

[NYS Reopening Guidance for Religious and Independent Schools](#)

*****Be sure to read the introduction of the document, where it outlines the Submission Guidelines (pages 3-5).**

Communication Requirements

- Responsible parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing Reopening Plans.
 - *In coming up with the reopening plan, students and parents were surveyed on their experiences with eLearning in the spring, as well as their views on reopening for the fall. Teachers were also consulted in running meetings, and weekly open office hours held by administrators, where staff were able to voice their concerns and get answers to any questions. The school has also consulted with our Board of Directors and the Cristo Rey Network, which provided guidance, a planning framework, and continues to assist by providing decision making standards and support.*
- Plans for reopening should identify the groups of people involved and engaged throughout the planning process. Responsible parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
 - *Administration will communicate with families the official reopening plans. Administration will also communicate daily via email updating families of any changes and provide relevant information. The school website and social media sites will continue to update families and the general public about news, events, policies, and supports available.*
 - *Families and students can communicate with teachers, administrators and support staff via email and telephone throughout the school day. Translation services available to all families.*
- Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts. Responsible parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
 - *School policy regarding reopening and safety protocols will be distributed to all stakeholders via email and the school website. Additional signage will be created and distributed around the school building. Training will be provided to staff, students, and parents during specified orientation periods.*
- Responsible parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to Centers for Disease Control and

Prevention (CDC) and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings.

- *Every person who enters CRB must wear a mask or cloth face covering.*
 - *Based on research, it is best to purchase, or make, cloth masks that have two layers, as they are more effective at preventing the spread of the virus.*
 - *Bandanas and handkerchiefs are not recommended, as they are much less efficient at preventing spread.*
 - *Plastic face shields are not permitted unless they are used in addition to a mask. Face shields are not nearly as effective in stopping virus transmission.*
- *The covering must be worn so that it covers the mouth and nose entirely, and minimizes gapping along the sides of the mask.*
- *If someone arrives at school without a mask, they may purchase a mask for a nominal fee.*
- *Ideally, cloth masks will be used for a single day and then put into the laundry for cleaning. Disposable masks should be used for a single day.*
 - *If masks need to be reused, it is advised that you let the masks sit for a few days before reusing it. This will effectively allow any virus on the mask to die off.*
- *The best effort possible should be made to avoid touching your mask with your hands (especially if they are not clean/sanitized) throughout the day.*
- *Masks may be removed during the 30-minute lunch period, at which time all persons must maintain strict physical distancing of 6+ feet or in an isolated area designated for “masks breaks”.*
- *Signage will be displayed throughout the building regarding proper respiratory protection (ie: covering your mouth with the inside of the elbow).*
- *If a student or staff member is medically unable to wear a mask, he/she must present a doctor’s note stating why, to be delivered to the Main Office. Accommodations for remote work will be made available in these situations.*

Health and Safety Requirements -

- For Health and Safety mandatory requirements and considerations for reopening plans, please refer to the guidance released by NYS Department of Health (DOH) on July 13, 2020

Protocols and Procedures for Restarting School Operations as Required by the New York State Department of Health

Plan Requirements

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction. At a minimum, plans must incorporate the following:

• **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;

- The school will implement a hybrid learning schedule that allows students to attend school in-person 1-2 days per week, and work remotely the rest of the week. This schedule will allow class sizes of no more than 12-14 students (depending on the size of the classroom), which will allow for appropriate social distancing to occur.
- All persons entering the school building will be required to wear a mask. This will be monitored by staff at the entrances of the school in the morning, by the Office Manager and entire faculty and staff throughout the rest of the day. If an individual does not have a mask, they will be able to obtain one from the Main Office for a nominal fee.
- Hand sanitizer will be available at all entrances, and in all classes.
- The school does not provide transportation for our students.

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

- As stated above, class sizes have been reduced to 12-14 students to allow for appropriate social distancing. Classroom work stations (desks) will be placed a minimum of 6' apart.
- We will use four designated entrances for entry into the building in the morning to reduce traffic congestion. The same applies for dismissal. Outside the entrances will be marked for distancing. Staff will also use a separate entrance.
- Upon dismissal, students will be released by floor, as to reduce congestion.
- Students will be instructed to wait outside the restroom if someone is inside. The hallway will be marked for distancing.

• **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 parking lot or main entrance area);

- Every person who enters CRB must wear a mask or cloth face covering.
 - Based on research, it is best to purchase, or make, cloth masks that have two layers, as they are more effective at preventing the spread of the virus.
 - Bandanas and handkerchiefs are not recommended, as they are much less efficient at preventing spread.
 - Plastic face shields are not permitted unless they are used in addition to a mask. Face shields are not nearly as effective in stopping virus transmission.

- The covering must be worn so that it covers the mouth and nose entirely and minimizes gapping along the sides of the mask.
- If someone arrives at school without a mask, they may obtain a mask for a nominal fee.
- Ideally, cloth masks will be used for a single day and then put into the laundry for cleaning. Disposable masks should also be used for a single day.
 - If masks need to be reused, it is advised that you let the masks sit for a few days before reusing it. This will effectively allow any virus on the mask to die off.
- The best effort possible should be made not to touch masks with your hands (especially if they are not clean/sanitized) throughout the day.
- Masks may be removed is during the 30-minute lunch period, at which time all persons must maintain strict physical distancing of 6+ feet. Space for “mask breaks” will be provided throughout the day.
- Signage will be displayed throughout the building regarding proper respiratory protection (ie: covering your mouth with the inside of the elbow).
- If a student or staff member is medically unable to wear a mask, the individual must present a doctor’s note stating why, to be delivered to the Front Office. Accommodations for remote work will be made available in these situations.

• **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;

- Our school plans to use our Conference Room, and a select few other spaces for instructional purposes, to aid with distancing.
- We are also exploring the use of our limited outdoor space to be used, weather permitting, for instructional and/or meal purposes.
- Given the size of the gymnasium, there will be no issue for students to distance in that space. PE classes can also be conducted outdoors, weather permitting.
- At this time, there is no plan to use the cafeteria for meal purposes.
- For academic classes, students will remain with the same group of students all day. Teachers will rotate in/out of the classroom. Students will switch their cohorts at the end of each Academic Quarter.

- The library may be made available for a small number of students who are unable to complete virtual work at home. It is not anticipated that the amount of students should exceed 10 on any given day.

• **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;

- Independent contractor to perform a full cleaning accompanied by a full facility disinfecting spraying in August.
- There is no ventilation system. All classroom and office windows will be opened and remain open throughout the working day. These windows will be closed by evening cleaning company nightly, approx Midnight.
- Water systems and other key facility systems are currently operational and will be operational at the time of reopening.

• **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;

- Students will be responsible for cleaning their individual working spaces several times a day. Teachers and Staff will be responsible for cleaning their individual working spaces. The Custodian will be responsible for cleaning/sanitizing other commonly used spaces such as doors, lights and switches, windows and equipment. CRB will retain use of our evening cleaning company on a daily basis. This independent company cleans and disinfects the entirety of the facility nightly.
- 8-10 Standing Hand Sanitizing Stations will be in use in high traffic areas as well as equipping teachers and staff with Sanitizing Liquid for respective classrooms/offices.
- Students, Faculty and Staff will be urged to provide their own PPE supplies, however, the facility will be equipped with a supply of materials for distribution to those that have lost or broken their items.

• **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;

- At this time, all extracurricular activities are to be held online only.

• **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;

- We do not offer before and aftercare.

• **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;

- For students and staff with documented underlying conditions, or those who are caring for vulnerable family members, remote options are available.
 - Parents can opt to have their student work entirely remotely. This will include synchronous and asynchronous instruction with classmates, as well as weekly one-on-one meetings with the instructor.
 - Faculty/staff can opt to work remotely if medically necessary.
- If a student or staff is unable to wear a mask or attend school for other health reasons, then he/she will be assigned work remotely.

• **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 does not provide transportation for students.
- Students will be instructed of appropriate safety precautions to be taken if they take public transportation.

• **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);

- Breakfast and lunch will be provided by the school.
- Prior to eating, students will be given the opportunity for a break, where hands are to be washed. Hand sanitizer may also be used.
- Bagged meals will be made available outside of the classroom, and students will be instructed to come get their lunch one at a time and return to their seat in their classrooms.
- Teachers will be sure to explain all procedures for hand hygiene and discourage sharing of food. They will also ensure fidelity of implementation of health and safety policy.

• **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; and

- All students are eligible for in-person and virtual counseling services as offered by the Director of Social Work, Social Work Interns, and the College Guidance Department.
- Social workers and counselors will refer families to appropriate services (eg: housing, food, psychiatric services, etc) as-needed. Staff will share relevant resources related to COVID-19 as they emerge.
- Social workers and counselors will collaborate with administration to identify at-risk students through participation in grade level meetings, attendance teams, academic support services, and individual referrals. Social workers will also collaborate to embed social emotional

learning in classroom curriculum (in person and remote) to better identify issues during school day.

- The Director of Social Work will provide on-going professional development at the start of the school year and each quarter thereafter, as well plan an advisory curriculum that focuses on issues of trauma, anxiety, grief, loss, coping, and resilience to support staff and students over the course of the school year.

• **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.

Monitoring includes protocols and procedures to track health conditions at schools. At a minimum, plans must incorporate the following:

• **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;

When entering the building, students' temperature and a survey of possible symptoms will be taken by a designated administrator. If the student is registering a temperature or displaying symptoms, they will be escorted to an isolated designated area in the school. Their parents will be contacted to pick up and the student will be released to the parent or guardian outside of the school building. Staff will be required to take their individual temperature and record at school, if staff is registering a temperature or displaying symptoms they will be asked not to come to school. Staff will be trained on symptoms and will be instructed to continue to monitor students for any relevant symptoms throughout the day.

Student's temperature is taken, and a survey of symptoms is administered, upon entry of the school building by an administrator.

- If a student has a temperature/is displaying symptoms, then the student is escorted to the auditorium where the student will be supervised by a designated staff member. The Office Manager will contact the family and arrange for the student to return home.

School will administer a screening questionnaire to all visitors, guests, contractors and vendors before they are admitted into the building.

Temperature readings of all visitors, guests, contractors and vendors before they are admitted into the building. Temperature must be below 100 degrees F to be granted entry

- **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;

- **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; and

- Families will be given information about where to receive a COVID-19 diagnostic test in the community. The responsibility of the test falls with the family, since tests are free and widely available in New York City.

- **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. Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices. At a minimum, plans must incorporate the following:

- Symptoms of coughing, sneezing, and sluggishness will require a doctor's note only, while a fever will require a negative test result.
- If an individual presents symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea upon entry to the building, they will be asked to stay home except to get medical care separate themselves from other people and monitor their systems.

- **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;

- **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;

When entering the building, students' temperature and a survey of possible symptoms will be taken by a designated administrator. If the student is registering a temperature or displaying symptoms, they will be escorted to a designated isolated area in the school. Staff will be required to take their own individual temperature and record at school. If staff is registering a temperature or displaying symptoms they will be asked not to come to school. Staff will be trained on symptoms and will be instructed to continue to monitor students for any relevant symptoms throughout the day.

• **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 has a temperature/is displaying symptoms, then the student is escorted to the auditorium. The Office Manager is directed to contact the family and arrange for the student to return home.

Parents of students displaying symptoms will be contacted to pick up and the student will be released to the parent or guardian outside of the school building. Symptomatic students and/or staff will be sent home for follow up with a healthcare provider.

• **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.

- If an individual in the school community tests positive for Covid-19, they must present documentation from a doctor in order to return to school. This documentation can either be in the form of a doctor's note or evidence of a negative test result.
 - The family must immediately call the school to notify administration of the test result.
- Negative test results will be submitted to the Nurse or Office Manager, who will manage the "Check-In List" which staff will hold at Morning Greeting each morning.
 - Students who do not submit negative test results will have their name highlighted, and will not be permitted to enter the 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;

- If a student tests positive, all students present on that student's school day must present negative test results or a doctor's note. This should be sufficient because students only attend school one day per week.
- If a teacher tests positive, all of his/her students need to present a negative test result in order to return after the two-week school closure.
- If a staff member tests positive, the entire community must present negative test results because these individuals are exposed to a greater number of individuals.
- Any member required to take a test, as determined above will have to present a negative test result prior to returning to school.

• **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;

- Students will be responsible for cleaning their individual working spaces several times a day. Teachers and Staff will be responsible for cleaning their individual working spaces.
- The Custodian will be responsible for cleaning/sanitizing other commonly used spaces such as doors, lights, windows and equipment.
- CRB will retain use of our evening cleaning company on a daily basis. This independent company cleans the entirety of the facility nightly. They will also be performing a full cleaning accompanied by a full facility disinfecting spraying in August.
- Exterior and Interior Signage will be incorporated immediately.

• **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; and

- An email will be developed to direct families to use the proper contact tracing tools, a similar message will be added to the website. Messages will be offered in the three most common languages spoken among families in our community English, Spanish, Creole.
- This will be the mechanism we use to inform our constituents of proper resources for NYC Contact Tracing information. If a member of the community tests positive, families will be directed to the proper resources.

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

- Parents must all submit a signed protocol document outlining safety protocols and precautions, as well as monitoring of symptoms, etc.
- Parents will also have the option to virtually attend “Back to School Night” where administration will go over safety protocols.
- Signs will also be posted throughout the building about proper safety precautions and monitoring of symptoms, etc.
- Faculty and staff will have mandatory training in safety protocols during staff orientation at the start of the school year.

At a minimum, plans must incorporate the following:

• **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;

- If any individual in the school community tests positive for COVID-19, this will trigger a two-week closure of the school, followed by mandatory disinfection of all school spaces.
- Community transition rates will also be monitored for increases, which could trigger a closure.
- Guidance will also be taken from the NYC DOE and NYSED - if they decide to close schools due to increased community transmission, then we will close as well.

• **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; and

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

State-Issued Guidance and Minimum Standards Pre-K through Grade 12 schools involve a variety of activities depending on their specific educational and extracurricular programs and services, and, as such, should reference relevant “industry-specific” guidelines provided by DOH – and available on the New York Forward website – for operations of food services, office workspaces, transportation, and other activities, as applicable. Specifically, operations of cafeterias and other food services must operate in accordance with “Interim Guidance for Food Services during the COVID-19 Public Health Emergency” with additional precautions for students that are contained herein, such as social distancing between students or cohorts of students. Administrative functions must operate in accordance with, “Interim Guidance for Office-Based Work during the COVID-19

Public Health Emergency.” Transportation services administered by the school must operate in accordance with “Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency” with additional precautions that are contained herein. Interscholastic athletics are not permitted at the time of publication and must only operate in accordance with forthcoming State-issued guidance.

These guidelines are minimum requirements only and each school is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of publication, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined above – are accountable for adhering to all local, state and federal requirements relative to schools and auxiliary activities. The Responsible Parties are also accountable for staying current with any updates to these requirements, and related guidance as stated above, as well as incorporating the same into any school activities and/or school reopening plan(s).

Residential Requirements

- Residence halls: Plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g., dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow; *N/A The residential boarding program will not run in the academic year 2020-21.*
- Residential testing: Plan for screening all students and faculty upon return, and to ensure diagnostic testing for any students or faculty members who screen positive for potential COVID19 infection upon return, especially including any individuals with recent international or long-distance travel, or travel from designated states with widespread community transmission of COVID-19, as identified through the New York State Travel Advisory; *N/A The during program will not run in the academic year 2020-21. N/A The residential boarding program will not run in the academic year 2020-21.*
- Residential isolation and quarantine: Isolation (for individuals with suspected or confirmed case of COVID-19) or quarantine (for individuals exposed to a suspected or confirmed case of COVID19, or who have recently traveled internationally or in states with widespread COVID-19 transmission) of individuals residing on school grounds may become necessary and schools should develop plans, in consultation with the local health department, that specify where individuals will be residing (e.g., dedicated residence hall, hotel, home) and the support system that will be implemented to meet daily needs (e.g., food, medication, psychosocial, academic and/or other support) throughout the duration of their isolation or quarantine. Plans should include measures to monitor and provide medical care and other

health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results; *N/A The residential boarding program will not run in the academic year 2020-21.*

- Residence move-out: Plans need to be put in place for how students should safely depart residence halls in the event of a closure. Schools should consider policies for students who may not be able to depart campus quickly (e.g. international students). *N/A The residential boarding program will not run in the academic year 2020-21.*

Facilities Requirements

- General Health and Safety Assurances Religious and independent schools must follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements will be addressed in more detail in other parts of the NYSED Reopening Guidance. The Facilities portion of the religious and independent schools' Reopening Plan will seek assurance that schools will meet all requirements associated with building space related changes that they may elect to make.
- Fire Code Compliance The construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure, and every appurtenance connected or attached to any building or structure, must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d). Such activity may require building permits and review by local municipalities and/or code enforcement officials to ensure such compliance. Schools should consult their local authority that has jurisdiction for code enforcement. Changes or additions to facilities may require review by local municipalities and/or code enforcement officials to ensure such compliance. **Cristo Rey Brooklyn High School (CRB) is a Private Institution and therefore does not report to the Office of Facilities Planning as a DOE Institution. However, we are accountable to City Agencies such as NYC Bureau of Fire Prevention, OSHA, Department of Labor, Department of Buildings and the Department of Environmental Protection. CRB is also affiliated with the Catholic Diocese of Brooklyn and is a Member in good standing with NYSAIS. As we answer to these agencies we are responsible for all Inspections and Service Checks applicable to City and State Laws. All up to date Inspections and Certificates provided therein are stored and maintained in the Facilities Office on site. These plans also include full architectural floor plans.**
- Doorways Many stair and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm

system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use. **Cristo Rey Brooklyn High School is equipped with a full fire alarm pull system which reports out, upon activation, to all necessary agencies (FDNY and NYPD). These Pull Stations, ten in all, are inspected on a yearly basis by an independent, fully licensed contractor. They are also tested by the Director of Operations on a yearly basis. All doorways in the building are kept open by doorstops attached to individual double door systems. All building occupants will be able to freely open or close all doors without using their hands. Classroom and Office Doors will be maintained open and if they are opened or closed, they will be sanitized by the teacher and/or staff member of that respective space.**

- Emergency Drills Religious and Independent schools shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Schools should refer to the Health and Safety section of this guidance for more information regarding the requirements for Safety Drills. Assurances regarding those drills must be part of the school's Reopening Plan **The Director of Student Life will work with the Director of Operations to formulate a plan for Fire and Lockdown Drills as required by all corresponding agencies. These drills will be organized, performed and recorded as per the recommended 12 per school year with 8 performed prior to January 2021. The drills will be expanded to utilize more building exits so as to reduce/eliminate issues of overcrowding while implementing the six foot distance rule. We currently utilize three exits for our school population. This will be expanded to six exits. All Fire Safety Equipment on premises are inspected by two fully certified agencies: Lund Fire Products, Inc and Manhattan Fire and Safety Inc.**
- Required Square Footage: While recommendations on social distancing suggest that maintaining a 6 foot distance from others is optimal, the building code itself does not mandate a minimum square footage per person on which schools must base the number of students and staff in a building. Code sets standards for individual rooms and it varies on room function. If contemplating a change in class size use 20 square foot (SF) per person for a classroom, 15 SF per person for cafeterias, 50 SF Vocational, Tech and Special Ed., 150 SF for offices, 5-15 SF at gymnasiums.

Child Nutrition Requirements

A successful nutrition program is a key component to every educational environment. School meals protect the most vulnerable children against hunger. A child cannot focus on learning when they are feeling hungry. School meals boost learning, and studies show that students perform best academically when well nourished. Ensuring a child has access to healthy and appealing meals in schools is critical. As school food service operations transition from serving meals during unanticipated school closures and summer meals to serving school meals, School Food Authorities (SFAs – participants in the federal Children Nutrition Program) will need to consider national, state, and local health and safety guidelines. For SFAs, it is important that school food service directors engage in discussions regarding plans for reopening schools to ensure that students participating in all learning models have access to healthy meals. Questions may be directed to ReopeningGuidance@nysed.gov 15 SFAs will need to consider the resources and flexibilities necessary to transition food service operations to an on-site or off-site student meal delivery system or operate both at the same time. This includes utilizing state or nationwide waivers and updating school policies, standard operating procedures, and trainings to ensure compliance with Child Nutrition Program requirements.

- For all schools, the Plan must address all applicable health and safety guidelines.
- For all schools, the Plan must include that students must social distance (6 feet separation) while consuming meals in school, unless a physical barrier is provided.
- For all schools, the Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria. For all schools, the Plan must include protocols and procedures for 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. For all schools, the Plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area
- For SFA schools, the school Plan must provide all students enrolled in the SFA with access to school meals each school day. This must include: • students in attendance at school; and • students learning remotely.
- For SFAs, the Plan must ensure compliance with Child Nutrition Program requirements; and
- For SFAs, the Plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

Requirements for Meals Consumed On-Site

- Assess where meals will be served (classroom, cafeteria, other); **Meals will be picked up from the cafeteria and be served in the classrooms**
- Students must be 6 feet apart or be separated by a barrier while consuming meals; **Students will maintain the same 6' distance as they consume meals**

- Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments; **N/A**
- Discourage food sharing between students; **Signage discouraging the sharing of meals will be posted**
- Coordinate with custodians to establish sanitation procedures; Clean and disinfect tables, chairs, and other frequently touched hard surfaces between groups of students. **Should we incorporate a shared space/s for meals it would be performed on a staggered schedule giving the Custodian time to disinfect the shared space prior to the next group populating the area.**
- Consider increasing access points for providing meal service. **Students will remain in classrooms for lunch service.**
- School will provide physical distancing guides in food service areas such as:
 - tape on floors;
 - Signage; increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables; ensure students are 6 feet apart when consuming meals.

Students will remain in classrooms for lunch service.

Plan for one class at a time to go through the cafeteria line and return to the classroom if meals will be eaten in the classroom;

- Use pre-portioned condiments that cashiers & servers place on each tray; • Place meals on a counter or tray line for quick pick up;
- Coordinate with school personnel in order to meet the feeding safety needs of students with disabilities;
- When students eat in classrooms:
 - Train teachers on food allergies, including symptoms of allergic reactions to food.
 - Train all non-food service staff on any meal service-related activities they will be responsible for.
 - Obtain or develop posters or other aids to assist non-food service staff to implement meal service.

NUTRITION

Reopening Plan Mandatory Requirements - Action Steps

- District/School Plan must provide all students enrolled in the SFA with access to school meals each school day. This must include: **Cristo Rey Brooklyn High School is registered with NYS School Food Services and therefore incorporates the hiring practices of a third party agency to provide State regulated Breakfast, Lunch and Snack to all students daily. Director of Operations and Facility Staff work with Acquista Catering**

as they are contracted to provide this service. Acquista is fully licensed and they are currently receiving training so as to provide food in a safe environment.

- Students in attendance at school; and students learning remotely. - **School Food Service will provide meals to all students on site as well as provide meals to those students scheduled for off site or remote learning. These meals may be picked up at the school during the day within a respective and announced time window.**
- District/School Plan must address all applicable health and safety guidelines. - **All safety guidelines and offerings are posted as per yearly State Regulations.**
- District/School Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria. - **All menus take into account allergies as well offer a variety to students with dietary needs.**
- District/School Plan must include protocols and procedures for 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.- **Students will have meals delivered to respective classrooms and will eat in a contained area so as to also receive a break from wearing PPE. The delivery of these meals to the classrooms will be performed by a limited number of individuals daily (no more than 3). As sanitizing materials are present in each room students may utilize these prior to and at the conclusion of their meals.**
- District/School Plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area. - **Should we incorporate a shared space/s for meals it would be performed on a staggered schedule giving the Custodian time to disinfect the shared space prior to the next group populating the area.**
- District/School Plan must ensure compliance with Child Nutrition Program requirements.
- District/School Plan must include protocols that describe communication with families through multiple means in the languages spoken by families. - **Cristo Rey Brooklyn High School (CRB) will be utilizing several means of communication for all COVID related correspondence. Use of the School Website with application and notification portal for Students and Parents has been previously established. CRB will also implement use of At-Home Correspondence. All items of communication will be made available in several languages. Administration will also notify families through school email.**

Transportation Requirements

- N/A because our school does not provide transportation for students.

Scheduling Requirement

- Each school and/or district Reopening Plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

Proposed Hybrid Schedule

Will be used if in-person instruction deemed safe by school administration. Note: Half of the students in each Work Group will be assigned to come in on “A” days, and the other half will come in on “B” days.

<u>Work Group</u>	<u>A/B Day</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Monday (Juniors)</i>	A	CWSP	In-Person	Virtual (Asynch.)	Virtual (Synch.)	Flex Day
	B	CWSP	Virtual (Asynch.)	In-Person	Virtual (Synch.)	Flex Day
<i>Tuesday (Freshmen)</i>	A	In-Person	CWSP	Virtual (Asynch.)	Flex Day	Virtual (Synch.)
	B	Virtual (Asynch.)	CWSP	In-Person	Flex Day	Virtual (Synch.)
<i>Wednesday (Seniors)</i>	A	In-Person	Virtual (Asynch.)	CWSP	Flex Day	Virtual (Synch.)
	B	Virtual (Asynch.)	In-Person	CWSP	Flex Day	Virtual (Synch.)
<i>Thursday (Sophomores)</i>	A	In-Person	Virtual (Asynch.)	Virtual (Synch.)	CWSP	Flex Day
	B	Virtual (Asynch.)	In-Person	Virtual (Synch.)	CWSP	Flex Day
<i>Friday (Freshmen)</i>	A	In-Person	Virtual (Asynch.)	Virtual (Synch.)	Flex Day	CWSP
	B	Virtual (Asynch.)	In-Person	Virtual (Synch.)	Flex Day	CWSP

Additional Notes:

- *Asynch.* stands for asynchronous learning which means that students are given independent online work to be done on their own time.
- *Synch.* stands for synchronous learning which means students will attend a live Zoom session for each class.

- Flex Days will be used for a variety of things including office hours, one-on-one meetings with teachers, and social-emotional learning events.
- CWSP stands for our Corporate Work Study Program, which will be a mix of in-person and virtual.

Proposed Full Virtual Schedule

Will be used if NYC Public Schools are closed, or if the school deems it necessary based on transmission rates within the school or the wider community.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>T Workers (Frosh)</i>	<i>Asynchronous</i>	<i>CWSP</i>	<i>Synchronous</i>	<i>Flex</i>	<i>Synchronous</i>
<i>F Workers (Frosh)</i>	<i>Asynchronous.</i>	<i>Synchronous</i>	<i>Synchronous</i>	<i>Flex</i>	<i>CWSP</i>
<i>Sophomores</i>	<i>Asynchronous</i>	<i>Synchronous</i>	<i>Synchronous</i>	<i>CWSP</i>	<i>Flex</i>
<i>Juniors</i>	<i>CWSP</i>	<i>Asynchronous</i>	<i>Synchronous</i>	<i>Synchronous</i>	<i>Flex</i>
<i>Seniors</i>	<i>Asynchronous</i>	<i>Synchronous</i>	<i>CWSP</i>	<i>Flex</i>	<i>Synchronous</i>

Proposed In-Person Schedule

Note: Can only be used if social distancing requirements are lifted.

<i><u>Work Group</u></i>	<i><u>A/B Day</u></i>	<i><u>Monday</u></i>	<i><u>Tuesday</u></i>	<i><u>Wednesday</u></i>	<i><u>Thursday</u></i>	<i><u>Friday</u></i>
<i>Monday (Juniors)</i>	<i>A</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>
	<i>B</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>
<i>Tuesday (Freshmen)</i>	<i>A</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>
	<i>B</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>
<i>Wednesday (Seniors)</i>	<i>A</i>	<i>In-Person</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>
	<i>B</i>	<i>In-Person</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>	<i>In-Person</i>
<i>Thursday (Sophomores)</i>	<i>A</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>
	<i>B</i>	<i>In-Person</i>	<i>In-Person</i>	<i>In-Person</i>	<i>CWSP</i>	<i>In-Person</i>

Friday (Freshmen)	A	In-Person	In-Person	In-Person	In-Person	CWSP
	B	In-Person	In-Person	In-Person	In-Person	CWSP

Attendance Requirement

- Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance, regardless of instructional setting.
 - *School will take daily attendance via PowerSchool. On in person and synchronous school days, teachers will take attendance in real time and log in to PowerSchool, School Information System. On asynchronous learning days, teachers will assign work that is to be submitted the same day to track student engagement as well as log daily attendance via PowerSchool.*

Teaching and Learning Requirements

- All schools must have a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.
 - *School currently planning for a hybrid model (see section on “Schedule” above) allowing for in-person, synchronous remote, and asynchronous remote learning for Sept 2020-2021, which can be adjusted to be fully remote or fully in person. School is currently offering summer professional development for teachers to adapt learning plans to mirror hybrid models.*
- Equity should be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to students.
 - *Proposed plan is equitable for all students due to one-to-one technology tools. Synchronous learning as well as one-on-one teacher support is embedded in each student’s daily schedule. Further exploration of PE and virtual lab investigations still being explored by administration.*
- For voluntarily registered nonpublic high schools offering a NYS diploma, instruction must be aligned with the outcomes in the New York State Learning Standards.
 - *As required by law, curriculum is aligned with substantially equivalent standards.*
- Instruction aligned to the academic program must include regular and substantive interaction with a competent teacher regardless of the delivery method (e.g., in person, remote or hybrid).
 - *Synchronous learning as well as one-on-one teacher support is embedded in each student’s daily schedule.*
- Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
 - *Families and students can communicate with teachers, administrators and support staff via email and telephone throughout the school day. Translation services available to all families. Administration will communicate to families via daily email greeting updating families with relevant*

information. The school website and social media sites will continue to update families and the general public about news, events, policies, and supports available.

Science Lab Requirements

- N/A because our school does not take Regents.