August 2020

As our first day of school on September 8 approaches, we are committed more than ever to our belief that **we are made for each other**. We know that the 2020-2021 school year will be historic, and that we will overcome the challenges we face as a community because **we are better together**.

The Partnership Schools reopening plans, outlined below, are grounded in four beliefs:

- **We believe that children learn best in person**, and so all of our decisions center on the goal of maintaining five-day-a-week, in-person instruction for as long as we are able.

- We understand that our communities cannot flourish in an environment where the virus flourishes. Therefore, our schools will **meet or exceed health and safety guidelines** issued by the national, state, and local health officials to ensure our schools can open safely.

- Particularly given the evolving and sometimes unexpected challenges this pandemic has brought, we are reminded that we are always learning and situations may change. In humility, we recognize that **flexibility is key**. While our aim is to preserve in-person instruction for as long as possible, we are planning for the likelihood that individual classrooms or schools will need to close for short periods of time throughout the year—either due to government directives or because of local community spread of COVID-19. Therefore, we are implementing teaching and learning plans that will allow us to adjust our instruction to meet the health and safety needs of our students and teachers.

- As Catholic educators, we believe that **parents are our partners**. Therefore, we will continue to communicate with you throughout the year to ensure you are kept informed about changes to our plans, progress of your children, and more.

- **We know we are better together.** The continued collaboration of our network, teachers, staff, parents, students, and wider community are all integral to ensuring that our students grow and thrive this year. And our driving belief that God loves each of us and wants us to flourish will help us create a safe and supportive environment for every student we serve this year.

You’ll find below information on the parts that schools and families play in ensuring a healthy school year. We ask you to read them fully and to keep them at hand as we all develop new routines that keep our communities safe.

*Updated October 30, 2020; additions indicated by yellow highlights.*
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Plan for Learning

In-Person Instruction
Full-time, five-day-a-week, in-person instruction will begin on September 8, our first day of the 2020-2021 school year. As outlined below, some of the routines students and teachers have followed in the past will change to ensure that classes take place in accordance with health and safety guidelines. The sections that follow will include more complete details of those guidelines.

Remote Learning
We understand that there are some members of our community for whom the threat of COVID poses a significant risk to their family—a risk too great to justify participation in in-person instruction. That is why we will offer a Partnership Schools-wide remote learning option beginning September 8th, to ensure academic growth and development can continue until each child is able to rejoin the school community in person.

Student expectations: Remote instruction will include a balance of synchronous and asynchronous instruction. That is, students will come together for short bursts of teacher-led instruction (i.e., “synchronous instruction”) each day. In addition, when not attending live virtual lessons, students will be tasked with independent learning assignments derived from our core curriculum.

Just as they would if they were attending in person, students will be expected to submit assignments and will receive individualized feedback and grades from their teachers. In addition, remote students will have dedicated check-in time to meet with their teachers for support. Each school will release school- and grade-specific expectations, student schedules, and remote learning requirements in the weeks ahead.

Opting-in: Remote learning will be provided to families in the following scenarios:

- **As an option:** All families have been given the opportunity to choose to begin the year either in person or remote. For those who have chosen it, remote instruction will begin on September 8 and will continue until at least the end of the first quarter (November 10). Every student who has opted into remote learning will have the opportunity to rejoin the class for in-person instruction at the beginning of the next quarter.

- **As a health measure:** For families who have opted for five-day-a-week, in-person instruction, students may need to transition to remote learning periodically throughout the year. In particular, in-person students will need to pivot to remote learning if a cohort- or school-wide quarantine is required. (Please see the Plan for Interruptions below for more detail on when classroom-specific or schoolwide quarantine may be required.)
Changing Your Plan
All Partnership Schools families have already elected to begin the year either in person or remotely. While families may opt into remote instruction with the approval of the school principal at any point, students may only return to in-person instruction at the start of a new quarter. The first opportunity to rejoin the class for in-person instruction will be on November 10th, the beginning of the second quarter.

Virus Mitigation Routines, Spaces, and Cleaning

Social Distancing and Cohort Grouping
Guidance from the Centers for Disease Control (CDC) and from health experts emphasizes the importance of maintaining physical distance, wearing masks and providing barriers when social distancing isn’t possible, limiting the number of people who interact together in a community, and of avoiding large crowds. In order to accommodate these health and safety recommendations, all Partnership Schools will:

- Practice cohort isolation when in the school buildings. This means that cohorts of students, often defined by the homeroom to which the student is assigned, will be isolated to the extent possible, and students will come into physical proximity of only those students and staff needed to facilitate the day. A cohort includes all staff or students who regularly come in contact. More on cohort grouping appears in the Plan for Interruptions below.

- Maximize ALL of a campus’s indoor and outdoor spaces, weather permitting, to ensure we can safely bring all of our students together for in-person learning.

- Keep a minimum of three feet of physical distance or provide a physical barrier between students, as recommended by public health experts including the American Academy of Pediatrics and the Mayo Clinic.

- Limit breakfast and lunch to classrooms or other designated areas where safe, unmasked eating is possible.

- Postpone all whole-school events and assemblies until the threat of the virus wanes. This also means that our schools will not have whole-school Masses until it is safe to do so, although we will continue to pray and worship in classroom cohorts each day.
Cleaning and Sanitizing

Across our Partnership Schools, we have always ensured that all buildings are thoroughly cleaned at the end of each day. To ensure the health and safety of our community through the pandemic, we have enhanced daily cleaning and sanitizing in the following ways:

● Each campus will designate a “sanitizing specialist” who will be tasked with cleaning high-traffic areas, classrooms, bathrooms, and commonly used materials throughout the day. The sanitizing specialist will be trained in the proper use of our electrostatic misting machines. These machines spray an electronically charged mist of disinfectant which bonds with all hard surfaces and allows for rapid, thorough, and frequent sanitizing throughout the building.

● During the school day, the sanitizing specialist will move through the entire building misting all unoccupied spaces. For instance, a classroom will be disinfected whenever the students of that room move to another space, such as outdoor recess or a bathroom break. All high-touch surfaces will be wiped down throughout the school day–i.e., bathroom fixtures and door handles.

● Each classroom will be supplied with a touch-free hand sanitizer dispenser, sanitizing wipes, disposable gloves, extra disposable masks, face shields for staff members, and student desk shields. These items are provided for use by our teachers and students and are in addition to the school-wide sanitizing process done by the maintenance staff.

Adapting Our Spaces

● Signage will be placed throughout the building to encourage social distancing, to remind faculty, staff, and students of our mask and hand washing policies, and to help facilitate movement through the building. These will include circles placed in all hallways six feet apart to provide visual cues for our students while moving around the school.

● Each classroom will have desk shields for each student–along with disposable masks, hand sanitizer, and sanitizing wipes.

● We will install large outdoor tents on most of our playgrounds. These will allow for some outdoor classroom space, as well as protection from the elements during recess.

● Increased air circulation: Every classroom has operable windows, and portable fans will be added to all classrooms that do not already have ceiling fans.
Student and Parent Community Prevention

Preventing the spread of illness takes all of us working together. Even before students enter the building, parents play a crucial role in keeping our whole community safe. As outlined below, school staff will work with parents and students each day on preventing community spread of the illness.

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Preparing to Enter School Buildings

- If you feel sick, please stay home. Watch for symptoms. The Center for Disease Control offers the following guidance regarding the wide range of symptoms associated with COVID-19, from mild symptoms to severe illness:
  - Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
    - Fever or chills (100.4 and above)
    - 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

This list does not include all possible symptoms. The CDC provides a daily checklist for students that we have included for your use here. Additional resources on symptom tracking are linked here.

- When all individuals arrive at school, a staff member will take your temperature before entering the building. The temperature check will be for everyone arriving to school, as well as everyone you arrived with as you transported from home to school—so those in a carpool or a group walking to school together will all be tested. If temperatures are at or above 100°F, we will require you to go home.

- If you are asked not to enter the school building because of a high temperature based on CDC guidelines: Individuals must show a temperature under 100°F without fever-reducing medications for at least 72 hours.
● When all individuals arrive at school, they will be asked several critical questions related to COVID included in the overall screening. We will be altering the usual entrance and exit schedule to accommodate completing the daily screenings, maintain classroom and teacher cohorts, and significantly reduce entryway density, prioritizing the safety of staff and students that are needed in the building most.

● If you are not feeling well while in school, what do you do? All individuals who do not feel well during the school day, or who have been identified by school staff to be exhibiting symptoms consistent with COVID, should proceed to the nurse’s office for follow-up and additional screening. After additional screening and temperature tests, students or staff may be asked to go home and monitor symptoms.

● If you are not feeling well and want to get a test for COVID-19, but do not know where to go: Please email or call your school teams for information on which testing sites are close to your home and meet your needs.

● You just completed a quarantine for 14 days after a positive test and/or after close contact to someone who tested positive for COVID-19. When can you re-enter the school building? If it has been 14 days since symptoms first appeared and at least 72 hours with no fever without fever-reducing medication, and other symptoms as listed above have improved, you may return to school.

Communicate to School Immediately if...

Schools can be reached regarding coronavirus concerns at:

<table>
<thead>
<tr>
<th>School</th>
<th>Email &amp; Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archbishop Lyke</td>
<td><a href="mailto:covidresponse@archbishopschool.org">covidresponse@archbishopschool.org</a></td>
</tr>
<tr>
<td></td>
<td>216 991 9644</td>
</tr>
<tr>
<td>Immaculate Conception</td>
<td><a href="mailto:covidresponse@icsfamily.org">covidresponse@icsfamily.org</a></td>
</tr>
<tr>
<td></td>
<td>718 585 4843</td>
</tr>
<tr>
<td>Mt. Carmel-Holy Rosary</td>
<td><a href="mailto:covidresponse@mchrschool.org">covidresponse@mchrschool.org</a></td>
</tr>
<tr>
<td></td>
<td>212 876 7555</td>
</tr>
<tr>
<td>Our Lady Queen of Angels</td>
<td><a href="mailto:covidresponse@olqaeastharlem.org">covidresponse@olqaeastharlem.org</a></td>
</tr>
<tr>
<td></td>
<td>212 722 9277</td>
</tr>
<tr>
<td>Sacred Heart</td>
<td><a href="mailto:covidresponse@shhighbridge.org">covidresponse@shhighbridge.org</a></td>
</tr>
<tr>
<td></td>
<td>718 293 4288</td>
</tr>
<tr>
<td>St. Athanasius</td>
<td><a href="mailto:covidresponse@stathanasiusbronx.org">covidresponse@stathanasiusbronx.org</a></td>
</tr>
<tr>
<td></td>
<td>718 542 5161</td>
</tr>
</tbody>
</table>
Please communicate immediately with the school in the event of any of the following:

**You have had close contact to someone who has a confirmed case of COVID-19.**
1) Stay home, do not go to the school building.
2) Quarantine for 14 days after your last contact with a person who has COVID-19.
3) Contact the school COVID email to notify them of close COVID contact and set up a test date.
4) Continue to monitor your symptoms; the school team will also be in contact to understand your changing symptoms.

**What counts as close contact?** (refer to CDC guidelines in determining close contact linked here & pasted below) A close contact is:
- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- CDC Guidance: For all of the close contact scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home, since symptoms may appear two to 14 days after exposure to the virus. More on this here.

**You have tested positive for COVID-19.**
1) Stay home, do not go to the school building.
2) Quarantine for 14 days after you last had symptoms.
3) Contact the school COVID email to notify them of your positive test and the date.
4) You should continue to monitor your symptoms; the school team will also be in contact to understand your changing symptoms.
- Confidentiality will be maintained on who tested positive, but those in your cohort will be told of a positive test so that they can monitor symptoms, quarantine, and prepare to move to remote instruction.
You have traveled to restricted states/locations that are on the NY state advisory.

- The travel advisory in New York refers to travel since 12:01 a.m. Thursday, June 25, 2020.
- If you have traveled from within one of the designated states with significant community spread, you must quarantine when you enter New York for 14 days from the last travel within such designated state, provided on the date you enter into New York State that such state met the criteria for requiring such quarantine.
- More information here on which states are restricted is linked here.
- We know that some families are currently traveling to New York before the start of school. As required by the state advisory, we expect you to follow the above guidelines.
- You will need to be back by Tuesday, August 25th in order to begin in-person instruction by September 8th (in order to quarantine for 14 days prior to the start of school).

**How Do I Quarantine?**

Always quarantine if you have had close contact to someone who has a confirmed case of COVID-19 or you have tested positive.

- Follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and stay home for 14 days.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- Be sure to contact your school team to access remote learning if you feel well enough.

**Inside the School Building**

**Mask Policy**

One of the most effective ways to protect against the spread of COVID-19 is to ensure all members of the community wear masks that cover both the mouth and nose while inside. In order to ensure that every person entering our building has access to a clean, effective mask, Partnership Schools will provide child-size and adult-size disposable masks to all students, faculty, staff, and visitors.
In addition, every Partnership School will require:

- Students, faculty, staff, and visitors to wear a clean disposable mask, which will be provided by the school.
- Schools will have access to additional disposable masks should a student need a fresh mask during the course of the day.
- When inside the building, students are required to wear their masks unless eating, or during early childhood naps.
- There will be a clear desk shield on every student desk.
- Students will be provided with ample outdoor time in which they will be permitted to remove their masks.

**PreK Protocols**
Our youngest learners require some additional measures, given that their instructional days differ from older students:

**Nap Time**
- Student nap mats will be spaced with six feet of distance and will be arranged head to toe.
- Nap materials will be stored in a large Ziploc bag.
- Nap materials will be sent home every Friday to be laundered and returned.
- Students will not wear masks during nap time.

**Toys**
- Only toys that can be sanitized will be used for students. Toys and learning materials will be sanitized daily.
- Students will have individual school materials.

**Plan for Interruptions**

While we are committed to in-person learning, families and staff can expect that closures—by classroom, gradeband, school, or city—will likely be routine in the 2020-21 school year. The details below are to help us all plan for that eventuality. Our closing and reopening plans are based on recommendations from the NYCDOE.

We know that the closure of classrooms with very short notice can be difficult for working parents, but we are committed to make every effort to help keep families and staff as safe as possible with the new information on cases and the health of our community every day. When possible, we will provide families a status update by 7 p.m. as to whether the building will be closed the next morning.
Different circumstances will prompt different forms of closure:

**One Positive Test, Student or Staff**

- If at least one person—a student or staff member—reports having a positive coronavirus case, that class will close, along with the cohort, which includes staff or students who have come in contact with the class. School staff will contact any individual who has tested positive for more details and to ask whom the infected person may have exposed to the virus beyond their cohort.

- All school community members who came in contact with the person who had the positive test will be notified *within 24 hours of the school learning of a positive case*. Students and staff members in close contact with the individual in or out of school will be asked to quarantine for 14 days so that the total cohort will continue learning remotely, remaining away from the school building.

- School teams will follow up regularly with families and staff to monitor symptoms, follow-up on test results, ensure quarantine is occurring as expected, and to provide resources as needed.

- After 14 days, and no additional new positive COVID tests or increased persons with COVID symptoms, the cohort will reopen.

**Two Positive Tests, Student or Staff, Same Classrooms**

- If more than one person—staff or students—in a school tests positive for the virus and those individuals are in the same cohort, the class and all those in contact will be closed for 14 days, and all affected staff and students will quarantine for 14 days and monitor symptoms. The class will only reopen after continual monitoring for all reveals no new cases.

- While quarantined, students will transition to remote learning.

**Two Positive Tests, Student or Staff, Different Classrooms**

- If more than one person—staff or students—in a school tests positive for the virus, but follow up and interviews from the school team reveal *no clear link* of exposure within the school, the whole building, including every grade, will be closed for 14 days. All members of staff and students will quarantine for 14 days and monitor symptoms.

- If a link between cases is determined outside the classroom, the school will reopen but the classrooms with the positive test will remain closed. School will only reopen after continual monitoring for all cohorts reveal no new cases.

- As always, while quarantined, students will continue learning remotely.
● The school site team will monitor the health and wellness of those in your cohort closely over the next 14 days. If you test positive, please quarantine until you have confirmed a negative result or no symptoms after 14 days.

The chart below summarizes the guidance we will follow on closing and re-opening school.

<table>
<thead>
<tr>
<th>Conclusion of Investigation</th>
<th>During Investigation</th>
<th>Post Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1 confirmed case</td>
<td>Close Classroom, transition to remote learning</td>
<td>Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.</td>
</tr>
<tr>
<td>B. At least 2 cases linked together in school, same classroom</td>
<td>Close Classroom, transition to remote learning</td>
<td>Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days</td>
</tr>
<tr>
<td>C. At least 2 cases linked together in school, different classrooms</td>
<td>Close school building, transition to remote learning</td>
<td>Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)</td>
</tr>
<tr>
<td>D. At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)</td>
<td>Close school building, transition to remote learning</td>
<td>School opens post investigation, classrooms remain closed for 14 days</td>
</tr>
<tr>
<td>E. At least 2 cases not linked but exposure confirmed for each outside of school setting</td>
<td>Close school building, transition to remote learning</td>
<td>School opens post investigation, classrooms remain closed for 14 days</td>
</tr>
<tr>
<td>F. Link unable to be determined</td>
<td>Close school building, transition to remote learning</td>
<td>Close school for 14 days</td>
</tr>
</tbody>
</table>

**Conclusion**

We will continue to reach out with additional information. Because flexibility is key, these policies may change as we learn more from health authorities and from each other. We are made for each other, and together, we can ensure that our students learn, grow, and flourish this year, and that our shared efforts to make that happen fill us with the joy of knowing that we are, as our faith teaches us, Christ to one another.