

# **Confronting COVID-19:**

## **A Plan to Reopen Saint Gregory's School**

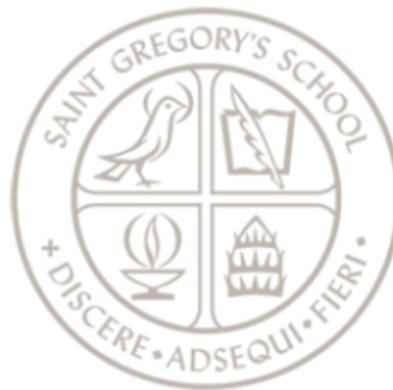
*As Developed by the Saint Gregory's Reopening Task Force*

*Eric Martell, Task Force Chair*

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**To Learn**

**To Achieve**

**To Grow**

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**Section 1: Guiding Principles**

The safety and health of our students, faculty, staff and families will lead and direct our decision-making process and shall inform how we operate and deliver high quality instruction.

Our goal for the 2020-2021 academic year is to safely bring our students back to in-person learning while maximizing their health, their social-emotional well-being, and to continue to provide a rigorous academic curriculum within our tradition of excellence. Saint Gregory’s is committed to designing and implementing this student-centered plan emphasizing flexibility, adaptability, and the preservation of equity for all students.

Following New York State’s Reopening Guidelines of July 13 as well as relevant guidance from NYSED, our local Department of Health, and the Federal CDC, our focus first and foremost is getting our students back into the school building. While remote learning certainly improved and Saint Gregory’s is prepared to return to remote learning and/or to utilize a hybrid approach for the Continuity of Learning, the aim of this reopening plan is to return students to their classrooms, for there is no substitute for in-person instruction.

The purpose of this document is to begin planning for a future that is unpredictable. With the uncertainty surrounding information about COVID-19, it is not possible to mitigate every circumstance. Information is uncertain and rapidly evolving.<sup>1</sup> *This plan, in its entirety, is subject to change as public health considerations and State guidance change.*

**Section 2: Saint Gregory’s Reopening Task Force**

Dr. Andy Berglund	<i>Director, RNA Institute (University at Albany)</i>
Officer Taylor Carey	<i>Colonie Police Department, Community Relations</i>
Philip Cullum	<i>Facilities Manager</i>
Kathryn Helm	<i>Head of School, Point of Contact</i>
Mary Hogan	<i>Lower School Faculty Rep</i>
Nancy Lindsay	<i>School Nurse</i>
Eric Martell	<i>IT Services, Point of Contact</i>
Dr. Ashit Patel	<i>MD, Albany Medical Center</i>
Steve Seymour	<i>Assistant Head of School, Athletic Director</i>
Jake Shepard	<i>Upper School Faculty Rep</i>

<sup>1</sup> New York State Department of Education, “Recovering, Rebuilding, and Renewing the Spirit of New York’s Schools: Reopening Guidelines” (July 13, 2010), New York State Department of Health, “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVI-19 Public Health Emergency,” (July 13, 2020).

**Section 3:**     New York State’s Formula for Reopening & Current Research

According to the Governor’s July 13 communique, the Capital District will be under the direction of the State’s Formula for Reopening stated as follows: If a region is in phase 4 and if the regional infection rate is five percent or lower over a fourteen-day average, thus showing that the virus is under control, schools may open and remain open. To receive the greenlight, the Capital District will need to hit these parameters by the first week in August. Conversely, the Capital District will need to close schools if the regional infection rate soars to nine percent or higher on average over a seven-day period.<sup>2</sup> Our Reopening Plan reflects this formula.

In addition, Saint Gregory’s is committed to making its decisions, in the words of the Governor, “purely on the numbers” and the science. Here, we cite current research regarding infection and transmission rates. Research evidence and data suggest that children, particularly younger children, are less likely than adults to be infected with COVID-19 and, in turn, are less likely to transmit the disease to others. According to recent research, (1) schools do not appear to have played a major role in the transmission of COVID-19; (2) rates of infection for children were lower than for adults; (3) children may be less likely to become infected; and (4) if infected, children may be less likely to infect others with COVID-19.<sup>3</sup> *Given the nature of Scientific and Medical research, as it changes so shall the assumptions that underlie this reopening plan.*

**Section 4:**     Communication/Family & Community Engagement

This report was produced under the direction of the *Reopening School Task Force*, which included administrators, faculty and staff members, parents, and professionals within our community. The school also took the following steps to engage our community:

1. Utilized a parental/guardian survey of families and their needs heading into the 2020-2021 school year while also assessing the distance learning model used by the school beginning in mid-March.
2. Utilized a faculty and staff survey to assess their needs heading into the 2020-2021 school year while also assessing their role and thoughts in our distance learning model used by the school beginning in mid-March.
3. Sent out an “At a Glance” letter to our entire community on Sunday, July 19 detailing the “big picture” items contained in this plan.

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<sup>2</sup> Press Briefing by Governor Andrew M. Cuomo (July 13, 2020).

<sup>3</sup> Massachusetts Department of Elementary and Secondary Education, “Initial Fall School Reopening Guidance” (June 25, 2020).

*In implementing this Reopening Plan*, Saint Gregory's is committed to engaging all stakeholders in our decision process, including families, staff, and medical professionals within our community. Further, SGS shall share protocols and safety measures taken by the school with all necessary parties including: parents and legal guardians, faculty, staff, students, and the larger SGS community with all judicious speed. Similarly, Saint Gregory's is committed to transparency, accountability, and open communication among the various stakeholders within our community. It is the policy of Saint Gregory's to communicate consistent messages regarding instruction, student training, faculty training, signage, and other health-related information to our stakeholders in the SGS community. To achieve this point, Saint Gregory's is implementing the following plan:

1. Saint Gregory's will communicate to all staff, students, and families about new, COVID-19 related protocols as they are developed and unveiled by the State of New York, Albany County, or their affiliated organizations in a timely manner.
2. Further, all staff and students will be instructed, in the first few days of the school year, regarding how to follow new COVID-19 protocols safely and correctly. This could include, but is not limited to:
  - a. Proper use of PPE
  - b. Cleanliness and Disinfection efforts on Campus
  - c. Transmission Prevention
  - d. Guidelines for families about when to keep students home from school
  - e. Systems and protocol for self-reporting symptoms
  - f. Saint Gregory's criteria and plan to close schools again
  - g. Maintaining proper social distance
  - h. Correct Bathroom Usage
  - i. Correct procedures for *daily* washing of face masks and facial coverings
3. As part of Saint Gregory's Communication Plan, Saint Gregory's will do the following if a *positive* case of COVID-19 is confirmed within our school community. SGS shall:
  - a. Assess our role in documenting, report, track, and trace infections in coordination with the Department of Health.
  - b. Notify Faculty, Staff, and our families immediately of any confirmed cases of COVID-19.
    - i. Further, SGS shall review legal responsibilities and privacy laws for communicating about positive cases in our community and the protection of the identity of infected individuals.

- c. Provide guidance to parents, teachers, and staff reminding them of the importance of community social distancing, community compliance, and other measures while our school is closed.
  - d. Advise sick staff members or students not to return to the campus until they have met CDC criteria for discontinuing home isolation.<sup>4</sup>
  - e. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, to follow CDC guidance if symptoms develop, or to seek a COVID-19 diagnostic test.
  - f. Communicate any decision to *temporarily* close the Saint Gregory's Campus and the procedures to which a move to a distance learning model are made.
    - i. SGS shall also offer an approximate return-to-school date, *subject to change as conditions warrant*.
  - g. Provide all necessary information related to the cleaning and disinfection of our infected spaces.
4. If Saint Gregory's is required to close due to the Capital District exceeding the State's formula or if Saint Gregory's decides to close internally due to confirmed cases, the school will clearly articulate to the entire community the following elements:
- a. Medical precautions to be taken.
  - b. An initial timeline for returning to school, subject to change.
  - c. The implementation of our distance learning or hybrid plans
5. Saint Gregory's will actively participate in Contact Tracing efforts.
- a. SGS shall immediately notify state or local health departments after being informed of any positive COVID-19 diagnosis within our school community.
  - b. Working alongside the New York State Contact Tracing Program, SGS will support efforts by local health departments to contact trace.
    - i. Confidentiality will be maintained as required by federal and state laws.
6. Saint Gregory's has named Kathryn Helm as our Point of Contact Person. Her duty is to be our primary contact with the Department of Health and the NYS Contact Tracing Program. In addition, it shall be communicated to families that if anyone in their family suspects that they were exposed or have made arrangements to be tested for COVID-19, their duty is to contact our Point of Contact.

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<sup>4</sup> Center for Disease Control, "Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19," <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html> (updated May 3, 2020).

7. Saint Gregory’s will use consistent forms of messaging (listserv emails) and website announcements to declare any changes to our Reopening Plan after its implementation.
8. Saint Gregory’s will encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the correct use of PPE, face coverings, and proper minimum social distancing through verbal and written communication such as signage, newsletters, and other publications.
9. Saint Gregory’s is committed to equity and diversity and will ensure that all communications from the school will be accessible by members of our community who may have visual or hearing impairments or who receive ELL services.
10. Saint Gregory’s is committed to regular family feedback and will, as the situation warrants, utilize further school-wide family surveys.
11. The IT coordinator will work with faculty, staff, and administration to streamline communications with families regarding deadlines, announcements, and assignments in order to avoid unnecessary confusion or ambiguity with regards to distance learning.

**Section 5: Social-Emotional Well-being Concerns**

Social Emotional Learning is defined as the “process through which children and adults understand and manage emotions, set and and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.<sup>5</sup> The five core competencies for SEL are as follows:

1. Self-Awareness
2. Self-Management
3. Social Awareness
4. Relationship Skills
5. Responsible Decision Making



Given the impact of the COVID-19 pandemic on our students and the need to implement daily best practices for our students, it is important for SGS to promote “Restorative Practices” to supplement traditional punitive disciplinary practices.

Social-emotional well-being is Saint Gregory’s top priority. Our sense of duty to our community is to create a safe space for cognitive, social, and emotional growth. While SGS faculty and staff cannot solve every problem for every student, we realize that we’re on

<sup>5</sup> New York State Education Department, “Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools *Reopening Guidance* (released July 16), page 69.

the “front lines” in noticing patterns of behavior, monitoring physical, mental, and emotional health, and improving the overall well-being of our students.

Saint Gregory’s further recognizes that the Spring 2020 shutdown and distance learning led to isolation for many of our students with different results for each. Some students felt a positive impact and we want to build upon that momentum moving forward. Other students, however, struggled. Finally, we recognize that a third category of students also struggled: those never on our radar for social or emotional vulnerability. Distance learning affected different students in unique, idiosyncratic ways and our social-emotional learning approach to 2020-2021 will reflect those lived experiences.

Overall, we understand that Adverse Childhood Experiences (ACEs) and related trauma can have a deleterious effect on young people’s social emotional well-being and their capacity to learn. Our SEL plans are meant to help shift the negative reactions to inappropriate student behavior to thoughtful, proactive responses that consider the root causes of such behavior and seek to help support individual students and their needs in order to address those causes.

Should Saint Gregory’s close again, special precautions will be made to more effectively monitor and keep lines of communication open with students but with a particular emphasis on those students deemed vulnerable to the negative effects of social isolation.

With regards to returning to school in September, Saint Gregory’s shall prioritize the first several days of school in doing the following:

- a. Introducing our new routines, procedures, and expectations.
- b. Prioritizing social and emotional well-being.
- c. Preparing students for a possible return to distance learning and utilizing technology in an appropriate manner.

The following SEL plans are being implemented to most effectively deal with the lingering effects of the public health pandemic on our students, faculty, and staff:

1. School-Wide SEL Policies for Students and Families
  - a. SGS will incorporate a formal comprehensive Pupil Personnel Service Staff (PPS) to monitor and implement these policies which shall include: a school psychologist, classroom teachers, supplementary teachers from North Colonie, each student’s advisor (Upper School only), and the Dean of Students.
  - b. Saint Gregory’s shall utilize a school psychologist from North Colonie CSD to be in our school upon request and as needed.

- i. SGS shall work with the school psychologist to provide referrals to appropriate mental health, behavioral or emotions support services, and other programs throughout the Capital District for any faculty, staff, or students who may require such assistance.
  - ii. SGS shall work alongside the school psychologist to appropriately train our faculty and staff to look for warning signs in student behavior and overall changes to their social-emotional well-being.
  - iii. Further, SGS shall work alongside the school psychologist to seek appropriate professional development opportunities for members of our teaching staff.
- c. SGS shall utilize a Multi-Tiered System of Support (MTSS) which is an evidence-based approach to addressing academic and behavioral challenges. Our MTSS program shall include:
- i. Tier 1: *Proactive activities for all students (universal interventions)*. These shall be conducted within each cohort and done with the assistance of the Dean of Students and necessary faculty.
  - ii. Tier 2: *Targeted activities for students identified as “at risk” (secondary interventions)* These shall be conducted in small groups in the Lower School and in weekly (or more, if necessary) Advisory sessions in the Upper School.
  - iii. Tier 3: *Intensive activities for students identified as “high risk” (tertiary interventions)*. These shall be conducted in one-on-one situations with the Dean of Students, school psychologist, and families.
    - 1. We understand that universal intervention strategies are appropriate and helpful for *most* students, but targeted and intensive support will be needed to address the needs of students which cannot be met with universal intervention strategies.



Source: Fargo Public Schools (<https://www.fargo.k12.nd.us/Page/2059>)

- d. SGS shall use guidance from the New York State Education Department's Social Emotional Learning: Essential for Learning, Essential for Life program.<sup>6</sup>

2. School-Wide SEL Policies for Faculty and Staff

- a. SGS will develop means to monitor the social-emotional well-being of our staff and faculty.
  - i. Our newly appointed Dean of Faculty will assume these duties and will report to the Head of School and Assistant Head of School.
- b. We recognize the importance of taking care of ourselves for our well being but also to allow us to properly take care of the students in our trust.
- c. SGS administrators will work closely with the school psychologist to seek appropriate professional development opportunities to help our staff with the twin goal of (1) effectively helping our students and (2) effectively helping ourselves.
- d. SGS will provide opportunities for mentorship between established faculty and the newest members of our teaching staff.
- e. As part of the development of an open, welcoming culture for our students and staff, SGS will endeavor to maintain a working environment which encourages human connection, comfort, and mutually supportive relationships among our staff.
- f. SGS shall regularly survey our staff to ask about their needs, their anxieties, and to further our assessment of those staff members in our community who are at risk.

3. Best Practices for Successful SEL for Our Students

- a. SGS shall work toward improving our school culture to achieve the critical conditions for learning which include an engaged school community responsive and sensitive to issues of race, ethnicity, language, and socio-economic status. These conditions are important for an inclusive learning environment and to help develop socially and emotionally competent adults in our wider community. To achieve this end, SGS shall:
  - i. Use a prolonged orientation or transition period over the first several weeks to discover, support, and invest in the social and emotional well-being and resiliency of our students *before* we begin to phase in academic content.

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<sup>6</sup> New York State Department of Education, "Social Emotional Learning: Essential for Learning, Essential for Life," <http://www.p12.nysed.gov/sss/documents/SELEssentialforLearningandLife.pdf> (accessed July 24, 2020), page 42.

1. Continue to prepare our students for a potential return to distance learning and to develop age-appropriate coping mechanisms for the realities of isolation.
  - ii. Always work to create a safe, supportive, and engaging learning environment that nurtures students' social and emotional learning.
  - iii. Continue to promote twice-daily recess, weekly music, art, and physical education because of the overwhelming benefits of unstructured play time, social interaction, creative free space, and physical exercise.
  - iv. Provide monthly surveys to our Upper School students in Wednesday advisory regarding their needs and worries.
    1. In Lower School, morning meetings will be conducted in the classroom and teachers shall be instructed to utilize that time, at least once a week, to informally survey their students regarding their needs and worries.
  - v. Continue to scaffold our universal Tier 1 responses to SEL concerns which are age appropriate.
  - vi. Embed SEL and trauma-responsive practices in restorative and traditional discipline policies.
  - vii. Work to mitigate the absence of school social activities such as sports and clubs by finding ways to responsibly hold those clubs and sports or to hold them in an online format.
  - viii. Promote collaboration between faculty members so that we centralize, streamline, and document all concerns as they arise.
4. In the Upper School, Saint Gregory's will continue to lean on our academic advising system whereby students are given an academic advisor whose task it is to monitor them academically, socially, emotionally, and cognitively. In years past the advisory period was held for 40-50 minutes once a week with small groups of advisees. Their advisor-teacher would utilize small activities, character building, bonding, or one-on-one talks. To meet the unusual stress placed upon students due to this pandemic, we will utilize these advisory periods to address social-emotional concerns among our Upper School students in smaller groups.

5. In the Lower School, where student-teacher interactions are more intimate in scope, SGS will continue to rely on our classroom teachers and their ability to monitor their cohorts academically, socially, emotionally, and cognitively. To meet the unusual stress placed upon students, we are implementing the following adjustments to our advising plan in the Lower School:
  - a. *Morning Meeting* shall no longer be conducted in the Lower Gym wherein mixing of cohorts could happen. Instead, morning meetings shall be conducted in the individual classrooms and headed by their classroom teacher. Teachers will be expected to schedule universal Tier 1 check-ins specifically for SEL concerns during this time.
    - i. It shall be the responsibility of the classroom teacher to determine if Tier 2 or Tier 3 intervention strategies or actions are necessary.
6. In addition, our faculty remains committed to keeping a consistent line of communication with each family, parent, or guardian. This nexus between student, teacher, and family is, without a doubt, the most effective way to monitor and adjust for daily and longitudinal changes to the social-emotional well-being of our students.
7. In addition, Saint Gregory's faculty members regularly host meetings to discuss academic and social-emotional concerns regarding our students. Our faculty will continue to host these discussions but will also implement the following adjustments that:
  - a. Create a shared document, of which each teacher will have access, will chart and document any academic, social, emotional, or cognitive concerns by teachers or parents regarding our students. This document will be regularly updated and discussed at our faculty meetings.
  - b. Perhaps more important than ever before, these concerns will need to be given top priority at our faculty meetings.
  - c. Teachers and other staff members will be engaged in constant discussions and training before and during the school year regarding how to properly support students during this ongoing public health emergency.

**Section 6:**      Health and Safety of the Saint Gregory’s Community

Saint Gregory’s top priority is the health and safety of our students, our faculty, our staff, and our families. Health and safety considerations, along with SEL concerns, will always come first when decisions about the school are being made. These plans were drafted, debated, edited, and approved with direct community engagement with our stakeholders. Saint Gregory’s has based its decision-making on the following considerations related to health and safety:

- a. Ability to maintain appropriate minimum social distance at all times
- b. PPE and face mask availability
- c. Cohort size and overall enrollment
- d. Availability of safe transportation
- e. The effective use of our campus resources and spatial arrangements
- f. Local hospital capacity
- g. The State’s Reopening Formula.

Saint Gregory’s is implementing the following changes:

*A. Written Protocols.*

1. This plan includes a written protocol developed in collaboration with Nurse Lindsay. This written protocol can be found in the appendix of this document. These documents will be communicated with their appropriate audiences *before* the start of the academic year. This protocol shall:
  - a. Instruct staff to observe for signs of illness in students and staff and shall require symptomatic persons to be sent to Nurse Lindsay for evaluation.
  - b. Instruct parents and guardians to observe for signs of illness in their child that require their children to stay home from school.
  - c. Instruct parents how SGS shall conduct morning medical screenings.
  - d. Instruct staff and students to use appropriate hand and respiratory hygiene.
  - e. Instruct all persons on school grounds to keep proper minimum social distancing wherever and whenever possible.
  - f. Detail how SGS will provide appropriate and reasonable accommodations to students and staff who are high risk or who live with someone who is high risk based on their health, circumstance, or occupation.
  - g. Instruct and require students, staff, and visitors to use a clean face mask or facial covering whenever minimum distancing cannot be maintained.
  - h. Detail scheduled masks breaks for students when proper minimum social distancing *can* be achieved.
  - i. Instruct families and guardians of the weekly requirement to conduct health questionnaires regarding the health of their students.

B. *Daily Health Checks* - As per the State’s Reopening Guidelines, Saint Gregory’s will regularly monitor and check the health of students, faculty, and staff. Saint Gregory’s will perform two types of screening: *Passive* and *Active*.

1. *Passive Screening* - All faculty and staff will be required to screen themselves at home before they depart for campus. Similarly, families will be instructed to screen their children at home before they depart home. All members should look for signs of general illness, symptoms of COVID, and should test for body temperature. The entire Saint Gregory’s Community will be instructed that body temperature must be, and remain, below 100.0°F to attend school that day. In addition, the Saint Gregory’s Community will be instructed, for employees and students alike, to stay home if they suspect general illness, any symptoms of COVID, or have a body temperature that exceeds the established cut-off.
  
2. *Active Screening* - Saint Gregory’s will appoint certain faculty or staff, as directed and trained by the School Nurse, to screen students and faculty upon their arrival to campus. Active screening will look for signs of general illness, symptoms of COVID, and will test for body temperature. The entire Saint Gregory’s Community will be instructed that body temperature must be, and remain, below 100.0°F in order to attend school that day. If any member “fails” their medical check for that day, the procedures outlined in Section 6, Part D will be immediately implemented.
  - a. The School Nurse shall take the lead in performing the daily morning temperature checks with assistance from faculty and staff
    - i. These faculty and staff will be trained by the School Nurse how to properly employ PPE for themselves and how to properly conduct the morning screenings.
  - b. It shall be the duty of faculty and staff engaging in the morning medical checks to supervise students waiting in line to ensure compliance with proper minimum social distancing and the wearing of masks or facial coverings.
  - c. SGS shall maintain sufficient supplies of touch and non-touch thermometers and will regularly monitor their supplies.
  - d. SGS shall follow the appropriate methods for conducting temperature screenings as set forth by the CDC.<sup>7</sup>

<sup>7</sup> Center for Disease Control, *Guidance for Childcare Programs that Remain Open*, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren> (Updated April 21, 2020).

- e. SGS screeners shall, with appropriate training from the School Nurse, observe for signs of illness which *could* include:
    - i. Flushed cheeks
    - ii. Rapid breathing or difficulty breathing
    - iii. Fatigue or Extreme fussiness
  - f. SGS screeners will not be using barriers or partitions to conduct temperature screenings but will be utilizing correct PPE during the screening process such as:
    - i. Mask or facial covering
    - ii. Disposable gloves
    - iii. Goggles, face shield, or other protective eyewear
  - g. During the screening process, as stated, SGS will be employing a few non-touch thermometers which will be sanitized daily after the completion of the morning temperature scans.
    - i. No part of these thermometers shall touch the skin or clothing of any student or staff member.
  - h. Students who arrive *after* 8:20 am will be considered tardy and will be required to go through the Main Entrance and see the Nurse for their daily health screening *before* they may go to their locker.
3. As of the July 13 guidelines, the CDC recognizes the following most common symptoms of COVID-19:
- a. Fever or Chills (100.0°F or greater)
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat, Congestion, or runny nose
  - i. Nausea, vomiting, or diarrhea
4. It is recommended that all staff are educated to observe other staff members or students for signs of any related type of illness such as:
- a. Flushed cheeks
  - b. Rapid difficulty breathing (without recent physical activity)
  - c. Fatigue or general irritability
  - d. Frequent use of the bathroom

5. Saint Gregory's shall train its staff to be aware of the symptoms of MIS-C (Multisystem Inflammatory Syndrome in Children) associated with COVID-19 which is a serious condition affecting children and young adults. SGS shall notify guardians and local health authorities if a student shows any of the following symptoms and shall refer the family to a proper healthcare facility:
  - a. Fever
  - b. Abdominal pain
  - c. Vomiting
  - d. Diarrhea
  - e. Neck pain
  - f. Rash
  - g. Bloodshot eyes
  - h. Extreme fatigue
  
6. Saint Gregory's shall immediately notify Emergency Medical Services (EMS) if the following MIS-C symptoms develop while on our campus:
  - a. Trouble breathing
  - b. Pain or pressure in the chest that does not dissipate
  - c. New confusion or difficulty with cognitive functioning
  - d. Inability to wake or to stay awake
  - e. Bluish lips, face, or extremities
  - f. Several abdominal pain
  
7. *Outsiders* - Saint Gregory's will not permit parents, outside vendors, athletes, Individuals, or other parties to access our building unless their presence in the building is deemed necessary by administration. For those parents, outside vendors, athletes, individuals, or parties which, based upon the nature of their business and visit, *must* enter our building will be subject to the same active screening protocol outlined for SGS faculty, staff, and students. Protocols will be put in place to limit daily exposure of our building to outsiders including no-touch interaction with mail carriers and deliveries.
  
8. *Equipment* - All screeners will wear enhanced, appropriate PPE, under the direction of the School Nurse and these guidelines during the screening process. In addition, no-touch thermometers will be properly disinfected after each round of morning screenings.

9. *Entrances* - Each approved, supervised entrance to the SGS building will have hand sanitizer dispensers which students will be directed to use in order to gain access to the building's interior. These approved, supervised entrances will divide access to the building in order to reduce large gatherings:
  - a. Upper School will enter and dismiss from the Kopp Wing doors.
  - b. Lower School will enter and dismiss from the Lower Gym doors..
  - c. Pre-Kindergarten will enter through the side Lower Gym doors.
  
10. *Health Questionnaires* - According to State Guidelines, Saint Gregory's will require all faculty and staff to answer daily questionnaires regarding their health status and screening results. SGS will also periodically use a questionnaire for students and families. This is to create a functional health history and data point for potential exposure/transmission tracing, if necessary. Per the State's guidelines, *periodic* questionnaires will be given to students and/or family for the same purpose.
  - a. Note: SGS is prohibited by law from keeping records of health data such as specific temperature of an individual, but is permitted to maintain records which confirm that individuals were indeed screened and their result (pass/fail).
  - b. This questionnaire will determine whether the individual has:
    - i. Knowingly been in close or proximate contact with someone who has tested positive or has symptoms of COVID-19 in the last 14 days.
    - ii. Tested positive themselves in the past 14 days.
    - iii. Experienced any of the symptoms of COVID-19 in the past 14 days
    - iv. Traveled internationally or to/from a state on the NYS Travel Advisory in the last 14 days.<sup>8</sup>
  - c. It is strongly encouraged that families commit to performing these weekly health questionnaires, but failure to complete a student health screening *will not* result in exclusion from school or school related functions or activities.
  - d. This questionnaire will be compiled and reviewed by the nurse.
  - e. Families and students will be reminded weekly to complete these questionnaires.
  - f. These questionnaires can be found in the Appendix of this document.

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<sup>8</sup> NYSDOH, "COVID-19 Travel Advisory," <https://coronavirus.health.ny.gov/covid-19-travel-advisory> (updated July 17, 2020).

11. *Annual Health Physicals and Screenings* - Saint Gregory's recognizes that the COVID-19 pandemic has a "delaying" effect on families conducting an annual health physical and submitting that paperwork with the school. The Department of Education's guidance can be found [here](#).<sup>9</sup>

1. Schools shall continue to accept proof of a health examination for exams conducted on or before January 31, 2021.
2. Parents or Guardians should be provided with additional time to provide said information to SGS.
3. Athletes are able to participate in fall 2020 sports even if they do not have a current health examination if they meet certain criteria.
4. Hearing, vision, and scoliosis screenings will be waived for the 2020-2021 school year due to the COVID-19 crisis unless deemed necessary pursuant to an amendment to Section 136.3(e).

C. *Social Distancing* - To protect against transmission and exposure Saint Gregory's will ensure proper social distance to the greatest extent possible during the course of the academic day and daily occupation of our building.

1. *Appropriate Social Distancing* is considered to be six feet. It shall increase to twelve feet for activities which, by their nature, require projection of voice or heavy breathing (Music, PE, and Sports).
  - a. In addition, SGS recognizes that the maximum number of students permissible in a given area is determined not by a static, predetermined number but rather based upon the number of students who can be placed in the room's square footage while still maintaining six feet of social distance.<sup>10</sup>
2. In areas and moments when proper social distancing is not feasible, face masks and facial coverings will be mandatory.
3. *Cohorts* - Saint Gregory's will make every effort to maintain static cohorts.
  - a. These cohorts will remain as homogenous, unchanged, and self-contained as is feasible throughout the day.
  - b. Mixing of cohorts will be severely restricted.

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<sup>9</sup> New York State Center for School Health, "Health Examination: Guidelines and Resources," <https://www.schoolhealthny.com/site/default.aspx?PageType=3&ModuleInstanceID=197&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=214&PageID=141> (updated July 23, 2020).

<sup>10</sup> New York State Education Department, "Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools *Reopening Guidance* (released July 16), page 29.

- i. Reasonable efforts will be made to ensure cohorts will not mingle in the hallways through the use of staggered hallway time “between” classes.
  - ii. All core classes (with the exception of Science) will be conducted in the cohort’s homeroom to ensure cohorts are not mixing.
  - iii. Some “specials” courses (Art, Music, PE), out of necessity, will need to be conducted in their normal classrooms and special care will be taken to move those cohorts when the hallways are empty.
4. *Entrances* - SGS will utilize three entrances and exits in order to reduce total volume at any one time of students entering the building.
  - a. Upper School students shall enter and dismiss through the Kopp Wing.
  - b. Lower School students shall enter and dismiss through the Lower Gym doors.
  - c. Pre-Kindergarten students shall enter and dismiss through the side doors of the Lower Gym side doors near the playground.
  - d. To ensure proper security, the following security plan will be put into place:
    - i. Main Doors will remain locked at all times.
    - ii. The Kopp Wing and Lower Gym doors shall be manually unlocked at 7:45 a.m. when screening begins and will close at 8:20 a.m when screening is over.
  - e. Students who arrive after 8:20 a.m. will be considered tardy and will be required to go through the Main Entrance and see the Nurse for their daily health screening *before* they may go to their locker or homeroom.
5. *Dismissal Plan* - To reduce congestion in the hallways and exits, the following plan will be put into place:
  - a. Students will remain in their classroom until called to dismiss.
  - b. Bus transportation will be between 3:15 and 3:30 unless the bus is running late. Students will be notified by intercom to dismiss according to the bus that they ride.

- c. Private Car dismissal will be between 3:30 and 3:45 unless otherwise noted or approved by school administration on a limited “needs” basis only.
    - i. Families will pull into the bus circle and remain in their car.
    - ii. Students will be dismissed after homeroom teachers are notified of guardian arrival.
    - iii. Students will dismiss through the appropriate doors outlined in this plan.
  - d. Students going to Homework Club or Aftercare will move to the Upper Gymnasium at 3:30.
    - i. Guardians picking up their students from Homework Club or Aftercare will arrive on campus and have to go to the Kopp Wing doors where they will wait in the door frame for their child.
      - 1. *Guardians may not enter the building.*
        - a. The attending staff member shall be the one to “sign out” a student upon their dismissal from homework club or aftercare.
6. *Classroom Configuration* - Saint Gregory’s will measure, remove, and rearrange furniture in classrooms to accommodate six feet of distance between student workstations. Saint Gregory’s Facilities Manager will determine the maximum occupancy relative to square footage of each classroom.
- a. SGS understands required square footage guidelines from the NYS Building Code:<sup>11</sup>
    - i. 20 square feet of space per person in the classroom.
    - ii. 5-15 square feet of space per person in a gymnasium.
  - b. As mentioned above, all core classes (with the exception of Science) will be conducted in the cohort’s homeroom to ensure students are not mixing. Teachers will change rooms, not students, in most cases.
    - i. Music and PE classes will be held outside as much as possible or will be conducted in their large indoor spaces with proper minimum social distancing being maintained.
  - c. It will be the responsibility of the teacher to wipe down, using sanitizing wipes, all student workstations after a cohort departs the classroom.

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<sup>11</sup> New York State Education Department, “Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools *Reopening Guidance* (released July 16), page 49.

- d. All classrooms will utilize the same assigned seating regardless of teacher or class.
- e. In accordance with CDC guidelines, Saint Gregory’s will ensure that student workspaces are arranged in a way that minimizes face-to-face contact to the greatest extent possible.
  - i. All desks facing the same direction.
  - ii. Activities will be designed to limit student movement within the classroom.
- f. Physical space will be delineated by markers to segregate “student space” from “teacher space.” Teachers may delineate these spatial arrangements in their classroom according to social distancing protocols.
  - i. “Shared spaces” between teachers and students such as whiteboards or chalkboards will be monitored with sensible restrictions and rules such as not sharing tools between teachers and students (markers and erases, for example).
- g. Students should keep as much of their academic material as possible *in* their homerooms in predetermined cubbies, boxes, or crates to discourage hallway time and potential mixing of cohorts. While in the classroom, these materials will be given their own discrete, individual locations.

7. *Hallways* - Saint Gregory’s recognizes that it is impractical and indeed unreasonable to eliminate all hallway time. To accomplish proper social distancing and to avoid the mixing of cohorts the following procedures will be put into place:

- a. Upper School Policy:
  - i. Locker and hallway spaces in the Upper School are already arranged based upon the cohorts.
  - ii. Based upon the pre-existing spatial arrangement of the lockers and hallway spaces in the Upper School, only two cohorts at a time will be permitted to attend to their locker spaces. The pairings will always be: 8th and 6th (Hallway group 1) and 7th and 5th (Hallway group 2). Each will be given only 3 minutes for locker time.
    - 1. Bathroom use during this time will not be permitted.

- iii. Students will be encouraged to keep as many of their textbooks, binders, folders in their homerooms as possible to avoid the unnecessary need to be at their lockers.
  - iv. Masks are mandatory for *any* hallway time.
- b. Lower School Policy
- i. Students will be encouraged to keep as much of their academic supplies in their classroom desk or classroom cubbies as possible to avoid unnecessary hallway time.
  - ii. The only things left in the hallways will be boots, jackets, and backpacks/bags.
  - iii. Each Lower School teacher will be responsible for limiting the amount of students in the hallway at one time when taking boots, snow pants, or outerwear on or off to prepare for or return from outside recess.
- c. Switching Classrooms Policy - some classes necessarily have to be conducted in learning spaces specifically designed for that curriculum (Science, PE, Music, Art).
- i. Lower School homeroom teachers will escort their students to and from these classrooms to ensure orderly hallway etiquette and proper social distance while using masks.
  - ii. Upper School students will be expected to walk themselves properly and carefully to these classrooms following proper hallway etiquette in addition to their masks.
  - iii. In the event that Lower School students must pass into the Upper School for any of the aforementioned classes, it will be the responsibility of their homeroom teacher to walk their students in a single-file line as far from any potential Upper School students - or to wait until Upper School students have dispersed.
  - iv. Lastly, like the highway, students and cohorts will be expected to walk on only the right-hand side of any given hallway to allow socially-distanced traffic to flow in the opposite direction.

8. *Student Bathrooms* - The following procedures will be put into place to ensure health, safety, and proper social distancing in our bathrooms:
  - a. Only two students at a time will be permitted in student-only shared bathrooms.
    - i. If there are already two students in the bathroom, the newly arriving students will have to wait in the hallway in a responsible manner with masks on, until the occupancy drops and permits their entry. First week training of students shall cover this procedure.
  - b. Classroom bathrooms in the Kindergarten, Pre-K4 and Pre-K3 classrooms will be used exclusively for those students.
  - c. Students will be required to wash their hands for 20 seconds with soap and water before leaving the bathroom.
  - d. The number of toilet and sink fixtures at SGS meet the standards of the NYS Building Code.
  
9. *Converted Spaces* - Saint Gregory's will look to convert certain spaces to help us address the irregularities of fighting this virus:
  - a. Our Lower School gym will be repurposed into a music classroom furnished with desks and other appropriate music classroom necessities to accommodate proper social distance for Music.
  - b. Our chapel will be our COVID-isolation space to be monitored by the school Nurse.
  - c. Our Kiosk opposite the chapel, will be converted into a new Nurse's office to permit the nurse to monitor the isolation space.
  - d. The former nurse's office shall be utilized as another isolation space.
  
10. *Use of Outdoor Space* - Saint Gregory's has reached an agreement with our summer camp to utilize their tents to help us facilitate outdoor classrooms as long as weather permits. Tents on our campus will:
  - a. Be erected for less than 180 days as per the Fire Code and NYS Building Code 3103.3.<sup>12</sup>
  - b. Receive approval as per Fire Code Section 3103.2.<sup>13</sup>
  - c. Any table or workspace in the tent will be wiped down properly after the end of any outdoor class.

<sup>12</sup> New York State Department of State, "2020 Building Code of New York State," <https://www.dos.ny.gov/DCEA/pdf/pdf/2020%20BCNYS%20November%202019.pdf> (accessed July 23, 2020).

<sup>13</sup> New York State Department of State, "2020 Fire Code of New York State," <https://www.dos.ny.gov/dcea/pdf/2020%20FCNYS%20June%202019.pdf> (accessed July 23, 2020).

11. *Faculty Spaces* - Saint Gregory's will ensure social distancing among staff members in their work environment to reduce the spread of the virus.
  - a. In-Person Faculty meetings will be conducted in rooms large enough to maintain proper social distance separation;
  - b. We shall reduce faculty meetings to only Upper School or Lower School faculty which will greatly reduce attendees.
  - c. Whenever possible, faculty meetings will be conducted via Zoom.
  - d. Only two persons at a time may share faculty/staff spaces such as an administrator's office or the faculty lounge.
  - e. Only two adult persons at a time may occupy an adult-only bathroom at a time.
  - f. One of our extra classrooms will be turned into an Office space for teachers while not actively teaching.

12. *Recess, Playgrounds, and Equipment* - research suggests that low risk sports or outdoor games can be conducted with or without masks as long as social distancing is still observed. Therefore, playgrounds and recess equipment may continue to be used when proper safeguards are in place. SGS shall put these policies in effect:

- a. We shall stagger recess time in the Upper and Lower School and students shall be monitored by the attending faculty.
- b. Recess monitors shall limit and monitor activities where social distance cannot be maintained and shall enforce the face mask rules as necessary by attending teachers on recess duty.
- c. Upon reentering the building, students shall be instructed to wash and/or sanitize their hands according to proper hand washing protocols.
- d. Certain activities shall be restricted:
  - i. Touch or Flag-Football (tackling or touch football will not be permitted)
- e. Recess activities which are labeled as low-risk or medium-risk may continue as long as proper minimum social distance is maintained.<sup>14</sup>
  - i. Baseball, Softball, Throw and Catch
  - ii. Wall Ball, Tetherball, Frisbee
  - iii. Soccer, Badminton, Spikeball

<sup>14</sup> New York State Department of Health, "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency," <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf> (updated June 26, 2020).

*D. Management of Ill Persons and Containment*

- a. Saint Gregory’s “management of ill persons and containment” plan shall be in compliance with New York State Education Law 906 which provides for the proper evaluation, dismissal, documentation, and communication regarding students with communicable or infectious diseases which pose a significant risk of infection to others.<sup>15</sup>
- b. School staff will immediately report any illness of students or staff to the School Nurse. Such reports will be made in compliance with FERPA regulations and Education Law 2D regarding student privacy.<sup>16</sup>
- c. Saint Gregory’s is designating two spaces for the School Nurse - one for regular illnesses and addressing normal health checks and one for COVID which shall act as an isolation room.
  - i. Faculty and Staff will assist the School Nurse in ensuring six feet of proper minimum social distancing is achieved while students wait for evaluation from the School Nurse.
  - ii. In the isolation room, partitions will exist if there are multiple students with suspected symptoms of COVID-19.
- d. The following plan for students who “fail” their daily active screening or who appear to develop COVID-related symptoms throughout the day will be implemented:
  - i. Students who fail their active screening or who develop symptoms of illness while at school will be confidentially separated from other students right away and sent to the new Nurse’s office in order to facilitate a proper *private* examination by the School Nurse who will be wearing appropriate PPE.
  - ii. If the assessment by the School Nurse may be COVID-related, the student will be confidentially sent into our COVID-isolation space to ensure physical distancing and isolation from other students.
    1. If there are multiple students in the COVID-isolation space, partitions and barriers will be put up to contain each individual case.
  - iii. Any student exhibiting symptoms of COVID will be immediately required to wear their face mask or facial covering and wait in our isolation space until they can safely be transported home or to a healthcare facility by a family-authorized adult.

<sup>15</sup> New York State Senate, Education Law 906 “Existence of Communicable Disease, Return after Illness,” <https://www.nysenate.gov/legislation/laws/EDN/906> (accessed July 23, 2020).

<sup>16</sup> New York State Senate, Education Law 2D “Unauthorized release of personally identifiable information,” <https://www.nysenate.gov/legislation/laws/EDN/2-D> (accessed July 23, 2020).

1. The adult authorized to pick up the student in question will enter through the Kopp Wing Doors upon arrival to the SGS campus and after calling the school to announce their arrival.
  2. The School Nurse will facilitate the interaction and signing-out of the student.
  3. The School Nurse shall refer and instruct the family to call their primary healthcare provider and/or visit a proper health care facility to conduct COVID-19 testing.
    - a. Upon confirmation of a positive COVID-19 test, Saint Gregory's immediate response shall be to close any affected area and to proceed with deep cleaning and sanitization when safe to do so for our cleaning staff.
- iv. The School Nurse will advise the parents or guardians of sick students that they may not return to school until they've met CDC criteria to discontinue home isolation and other directives from the NYS Department of Health.<sup>17</sup>
1. Saint Gregory's Nurse has worked with North Colonie CSD to develop appropriate language and guidelines reflecting the CDC criteria for discontinuing isolation. This document can be found in the appendix of the document.
- v. For other students or family members who could have been exposed shall be ordered to quarantine at home for two weeks as well. Discharge from quarantine and return to school will only be approved if symptoms do not develop and in coordination with directives from the New York State Department of Health.
- e. The following plan for Faculty or Staff who "fail" their daily active screening or who appear to develop COVID-related symptoms throughout the day will be implemented:
- i. Faculty or Staff who fail their active screening or who develop symptoms of illness while at school will be immediately dismissed and sent home.
  - ii. Faculty or Staff who are dismissed will be expected to seek immediate medical care, monitoring, COVID-testing, and quarantine if necessary based upon an assessment from medical professionals.
    1. To prepare for this possibility, all teachers will be required to have sub-plans ready for unexpected illness-related dismissals.

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<sup>17</sup> Center for Disease Control, "What to Do If You Are Sick" (updated May 8, 2020).  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

2. To prepare for the possibility of teachers contracting the disease, all teachers will be required to have 2-3 weeks of sub-plans ready.
  3. To prepare for this possibility with essential staff members, those employees will have to develop a way to work from home for unexpected illness-related dismissals.
- f. Saint Gregory’s School Nurse will advise faculty and staff who fail their medical check that they may not return to school until they’ve met CDC criteria to discontinue home isolation.<sup>18</sup>
- g. If **emergency** warning signs develop which may threaten the immediate health of any student or faculty member under suspicion for COVID-19 symptoms, it shall be the duty of the School Nurse to contact emergency medical services (EMS).
- h. It shall be the duty of the School Nurse to inform or refer students, families, faculty, or staff to external medical professionals for appropriate testing before allowing such individuals to return to in-person activity in the school. Further, it shall be the duty of the Head of School and Assistant Head of School/Dean of Students to enforce compliance with directives to stay out of the building for any student, faculty, or staff member. These policies shall be in effect for the following circumstances:
- i. Individuals with symptoms
  - ii. Individuals with close contacts of confirmed cases
  - iii. Individuals with recent travel to an area of the country or world contained within the New York State Travel Advisory<sup>19</sup>
  - iv. If widespread testing is needed to face a large-scale exposure
- i. Returning to School - The following criteria will be imposed for determining whether or not a faculty member or a student may return to school grounds:
- i. If a staff member or student was suspected to have COVID-19 or displayed symptoms but *tested negative* on a diagnostic test, they can immediately return to school if the criteria listed below is met:
    1. Once there is no measurable fever exceeding 100.0°F without the use of fever reducing medicines for at least 24 hours.
    2. They have felt “normal” or “well” for 24 hours.

<sup>18</sup> Center for Disease Control, “What to Do If You Are Sick” (updated May 8, 2020).

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>19</sup> New York State Department of Health, “COVID-19 Travel Advisory,” <https://coronavirus.health.ny.gov/covid-19-travel-advisory> (updated July 17, 2020).

3. If their suspected symptoms could be attributed to another condition as confirmed by a healthcare professional.
  - a. They may only return to campus if that healthcare professional who is not a family member, has cleared them to return with written documentation.
4. No vomiting or diarrhea for at least the past 12 hours.
- ii. Students, faculty, and staff who had *previously tested positive* for COVID-19 may not return until, at a minimum, they possess or have met the following criteria:
  1. It has been at least 10 days since the individual *first* had symptoms;
  2. It has been at least 24 hours without a fever and without the use of fever reducing medication.
  3. It has been at least 3 days since the individual’s symptoms improved, including cough and shortness of breath;
  4. Documentation from a health care provider of an evaluation;
  5. Negative COVID-19 diagnostic test results;
  6. Have received the approval of School Administration after the school has consulted the protocols and policies set forth by the Department of Health such as a “Release from Isolation.”<sup>20</sup>
- j. SGS administrators will work collaboratively with the School Nurse to determine if additional staff will be needed to assist with non-nursing tasks such as:
  - i. Student supervision
  - ii. Communication with families
  - iii. Assistance with completing any required paperwork or working with the NYS Tracing Program.
- k. It is the duty of Saint Gregory’s School to immediately notify state and local health departments about any confirmed cases of COVID-19 following a diagnostic test.
- l. *SGS will not require* faculty, staff, or students to be tested for COVID-19 before returning to school on September 10. That decision rests with the individual, the family, and appropriate Healthcare professionals.

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<sup>20</sup> New York State Department of Health, “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure,” [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeeerturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeerturntowork_053120.pdf) (updated May 30, 2020).

- i. SGS will certainly *recommend* that our staff and as many families as possible seek a COVID-19 test before the beginning of the academic year, but shall communicate that it is *not a requirement*.
  - ii. Because of Saint Gregory's enrollment numbers and our intimate nature, SGS will make recommendations on appropriate healthcare facilities and professionals to seek a COVID-19 diagnostic test, but shall leave it to each family's discretion to choose a provider.
- m. Saint Gregory's will actively participate in Contact Tracing efforts. The purpose of contact tracing is to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
- i. SGS shall immediately notify state or local health departments after being informed of any positive COVID-19 diagnosis within our school community.
  - ii. Working alongside the New York State Contact Tracing Program, SGS will support efforts by local health departments to contact trace.
    1. Confidentiality will be maintained as required by federal and state laws.
  - iii. SGS will assist local public health departments by:
    1. Keeping accurate attendance records of students and staff members
    2. Ensuring student schedules are up to date
    3. Keeping a log of any visitors to the building including the date, time, and where in the school building they visited
    4. Answering any other questions and assisting the Tracing Program.

#### *E. Health and Hygiene Practices*

Saint Gregory's will, in a timely manner during the first week of school, teach faculty, staff, and students regarding proper self hygiene, hand and respiratory hygiene, and proper schoolwide hygienic practices. This training will focus on:

1. Proper Handwashing techniques emphasizing scrubbing with soap and water for at least 20 seconds or using hand sanitizer (of 60% or greater alcohol content) if soap and water are not immediately accessible.
  - a. An understanding that traditional hand washing with soap and warm water is the *preferred* method.
  - b. Hand Sanitizer stations will be placed in high trafficked and common areas of the building.

2. Use of single use paper or cloth towels to dry hands thoroughly.
3. Properly washing hands multiple times per day including, but not limited to the following times: (1) when arriving to campus, (2) when departing from campus, (3) after playing outside or following recess, (4) after using shared surfaces or tools, (5) after utilizing the bathroom facilities, (6) before and after eating foods and (7) whenever the hands appear to be visibly soiled.
4. Proper technique for blowing nose, coughing, or sneezing to ensure proper care and discarding of tissues and single-use cloth or paper towels.
  - a. As part of the training of students in the first few days, it shall be communicated to students and staff that COVID-19 is a respiratory illness and spreads through droplets produced by coughing, sneezing, and breathing. Therefore, proper coughing and sneezing practices into a disposable tissue shall be taught to our students.
    - i. It shall be the mutual responsibility of faculty and staff to monitor the accessibility and supply of tissue boxes and no touch trash cans in each room.
5. Not touching the face or face coverings more than is necessary
6. Saint Gregory's will be providing sufficient hand sanitizers throughout the building and particularly at the entrances to ensure hand sanitization during arrival, dismissal, and any time students move between indoor and outdoor spaces.
7. Saint Gregory's already has classroom sinks for handwashing in the following classrooms: Pre-K2, Pre-K3, Pre-K4, Kindergarten, Lower School Science, Upper School Science, Art, After-Care room, Kiosk and the newly converted Music classroom (formerly Cafe-Gym). Teachers will be expected to have their students utilize the hand washing stations regularly upon entering and exiting those spaces. Time should be granted in the schedule throughout the day to ensure cohort-wide hand washing.

F. *Face Coverings and PPE* - Pursuant to New York State Department of Health Guidance and the Governor’s Executive Orders 202.17 and 202.18 of April 17, Saint Gregory’s will require students above the age of two (2), all faculty and staff, and anyone entering and leaving our building to wear a facemask or facial covering.<sup>21</sup>

Saint Gregory’s has reviewed and will train faculty members before the start of the academic year on OSHA’s COVID-19 Guidance with regards to protection and exposure.<sup>22</sup> In addition, SGS has reviewed OSHA’s Exposure Control Plan.<sup>23</sup>

Medical masks or homemade cloth masks will both be acceptable. Pulling one’s own clothing up to cover their mouths *will not* be acceptable while on Saint Gregory’s Campus. SGS realizes medical masks or homemade cloth masks are meant to protect other people in case that the wearer is unknowingly infected.

As per the State’s guidance, acceptable face coverings are *recommended* to be worn *at all times*, but are only *required* to be worn any time or place that individuals cannot maintain appropriate social distancing. Therefore:

1. Saint Gregory’s students, faculty, and staff will be required to wear their face masks and facial coverings *when they cannot maintain proper social distancing* of at least six feet, while in the classroom during instructional time, while aboard buses, during time in the hallways, and while entering and departing the building.
  - a. Conversely, if proper social distancing can be achieved, students may *elect* to take their face masks off.
  - b. Saint Gregory’s will *strongly* recommend facemasks and facial coverings be worn throughout the entire length of the school day but will allow mask breaks when it can be safely done and with regards to proper social distancing. This may include, but is not limited to, certain types of instruction, lunchtime, outdoor recess, and designated supervised mask breaks.<sup>24</sup>
  - c. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face mask or facial covering.

<sup>21</sup> New York State Department of Health, “Interim Guidance on Executive Orders 202.17 and 202.18 Requiring Face Coverings in Public During the COVID-19 Outbreak (April 17, 2020).

[https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh\\_covid19\\_eo20217-20218publicfacecovering\\_041720.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh_covid19_eo20217-20218publicfacecovering_041720.pdf)

<sup>22</sup> Occupational Safety and Health Administration, “Guidance on Preparing Workplace for COVID-19,”

<https://www.osha.gov/Publications/OSHA3990.pdf> (accessed July 22, 2020).

<sup>23</sup> Occupational Safety and Health Administration, “Model Exposure Control Plan,”

[https://www.osha.gov/OshDoc/Directive\\_pdf/CPL\\_2-2\\_69\\_APPD.pdf](https://www.osha.gov/OshDoc/Directive_pdf/CPL_2-2_69_APPD.pdf) (accessed July 22, 2020).

<sup>24</sup> New York State Department of Health, “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVID-19 Public Health Emergency,” (July 13, 2020).

- d. With regards to faculty and staff, Saint Gregory's will require all employees to wear masks upon arrival to campus and throughout the instructional day. SGS will also recommend face shields or clear face masks for classroom teachers to assist students in reading lips and body language.
2. Saint Gregory's will communicate to students, their families, and our own faculty and staff regarding proper care and cleaning of masks as well as proper mask etiquette while in public and in school according to guidelines from the CDC.<sup>25</sup>
3. Saint Gregory's will instruct students regarding the social responsibility and importance of a proper community-wide response and community-wide compliance in order to effectively fight the COVID outbreak.
4. Saint Gregory's will also require additional PPE such as gloves and face shields for faculty and staff, such as the School Nurse, who come into direct, physical contact with students.
  - a. Any Saint Gregory's employee engaging in active symptom screening will utilize facemasks and additional PPE such as gloves and faceshield.
    - i. For optimum protection, face shields must be used in addition to a face mask, not in substitution.
    - ii. The face mask shall be extended below the chin and to the ears.
      1. There should be no gap between the forehead and the shield's headpiece.
  - b. The wearer of face shield shall clean the shield after each usage and shall wash their hands after removing the shield and before putting it on.
5. Saint Gregory's will require each employee to have their own masks and PPE but will provide masks and additional PPE if the employee needs one.
6. For custodial staff and facilities management, all employees will be required to use proper facemasks, gloves, and other PPE for cleaning and disinfecting.
7. SGS will be financially responsible for obtaining and providing face masks and disposable gloves for faculty and staff and for students who forget it, misplace it, or tear it. SGS will make every effort to obtain enough disposable masks for faculty, staff, and students.

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<sup>25</sup> Center for Disease Control, "Using Personal Protective Equipment" (updated July 14, 2020) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

- a. To accomplish this task, SGS will seek to purchase enough masks to cover each student and staff member for two weeks as our minimum baseline.
  - i. The reason for purchasing two weeks worth of supplies to cover all staff and students is to be in compliance with the need for face mask replacement per Executive Order 202.16.<sup>26</sup>

G. *Cleaning and Disinfecting* - Saint Gregory's will meet cleanliness and disinfecting standards in our school facilities as recommended by the CDC's Reopening Guidance, its cleaning and disinfecting protocol, and as required by the State guidelines.<sup>27</sup>

- a. Saint Gregory's will maintain an overall high cleanliness standard prior to reopening and throughout the progress of the academic year.
- b. To help alleviate the pressures of disinfecting and in accordance with CDC guidelines, SGS will limit and avoid unnecessary sharing of electronic devices and equipment (such as chromebooks, ipads, mice, and headphones), toys, stuffed animals, books, and other games or learning aids.
- c. Our cleaning staff will use safe and correct applications of disinfectants using PPE and other recommendations for cleaning when students are not present.
- d. The following procedures will be implemented:
  - i. SGS will regularly disinfect classroom furniture when it's not in use such and when students are out of the classroom:
    - 1. Desks, Chairs, Student workspaces, and Countertops
  - ii. SGS will frequently disinfect high-touched surfaces throughout the day such as:
    - 1. Door Handles and Handrails
    - 2. Technology accessories such as mice, keyboards, headphones, and chromebook exteriors
      - a. SGS is making every reasonable effort to get to 1:1 status with regards to chromebooks which will help to limit the spread of germs.
      - b. SGS shall use alcohol wipes with a content of 70% or higher per CDC guidelines.

<sup>26</sup> Office of NYS Governor Andrew Cuomo, Executive Order 202.16 "Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency" <https://www.governor.ny.gov/news/no-20216-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency> (Issued March 7, 2020).

<sup>27</sup> CDC, "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes," <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (Updated May 7, 2020). See also: CDC, "Cleaning and Disinfecting Your Facility," <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> (updated April 28, 2020).

3. Sink handles
  4. Restroom handles and surfaces
  5. Toys, games, art supplies, and instructional materials
- iii. SGS will *daily* clean the following locations or areas:
1. Any remaining carpeting
  2. Locker exteriors
  3. Classroom floors
  4. Bathroom floors, stalls, and toilets
  5. All doors to classrooms and to the exterior
  6. No-touch water fountains
- iv. SGS shall follow proper CDC guidelines with regards to playground equipment. Outdoor areas, like playgrounds, do not require disinfection in the same way that inside areas do; rather, they require normal routine care such as cleaning of playing equipment and metal/plastic surfaces.
- v. The following cleaning and disinfection policy regarding the Nurse’s Office and the COVID-Isolation Space will be implemented:
1. Certain elements must be cleaned *after each use*:
    - a. Cots
    - b. Bathroom
    - c. Health equipment (blood pressure cuffs, otoscopes, stethoscopes...etc)
  2. The Nurse’s facility will be cleaned *daily* while high-touched areas of the room cleaned *frequently* throughout the day.
  3. Disposable items will be used as much as possible including:
    - a. Disposable pillow protectors
    - b. Disposable thermometers, sheaths, etc...
    - c. Significant disinfection will take place when children are not present in the building.
- vi. SGS shall close off areas used by any suspected COVID case until proper cleaning and disinfection has taken place while also waiting a recommended 24-48 hours to protect the health of our cleaning staff.
- vii. SGS shall use proper disinfectant as approved by the EPA List N of Disinfectants for Use against SARS-CoV-2 in order to effectively guard against asthma-inducing chemicals and which are labeled to be effective against emerging viral pathogens.<sup>28</sup>

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<sup>28</sup> Environmental Protection Agency, “List N: Disinfectants for Use Against SARS-CoV-2,” <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> (accessed July 15, 2020).

1. When EPA-approved disinfectants are not available, alternative disinfectants may be used (diluting bleach or 70% alcohol solutions).
- viii. SGS will maintain a clear and comprehensive log to certify the date, time, and scope of cleaning and disinfecting efforts ongoing in our facility.

**Section 7:      Factors in the Decision to Close in an Orderly Fashion**

The decision to close the Saint Gregory’s Campus temporarily, for either a short [2-3 week] term or long term [3+ weeks] rests with the Head of School with consultation with the President of the Board of Trustees and other administrators at her discretion. The Head of School shall not make such a determination without communication with local Health Department officials.

1. *Closure Triggers* - Saint Gregory’s will work alongside local officials from the Department of Health to determine if circumstances exist wherein school closure is necessary. These conditions *could* include, but are not limited to:
  - a. A single confirmed case of COVID-19 in our school community.
  - b. Multiple confirmed cases of COVID-19 in our school community.
  - c. Possibility of large-scale exposure in our school building or community.
  - d. Increased absenteeism rates which *could* impact the ability of the school to operate safely.
  - e. Increased documented cases of flu or other illness which may serve as an early warning sign that positive COVID-19 cases are on the rise.
2. *Operational Activity* - Saint Gregory’s will, at the discretion of the Head of School, will choose one of the following when deciding to close:
  - a. A School Wide Closure - all students and staff will move to distance learning and the campus will close to all non-essential activities.
  - b. A Partial Closure - students in a particular cohort or grouped cohorts such as Upper School or Lower School will move to distance learning but the building will remain open to other cohorts deemed unaffected.
  - c. A Hybrid Closure - students in a particular cohort or group cohorts such as Upper School or Lower School will move to a Hybrid Model, with preference given to students with Special Education or other services, to allow a balance between in-person and distance learning.
    - i. For Hybrid and Distance Learning Models see the Appendix.
3. *Communication* - Saint Gregory’s will strive for clear, consistent, and transparent communication with students, families, guardians, and staff throughout a closure. Important elements of communication during a closure would be:
  - a. Target date for reopening (and phases if necessary)

- b. Reason for closing
- c. Recommended steps for families to take for safety and health
- d. Technology services
- e. Our Continuity of Learning Plans

4. *Reopening School* - It is hoped and assumed that school closures will only be temporary and that a return to in-person learning is the objective. It shall be in the power of the Head of School to implement a flexible Reopening Plan whereby certain cohorts or certain members of a cohort may be welcomed back into the building for in-person learning or hybrid learning. This staggered return-to-school will provide flexibility to reduce length and severity of a closure.

**Section 8: Management of Saint Gregory’s Facilities**

Saint Gregory’s top priority is the health and safety of our community members. In order to maximize the educational experience at SGS and to ensure the overall health and safety of our students, faculty, and staff, the following physical plant changes will be implemented:

1. *Physical Footprint/Utilization of Space:*

- a. The following areas are going to be repurposed as to allow SGS to expand our square footage and meet minimum social distancing guidelines:
  - i. The Lower Gym (also known as the cafe-gym) will be converted into a Music classroom space capable of seating our largest cohorts in order to effectively meet proper social distancing requirements.
  - ii. The Chapel will be used as our COVID-isolation room.
    - 1. For the safety of our cleaning staff, should the COVID-isolation room be used for suspected or confirmed cases of COVID-19, it shall be cleaned thoroughly and safely only after a 48 hour window has expired.
  - iii. The Kiosk area near the Chapel and Upper Gym will be converted into a secondary Nurse’s Office to permit the nurse to effectively monitor the isolation room and any foot traffic nearby.
- b. Saint Gregory’s will take advantage of using our large outdoor space to conduct classes outside the building as long as it is feasible with the weather.
- c. Each classroom will be reconfigured with desks and furniture (removal of unnecessary pieces) to ensure proper social distancing.
- d. Improvements to our facility to improve air ventilation.

2. *Pick-Up and Drop-Off Spaces* - Saint Gregory's will make an effort to control the flow of foot traffic and vehicle traffic into and out of our building and campus, respectively.
  - a. Upper School students will be expected to enter and exit the building through the Kopp Wing for arrival and dismissal
    - i. Before entrance to the building is permitted, students will go through their daily medical screening.
  - b. Lower School students will be expected to enter and exit the building through the Lower Gym doors for arrival and dismissal.
    - i. Before entrance to the building is permitted, students will go through their daily medical screening.
  - c. Pre-Kindergarten students will be expected to enter and exit the building through the side doors to the Lower Gym near the playground for arrival and dismissal.
    - i. Before entrance to the building is permitted, students will go through their daily medical screening.
  - d. Parents will wait in their vehicles while their students dismiss.
    - i. Parents should encourage their children to use the appropriate door, maintain proper social distance while in line to get screened, and to wear their mask.
    - ii. It is not advised that parents enter the building under any circumstances during drop off or pick up unless granted permission by an administrator and after having received a medical screening from the School Nurse and is wearing their mask.
      1. If these conditions are not met, parents or guardians will not be permitted to enter the building.

### 3. *Planning*

- a. Saint Gregory's recognizes that many potential changes we are offering require that these plans be submitted to NYSED's Office of Facilities Planning for proper review of fire and building codes. Once final decisions have been made regarding the planning, use, and implementation of these facilities changes, they will be submitted to OFP.
- b. The function, position, and operation of corridor doors which have closers with automatic "hold opens" shall remain unchanged.
- c. The SGS campus will undergo its annual inspection.
- d. SGS shall continue to comply with Lead Testing regulations as per the NYS DOH Regulation 67-4: Lead in Water Testing.

4. *Fire and Lockdown Drills*

- a. Saint Gregory's is committed to conducting regular fire drills and lockdown drills as per the requirements set forth by New York State Education Law 807<sup>29</sup> and Fire Code Section 404.
- b. Saint Gregory's is modifying our lockdown and fire drills, however, to meet social distancing requirements regarding the COVID-19 pandemic to minimize the risk of spreading the infection during these drills.
- c. Students and staff will be instructed that if an actual emergency presents itself, the most imminent concern is safety. Social distance in an emergency may not be possible and should not be the first priority.
- d. The changes are as follows:

- i. Fire Drills

1. All cohorts in the Science/Spanish wing will exit out the back entrance near the back fields.
2. All cohorts in the Lower School will exit out the other back entrance near the playground.
3. All cohorts, Pre-Kindergarten included, in the main front wing will exit out the main front entrance.
4. Masks will be required during all fire drills and will remain on throughout the entirety of the drill.
5. Lastly, once cohorts have been removed from the building, attending teachers will be required to maintain proper social distancing within the cohort and between multiple cohorts at the various rallying points.
6. It shall be the duty of the attending teacher(s) to provide reasonable attention to social distancing, where possible, as students leave the building.

- ii. Lockdown Drills - Saint Gregory's shall conduct lockdown drills according to our approved, pre-existing plans but shall require masks to be worn throughout the entirety of the drill. Proper social distancing will be attempted by the attending teacher if deemed practical and safe, as to not interfere with the drill.

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<sup>29</sup> New York State Senate, Education Law 807 "Fire and Emergency Drills," <https://www.nysenate.gov/legislation/laws/EDN/807> (accessed July 23, 2020). See also: New York State Department of State, "2020 Fire Code of New York State," <https://www.dos.ny.gov/dcea/pdf/2020%20FCNYS%20June%202019.pdf> (accessed July 23, 2020).

1. If SGS implements our hybrid option, SGS will make certain that all students continue to receive instruction as to our emergency procedures and to participate when in school.

#### 5. *Ventilation*

- a. Saint Gregory's shall continue to meet ventilation requirements through:
  - i. Open classroom windows and doors whenever and wherever possible to increase the flow of clean outside air.
  - ii. Hold classes outdoors under tents or in large spaces to improve the quality of air.
  - iii. Saint Gregory's shall take steps to maximize proper air filtration for heating, ventilation, and air conditioning in our building.
  - iv. Changes to SGS ventilation will be submitted to OFP for review and approval.

#### 6. *Plumbing Facilities*

- a. Saint Gregory's is committed to maintaining fixtures and water quality as well as access to drinking water according to the NYS Building Code.
- b. Saint Gregory's will ensure that all water systems and features remain safe to use while school is in session and during any potential prolonged facility shutdown to minimize the risks of water-borne diseases.
- c. The following changes are being implemented at SGS:
  - i. Students will be encouraged to bring their own reusable water bottle and to clean said bottle *daily*.
  - ii. Upper School students will be instructed to utilize the no-touch water fountain in the Upper School wings
  - iii. SGS is planning to install new no-touch water fountains which will replace the remaining water fountains in the building.
- d. Like students, staff will be encouraged to bring their own (daily washed) water bottle and to utilize the no-touch fountain or the water cooler in the faculty lounge.
- e. All water fountains, water fixtures, or water sources throughout the SGS campus will be *regularly* cleaned with proper disinfectant.

#### 7. *Signage*

- a. SGS will post signs throughout the campus which communicate consistent messages about compliance with the Department of Health's guidelines on signage. These signs will remind individuals to:
  - i. Stay home if they are sick

- ii. Cover their nose and mouth with an appropriate face mask or facial covering when unable to maintain proper social distance
  - iii. Properly store, clean, or discard PPE
  - iv. How to report symptoms or exposure to COVID-19
  - v. How follow proper hand hygiene, cleaning, and disinfecting practices
  - vi. How to follow respiratory hygiene and cough etiquette
  - b. Signage will be posted in highly visible and highly trafficked areas:
    - i. Entrances and Communal areas
    - ii. Restrooms and Classrooms
    - iii. Administrative offices and Janitorial staff areas
8. *Operations and Procedures*
- a. We will expedite review of COVID-19 projects.

**Section 9:**      Nutrition Services

Saint Gregory's is committed to permitting students to have a regularly scheduled lunch period in which to eat a meal. To meet the challenges of COVID-19, the following changes are being implemented:

1. Saint Gregory's is hereby suspending our hot lunch program. In previous years, SGS would import food from an outside vendor each day. For the 2020-2021 academic year, students will be required to pack their own lunch from home.
  - a. In years past, families had services such as Grubhub, Mealeo, or Uber eats deliver food to the Saint Gregory's Campus - this will no longer be permitted.
  - b. Similarly, families have driven to the Saint Gregory's Campus to drop off hot food from outside restaurants - *for the time being* this will no longer be permitted.
  - c. SGS will look into reintroducing our hot lunch program in the Spring 2021 term if conditions are conducive to such a return.
2. Saint Gregory's is also going to repurpose our cafeteria-gym space into a large square-footage classroom. Therefore, all lunchtime will be conducted in the homerooms of each of the cohorts to discourage mixing of students.
3. Masks can obviously not be worn during lunchtime in the classrooms. Therefore, extra precaution will be taken by the attending homeroom teacher to enforce proper social distancing measures within the cohort during the lunchtime period.
4. Students and families should not send in meals or food which need to be reheated using microwaves. SGS cannot afford to stretch our staff so thin as to supervise all microwave units and to clean them between each individual use.
5. The sharing of food or drink between students will be discouraged.

6. The School Nurse will make each faculty member aware of food allergies of students. Given the smaller square footage of classrooms in which students will now eat lunch, it shall be the responsibility of the homeroom teachers to ensure students with food allergies are protected.
  - a. Families in each cohort will be notified of existing food allergies in the cohorts while simultaneously protecting the identity of the students in question.
7. Following the completion of lunch, it shall be the duty of the homeroom teacher to sanitize any area of the classroom utilized by students during their meals. This will be done while students are in their designated recess time and space.
8. Lastly, Saint Gregory’s facilities manager will develop proper procedures for trash removal following the end of lunch or the end of the academic day.

**Section 10:    Transportation Services**

As per the New York State guidelines, Saint Gregory’s understands that the school bus is an “extension of the classroom.” But, given that Saint Gregory’s is a private, independent school without a bus fleet or transportation department, we are reliant on the several public school districts around the Capital District to transport our students to and from our campus each day according to New York State Education Law 3635. The mandates therein are required to be fulfilled.

Therefore, it is expected that the public districts which transport our students will be in compliance with regulations set forth by the state on July 13, 2020. These requirements and regulations will include regular cleaning and disinfecting, training students to social distance at bus stops and during the boarding and unloading process, as well as wearing face masks and facial coverings while waiting for and while riding the school bus. Saint Gregory’s will make every reasonable effort to incorporate these policies into our beginning-of-year training program for our students.

Lastly, Saint Gregory’s will encourage as many families as possible to personally transport their children to our Loudonville campus to decrease populations aboard buses provided by our neighboring Capital District Public Schools.

**Section 11:    Teaching and Learning**

Saint Gregory’s is committed to maintaining its tradition of excellence and its academic rigor, curriculum, and instruction. In order to deliver on that tradition of excellence in the midst of the COVID-19 pandemic, Saint Gregory’s will utilize three (3) distinct plans

depending upon the local health and safety conditions within our community, within Albany County and the Greater Capital District, and within the State of New York. These three models are briefly described here but are substantially discussed in the Appendix.

1. **Plan A - In-Person Learning Model** at our Loudonville Campus while adhering to the safety precautions, practices, and changes contained within this document.
2. **Plan B - The Hybrid Learning Model** which will: (a) permit families the option to keep their children at home and learn while still enrolled at SGS, (b) permit Saint Gregory’s to localize a closure in either the Upper School or Lower School or our Pre-Kindergarten programs if a localized positive case of COVID-19 requires such a closure. In this way, portions of the school may close while the remainder of the building remains open, at the discretion of the Head of School.
3. **Plan C - The Distance Learning Model** which will be a *temporary* home-based instructional model similar to the model utilized March-June 2020 in which students and staff learn, teach, and interact remotely. This model will only be implemented if the following circumstances arise: (1) Saint Gregory’s decides to close portions of the school temporarily due to a COVID-19 confirmed case, (2) Saint Gregory’s decides to close the entire school temporarily due to a COVID-19 confirmed case, (3) The Capital District or State of New York require all schools to close if infection rates exceed 9% according to the Governor’s declaration of July 13.<sup>30</sup>

Other Issues for which Saint Gregory’s is preparing:

1. *Issues of Capacity* - Due to the intimate size of the school population measured against our rather capacious campus (indoor and outdoor), Saint Gregory’s is more than capable of implementing small cohorts which properly social distance students and their workspaces within each of our classrooms and common areas.
  - a. Each classroom and learning space has been measured according to its square footage.
  - b. Each classroom and learning space has had its maximum capacity, including teacher(s), determined, measured against the square footage.
  - c. We are making classroom reassignments whereby we are moving our largest cohort to a larger classroom to accommodate their size *while still maintaining* minimum proper social distancing requirements.
2. *Operational Activity*
  - a. *Day-to-Day Operations*

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<sup>30</sup> Press Briefing by Governor Andrew M. Cuomo (July 13, 2020).



risk for severe COVID-19 illness or those individuals who may not feel comfortable returning to an in-person educational environment.

- i. Students and families which are, will be, or have the potential to be, particularly susceptible or open to easier transmission will be identified before the first day of school. These students or staff may come from the following categories (but not limited to):
  1. Those with pre-existing health conditions such as:
    - a. Chronic lung disease
    - b. Moderate to severe asthma
    - c. Serious heart conditions/congenital heart disease
    - d. Immunocompromised state
    - e. Severe obesity or high BMI or Diabetes
    - f. Chronic kidney disease undergoing dialysis
    - g. Liver disease
    - h. Sickle cell anemia
  2. Students or staff who have immediate members of their family employed in the medical or emergency response fields.
  3. Individuals over the age of 65 or who are pregnant
- ii. Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face mask or facial covering. SGS shall work with families of students who fall into these categories to meet their health and safety requirements while also protecting the school's overall compliance with these rules.
- iii. Students and families who may require additional academic support such as Special Education services, Physical or Occupational Therapy, or Speech Pathology or who have an IEP or 504 plan will be identified before the first day of school.
  1. These students will continue to receive their services without interruption or limitation.
  2. In the event that Saint Gregory's must turn to a Hybrid model, these students will be given priority to remain in the building for in-person instruction.
  3. In the event that Saint Gregory's must close temporarily due to the decision of the Head of School or the State of New York,

SGS is committed to ensuring equity for the students in continuing to receive their services.

- iv. Saint Gregory's will work with these families or staff members to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances to the greatest extent possible with requests such as (but not limited to):
  1. Learning from home and utilizing the Hybrid Learning Model
  2. Using additional PPE not required by these guidelines
  3. Alternative assignments or assessments if necessary

*d. Shared Spaces*

- i. Saint Gregory's is repurposing our Lower Gymnasium into a music classroom whereby our students and music teachers can do their proper instruction and practice while safely social distancing.
- ii. The former music classroom is being repurposed into a traditional classroom which can accommodate our largest cohort of students according to proper minimum social distancing requirements.
  1. In addition, students will be asked to stand or sit in such a manner whereby they all face one direction to limit the possibility of face-to-face interactions.
- iii. The Upper Gymnasium will serve its purpose as our physical education location. Our Physical Education teacher will ensure activities or sports selected will follow proper minimum social distancing guidelines throughout the entirety of the time in the gymnasium.
  1. Regarding scheduling, SGS will not mix cohorts in gym class in the way we had done in the past (i.e. 5th and 6th together).
  2. Due to cohorts remaining homogenous for P.E., proper social distance will be made an easier task given the reduced numbers and the vastness of space within our Upper Gym.
- iv. Entrances and Exits - each entrance or exit to be used by students will be supervised by faculty or staff to ensure proper social distancing.

3. *Extracurriculars: Clubs and Sports*

- a. Discussions between the various Athletic Directors of other private and independent schools in the Friendship League of the Capital District are still on-going as to the state of Fall sports.
  - i. As of Thursday, July 16, NYSPHSAA voted to delay the Fall Sports Season to begin September 21, 2020.<sup>31</sup> Although NYSPHSAA has no jurisdiction over Saint Gregory’s, their decision will likely weigh heavily on our fellow Athletic Directors.
- b. Clubs are *temporarily* suspended.
  - i. It is our hope and goal to find ways to reinstate after school clubs in the near future in a way which minimizes possible exposure, maximizes space usage, and meets minimum social distancing measures.
- c. Decisions regarding extracurriculars will be made with all reasonable speed and will include our various stakeholders (many of whom assist in our sports and after school clubs). Decisions will also be grounded on sound judgment and careful consultation with state guidance such as the Interim Guidance on Sports and Recreation.<sup>32</sup>

4. *Before and Aftercare*

- a. Saint Gregory’s is committed to maintaining Before and Aftercare services, but recognizes some adaptive changes are necessary.
  - i. Before Care will begin at 7:45 when contract hours for faculty begin.
  - ii. Students will be expected to go directly to their assigned homeroom where they will be supervised by their homeroom teacher.
    - 1. Teachers may still be doing daily preparations, therefore “traditional homeroom activities” will not begin until 8:20 as per usual.
    - 2. Instruction will begin at 8:25 with the arrival of their first period teacher to the homeroom unless they’re scheduled to move to a specials classroom (Art, Music, PE).
  - iii. Aftercare and Homework Club will be conducted in the Upper School gym to provide enough space to social distance and to provide space for play and work.

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<sup>31</sup> New York State Public High School Athletic Association, “NYSPHSAA to Delay Fall Sports Date & Cancel Fall Championships,” <http://nysphsaa.org/Portals/0/COVID%2019/COVID%20Task%20Force%20Meeting%20PR%20071620%20FINAL.pdf?fbclid=IwAR3CKTx7HX86R9Dtb4bv5WPN5nQWHKNYCa-tpCDxfGW8jdcjZxvE3cLQ8UE> (July 16, 2020).

<sup>32</sup> New York State Department of Health, “Interim Guidance for Sports and Recreation,” <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf> (updated June 26, 2020).

1. Students involved either Aftercare or Homework Club should leave their homerooms at 3:30 and report directly to the Upper Gymnasium.
2. As stated in previous sections, parents will pick up their child at the Kopp Wing doors, but may not enter the building.

**Section 12: Budget and Fiscal Matters**

The 2020-21 school year budget, approved by the Board of Trustees in January 2020, may have to be amended as the School faces increased costs in staffing, equipment, furniture, upgrades to the facility, capital improvements, and cleaning protocols. Saint Gregory's is committed to providing the necessary funds to ensure the health and safety of our students and staff. Further, SGS shall monitor and be in active discussions with representatives from North Colonie CSD with regards to funding from the Federal Government's 2020 CARES (Coronavirus Aid, Relief and Economic Security) Act.

**Section 13: Attendance and Absenteeism Policy**

Saint Gregory's is committed to getting our students back into the classroom for in-person learning for the 2020-2021 school year. SGS already collects attendance data each day and tracks early departures and late arrivals as outlined in our Family Handbook. We realize, however, that some families will be either unable or unwilling to return to in-person learning. Saint Gregory's is still tasked with collecting attendance records for those who elect the hybrid or distancing learning model. Lastly, in the event that we must return to distance learning for all students as the result of a decision to temporarily close, SGS will still be tasked with collecting attendance records.

Saint Gregory's will also be monitoring larger trends this school year with regards to illness and COVID-19. This data will be used to inform our decision makers about early warning signs or closure triggers if the time comes that SGS must consider temporarily closing. To accomplish these tasks, Saint Gregory's is implementing the following plan:

1. In person learning model:
  - a. SGS shall continue to capture daily attendance, tardiness, and early dismissal for our in-person learners in the same way we always have - through attendance slips to the main office and with teacher records.
2. Hybrid or Distance Learning Models:
  - a. It shall be the responsibility of teachers to add their classroom attendance records into a shared attendance record on a daily basis.



**Section 14:** Technology Services, Learning, and Equity

1. Technology use is at the heart of education and citizenship for the 21st century student. Regardless of whether or not SGS students utilize in-person, hybrid, or distance learning models, SGS shall work with individual families to ensure equitable access to technological services and products to the extent possible. The following Technology Plan shall be placed into effect for the 2020-2021 academic year:
  - a. We are working with individual families in the Upper School to purchase individual laptops in order to free up more chromebooks in the Lower School.
  - b. We are currently working to make SGS a 1:1 technology school. This will achieve our goal of not sharing chromebooks or any technology accessories.
    - i. Any equipment which does need to be shared will be thoroughly disinfected between each usage.
  - c. SGS will loan chromebooks and ipads as necessary to families in case we must implement our hybrid or distance learning models given that families sign a rental agreement with the school ensuring the safe return of the loan.
    - i. Further, SGS will work with families who need other technology assistance such as speech-to-type or audio-based programs.
    - ii. SGS IT services will work to ensure all students have proper access to any online learning platform chosen by their classroom teachers.
2. As part of the technology curriculum in both Upper and Lower School for the first trimester, lessons on using software and hardware which might be useful or necessary in the event of a school closure will be included. The overriding goal is to build greater digital literacy and confidence among our students.
  - a. It shall be the duty of the technology teacher at school to familiarize students with age-appropriate tasks regarding the use of online distance learning platforms, the use of google and google's various applications, the appropriate use of email, the appropriate use of Zoom and conference call etiquette...etc.
3. SGS will work with families who have difficulty connecting to the internet or getting basic technological services to find alternative assignments or alternative means for demonstrating mastery of Learning Standards.
  - a. SGS has already surveyed, but will continue to do so in future monthly surveys or "town hall" meetings, parents and guardians regarding technology needs or requests.

4. SGS faculty will work alongside the school’s IT coordinator to create and/or find “how to” videos or tutorials to help students and families with technology services in the event of a school closure.
5. The IT coordinator will provide faculty and staff as well as students and families with appropriate access to necessary applications and online resources that teachers may utilize in the event of a school closure.
6. The IT coordinator will work with the faculty and staff to provide professional development seminars or instructional periods to help faculty and staff.
7. The IT coordinator will work with faculty, staff, and administration to streamline communications with families regarding deadlines, announcements, and assignments in order to avoid unnecessary confusion or ambiguity in our distance learning program.
8. The IT coordinator will, with the assistance of school administrators, ensure student data, privacy, and security are maintained and remain in compliance with Federal and State laws relating to student technology use including Educational Law 2D and Part 121 of the Commissioner's Regulations.<sup>34</sup>

**Section 15: Special Education and Equity**

Saint Gregory’s is committed to serving our students with special needs and/or learning differences who need extra special attention. SGS shall prioritize in-person instruction for students who need it most: students with disabilities, IEPs, 504 plans, ELL services, or who receive other special education services whenever possible.

SGS is committed to meaningful parent and guardian engagement regarding the provision of services to their child. In addition, SGS is committed to maintaining the collaboration between instructors, the school, the family, and CSE/CSPE representing the variety of settings where and when and how students are best served.

1. SGS shall document the programs, services, and communications with parents.
2. SGS has a strong learning support system in place with two overlapping resources:
  - a. North Colonie Central School District - Learning Support Specialists - Saint Gregory’s works closely with representatives of North Colonie Central School District (NCCSD) to support our students with special needs. Although not employees of the School, these individuals use our space and work with students whose IEP’s and 501 Plans entitle them to services. This team includes individuals with degrees in elementary education, special education,

<sup>34</sup> New York State Senate, Education Law 2D “Unauthorized release of personally identifiable information,” <https://www.nysenate.gov/legislation/laws/EDN/2-D> (accessed July 23, 2020); New York State Department of Education, “Personally Identifiable Information, Part 121,” <http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/proposed-part-121-for-pii.pdf> (accessed July 24, 2020).

speech-language, occupational therapy, and psychology. The main Special Education teacher works daily to provide individual and small group instruction, regularly assesses students and flags students who need follow-up evaluations and/or services, and observes and helps teachers to deliver differentiated instruction.

- b. Saint Gregory's Administration - The Head of School and/or Dean of Faculty works closely with the North Colonie team to oversee and coordinate referrals for evaluations and follow up on subsequent meetings and paperwork, provide support for families during IEP meetings, and assist the work of the specialists, students, families, and teachers by ensuring the plans are followed to benefit the needs of our students.
3. Special Education Across the Three Learning Scenarios for 2020-21 - Saint Gregory's will work hard to maintain support for our special education students in whichever scenario we find ourselves in: in-person, hybrid, or online.
    - a. During in-person learning, our regular special education plans will proceed as usual.
    - b. During hybrid learning, our Special Education teacher will continue to provide support to teachers and students both in-person and remotely. The Teachers will work with DOE to ensure a smooth transition of services to the best degree possible, including, if needed, the transition to an online setting, if the DOE mandates.
      - i. As stated in previous sections, it shall be the policy of Saint Gregory's to provide preference to students with Special Educational services to remain in the building for in-person learning.
    - c. During periods of online learning, SGS will work with families individually to arrange schedules that work for them, provide additional materials or programs if necessary, and to strongly advocate for the resumption of in-person services in accordance with DOE protocols.

**Section 16:**    Staffing Concerns: Faculty and Staff

1. The Head of School and Dean of Faculty will continue to evaluate faculty performance.
2. SGS shall continue to maintain an active list of substitute teachers.
3. SGS shall work with faculty and staff to develop short-term and long-term substitute plans should a faculty member or staff member contract COVID-19.

## Appendix Document 2:                      Plan B: Schoolwide Hybrid Option

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In the event that health concerns within our community require a localized closure which shall necessitate more stringent rules and regulations for in-person instruction, SGS shall implement our Plan B: Hybrid Option. These following general plans will be put into place:

1. This shall be a *temporary* measure. Our goal is to return to in-person instruction for as many students as possible.
  - a. It shall be the duty of the Head of School to offer a targeted return date for in-person instruction for the entire school upon invocation of these plans. It shall be assumed by faculty, staff, students, and families that this targeted date for return may change (specifically including an extension of this hybrid plan) if health concerns within our community necessitate such a change.
2. Two groups of students will be given priority to remain in the building doing in-person instruction:
  - a. Early Childhood and Lower School students.
  - b. Students with Special Educational Support Services.
3. Cohorts/students remaining in the building will be further divided into smaller cohorts and shall utilize Upper School classrooms vacated by U.S. students who have moved to distance learning at home.
4. Upper School students will be expected to move to their distance learning model outlined in Appendix Document 3 of this Reopening Plan.
5. All teachers will be expected to remain in the building unless their health or workload precludes them from doing so.
  - a. *Elementary/homeroom teachers* shall continue to provide in-person instruction but shall need to alter their lessons to adjust for smaller cohorts.
  - b. *Specials teachers* shall continue to provide in-person instruction for their students but may need to assist in providing instruction for classroom material covered by a homeroom teacher while the homeroom teacher attends other cohorts.
  - c. *Upper School faculty* who normally do not teach Lower School students *may* be asked to also provide instruction requested and directed by the classroom teacher - as long as it does not interfere in their ability to teach online to their U.S. students. This option will only be implemented if student/cohorts' needs exceed the ability of homeroom and specials teachers to cover the cohorts.
6. A special Hybrid schedule shall be developed which shall simplify student and teacher responsibilities throughout the day.
  - a. The school day shall still operate 8:00 - 3:20am.
  - b. It shall remain in effect until SGS can safely transition back to an in-person instruction model for the entire school.

## Appendix Document 3: Plan C: SGS Distance Learning Plan

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Saint Gregory's is committed to providing flexibility in our distance option to families, to our students, and to our staff. Therefore, we have developed **two distance options**:

1. *Individual Distance Learning Model* - For those families who elect the distance option on a regular basis.
2. *Large Scale Distance Learning Model* - If and when SGS shall decide community health concerns require a shutdown of the Saint Gregory's campus and the reimposition of this distance learning plan.

### General Statements:

1. Upper School students at Saint Gregory's receive between 200-225 minutes per CORE class each week (Math, Science, Humanities, English) and approximately 135 minutes of other CORE classes a week (Latin, Spanish) when attending in-person school. With the understanding that it is impossible to replicate in-person instruction in an online platform, the goal in the hybrid option is to provide instruction as equitable as possible to that of in-person instruction.
  - a. Faculty and Staff will make every reasonable attempt to provide equitable access to students and families who, whether by personal choice or mandate, utilize the Hybrid Option. Yet, recipients of the Hybrid Option must recognize that technological or connectivity issues may interfere with their ability to participate actively and fully with their on-campus classmates. Further, it is understood that in-person learning is more effective for student growth and learning - true equity may be impossible to fully achieve.
2. SGS will work with individual families to accommodate their needs and reasonable requests in a judicious and fair manner

## Plan C1: Individual Distance Learning Model

### **Upper School Policy**

***Student Requirements:*** Students will be responsible for attending Homeroom via Zoom, and for completing their work as assigned by their teachers. Students shall be expected to submit their work in the correct format and to the correct location (Google Classroom, unless otherwise noted). Further, students will be expected to participate via Zoom if requested by the teacher. Lastly, students shall work through their 8 hour daily schedule in the same manner that their in-person classmates are expected. Students having difficulty understanding the day's lesson or assignment must communicate to their teacher their need for extra help prior to the due date.

***Teacher Expectations:*** Teachers shall be expected to make reasonable efforts to accommodate requests from students voluntarily learning at home. Faculty may record their lectures or lessons, edit them, and pass them along to families via Google Classroom, or request live attendance via Zoom. Faculty will also be expected to communicate with students who learn from home no later than the evening prior regarding the upcoming day's schedule for Zoom attendance, recorded lessons/lectures, or independent work. Further, teachers will be expected to keep clear directions, expectations, and due dates.

To streamline due dates and general communications/expectations, a shared Google Document shall be created regarding each student who elects to learn from home. This document shall be accessible by each faculty member part of that student's learning team. This document shall be sent to/shared with any student who elects to learn from by their advisor. Feedback on completed assignments and assessments will be communicated in a timely manner.

***Zoom Policy:*** The teacher's primary duty is to their in-person students. It shall be the duty of teachers, however, to provide at least one opportunity per week to allow students learning from their homes to live-stream into a group. Live-streaming students into a cohort-wide lesson may not always be feasible. At the discretion of each individual teacher, lessons may be recorded and edited prior to submission to students. Given the expected difficulties of trying to deliver two methods of instruction at once, teachers may record their lessons, and SGS will provide teachers the time to edit before sending them to the student/family via Google Classroom. Within 24 hours of the lesson, it shall be the duty of the SGS staff to post these videos to their Google Classroom Page. Those families who elect to learn-from-home must realize the technological and temporal limitations of delivering two methods of instruction and must accept this delay.

## Lower School Policy

***Student Requirements:*** Students and/or families will be responsible for completing their work as assigned by their teachers and shall be expected to submit their work in the correct format and to the correct location. Further, students will be expected to participate in Zooms if requested by the teacher. Lastly, students shall work through their 8 hour daily schedule in the same manner that their in-person classmates are expected.

***Teacher Expectations:*** Teachers shall be expected to make reasonable efforts to accommodate requests from students voluntarily learning at home. Faculty may request attendance via Zoom or record their lectures or lessons, edit them, and pass them along to families. Faculty will also be expected to communicate with students who learn from home no later than the evening prior regarding the upcoming day's schedule for live Zoom attendance, recorded lessons/lectures, or independent work. Further, teachers will be expected to keep clear directions, expectations, and due dates.

To streamline due dates and general communications/expectations, a shared Google Document shall be created regarding each student who elects to learn from home. This document shall be accessible by each faculty member who is part of that student's learning team. This document shall be sent to/shared with any student who elects to learn from home by their homeroom teacher. Feedback on completed assignments and assessments will be communicated in a timely manner.

***Zoom Policy:*** The teacher's primary duty is to their in-person students. It shall be the duty of teachers, however, to provide at least one opportunity per week to allow students learning from their homes to live-stream into a group. Live-streaming students into a cohort-wide lesson may not always be feasible. At the discretion of each individual teacher, lessons may be recorded and edited prior to submission to students. Given the expected difficulties of trying to deliver two methods of instruction at once, teachers may record their lessons, and SGS will provide teachers the time to edit before sending them to the student/family. Within 24 hours of the lesson, it shall be the duty of the SGS staff to post these videos to their Google Site. Those families who elect to learn-from-home must realize the technological and temporal limitations of delivering two methods of instruction and must accept this delay.

## Plan C2: Large Scale Distance Learning Model

### Upper School Policy

**Requirements:** Teachers shall be required to follow a *mixed approach* and utilize both *asynchronous* (after-the-fact, recorded) and *synchronous* (live) learning throughout the week. Students will be required to attend live synchronous Zoom chats which could be used as both live instruction, to go over previously covered material, small groups, one-on-one meetings, and cohort-wide discussions.

Teachers shall be given the academic freedom to decide for themselves the degree to which they mix synchronous and asynchronous learning models, but the goal is to blend them.

Further, teachers shall utilize small-groups (breakout sessions) via Zoom as much as is feasible. Feedback from families and staff have shown maximal learning and connection between faculty and students took place in these small groups.

Students will be responsible for attending all Zoom sessions and for submitting all assignments via **Google Classroom**. On days in which only asynchronous sessions/activities are utilized, the submission of an assignment will serve as proof of attendance for that day.

All assignments will be assigned and submitted via **Google Classroom**.

**Communication:** Each individual teacher will have a Google Classroom page for their students. This is where students will be assigned and will submit assignments. Assignments submitted via email will no longer be accepted. Our goal is to streamline the assigning and turning-in process. Students will submit math assignments to the math classroom, humanities assignments to the humanities classroom...etc.

There shall be a *Cohort-wide Google Classroom page* (5th Grade Homeroom, 6th Grade Homeroom...etc) created by the homeroom teacher(s) for each cohort which shall serve as an announcement page and to streamline weekly schedules and assignments.

In this Cohort-Wide Google Classroom, there shall be one post each Sunday by 5:00pm which shall detail the Zoom schedule (with links), upcoming tests or quizzes, or any other valid information for students for that upcoming week. In this way, students should be able to know, as of Sundays at 5:00, their exact schedule and expectations in one place for the entire upcoming week. This is, as always, subject to change.

If faculty need to announce changes after Sunday at 5:00pm, they shall be instructed to make them as early as possible, particularly the day before the necessary change goes into effect. For example, if there is a change for Wednesday, teachers will, to the best of their ability, announce that change Tuesday afternoon/evening via Google Classroom *and* email.

Advising shall be conducted via email unless an advisor wants to specifically create a Google Classroom.

**Assessments:** All assignments will be assigned and submitted via **Google Classroom**.

Further, it shall be up to the discretion of each teacher to determine the due dates of their assignments, as they would during in-person learning.

Testing or quizzing is a choice of each individual teacher during distance learning. Some classes and curriculum demand such regular testing or quizzing while others don't.

Assignments will be graded, unless otherwise noted, and returned to students via Google Classroom. Assignments for students receiving support services from North Colonie will follow proper protocol and agreements regarding the grading and evaluation of their assignments.

**Schedule:** SGS shall implement the following academic schedule if distance learning needs to be implemented for the entire school. This shall be in effect for each day of the week except for Wednesdays:

Note: "The Bonus Period" concept is to permit our students to check-in with faculty for more one-on-one, small group assistance, or a teacher's ability to provide supplemental activities. This is entirely optional but may be requested by teachers OR students and their families. Students, parents, advisors, or teachers shall seek to use this bonus period as a time for additional help in their CORE subjects, social emotional concerns from advisors or parents, OR an extra check-in time for students and their Specials teachers. This is entirely on a negotiable and individual basis - individual students and individual teachers will need to work it out among themselves to get Zoom links.

Saint Gregory's Distance Learning Schedule (M, T, TH, F)				
	5th Grade	6th Grade	7th Grade	8th Grade
9:00-9:40	Math	Science	English	Humanities
10:00-10:40	English	Math	Humanities	Science
11:00-11:40	Science	Humanities (Religion)	Latin (M/TH) Spanish (T/F)	Spanish (M/TH) Latin (T/F)
11:40-12:20	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
12:20-1:00	Humanities (Religion)	English	Math	English
1:20-2:00	Latin (M/TH) Spanish (T/F)	Latin (T/F) Spanish (M/TH)	Science	Math
BONUS PERIOD 2:30 - 3:00	Open	Open	Open	Open

**Specials Classes:** SGS specials classes are of utmost importance to the social-emotional well-being of our students. Further, the specials classes allow for students the opportunity to be creative and active. The following Specials schedule for Wednesday is being implemented:

Saint Gregory's Wednesday Schedule for Advising and Specials				
	5th Grade	6th Grade	7th Grade	8th Grade
9:00-9:40	<i>Advisory</i>	<i>Advisory</i>	<i>Advisory</i>	<i>Advisory</i>
10:00-10:40	Music	Art	PE	Religion
11:00-11:40	<u>OFF</u>	Music	Art	PE
11:40-12:20	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
12:20-1:00	PE	<u>OFF</u>	Music	Art
1:20-2:00	Art	PE	Religion	Music

## Lower School Distance Learning Policy

**Requirements:** Teachers shall be required to follow a *mixed approach* and utilize both *asynchronous* (after-the-fact, recorded) and *synchronous* (live) learning throughout the week. Students will be required to attend live synchronous Zoom chats which could be used as both live instruction, to go over previously covered material, small groups, one-on-one meetings, or cohort-wide discussions.

Teachers shall be given the academic freedom to decide for themselves the degree to which they mix synchronous and asynchronous learning models, but the goal is to blend them.

Further, teachers shall utilize small-groups (breakout sessions) via Zoom as much as is feasible. Feedback from families and staff have shown maximal learning and connection between faculty and students took place in these small groups.

**Communication:** All Lower School teachers shall utilize a Google Site to display announcements, post worksheets or links, and communicate with parents. This shall be a common area where parents and students can find all necessary information relating to their students and their daily/weekly assignments. Homeroom and Specials teachers will work to place specials information on the cohort's Google Site.

**Assessments:** Homeroom teachers and specials teachers in Lower School will provide feedback on completed assignments and assessments in a timely manner.

**Specials Classes:** SGS specials classes are of utmost importance to the social-emotional well-being of our students. Further, the specials classes allow for students the opportunity to be creative and active. A weekly google slideshow will be sent to families on Sundays by 5:00pm which shall announce upcoming material, assignments, or shall share Zoom links for the week.

Religion will be added one period per week to grades K-4 to best fit each teacher's weekly schedule. Technology class will operate informally with optional projects and meetings to be conducted as necessary and by announcement during the Distance Learning Program

Saint Gregory's Lower School Daily Schedule

	<b>Kindergarten</b>	<b>First Grade</b>	<b>Second Grade</b>	<b>Third Grade</b>	<b>Fourth Grade</b>
9:00-9:40	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects
9:50-10:30	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects
10:40-11:20	SPECIALS	SPECIALS	SPECIALS	SPECIALS	CORE Subjects
11:30-12:10	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
12:10-12:50	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects	<i>SPECIALS</i>
1:00-1:40	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects	CORE Subjects
BONUS 1:45-2:15	Open	Open	Open	Open	Open

**Specials Assignments:**

**Kindergarten:**

Mondays: Music  
 Tuesdays: PE  
 Thursdays: Spanish  
 Fridays: Art

**Second Grade:**

Mondays: Spanish  
 Tuesdays: Art  
 Thursdays: Music  
 Fridays: PE

**First Grade:**

Mondays: Art  
 Tuesdays: Music  
 Thursdays: PE  
 Fridays: Spanish

**Third Grade:**

Mondays: PE  
 Tuesdays: Spanish  
 Thursdays: Art  
 Fridays: Music

**Fourth Grade:**

Mondays: Spanish  
 Tuesdays: Music  
 Thursdays: PE  
 Fridays: Art

***Student Code of Conduct While Online:***

1. Students should find a secure, quiet place from which to do their work and their Zoom conference.
  - a. Zooming should not be done from a student's bedroom or bathroom.
2. To the best of families' abilities, students in a Zoom session should not be disrupted by siblings, pets, and other distractions.
3. Students should complete snacks or meals prior to attending a Zoom meeting.
4. Although parental help setting up Zoom is encouraged, the Zoom meeting should be between students and teachers only - replicating the classroom experience as closely as is possible given our present circumstances.
5. Students should be dressed appropriately for the classroom.
6. It is suggested that students wear headphones to minimize outside interference.
7. Students should be on-time to the Zoom meeting; it is further suggested that students join the conference a few minutes before their scheduled conference to ensure that any technical difficulties can be taken care of in a timely manner. During school-wide distance learning, attendance will be taken at the beginning of class, and parents will be notified if their student is absent.
8. Especially in Upper School, teachers will, to their best ability, send out any slides or documents before the conference is scheduled to begin for students to follow along during the conference. Students are to have those resources open on their devices.
9. Students should keep their device muted until a question or comment is requested by the teacher; similarly, students should raise their hands on screen to communicate to the teacher that they have a comment/question.
  - a. Students should feel free to use the comment section (on the right) to propose questions relevant to the lesson and not for private chats.
10. If student screens freeze or students are "kicked off" the Zoom session due to technical difficulties with the platform, students should make a genuine effort to rejoin the conference in a timely manner.
11. Speak clearly, slowly, and deliberately. We've found that the normal pace and loudness of our voices is insufficient when on a platform such as Zoom → slow down and enunciate → it helps everyone!
12. Screens must remain on at all times - no black screens.
13. Cell phones should not be present during a Zoom meeting unless required to access the meeting.
14. If you choose to set up your own Zoom session, you may not use your SGS account.

***Security Protocol for ZOOM***

1. Password protection for Zoom meeting is a must! Use a password to protect your Zoom chat - either a randomly generated password from the platform itself OR make your own. Share this password only with the people you want to participate in the chat - and use a new password each time.
  
2. Please do not utilize the "enable join before host." The host can consider utilizing the "Wait room" function which will permit you or your student to vet users before letting them in.
  
3. Utilizing the "meeting lock" feature stops newcomers from joining once everyone you were expecting has arrived. To turn on that feature, click the "manage participants" button at the bottom of the Zoom application window, hit "more" in the participants pane near the bottom right corner of the window, and select "lock meeting."
  
4. Parents should monitor Zoom sessions *hosted* by a student. Ensure that if your student is hosting the meeting that they send invites only to people, friends, or students that they (and you) know. As much as possible, students should not use their Saint Gregory's accounts for non-school related Zoom chats with friends; instead, a separate email or parental account should be utilized.

## Appendix Document 4: SGS Health Questionnaire

Dear SGS Community,

*As part of our careful monitoring of our Community's Health, for our records, and for the possibility of needing to help the New York State Tracing Program, we are requesting that you fill out this questionnaire. Families are expected to fill it out weekly. Faculty are expected to fill it out daily.*

- I have not been diagnosed with or cared for someone diagnosed with COVID-19 in the past two weeks.
- I have not shown symptoms of COVID-19 or come in close contact with anyone exhibiting these symptoms in the past two weeks.
- I have not traveled outside of New York State for the past two weeks.
- I do not have a cough, fever greater than 100°F, chills, shortness of breath, persistent headache, extreme fatigue, nausea, vomiting, or new loss of taste or smell.
- If I begin to show symptoms of COVID-19 within the next two weeks I will contact the SGS Nurse.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix Document 5: Health Information to Families

*Courtesy of North Colonie Central School District  
91 Fiddlers Lane  
Latham, NY 12110*

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### **COVID Return to School Protocol with symptoms or positive test results**

#### **Guidelines for any individual to Return to School (without positive test)**

- All individuals must be fever free for at least 24 hours **without** the use of fever reducing medication
- No Vomiting or Diarrhea for at least the past 12 hours
- Symptoms have improved and / or resolved
- If you have been diagnosed with another health condition and prescribed an antibiotic, you/they must complete 24 hours on the antibiotic prior to returning to school ( if diagnosed with something other than COVID)
- If healthcare provider was contacted, school will request a note, email or fax stating child is free to return to school without restriction ( send to your child's school nurse)
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you have COVID-19.
- Reach out to your school Health Office for any additional questions should you have any
- ALL of this information could change based on new updated guidelines which the school nurse along with our District Medical Directors will continue to assess and adapt to as this is an ever changing situation

#### **Guidelines for any individual to Return to School (with positive test)**

- All individuals must be fever free for at least 24 hours **without** the use of fever reducing medication **AND**
- At least 10 days have passed since first symptoms have appeared **AND**
- It has been at least 3 days since symptoms have resolved, including cough and shortness of breath
- Release from isolation from NYS DOH that individual is able to return (school district/building nurse does receive notification of any positive testing to any student or staff in our building)
- School nurse will require a physician's note and/or notification from local Health Department giving approval that child/staff member may return to school and on what date
- COVID-19 guidelines and best practices

### **COVID Communicable Illness Information Sheet / When to stay home**

Our Nursing Department has always asked parents to keep their child home when ill. This is no different with COVID except that this could be a severe safety issue for them and others. People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to SARS-CoV-2**.

If your child exhibits one or more of the following symptoms, please keep them home from school and reach out to your health care provider, local clinic or urgent care center for further guidance.

Symptoms can include: (but are not limited to)

- Fever 100 degrees or higher 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
- Vomiting

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms. (See [Symptoms of Coronavirus](#) for more information).

Should your child have other health conditions that share some of these similar symptoms, we highly recommend you reach out to your health care provider and ask them to send a note to their School Nurse stating that some of these symptoms may present due to a pre-existing health condition. However, should you need to call your physician for any of the above or if you do not have one, call your local clinic or urgent care center for possible assessment or testing.

Please contact your school nurse with additional questions.