



**Diocese of Rochester  
Department of Catholic Schools**

**Holy Family Elementary School**

# **2020-21 Re-Opening Plan**

**July 2020**

## General Information:

**Name of School:** Holy Family Elementary School  
**Address:** 421 Fulton St., Elmira, New York 14904  
**BEDS Code:** 070600166199  
**Principal:** Mrs. Paula K. Smith

### **PARTY RESPONSIBLE FOR REOPENING**

**Name:** Mrs. Paula K. Smith  
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**Intended Start Date:** Sept. 9, 2020  
**Date Plan Submitted:** July 31, 2020  
**Name and Title of Person Submitting Plan:** Paula K. Smith, Principal

## Reopening Plan Guiding Principle:

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

## Developing This Plan:

The task force; comprised of classroom teachers, special area teachers, parents, and School Advisory Council Members, has worked throughout July to compile

these guidelines to assist the school and parish leaders in Holy Family Elementary School's plan to reopen in person instruction in 2020. The recommendations are based on the most current public health data from the New York State Department of Health, New York State Department of Education guidelines for non-public schools. This plan addresses the needs associated with Holy Family School facilities, instructional programs and the needs of students, families and staff. Incorporation of guidance from the State of New York and the Diocese of Rochester will ensure that essential common elements for all schools are embedded in our plan for successfully reopening. Regardless of all guidance and mandates, decisions must be made with the well-being of our students, families and staff in mind. This includes preparing for the physical, spiritual, social, and emotional needs of each member of the school community.

**Reopening Task Force Members**

Mr. Jonathon Chapman, Teacher  
Mrs. Kelly Koehler, Teacher  
Mr. Jeremy Narosky, Parent  
Mrs. Miranda Potter, Parent  
Mrs. Jessica Rutledge, Music Teacher  
Mrs. Paula Smith, Principal

**Reviewed by School Advisory Committee**

Mrs. Kit Gooshaw  
Mr. Matthew Griffin  
Father Scott Kubinski  
Mr. Matthew O'Connell  
Mr. David Quinn  
Mrs. Mimi Tarantelli  
Dr. Richard Terry

## 1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

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

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

Holy Family Elementary school plans to open at full capacity. Due to our small class sizes classrooms will be able to house all students while maintaining appropriate social distancing.

Offices and other areas used by staff have been rearranged to allow for appropriate social distancing. All current staff will be able to return.

Personal protective equipment will be available to all students and staff.

We have worked closely with the local school district to assure safe transportation for our students that are bussed. The majority of our students will be transported by parents.

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

### Space Configuration

Classrooms and other areas (hallways, offices, staff room, entryways) where students, teachers and staff gather have been reconfigured so that individuals can be appropriately socially distanced. Any area with shared desks, tables and other shared surfaces will be disinfected between use.

Hallways and other shared spaces throughout the school will have direction marked with signs lines are usually formed or people gather (e.g. hallways, outdoor spaces by entry doors, library)

The school facilities or grounds will not be available for use by the general public. If, for any reason, the general public does use the building they are required to follow the same guidelines required during school operation.

### Schedules

The principal will work with staff to establish schedules that limit the use of hallways, lockers, bathrooms, etc. to single cohorts whenever possible.

Arrival and dismissal will be coordinated to allow for social distancing and as smooth a process as possible. There will specific guidelines for grades with stations for arrival and dismissal at designated points.

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

Acceptable face coverings for COVID-19 include but are not limited to cloth- based face coverings (e.g. homemade sewn, quick cut, bandana, surgical mask) that cover the mouth and nose. Face shields worn without another covering are not considered adequate protection.

Faculty may wear face coverings that are transparent around the mouth for interventions that require visualizations of the mouth and lips. (e.g. speech therapy).

Face coverings will be provided for staff members that work directly with students and/or the public. An adequate supply of face coverings and other necessary PPE equipment will be kept on hand for any staff member that needs a replacement or any student that is in need.

Face coverings will always be worn, except for meals, instruction (when there is appropriate social distancing). If students are away from their desk, working closely with the teacher or other students, appropriate face coverings must be worn.

Students, staff and visitors are required to wear face coverings in common areas or in situations where social distancing is difficult to maintain such as stairways, hallways, entering /exiting classrooms and traveling around to other areas of the school building.

Students will be asked to bring their own face covering to school. If a student does not have a face covering, one will be provided. Face coverings must be in keeping with Holy Family standards (e.g. no violence, inappropriate language).

Face coverings should be cleaned or replaced after use and may not be shared. Students, parents/guardians are responsible for the proper care and cleaning of face coverings.

Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings. Acceptable face coverings include but are not limited to cloth- based face coverings (e.g. homemade sewn, bandana, surgical, etc.) that cover the mouth and nose.

Staff will provide face covering breaks for students when they can maintain social distance.

All individuals in school facilities or on school grounds must be prepared to put on a face covering if another person unexpectedly cannot social distance and for this reason individuals, including students, must wear face masks in common areas such as entrances/exits, lobbies and when traveling around the school.

Students who are unable to medically tolerate a face mask, including students where such coverings would impair their physical or mental health are not required to wear a face covering. However, medical documentation would be required.

Training will be provided to all students and staff on how to adequately put on, take off, clean and discard face coverings.

**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 congregated events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events*

### **Instructional Program Options**

The goal is to return all students to in-person instruction. However, due to the risk of community transmission of COVID 19, we have prepared a combination of in-person learning and remote learning to facilitate a hybrid model, which may be necessary at various times throughout the 2020-2021 school year.

Plan 1- In-person instruction – instruction will be provided, full day, five days a week for all students pre k- Grade 6.

Plan 2 – Remote Learning - If the entire program shifts online for a period of time or individual students need to self-quarantine for an extended period, a distance learning program using Zoom, Google Classroom, I-Ready, and Class Dojo as major platforms will be initiated. In the case of distance learning the school will work with families to make sure there is access to devices for distance learning purposes. If internet access is not an option for a family, an alternate plan will be provided.

Plan 3 – Virtual Learning. If a family chooses not send students back to school due to safety/health concerns, there will be a virtual learning option. Students will follow teacher instruction virtually, following the class schedule. Parents will be asked to make at least a month commitment if they choose this plan.

### **Classrooms**

Classrooms and other areas (hallways, offices, staff room, entryways) where students, teachers and staff gather have been reconfigured so that individuals can be socially distanced. Any area with shared desks, tables and other shared surfaces will be disinfected between use.

Students will work in cohorts as much as possible to limit potential exposure. Our cohorts will be pre-assigned groups consisting of one – two classrooms per cohort. Cohorts will not intermingle unless social distancing is possible. These cohorts will remain fixed for the duration of the COVID-19 public health emergency. Teachers may instruct more than one cohort if appropriate social distancing is maintained.

### **Cafeteria**

Students will be eating in classrooms that have been configured for social distancing. There will be no sharing of food or beverages, unless students are members of the same family. Areas will be cleaned and disinfected after use.

### **Gymnasiums and Worship Spaces**

Gym will be held outside whenever possible. Appropriate social distancing (12ft) will be followed for any activities that result in heavy breathing.

When students attend any church services, they will follow all protocols set by the church; including social distancing and the wearing of face coverings.

### **Outdoor Play Spaces**

Students will have recess in their cohort groups. Students will be encouraged to social distance and wear face coverings if they cannot. Equipment will be disinfected after each cohort use.

### **Places Where Groups Congregate**

Anyone entering a common area such as supply room, chapel, library, staff room, offices must wear an appropriate face covering if social distancing cannot be maintained. Teachers and other staff members will not congregate in the office areas; these areas will only be used for necessary office activities. Staff will need to schedule use of the copy machine in the office. Sanitizers and disinfectants will be available in all common areas for staff use. Individuals are responsible for disinfecting copy machine keys, phones etc. after use.

Secure storage space will be provided for cleaning and disinfecting supplies. Children under the age of 9 will only use sanitizer under adult supervision.

Videoconferencing and other digital means will be used whenever possible for staff meetings, Parent School Association meetings, and Advisory Council meetings. If it is decided to hold any of these meetings in person they will be held in open, well ventilated spaces and individuals will maintain appropriate social distancing.

Assemblies/Events will be limited to only those that can be conducted with appropriate social distancing and/or within cohorts. DOH guidelines will be followed for any such event.

Visitors to the school will be limited to essential personnel (e.g. deliveries, vendors, contractors) All visitors will need to follow all school protocols.

**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

The principal will act as COVID-19 safety coordinator to ensure continuous compliance with all aspects of Holy family's reopening plan, as well as any phased in reopening activities necessary to allow for operational issues to be resolved before activities return to the "new normal" level.

**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

Holy Family School will adhere to the requirements from Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection.

Cleaning and disinfecting are the primary responsibility of the school's custodial staff, but appropriate cleaning and disinfecting supplies will be provided to teachers and staff.

Disposable wipes will be provided so commonly used surfaces (e.g. touch screens, desks, keyboards) can be wiped down after each use.

Water fountains will be closed (unless a bottle filling station). Students will be encouraged to bring their own bottled water.

Students and staff will be provided training on proper hand and respiratory hygiene.

Handwashing sinks supplied with soap, warm water and paper towels will be available in each primary wing classroom, art room, grade 5 and 6 cohort area. In addition, handwashing sinks with warm water, soap and paper towels are available in all bathrooms. All areas where handwashing is not feasible will be provided with alcohol - based sanitizer containing 60% or more alcohol.

Cleaning and disinfection of facilities will be conducted on a regular basis with additional attention being paid to high risk areas used by many individuals and for frequently touched surfaces, including desks, tables, and railings. Products identified by the Environmental Protection Agency (EPA) as effective against COVID-19 will be used.

There will regular and more frequent cleaning and disinfection of bathrooms. Social distancing will be adhered to by taping off every other urinal and using partitions between sinks.

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

Any after school clubs will be limited to students from the same cohort. Clubs will take place in the cohort classroom with social distancing protocol. If any part of the activity does not permit social distancing, masks will be worn. The area will be properly disinfected after use.

**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

If after care is provided students will stay in cohort groups as much as feasible. When social distancing cannot be maintained face coverings will be worn. The area and any materials used will be disinfected after use.

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

Families will be offered the option of remote learning if they feel it is in the best interest of their child. If there is need for distance learning for individuals, plans will be in place to link students directly to classrooms for core subject lessons. Additional material will be provided through Zoom, Google Classroom and Class Dojo. Plans will be individually made to meet student needs.

Appropriate PPE equipment; such as masks that provide a visual of the mouth, will be provided to accommodate underlying health conditions such as hearing impairment, address students needing language services, and early education students that need the visual image. These modifications will limit exposure risk for students and staff to the greatest extent possible.

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

**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)

Holy Family School will work closely with the local school district and follow the protocols and procedures, which include wearing appropriate face coverings, established by the local LEA.

Parents will be encouraged to self-transport whenever possible.

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

Students will eat in their classrooms with their cohorts. There will be no sharing of food or beverages unless students are members of the same family. Classroom lunch monitors will be assigned to each cohort and trained in the proper handling of any food or lunch materials.

Students do not take part in a formal hot lunch program.

Staff eating areas have been set up with proper social distance. Staff members must clean and disinfect eating areas after each use.

**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*

Holy Family Elementary School's SEL team will meet on a regular basis to review teacher referrals, develop individual student plans and provide resources to address needs of staff and students.

A part time guidance counselor will be on staff to provide services to students and staff to help with behavioral, emotional, and mental health needs. Staff will be offered several online and/or zoom trainings on how to work with students and how to develop coping skills for students and staff.

**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*

The principal has thoroughly read and understands the guidance plan issued by the state of New York. The plan for Holy Family School will be submitted to the state and must be approved before reopening.

Once the plan has received approval it will be posted at the school as well as on the Holy Family School website for staff, students, parents/guardians to access.

Along with the school reopening taskforce consultations were held with various stakeholders as the plan was being developed.

Parent/guardian email, Staff e-mail, school website and on-site information area will be used to communicate necessary information to staff, students, parents/guardians and visitors.

Using verbal communication and signage, students, staff, and visitors will be encouraged to adhere to the CDC/DOH guidelines regarding the use of PPE, specifically face coverings, when a distance of 6ft. cannot be maintained.

Students and staff will be trained how to follow COVID-19 protocols safely and correctly. This will include hand hygiene, proper face covering wearing, social distancing and respiratory hygiene.

The principal will ensure that there is signage throughout the building, consistent with the DOH COVID-19 signage regarding public health protections against COVID-19. These will be age appropriate for the school setting and copies will be shared with the school community.

## 2. MONITORING OF HEALTH CONDITIONS

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

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

### **Health Screening and Temperature Checks**

There will be a mandatory health screening questionnaire and temperature check for staff each day upon arrival. This will also apply to vendors, visitors, and contractors where applicable.

Students will be administered a daily temperature check and periodic health screening questionnaire in accordance with DOH COVID-19 guidelines.

CDC and DOH guidelines will be frequently checked for the most up to date information on symptoms related to COVID-19.

**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*

Any student who screens positive for COVID-19 exposure or symptoms or presents a temperature greater than 100 degrees will be immediately sent home with instructions to contact their health care provider for assessment and testing.

Students being sent home for a positive screen will be immediately isolated from others in a supervised area.

Staff members who screen positive for COVID-19 exposure or symptoms or presents a temperature greater than 100 degrees will be sent home with instructions to contact their health care provider for assessment and testing

The state and Chemung County Health Department will be immediately notified if diagnostic test results are positive for COVID-19.

The school will work with local health departments to trace all contacts of the individual; while maintaining confidentiality.

**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*

The school will work closely with the Chemung County Health Department to supply relevant information and resources regarding testing.

**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.*

The school will use data from screenings and temperature checks, daily attendance records that show increase in absenteeism and observation of an increase in COVID-19 symptoms as warning signs that COVID-19 cases may be increasing beyond an acceptable level.

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

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

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

Students or staff members who develop COVID-19 symptoms during the school day will be sent to a designated isolated area until they can go home or to a health care facility, depending on the severity of the illness.

**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*

Students or staff members who develop COVID-19 symptoms during the school day will be sent to a designated isolated area until they can go home or to a health care facility, depending on the severity of the illness.

Symptomatic students waiting to be picked up will remain under the visual supervision of a staff member who is physically distant or wearing appropriate PPE.

The area will be cleaned and disinfected upon symptomatic student's departure. PPE will be made available.

**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*

Parents or legal guardian will notify office of their arrival at the main entrance. Students will be escorted by a staff member to the main entrance. The parent/guardian will be provided instructions that the student must be seen by a health care provider.

Students must be fever free without medication for 24 hours. A doctor's note will be required if symptoms were due to an illness other than COVID-19

**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

In coordination with the Chemung County Health Department, in order for a student or staff member to return to school after testing positive for COVID-19 they must:

isolate for at least 14 days and be fever free without medication for 72 hours and other symptoms (e.g coughing, shortness of breath) must have improved.

**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

It will required that individuals exposed to the COVID-19 will need to complete a 14-day quarantine and have not developed symptoms before returning to in-person learning. This will be done in coordination with the Chemung County Health Department.

**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

### **Cleaning and Disinfecting following a suspected or confirmed case of COVID-19**

In the event an individual is confirmed to have COVID-19, a thorough cleaning and disinfecting of exposed areas will be conducted. At a minimum, this will include all heavy transit areas and high touch areas.

Areas used by the person who is suspected or confirmed to have COVID-19 will be closed off (e.g. cohort area used by person, bathroom, hallway)

Open doors and windows to increase flow of air

Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, lockers, bathrooms, and common areas.

Once the area has been cleaned and disinfected it can be opened for use.

Individuals without close or proximate contact with the person who is suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfecting.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the building, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

**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

In an effort to support the local health department, the school will use protocols provided by the New York State Contact Tracing Program.

**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

Effective communication with parents, staff and community will be handled through website, MSP parent portal, phone alerts and text messaging, direct conversation, and written protocols and procedures.

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

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

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

If more than 5% of the total school population test positive for COVID-19 at any one time this may be reason to consider reducing in-person education or a complete closure. The school, in consultation with the Chemung County Health Department and state health department will make plans for an orderly closure.

If absenteeism of students or staff negatively impacts the education of the students, closure should be considered.

**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*

If closure became necessary, all student learning would shift to remote learning.

School would be closed to all personnel, except maintenance, until thorough cleaning and disinfecting took place.

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

Effective communication with parents, staff and community will be handled through website, MSP parent portal, phone alerts and text messaging, direct conversation, and written protocols and procedures.