

## Re-Opening Plan

for Religious or Independent Schools  
for the 2021-2022 School Year

Name of School: St. Francis Preparatory School

Name of COVID-19 Administrator: Mary Pappas, R.N., B.S.N.

E-mail of COVID-19 Administrator: mpappas@stfrancisprep.org

Contact Phone of COVID-19 Administrator: 718-423-8810 x234

Intended date of arrival of the first students: August 30, 2021

Intended date of on-campus classes starting: September 10, 2021

Intended dates for the fall semester, term, or quarter: September 10, 2021 - January 21, 2022

Date Plan Submitted: August 30, 2021

Name and Title of Person Submitting Plan: Joseph Castellano, Assistant Principal

### Part One: Repopulating the Campus

Category	Items to Include
Classrooms	The CDC recommends that schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing, to reduce the transmission of COVID-19. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is important to layer multiple other prevention strategies. Teachers will adhere to seating charts for attendance and contact tracing if and when necessary.
Dining Halls or Cafeterias	The cafeteria capacity will be limited; Students will be spaced appropriately to reflect distancing guidelines. Our food service provider follows all mandatory and recommended guidelines as indicated by the Department of Health. The footprint of the cafeteria will be extended by placing a tent outside with tables and chairs to accommodate student dining and comply with social distancing regulations.
Gymnasiums and	Physical Education classes will take place outside

<p>Worship Spaces</p>	<p>whenever possible. Students will wear masks with their gym uniforms, especially if social distancing is not achievable given the activity.</p> <p>Worship spaces will seat students 3 feet apart with masks required except for Communion.</p>
<p>Outdoor Play Spaces</p>	<p>Students do not have access to outside play spaces unless in Physical Education class and monitored by teachers.</p>
<p>Spaces Where Other Groups Congregate</p>	<p>In our school, students might congregate in the library. Social distancing will be achieved here by spacing chairs 3 feet apart, with library staff supervision to ensure those spaces are maintained.</p> <p>During extracurricular activities, students will be in classrooms that are appropriately spaced with 3 feet separation (current guidelines).</p>
<p>Orientation/Arrival</p>	<p>Our school's orientation took place online in May. We will be distributing iPads to 9<sup>th</sup>-graders and working through part of a program called "Strategies for Academic Success" in August. In order to do this appropriately, we will be scheduling students in small groups to accommodate for the current social distancing protocols of 3 feet. Students will be required to wear masks and maintain social distancing throughout the process.</p>
<p>Personal Protective Equipment (PPE)</p>	<p>Opening plans in September require face coverings be worn indoors at all times. Face coverings may be removed solely for meals and short breaks when individuals are able to maintain proper social distancing and only at the direction of the teacher. If a student forgets his/her mask, this will be evident at morning arrival; students will be spoken to by the Deans and supplied an emergency disposable mask for the day. Acceptable face coverings for COVID-19 include masks and gaiters that cover both the mouth and the nose. Students must wear masks of a solid color, with no messages, designs or logos.</p>
<p>Other PPE Requirements</p>	<p>Any individual on property in a designated group (e.g., health care workers, kitchen staff, custodial staff, etc.) will</p>

	<p>be required to follow any PPE requirements mandated for those specific populations, such as face shields, gloves, etc. Water fountains are closed for drinking. However, the school is equipped with hygienic water filling stations throughout the building which may be used. Students, faculty and staff are encouraged to bring their own water bottles to school.</p>
<p>Disinfection</p>	<p>Hand sanitizer is available for all faculty, staff, and students at various points around the building, including but not limited to entrances, classrooms, hallways, the cafeteria, and bathrooms. Cleaners will be available in shared spaces such as bathrooms, classrooms, teacher’s spaces (i.e., copy machines and coffee stations) to ensure proper and frequent cleaning. There are signs posted in all bathrooms reminding people to wash their hands frequently, and reminders will be made to continue to disinfect and wash hands. Public spaces will be cleaned in accordance with the state’s requirements. According to the most recent CDC guidance, in general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the <a href="#">U.S. Environmental Protection Agency COVID-19 list external icon</a>) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.</p> <p>Included here is the cleaning protocol used by our maintenance staff:</p> <p>All cleaning and disinfecting will follow current CDC and DOH recommendations. Employees will be trained initially and as these requirements change.</p> <p>Employees will be provided appropriate PPE to complete their assigned tasks daily. A minimum of face masks and gloves must be worn at all times. Other responsibilities may require specific PPE that will also be provided. Employees will be trained on the proper use and disposal of all PPE that is required.</p> <p>Cleaning Guidelines: Classrooms</p> <ul style="list-style-type: none"> <li>• Daily Cleaning of high touch points as necessary</li> <li>• Nightly full cleaning</li> <li>• Nightly full disinfecting</li> <li>• Nightly floor sweeping and mopping</li> </ul>

- Electrostatic Spray Disinfecting as determined

#### Bathrooms

- Daily cleaning and disinfecting as classes change
- Nightly full cleaning
- Nightly full disinfecting
- Nightly floor sweeping and mopping
- Electrostatic Spray Disinfecting as determined

#### Halls, Stairwells, and Elevators

- Daily cleaning of high touch points continuously (e.g., door knobs and pulls, panic bars, hand rails, etc.)
- Nightly Electrostatic Spray Disinfecting of all assigned lockers (outside only)
- Nightly floor sweeping and mopping
- Other Electrostatic Spray Disinfecting as determined

#### Auditorium

- Daily disinfecting as classes change
- Nightly full cleaning and disinfecting
- Nightly floor sweeping and mopping
- Electrostatic Spray Disinfecting as determined

#### Gym, Fitness Area, and Locker Room

- Daily disinfecting as classes change
- Shared locker disinfecting as user changes
- Daily fitness equipment cleaning between users
- Nightly full cleaning and disinfecting
- Nightly floor sweeping and mopping
- Electrostatic spray disinfecting as determined

#### Cafeteria

- Daily continuous cleaning of high touch points as classes change
- Daily continuous cleaning of vending machines
- Nightly full cleaning and disinfecting
- Nightly floor sweeping and mopping
- Electrostatic Spray Disinfecting as determined

Other specific disinfecting needs to be provided as

	<p>necessary. Priorities and protocols to be determined by/with the customer.</p> <p><b>Electrostatic</b> spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. This process along with disinfecting chemicals and dwell time assures us that proper disinfection is achieved.</p> <p>We use only disinfecting chemicals that are on the EPA approved N-list for COVID-19.</p> <p><u>AIR FILTRATION</u></p> <p>Because of the close proximity to the LIE, precautions were taken to protect students, faculty, and staff for sound and air quality since design and construction in the late 1950s. The windows in the building are specially designed to mitigate sound and air because of emission concerns. The air servicing units (ASUs) utilize fresh and circulated air. Standard air filters for buildings of our size and dedication are a thickness of merv 8 or 10. The large ASUs that supply the majority of air in the building have a pre-filter system plus bag filtration of merv 13.</p> <p>There are multiple units in the building which supply air to other parts of the building, including the art wing, gym, friary, and fitness center. These have all used merv 8 filters but have all been upgraded to merv 13 last summer. We also installed UV sterilization lighting in the ASUs as added protection.</p>
<p>Travel</p>	<p>Students, parents, faculty, and staff have been notified that travel, especially if unnecessary and to states that are considered high risk or international travel, is to be avoided.</p>
<p>Staffing</p>	<p>Students, faculty, and staff have been made aware of COVID-19 symptoms and are told not to come to school if they have these symptoms and to contact the school nurse immediately to allow for proper protocols to be followed. The school will require these individuals to seek testing and medical treatment and to keep the school nurse informed of any updates.</p> <p>Students, faculty, and staff will all be given clear</p>

instructions about symptoms, screening, and good hygiene; all of the school community will follow State Health Dept. and CDC guidelines. We will be able to accommodate the concerns of those people who are at high risk for infection by allowing for remote learning even when there is some in-school instruction.

### Social and Emotional Learning

In a typical year, a relatively finite number of students need social and emotional support because of adverse childhood experiences, such as parental divorce, death of a loved one, or the fallout of an inappropriate relationship. But as the 2021-2022 school year is on the horizon, students returning have suffered through an adverse childhood experience because of the Covid-19 pandemic. For some, it might be a parental job loss or the death of a loved one or close family friend, as Queens was the hardest hit community in the US.

Social-emotional learning is ingrained in our mission as a Franciscan school. It is at the forefront of our culture of faith-based education. As counselors, it will remain our top priority and a strategic part of our program. Mental health and self-care will remain our priority. We have already created a foundation for upper-level students; we will find ways through either small groups virtually or in-person to create that same imperative foundation for our incoming 9<sup>th</sup>-graders and transfer students. Communication will be strategically planned together. Our best hopes are that kids are more resilient than adults.

Moving forward, we will prioritize our social and emotional learning. School has always been a safe place for our students. Because we might not have the physical "space," everyone – teachers, staff, and administrators – will all take on a role as a counselor for some time, especially with the new students. We will rely on their referrals and communication. We will need a network that is handy and available at all times. The counselors will assess the situation and deliver interventions with students to re-engage with self-regulation, re-learn how to collaborate and engage with others in a classroom setting, and establish connections with teachers and peers.

Counselors will be available in person. The counselors'

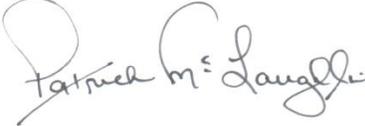
	<p>offices are private and large enough to socially distance. We will continue to use Google Classroom for announcements.</p> <p>College: There will be virtual college fairs and in person on-site opportunities.</p> <p>Counselors will be assigned to study halls or free periods offering access to students for support.</p>
<p>Access</p>	<p>The CDC and NYSED indicate in their guidance that screening and taking temperatures of students and school personnel is no longer a requirement in schools. We will continue to emphasize that students remain home if they feel ill. Visitor access will be limited to necessary visitors. Visitors will be asked during their registration process if they have been exposed to anyone with COVID-19, if they are feeling any symptoms, and if they have traveled to any places that are subject to a 14-day quarantine. This list will be provided to make sure they are aware. If any member of the community is absent for 2 days ill they must be tested before returning to school. If any member of the community reports any signs of Covid, they will need to be tested before returning to school.</p>
<p>Transportation</p>	<p>The school will coordinate with the MTA to make sure that public buses are available to students as they arrive and depart. Students taking “yellow buses” from their districts will be scheduled to accommodate for that travel. Students must wear masks during travel and to use hand sanitizer when they get off transit.</p>
<p>Use of Facilities Outside of the School Day</p>	<p>ATHLETICS: Please note that decisions regarding the 2021-2022 sports season will be based upon the mandates and instruction of the Governor of New York, the New York Department of Education, the Department of Health, and the educational leadership of the Archdiocese of New York, the Diocese of Brooklyn, the Diocese of Buffalo, and the Diocese of Rockville Centre.</p> <p>All coaches will take attendance and keep records on file.</p> <p>STUDENT ACTIVITIES: The St. Francis Prep Student Activities Program will begin operation upon school reopening. The moderators and students must adhere to all state-mandated guidelines regarding social distancing and group gatherings.</p>

	<p>Clubs may meet after school (3:00 p.m.-4:30 p.m.) in a classroom with a moderator if, and only if, these guidelines are consistently followed. A written permission form must be submitted to the moderator and kept on file stating that parents are allowing said student to remain after school for this activity.</p> <p>All moderators will take attendance and keep records on file.</p> <p>Our regular cleaning protocols will be used for after-school use of classrooms and other facilities.</p>
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## Part Two: Monitoring the Health of Students, Faculty, and Staff

Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	<p>Should anyone become sick or symptomatic during the school day, that person will be isolated. Students will have a parent or guardian pick them up. Faculty and staff will be sent home. All persons will be sent to their health care provider; testing is required. Only quarantined students will be permitted to access instruction through Google Meet. After approved by an administrator the teacher will admit the approved student(s). The School Nurse will follow up on all matters of health care and quarantine.</p>
Appointment of a COVID-19 Coordinator	<p>Mary Pappas, R.N., is our School Nurse and has been appointed to be the COVID-19 Coordinator. She will be the liaison with other schools and their COVID-19 Coordinators. She has been and will continue to be in regular contact with City and State Health officials.</p>
Protocol for collecting information about COVID-19 cases	<p>Any person with any of the COVID-19 symptoms will immediately inform the School Nurse. That person will be directed to contact his or her health care provider. For those persons testing positive for COVID-19, they will immediately contact the School Nurse.</p> <p>Students with concerns, symptoms, or fever will be isolated under the direction of the school nurse until parent or responsible party can arrive to pick them up. Areas will be cleaned as per protocol. We will follow up with doctor and school nurse. In the case of a positive test, students and</p>

	<p>faculty in the contact group will be notified.</p> <p>Faculty and staff should not come to school with symptoms. Faculty and staff members who arrive with any symptoms will be sent home and directed to check with their health care provider.</p>
<b>Part Three: Containment</b>	
Category	Items to Include
Containment	<p>Faculty, staff, students, and parents who get ill in school with symptoms or fever will be immediately isolated and sent home for medical follow up.</p> <p>Faculty, staff, students, and parents who report positive COVID-19 tests or contact with someone testing positive will be given strict instructions under the NYS guidelines regarding quarantine, contact tracing, testing, and return to school information.</p> <p>Classes all have assigned seating. Families of students and faculty who have been in contact with a person testing positive will be notified.</p> <p>Areas will be cleaned as per protocol.</p>
Contact Tracing	<p>People who have come in close contact with someone who is COVID-19 positive will be asked to stay home and limit their contact with others. Faculty, staff, students, and parents must notify the school nurse. The school nurse will then contact the NYS Contact Tracing Program. We await additional guidance from the NYCDOH regarding the 2021-22 school year.</p>
<b>Part Four: Shutdown</b>	
Shutting Down If a Serious Outbreak Occurs	<p>From the beginning of the school year, students will be reminded to take their school-issued iPad and charger home with them every night as this is where the majority of their schoolwork is and would be a necessary component of instruction during a shutdown. This will enable us to shut down without having to let students back in the building to get their devices.</p> <p>Teachers have engaged in professional development to</p>

	<p>ensure adequate preparation for student contact and instruction in the event of a shutdown.</p> <p>Parents and students will be contacted through our school's messaging system to communicate regular and effective updates regarding any shutdown. Local and state agencies will also be contacted.</p>
<p>Shutting Down if Required by Governmental Agency</p>	<p>The school will follow the instructions of the Governor, or appropriate governmental agency, if the Governor or agency determines that a shutdown is required.</p>
<p>Plan for Continuation of Program Under Shutdown</p>	<p>The school is prepared that, if a shutdown were to occur, online learning would begin immediately. The learning would be mostly synchronous and would take place online using student iPads and teacher devices. Information would be disseminated to faculty and students before the shutdown occurs.</p>
<p><b>Name and Signature of COVID-19 Coordinator</b>  Mary Pappas, School Nurse</p> 	
<p><b>Name and Signature of Principal, Superintendent, Head of School, or Appropriate Official</b>  Patrick McLaughlin, Principal</p> 	
<p><b>Date Submitted August 30, 2021</b></p>	