continue to meet the requirements, recommendations and guidelines set forth by the above agencies mentioned.

St. John the Baptist School's goal for the 2020-21 school year is to meet for in-person instruction five days per week at 100% occupancy. In the event that SJS is unable to return for full in-person instruction SJS has created two alternate models. With this extremely fluid and ever changing situation, SJS is prepared for any and all three scenarios to play out at any point in the year.

These models include:

1. In-person Instruction
2. Distance Learning
3. Hybrid Instruction

SJS understands there are many concerns regarding the safety of those at high risk. If the building is open for five days of instruction, SJS hopes to offer families the option to utilize the distance learning model if it better suits their needs.



St. John the Baptist School- Kenmore, NY

Reopening the School Building

***This is a fluid and ever changing situation. This document will be updated frequently and released on an as needed basis.**

<p>Communication</p>	<ul style="list-style-type: none"> -St. John’s administration consents to reviewing and understanding the state issued guidelines and will submit our school’s reopening plan to appropriate agencies within the required timeframe. -The administration has consulted with many community members of St. John the Baptist School, including but not limited to Father Michael Parker, the faculty/staff, parents, school stakeholders and alumni, as well as the Board of Trustees while devising reopening plans. SJS worked closely with local health officials including our school nurse, Jennifer VanSchoonhoven and other various health advisors of the Kenmore-Town of Tonawanda Union Free School District. In addition, administration collaborated with other area private schools. -SJS will be updating the website as information is released. -Weekly Wednesday emails will remain constant. Parents are asked to ensure that their email address is current and on file with the main office. -The school will be utilizing Google Classroom as a means of communication between teachers/students/parents from the start of the school year. Parents may choose to receive email notifications directly from the Classroom account in an effort to stay updated and current on any pertinent information. -Students, faculty/staff and families will be trained on remote learning platforms the school will be utilizing at the start of the school year. Students/teachers/families will demonstrate their understanding of the programs to eliminate any disconnect in the learning process throughout the school year. -SJS will hold training sessions for all students, faculty/staff regarding proper hand washing and sanitizing techniques. SJS will discuss face coverings, social distancing and hygiene practices. -Students, faculty/staff will be frequently reminded through verbal/written communication and signage to remain in compliance with the CDC and DOH Guidelines regarding the use
-----------------------------	--



St. John the Baptist School- Kenmore, NY

	<p>of PPE, specifically acceptable face coverings, especially when you cannot maintain social distancing.</p>
<p>Student Arrival</p>	<ul style="list-style-type: none"> -ALL students and parents/guardians must wear masks/face coverings upon arrival/drop off to school. -Parents/Guardians are encouraged to maintain social distancing as much as possible for arrival/drop off to school. -Students must wear masks when entering the building/proceeding to the classroom. -Students who arrive between 7:00-7:15 a.m. will report to the cafeteria, where they will be seated with any students from their homeroom with 6 ft of physical space between them. - These students will enter at the Belmont Ave. doors and will receive a daily thermal temperature check and COVID screening before entering the building. -Once the student is cleared to enter the building they will sanitize their hands and head directly to the cafeteria. They will place their personal belongings (backpack/jacket) on the back of their chair and keep anything else with them at their seat. - Students entering after 7:15 am will go directly to their classrooms. -Students will be entering the school at one of four points of entry. -The point of entry will be assigned to each student prior to the start of the school year and will be determined by the location of their individual classroom. - The first day of school, faculty and staff will instruct students on social distancing and COVID-19 safety procedures. -Each class will also be assigned a designated route and stairwell in accordance with their location in the building. This will help with the flow of traffic and limit mixing of cohorts (based on homeroom groups whenever possible.) -Signage and colored arrows on the floors will aid the students in understanding traffic patterns.
<p>Dismissal</p>	<ul style="list-style-type: none"> -If possible, it is recommended that parents wait in their vehicle for their child/ren until it is their dismissal time. -Students/Parents must adhere to physical distancing guidelines. -Students/Parents must wear masks/face coverings for dismissal



St. John the Baptist School- Kenmore, NY

	<p>and while they remain on school grounds.</p> <ul style="list-style-type: none"> -Dismissal doors will be assigned prior to the first week of school. <i>These are tentative times. We will adjust as necessary.</i> -We will dismiss in groups: <ul style="list-style-type: none"> 1:50- Prek 3/Prek 4 2:00- Bus Dismissal 2:10- K- 3rd Grade 2:20- 4th-8th Grade -Classes will remain physically distant from each other during dismissal and will be assigned an outdoor location to dismiss from. This information will be released to families prior to the first week of school.
<p>Instruction/ Evaluation</p>	<ul style="list-style-type: none"> -The teachers of St. John’s School will be assessing/evaluating the academic needs of students at the start of the school year. -Teachers will utilize the Star Testing program in various areas of assessment including reading, math and literacy. This will allow the teachers to get a better understanding for each student’s individual needs moving forward. -Teachers will be diligent in this assessment especially due to many concerns of students, parents, and teachers as a result of the abruptly altered school year due to COVID. -Teachers will be in continuous communication with parents regarding their child’s progress and any concerns of parents should be brought to the immediate attention of the teachers. If deemed necessary arrangements will be made for tutoring/extra help.
<p>Classrooms</p>	<ul style="list-style-type: none"> - The instructional Program will be in-person, five days per week for students. - Classrooms have been reconfigured to allow for 6 ft of space between students’ desks; other classrooms may be repurposed for alternate use. -In accordance with NYS Guidelines, a classroom’s square footage will determine the class size of that particular room. If findings reveal a room fails to meet these regulations the location of that cohort will be reconfigured accordingly. <i>-Class sizes will be capped based on an individual classroom’s square footage and the ability to maintain 6 ft of social distancing.</i>



St. John the Baptist School- Kenmore, NY

- All unnecessary furniture will be removed to allow for social distancing.
- Shared classroom toys or resources such as math manipulatives will be removed until further notice.
- Individual cohorts will be able to use non-porous classroom toys/learning manipulatives. These items will be sanitized following use each day.
- Every student will have their own art supplies for use during the year.
- Students will keep all supplies in desks or designated areas labeled with their name.
- Markings on the floor in each room will indicate where the desks will stay to maintain physical distancing.
- Faculty and staff will be wearing face coverings for the entirety of the school day.
- Students will remain in individual cohorts throughout the school day whenever possible.
- If students can not maintain 6 ft of physical space they will wear face coverings.
- SJS strongly recommends that students wear a lanyard attached to their masks to ensure that no one drops or loses a mask at any point throughout the day. This will be convenient when a class is heading to an assigned bathroom time or anywhere in the hallway they may need to wear their mask.
- All classes will have designated times when they will leave their classrooms to limit the amount of students in the halls at one time.
- When traveling throughout the building there will be specific routes/stairwells assigned.
- Routes/stairs will be clearly marked with color coded tape. This will help to eliminate any confusion.
- Social distancing markers will be placed in areas where lines may form. This will be a friendly reminder to students, as well as faculty, to remain physically distant at all times.
- Windows and doors will be open to increase ventilation, weather permitting.
- Students are encouraged to dress in layers throughout the winter months.



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> -Window fans will be used to exhaust air out of the room. -SJS will be updating to Merv 8 filters in the HVAC System. -Students will use hand sanitizer when entering/exiting the classroom.
<p>Use of Restrooms</p>	<ul style="list-style-type: none"> -Cohorts will have an assigned bathroom that they will use each day. -While in line for the bathroom students will maintain social distancing. -There will be a strict bathroom schedule allowing for multiple trips for each cohort per day. -There will be no more than one cohort in a hallway at any given time. -Restrooms will be sanitized regularly throughout the day. -If a student has to use the restroom outside of one of their assigned bathroom times, they will be sent to the nurse's office as she can properly sanitize following use.
<p>Lunch</p>	<ul style="list-style-type: none"> - Class lunch count will be done electronically to eliminate students traveling to the cafeteria. -Lunch accounts must be prepaid or in a clearly labeled envelope each day. Loose cash will NOT be accepted as payment for lunch. -Students will eat in their classrooms while maintaining social distancing. -Sanitization of the tables/desks will take place prior to the arrival of food and immediately following lunch in the classroom. -Students will thoroughly wash hands before and after lunch. -Purchased lunches will be pre-packaged and delivered daily to accommodate the students eating in their classrooms. - Utensils will be wrapped and single use condiments will be used. - Students should bring water bottles for daily use. -School drinking fountains will not be in use. Water bottles can be refilled at either of our three touchless water bottle refill stations. Classes will have assigned times when they will travel to refill water bottles. -Cafeteria staff will wear masks and gloves at all times. -Snacks will still be available daily. If a student is choosing to purchase a snack it needs to be clearly labeled on a plain white



St. John the Baptist School- Kenmore, NY

	<p>envelope and turned in each morning with lunch orders.</p> <ul style="list-style-type: none"> -Snack options will be disclosed closer to the first week of school. -Snacks will be individually packaged. -Food and drink sharing is not permitted. -Students are not required to wear masks while eating. -Rotational schedules are being assigned to various faculty members to assure that all teachers, faculty and staff receive the proper breaks/lunches in accordance with the NYS Department of Labor. -St. John the Baptist School will be a completely PEANUT/TREE NUT FREE Facility for the 2020/2021 school year. -Individual classrooms will designate allergy tables/desks on an as needed basis to accommodate for other allergens that may be prevalent in the classroom. All classroom layouts will be approved by Jennifer VanSchoonhoven, R.N.
Gymnasium	<ul style="list-style-type: none"> -Students will wear their gym clothing to school to eliminate the need for changing in the locker rooms. -Students will maintain 6 ft of physical distance in the gym and 12 ft for aerobic activities. -Markings on the gym floor will show 6 ft/12 ft distancing. -If unable to maintain 6 ft, students will wear face coverings. -PE Class will take place outside (weather permitting) in designated areas for as long as possible into the school year. -The focus will be on individual activities, skills, non-contact games. -The main curriculum will focus on health and wellness. -There will be time spent on student mindfulness and the importance of social and emotional well being. -Equipment and surfaces will be sanitized between classes following the protocols as listed below (Sanitation/Disinfection Protocols).
Specials	<ul style="list-style-type: none"> -Other than PE, Special teachers will travel to classrooms for daily lessons. -Teachers will have masks on at all times. -Art on a Cart will travel to each room with individualized lessons specific for each cohort and will utilize the students' individual classroom materials.



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> -Library will travel with a small bin of books specific for each grade level. Any books turned in each week will stay in a return tote for 72 hours before being reshelved. -Computer will travel with a Chrome Cart and will sanitize after each use. -Due to the restriction on Music instruction as a result of COVID-19 and space constraints (requirement to maintain 12 ft of physical distancing) SJS has temporarily paused formal Music instruction. -All protocols regarding sanitation will be followed pertaining to the usage of any materials by the students.
Church	<ul style="list-style-type: none"> -At the start of the school year the students will attend Mass virtually. -Individual grade level cohorts will assist in hosting the mass as the school as a whole joins in virtually from their classrooms. -Further into the school year we will reevaluate the situation and may move Mass back to the Church. In that event the following protocols will be followed: <ul style="list-style-type: none"> -Maintain 6 ft of physical distance in the Church. -Seating is indicated by taped off sections of the church. -Limited number of students in each pew. -Church pews are sanitized each morning, after every Mass and in the evening. -Students will wear face coverings in Church. -Parents will be allowed to attend the in-person version of mass and will be notified ahead of time, however, WILL NOT be able to sit with their child. -A separate section of the Church will be designated for parents. 6 ft physical distancing is expected of families as well.
Outdoor Space	<ul style="list-style-type: none"> -Classes/individual cohorts will have designated outdoor space. -Classes are encouraged to have instructional time outside, weather permitting. -Outdoor classrooms will be set up on the SJS campus. -There will be designated recess time and space for each class to maintain 6 ft of physical space. Students will be given mask breaks when outside and maintaining 6 ft of physical distancing.



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> - If unable to maintain 6 ft distance, students will wear face coverings. -Students will sanitize hands before and after going outside.
<p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> -In an effort to prevent the spread of COVID-19, faculty and staff are required to wear face coverings/masks throughout the entire school day while interacting with students, or fellow faculty members. -Face coverings will be provided for faculty and staff. They may choose to wear their own if they'd like, disposable face coverings will be provided if anyone does not have one or needs a replacement. -Students will be required to wear face coverings, especially when physical/social distancing is not possible, including when students are seated at their desks in the classroom. -Desks will be arranged to maintain 6 ft of social distancing in Grades K-8. -Teacher directed mask breaks will be scheduled for a minimum of 10 minutes every hour while students are maintaining physical distancing at their desks. -Due to the nature of Pre-K and early childhood instruction, these students will not remain socially distant throughout the school day. With this in mind, our Pre-K students will wear masks for much of the day, especially when social distancing is not possible. MANY mask breaks will be provided to these students throughout the day. -Students will be instructed to bring their own face coverings and if they do not have one, a disposable one will be provided. -Students that are not medically able to tolerate face coverings, will not be required to wear one. Alternate accommodations may be made. (Parents must provide medical documentation.) -All students, faculty/staff are required to wear a mask any time they enter the hallway/bathroom, regardless of whether or not they are physically distant from others. -Administration has partnered with Brighton and Eggert Pharmacy and other local companies to bulk order PPE equipment, and will continue to work with them throughout the remainder of the school year. -Currently SJS has 2,000 disposable masks in stock with additional



St. John the Baptist School- Kenmore, NY

	<p>supplies on order.</p> <p>-School nurses PPE, including gowns, face shields, masks and gloves will be provided by the KTUFSD.</p>
<p>Sanitation/ Disinfection Protocols</p>	<p>-Hand sanitizers, wipes and similar acceptable cleaning products will be available in all classrooms, entrances, hallways and shared areas for faculty, staff and students.</p> <p>-Disinfectant wipes or other acceptable disinfectant products will be available for shared spaces and classrooms.</p> <p>-Students, faculty and staff will be continuously reminded to wash hands frequently and signage will be posted to indicate the same.</p> <p>-Regular cleaning and disinfecting will be conducted daily.</p> <p>-Sanitation logs will be located in all classrooms, the faculty lounge, offices, nurses office, and any other rooms in the building and will be filled out each time sanitation occurs. This will provide accountability and transparency of the schools compliance with the CDC, DOH, and NYS Guidelines.</p> <p>-Sanitation logs will be turned into the school office on a weekly basis and will be kept on file for the duration of the school year.</p> <p>-High touch areas will be cleaned and disinfected multiple times per day.</p> <p>-Faculty/staff will be in continuous communication with the administration responsible for maintaining the adequate supply of PPE required to meet the regulations set forth by the CDC and NYS Guidelines.</p> <p>-St. John the Baptist School is equipped with 26 misting hospital grade sanitation sprayers. This solution will be used each time a cohort exits a room, bathroom or any shared space. The solution dries and disinfects a surface in 10 minutes.</p> <p>-SJS will build staggered time windows into the day so there will be no cross-contamination of any surface areas, and to allow ample drying time of the sanitation solution between uses of any shared areas of the building.</p> <p>-Sanitation of all utilized spaces will be performed daily. The products will include, but are not limited to a hospital grade sanitation solution, disinfectant wipes and disinfectant sprays.</p> <p>-SJS has partnered with Brighton and Eggert Pharmacy and other</p>



St. John the Baptist School- Kenmore, NY

	<p>local companies to bulk order sanitation cleaners and solutions and will continue to work with them.</p> <p>-Currently SJS has two- 32oz refillable hand sanitizer pumps per classroom with an additional 12 gallons of alcohol based gel hand sanitizer, 1,200 gallons of hospital grade sanitation solution with additional supplies on order.</p> <p>-Regular cleaning and disinfecting will be conducted daily, at least three times per day per classroom.</p>
<p>Access into the Building</p>	<p>-SJS will not grant any visitors/parents access to the school building.</p> <p>-If a student/staff member is in need of emergency assistance, SJS will grant access to the school on a case by case basis.</p> <p>-SJS has a designated drop off area for any items coming into the building and a dropbox in the vestibule at the flagpole door that will be checked by office staff throughout the school day to prevent the need for visitors to be in the school building.</p> <p>-Parents/guardians bringing in forgotten items must do so following student arrival (after 8:00 am). Items may be placed in the dropbox or on the table in the flagpole foyer.</p>
<p>Transportation</p>	<p>-Transportation is provided by public school districts; SJS will adhere to their directives.</p> <p>-For specific questions please contact your local school districts transportation department.</p>
<p>Facility Use Outside of School Day</p>	<p>-School grounds will not be used by outside groups while children are in the building.</p> <p>-Any organization that uses the facilities after school hours will disinfect the classroom/shared space that is used by following the protocols that the school has in place. Building maintenance will disinfect classroom/shared spaces the following morning as well.</p>
<p>Mental Health, Emotional Support</p>	<p>-The Catholic Charities Social worker will provide professional development for faculty and staff.</p> <p>-The Counselor will help faculty and staff develop lesson plans for students regarding Social and Emotional health.</p> <p>-The Counselor will work directly with students in classrooms, groups and individually.</p>



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> -Positive behavior and good decision making will be reinforced. -Faculty, staff, students and parents will be educated on symptoms to identify mental health needs. -Good physical/mental health will be promoted.
Safety Drills	<ul style="list-style-type: none"> -Safety Drills such as fire drills, lockdowns and evacuations will be conducted as per NYS. -Faculty, staff and students will receive training on all safety drills. -Drills will be conducted while maintaining social distancing and wearing face coverings.

COVID 19 Compliance Committee

For the 2020-2021 school year we have created the **COVID 19 Compliance Committee**. Acting on this committee are Jennifer VanSchoonhoven, R.N., Katelyn Salerno, Robert Vorburger and Mary Makar. Prior to the start of the school year, a walk through will be conducted in order to finalize plan details. If at any point throughout the year the COVID 19 Compliance Committee observes anything that would compromise the health and safety of the school community, they will bring those concerns to the attention of Jennifer VanSchoonhoven, the COVID Safety Coordinator.

Monitoring the Health of Faculty, Students and Staff

Monitoring the Health of Students, Faculty and Staff	<ul style="list-style-type: none"> -Students, staff and faculty will have thermal temperature checks upon arrival daily as required by NYS. -Faculty and staff will be required to complete/answer a health questionnaire upon arrival to school each day. -SJS will have a designated area/room for faculty, staff and students who are sick or are displaying COVID-like symptoms at any point in the school day (COVID Response Room). -To date, the COVID Response Room will be located directly next to the Nurse's office, what was previously used for our Faculty Room.
---	---



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> -The Faculty Room will be moving to another room that is larger and will allow for physical distancing to give teachers and staff more space to spread out. -Parents are asked to keep their children home if they are ill. -Faculty and staff are asked to stay home if they are ill. -Faculty, Staff and students will be instructed proper hand hygiene, and reminded with prompts throughout the building. -Signage will also be posted to remind students of social distancing and the importance of face coverings.
<p>Screening</p>	<ul style="list-style-type: none"> -Each day, faculty/staff, and necessary visitors will be expected to answer the following statements: -Parents are to use the following questions to screen their children daily prior to arriving at school: - Periodically, students (and/or the student’s parent/guardian) will be screened with the same questions upon arrival to school: <ol style="list-style-type: none"> 1. Have you experienced any of the following symptoms in the last 14 days: Cough, Shortness of Breath or Trouble Breathing, Fever above 100° F, Chills, Muscle Pain, Sore Throat, New Loss of Taste or Smell, Nausea, Vomiting, Diarrhea? 2. Have you been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19? 3. Have you tested positive for COVID-19 within the last 14 days? 4. Have you traveled internationally or from a state identified per the New York State Travel Advisory in the past 14 days? <ul style="list-style-type: none"> -Anyone who responds “yes” to any of the health screening questions is expected to stay home and contact their health provider for further instructions. -Anyone who has symptoms of COVID-19, who reasonably believes they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to his/her supervisor and seek proper medical attention. -Individuals who were exposed (within 6 ft for a period of at least 10 minutes) to the COVID-19 virus must quarantine, even if they have



St. John the Baptist School- Kenmore, NY

	<p>not developed symptoms and have a negative COVID test before returning to in-person learning.</p> <ul style="list-style-type: none"> -Discharge from quarantine and return to school will be conducted in coordination with the Erie County Health Department. -As a precaution we will place thermal temperature scanners at each of the entrances of SJS. -All staff will be educated to observe students or other staff members for signs of any type of illness such as: <ul style="list-style-type: none"> -Flushed cheeks -Rapid or difficulty breathing (without recent physical activity) -Fatigue, and/or irritability -Frequent use of the bathroom -This education will be accomplished by mandatory training through an online platform of all staff including a hand-out placed in each staff member's orientation packet, hanging posters in each classroom noting the symptoms and additional direction by the school nurse at the introductory Faculty & Staff Meeting. -Additionally, online training material will be available for parents to access at home. - Faculty and staff are required to send symptomatic persons to the school nurse or other designated personnel to the dedicated COVID Response Room until the parent/legal guardian is notified and the student is picked up or otherwise sent home.
Travel	<ul style="list-style-type: none"> -Faculty, staff, students and parents will be advised to avoid unnecessary travel domestically and internationally. -Any faculty/staff member who knowingly travels to any area that NYS indicates is subject to a 14 day isolation will be required to self isolate and is not able to return to work until the 14 day period is up. -If a family travels to one of the areas NYS has designated as having travel restrictions, upon returning, the family must quarantine for 14 days before returning to school.
Protocol for Collecting Information Regarding	<ul style="list-style-type: none"> -Faculty, students and staff will be explicitly instructed not to come to work/school if they are experiencing COVID-like symptoms. -If faculty/staff or students are experiencing COVID-like symptoms while in school SJS will follow NYS guidelines and protocol.



St. John the Baptist School- Kenmore, NY

COVID-19 Cases	<ul style="list-style-type: none"> -While in school, if faculty/staff or students are experiencing COVID-like symptoms they will be sent home and instructed to contact their healthcare provider for further directives. -Faculty, staff and families will be instructed to inform the school administration if they are experiencing possible COVID-19 symptoms. -They may be instructed to have a COVID-19 test done and notify the school of the results in writing. -If a faculty/staff member or student receives a positive test, they must immediately inform the school's COVID Safety Coordinators. They then would be responsible for contacting the Erie County DOH. The DOH will conduct contact tracing and instruct any exposed individuals to quarantine as necessary. - Anyone that is affected by a COVID exposure will be notified immediately by one of the school's COVID Safety Coordinators. This is strictly confidential information.
-----------------------	---

Reporting

Reporting Non-Compliant Instances	<p>-In the event that a faculty/staff member, student, parent/legal guardian has witnessed the failure of compliance with the CDC or NYS Guidelines, they are to report this information to Mrs. Jennifer VanSchoonhoven, R.N. and Mrs. Jenny Bainbridge, COVID Safety Coordinators. They are not only responsible for reporting any non-compliance, but also resolving the issue.</p>
--	--

Containment

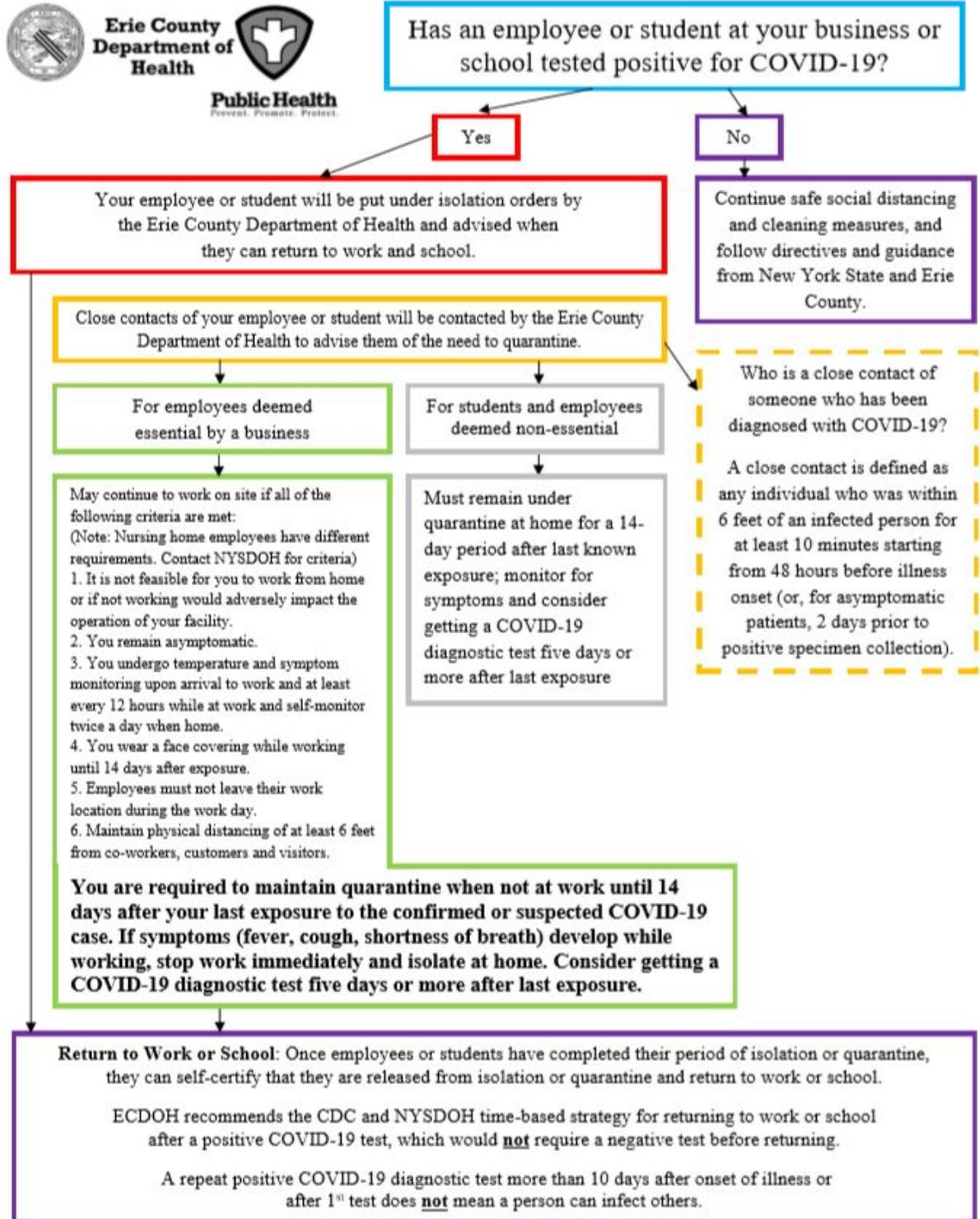
Containment	<ul style="list-style-type: none"> -If any faculty, staff member or student tests positive for COVID-19 SJS will comply with the Erie County DOH for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or a diagnosis of confirmed case of COVID-19. -Faculty, staff or students who have been in contact with someone who has tested positive, will follow Erie County DOH guidelines and
--------------------	--



St. John the Baptist School- Kenmore, NY

	<p>protocols.</p> <ul style="list-style-type: none"> -Faculty, staff or students that become ill during the school day will be isolated until they are picked up or leave the school building. -The COVID Response Room will be closed off for cleaning and disinfecting immediately.
Confirmed Cases of COVID-19	<ul style="list-style-type: none"> -If an individual in a classroom tests positive, we will follow the most recent Erie County DOH guidelines. Included in this reopening plan are the current guidelines as of August 7, 2020. -If there is a positive case within a household, any student in the household is required to contact their healthcare provider and self quarantine for 14 days. -This is strictly confidential information.
Contact Tracing	<ul style="list-style-type: none"> -If faculty/staff or students test positive for COVID-19, the school will share the information with the Erie County DOH and the Superintendent of Catholic Schools in order for them to conduct contact tracing. -The Erie County DOH will conduct contact tracing and instruct if quarantine is necessary.
Instruction if Quarantine is Necessary	<ul style="list-style-type: none"> -If a student needs to quarantine, instruction will be provided by the classroom teacher.

St. John the Baptist School- Kenmore, NY



This information is subject to change.

Revised 08072020

Additional information at www.erie.gov/covid19 or call the Erie County Information Line at (716) 858-2929.



St. John the Baptist School- Kenmore, NY

Special Education/AIS

Special Education	<ul style="list-style-type: none"> -Special education students will be required to attend school for instruction and follow all state mandates for school reopening. -In order for a child with an IEP to receive services from their district, they must be present in the school building to get those services. -SJS will still be providing AIS Services in small groups while still honoring physical distancing.
--------------------------	---

Closure

Shutting Down if a Serious Outbreak Occurs	<ul style="list-style-type: none"> -If there is a need to shutdown due to a serious outbreak, SJS will follow the directives of relevant state and local authorities. -SJS will communicate any information regarding shutdown with the school families directly.
Shutting Down if Required by Governmental Agency	<ul style="list-style-type: none"> -SJS will follow all directives from NYS regarding school closures. -SJS will transition immediately to distance learning. -SJS will be utilizing eLearning platforms from the first week of school to ensure a seamless transition to online learning without delay.
Plan for Continuation of Program Under Shutdown	<ul style="list-style-type: none"> -Should it be necessary to shutdown schools, the plan is to flow immediately into distance learning at all grade levels from Prek-Grade 8. Teacher/Student/Parent communication is crucial in this scenario. -SJS has established a distance learning plan. The details of this plan can be found on pages 27-30 of this document. -Faculty and staff will be utilizing Google Classroom, SeeSaw and EdPuzzle from the first week of school so that in the event of a shutdown classes will flow seamlessly into distance learning. -Teachers may also use additional platforms to enhance the learning environment such as Khan Academy, Freckle and Prodigy. -Faculty and staff will be trained on Google Classroom, SeeSaw



St. John the Baptist School- Kenmore, NY

	<p>and EdPuzzle prior to the first week of instruction.</p> <ul style="list-style-type: none"> -Students and parents will also receive training within the first month of school. -A detailed schedule for students and parents will be given for academic classes. -The schedules will be broken up between the primary, intermediate and junior high levels. This will ensure that the work load stays consistent across the board. -Teachers will create a schedule for office hours where they will be available without interference. -SJS will survey, call or email our families to ensure that everyone has access to online learning platforms and devices. -Families will be lent a device from school if they do not have access to one at home. -In this model teachers will take attendance daily. -Each class will have an assigned Google Meet time built into their schedule.
<p>Hybrid Model</p>	<ul style="list-style-type: none"> - If necessary, SJS is prepared to go to a hybrid schedule. -Students would attend on an alphabetical 50/50 schedule. -Mondays/Tuesdays the first half of the alphabet will attend in person with the other half at home working remotely. -Thursdays/Fridays the second half of the alphabet is in person while the first half does their school work from home. -Wednesday is kept for sanitation with everyone at home distance learning. -Learning platforms remain constant, eliminating any confusion while switching between school and home. -In this model teachers will take attendance daily.
<p>Expectations of Teachers</p>	<ul style="list-style-type: none"> -Teachers will be responsible for conveying to the students the expectations of the Health and Safety Guidelines of the Classroom environment. -Teachers will review the classroom expectations for in-person instruction, remote learning and our hybrid model. -Teachers will follow all instructional requirements as put out by the Diocese of Buffalo and the New York State Department of Education (NYSED).



St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> - Teachers must ensure that all lessons are aligned with the Diocese of Buffalo and NYSED standards. - Teachers must manage their assignments, grading and teaching platform, in accordance with the school’s guidelines. - Teachers will follow standard grading procedures for assignments & report cards. <ul style="list-style-type: none"> -Pre3-Grade 2: Rubric Grading -Grades 3-8: Numeric Grading - Teachers will review all grading criteria with each student. - Teachers must ensure that the content and delivery of their lessons are expressive of the academic program they are conveying. - Teachers will use a combination of videos, live class Google Meetings, and asynchronous learning opportunities. - Teachers will communicate with families and students frequently and as required. - Teachers will post student expectations for online learning to their Google Classroom.
--	--

Digital Platforms For Staff Development

Google Classroom	SeeSaw	Edpuzzle
Khan Academy	Freckle	Prodigy



St. John the Baptist School- Kenmore, NY

Extras

<p>Virtual Activities/Clubs</p>	<p>-Virtual clubs such as Spanish Club and STREAM Academies and Youth Ministry (B.A.S.E.); Be A Saint Everyday may be offered to families if the school is shut down and instruction is 100% Remote. This may offer the students a means of virtual interaction with their cohorts and other teachers to help maintain a positive and healthy well-being.</p>
<p>Afterschool Care Program (ASCP)</p>	<p>-Afterschool Care will be operating during 2020-2021 School Year if the school building is open for instruction.</p> <p>-Students will undergo a second temperature screening prior to coming down to the program at the end of the school day. If their temperature is not within the normal limits as set forth by the CDC and DOH they will be sent to the COVID Response Room and the proper protocols will be followed.</p> <p>-Face coverings will be worn by the ASCP Staff and students at all times.</p> <p>-Students attending the program will be assigned a static group; they will remain in contact throughout the duration of the day. These groups will be dictated by the students homeroom and/or grade level. Each particular group will be assigned specific areas that are separate from other groups and will be under the care of the teacher working with that age group.</p> <p>-Spaces that will be utilized to operate the program will be dictated by the specific number of students in any one particular group. This protocol will be in place to assure that the program is in compliance with the CDC, DOH, and NYS Guidelines.</p> <p>-Similar to classroom structure, the students will maintain social distancing whenever possible, yet masks will be worn at all times.</p> <p>-Outdoor spaces will be used for activities whenever possible.</p> <p>- Activities will not include large group centers, however, will focus on more individualized stations. Toys that are able to be immediately sanitized.</p> <p>-Students are strongly encouraged to be prepared with any materials needed to complete their school/homework while attending the program due to the inability to share supplies.</p>

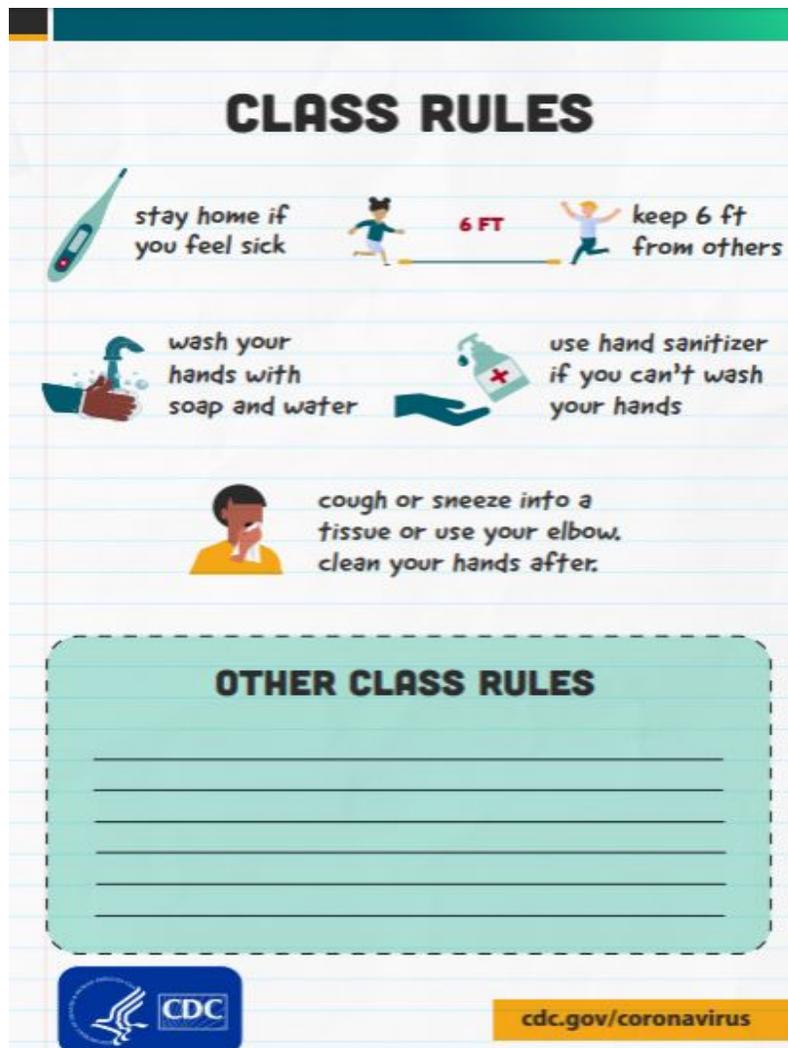


St. John the Baptist School- Kenmore, NY

	<ul style="list-style-type: none"> -The protocols of sanitization and disinfecting that were implemented throughout the school day will be followed during St. John's ASCP. -The policy of filling out an attendance calendar will be strictly upheld this 2020-2012 school year. Calendars must be filled out on the Friday before the following week and payment must be included. This is to assure that the static groups can be formed and the capacity of each group can be evaluated in case there is a need for more students in attendance on any given day that week. -All other protocols regarding illness, displaying COVID-like symptoms, follow through, and communication will be upheld with the same accountability as throughout the school day and in accordance with NYS Guidelines. -Any questions/concerns regarding the health safety and program operations can be directed to Angel Panowicz; ASCP Director. -Student pick-up will run very similar to our past procedures, however parents/legal guardians or whomever will be picking students up will not be allowed in the building. -A staff member of the program will assist at the Belmont Ave. Door and will sign students out as they are picked up.
<p>Sports/ Extracurriculars</p>	<ul style="list-style-type: none"> -As per NYS guidelines and regulations, school sponsored sports will be on hold until we receive further notice from NYS at least until September 21, 2020. -SJS will not hold any extracurricular events in-person until further notice. -SJS will reevaluate as we receive more information from NYS.

St. John the Baptist School- Kenmore, NY

SJS will continue to shape the plan into what will eventually become the 2020-2021 school year. As a school community SJS is confident that a safe and healthy environment can be maintained. SJS will keep families, faculty and staff educated and up to date on any changes that may occur. This information is current as of [Tuesday, August 18, 2020](#). As the task force continues to meet, this document will be updated with any necessary changes.





St. John the Baptist School- Kenmore, NY

Distance Learning Schedule

Primary Level - Prek-Grade 2

A weekly plan will be posted to Google Classroom by Sunday evening. Core Subjects (ELA/Math) will be taught daily. Social Studies, Science and Religion will alternate throughout the week. Each teacher will host a Google Meet a minimum of once per week. Teachers encourage daily assignment turn-in; however, assignments are due by the following Sunday, at 11:59 p.m.

Core Subjects:

ELA/Reading

Math

Science/Social Studies

Religion

Teachers will use existing standards based grading, and daily attendance must be taken. Testing/Assessing will occur online as it does in the classroom. Grades will be recorded. All parents will be invited as Google Classroom Guardians.

Total Instructional Time Per Day

PreK-3-PreK-4: 20-60 minutes

Kindergarten: 30-90 minutes

Grades 1-2: 40-90 minutes

Below is an *example* of what a Sunday Schedule might look like.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>MATH -Watch Edpuzzle video lesson on Google Classroom -Complete worksheet on SeeSaw</p> <p>ELA- Reading on pg. 15-16</p> <p>SCIENCE/SS -Seesaw activity on community helpers</p> <p>Sight Words</p> <p>Spelling- Practice writing words 1-10 posted on SeeSaw</p> <p>Special 1-Posted to Google Classroom</p>	<p>MATH ELA Religion</p> <p>Sight Words</p> <p>Spelling</p> <p>Special 2</p>	<p>MATH ELA Science/SS</p> <p>Sight Words</p> <p>Spelling</p> <p>Special 3</p> <p>Special 4</p>	<p>MATH ELA Religion</p> <p>Sight Words</p> <p>Spelling 'Test'</p> <p>Google Meet</p> <p>Special 5</p>	<p>R&R Day! Review and Reinforcement</p> <p>Teachers will be available for student support.</p> <p>Utilize this day to participate in any supplementary activities, complete any unfinished assignments or prepare for the week ahead.</p> <p>Host optional additional Google Meets.</p>



St. John the Baptist School- Kenmore, NY

Intermediate Level - Grades 3-5

A weekly plan will be posted to Google Classroom by Sunday evening. Core Subject (Reading, ELA, Math, Science/Social Studies and Religion) lessons will be daily. There will be spelling/vocabulary daily. Teachers encourage daily assignment turn-in; however, weekly assignments are due by the following Sunday by 11:59 p.m. Students will be expected to complete 15-25 minutes of work per subject per day; this includes virtual learning and any assigned work.

Core Subjects:

- ELA
- Reading
- Math
- Science/Social Studies
- Religion

Teachers will use the existing numeric grading system, and daily attendance must be taken.

Testing/Assessing will occur online as it does in the classroom. Grades will be recorded.

Parents will be invited as Google Classroom Guardians.

Below is an example of what a Sunday Schedule might look like.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Reading (15-25)				
Math(15-25)	Math(15-25)	Math(15-25)	Math(15-25)	Math(15-25)
ELA (15-25) (Spelling/Vocabulary)	ELA (15-25) (Spelling/Vocabulary)	ELA (15-25) (Spelling/Vocabulary)	ELA (15-25) (Spelling/Vocabulary)	Spanish 4 (biweekly) Spanish 5 (biweekly)
Science/Social Studies(15-25)	Science/Social Studies(15-25)	Science/Social Studies(15-25)	Science/Social Studies(15-25)	R&R! Review and Reinforcement
Religion(15-25)	Religion(15-25)	Religion(15-25)	Religion(15-25)	Teachers will be available for student support. Utilize this day to participate in any supplementary activities, complete any unfinished assignments or prepare for the week ahead. Host optional additional Google Meets.



St. John the Baptist School- Kenmore, NY

Junior High Level- Grades 6-8

A weekly plan will be posted to Google Classroom by Sunday evening. Core Subject Lessons (ELA, Literature, Math, Spanish, Religion, Science and Social Studies) will be daily. Teachers will encourage daily assignment turn-in, however assignments are due by Sunday at 11:59 p.m. Students will be expected to complete 15-30 minutes of work per subject, per day. This includes virtual lessons and any assigned work.

Core Subjects:

- ELA
- Literature
- Math
- Science
- Social Studies
- Religion
- Spanish

Teachers will use the existing numeric grading system, and daily attendance will be taken. Testing/Assessing will occur online as it does in the classroom. Grades will be recorded. Teachers will invite parents as Google Classroom Guardians.

Below is a *tentative* Google Meet schedule. A detailed plan of the assignments for each day will be posted to each teacher's Google Classroom.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00-10:30 Math 6	10:00-10:30 Math 7	10:00-10:30 Math 7A	10:00-10:30 Math 8	10:00-10:30 Math 8A
10:40-11:10 SS 7	10:40-11:10 SS 8	10:40-11:10 Religion 7	10:40-11:10 Religion 8	10:40-11:10 Math 7A
11:20-11:50 Spanish 8	11:20-11:50 Spanish 7	11:20-11:50 Spanish 6	11:20-11:50 Lit 6	11:20-11:50 Religion 6 Spanish 4 (biweekly) Spanish 5 (biweekly)
12:00-12:30 ELA 8	12:00-12:30 Lit 8	12:00-12:30 SS 6	12:00-12:30 ELA 7	12:00-12:30 Lit 7
12:40-1:10 Sci 7	12:40-1:10 ELA 6	12:40-1:10 Math 8A	12:40-1:10 Sci 6	12:40-1:10 Sci 8



St. John the Baptist School- Kenmore, NY

Specials

Special teachers will have individual Google Classrooms. A weekly plan will be posted to Google Classroom by Sunday evening. Each teacher will post a minimum of one self-made video lesson once per month. Weekly assignments are due by the following Sunday at 11:59 p.m.

Assessing will occur online as it does in the classroom. Grades will be recorded.