



Our Lady of Lourdes School
“Where faith and knowledge meet”

Our Lady of Lourdes School
Re-opening Plan
during the ongoing COVID-19 crisis
September 2020*

*** Please note: this draft plan is subject to change and will be revised in collaboration with our community.** *Our Lady of Lourdes School conscientiously follows the information communicated by the CDC, the Department of Health, the New York State Education Department, and the Archdiocesan Superintendent of Schools Office Task Force as well as examining the data from states other than New York in order to design the best possible and safest re-opening school plan for September 2020.*



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1. GUIDING PRINCIPLES

1. Prioritizing the health and safety of our students, staff members, and families;
2. Delivering a strategically comprehensive and faith-based educational program;
3. Aligning with guidance from local, state, and national health authorities;
4. Responding and adapting thoughtfully to a rapidly evolving environment.

2. CORE SAFETY GUIDELINES

- a. Social distancing – Besides signage which reminds all of us to maintain a six-foot distance from each person, there will be training for students, faculty, and staff, along with supervision to ensure that social distancing is consistently followed.
- b. Cohorting – Students will be in a hybrid learning cohort or a remote learning cohort with no opportunity for the mingling of different groups of students. Students in school will stay in one classroom while teachers rotate into the classrooms.
- c. Wearing of masks – Everyone will be required to wear a surgical cloth mask or white / navy / light blue cloth masks at all times, upon arrival, throughout the day, and at dismissal.
- d. No large student gatherings – There will be no “in person” assemblies and arrival and dismissal times will be staggered. Lunch will be eaten in the classroom rather than in the cafeteria.
- e. Continuous cleaning, sanitization, and disinfection – Thorough cleaning, sanitization and disinfection will be ongoing throughout the school day, by the custodial staff.

3. COMMUNICATION

Communication with parents will be ongoing through school emails, phone calls, text messages, the Iris Alert System, postings on the Our Lady of Lourdes School website, social media, zoom video conferences, and messages on the student’s grade level Google Classroom. Messages from His Eminence, Timothy Cardinal Dolan, and Superintendent of Schools, Michael Deegan, are emailed to families via the Archdiocesan constant contact system.

4. INSTRUCTION

Models of Instruction

1. Hybrid Model

Students will attend school Mondays and Tuesdays and alternating Wednesdays or Thursdays and Fridays and alternating Wednesdays. This will enable students to attend three consecutive days a week every other week. Students in the hybrid model will be

grouped in small, consistent cohorts each day, remaining together throughout the day, while teachers change locations.

This model will require parental support in reviewing daily material covered while in the classroom and while at home.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Group A	Group A	Group B	Group B	Group B	
	Group A	Group A	Group A	Group B	Group B	
	Group A	Group A	Group B	Group B	Group B	
	Group A	Group A	Group A	Group B	Group B	

A parent may change from hybrid or in-school learning to remote learning at any time.

IN-PERSON SCHOOLING PLAN will follow all of the following guidance:

[Archdiocesan Re-opening Guidance](#)

[NYSED Re-opening Guidance](#)

[Department of Health Guidance](#)

2. Remote Learning

Students will attend school virtually via computer Monday through Friday. The at home schedules will follow the school day with synchronized live streaming from the classroom. This model requires increased partnership and parental support.

At the end of the first quarter, a parent may change to hybrid, if space allows, and with the approval of the principal.

In the event that there is a small group of fewer than 15 students in one grade, who are not in remote learning, OLL may be able to offer instruction five days a week to this group.

Instruction in Pre-K 3, Pre-K 4, and K

Instruction in Pre-K and K is aligned with the New York State Next Generation Learning Standards and will include direct instruction and center-based learning. Students will be taught to work in center-based spaces safely following health and safety routines. Seven major areas of development will be addressed. They are the spiritual, cognitive, social, emotional, language and literacy, numeracy, and the physical. Centers will be limited to one or two children. Students' materials will be individualized in marked bins and will be sanitized daily. Classroom instruction will include Literacy, Math, Religion, Science, and Social Studies. Students at home will connect through the Zoom class and lessons are livestreamed. This will ensure that

instruction and the movement through the curriculum is continuous and non-repetitive. The Art/Italian teacher and the Music teacher will visit the classrooms to deliver instruction. The students at home will once again connect through the Zoom class. The Physical Education teacher will use an outdoor space as much as possible such as the school yard, the outside front of the building, or Riverbank State Park. Special attention must be paid to our youngest students' mental health and social-emotional development. There will be strict compliance with the directives of [Article 43](#) as there is every year. Edgenuity in ELA and Math will begin in Kindergarten.

- **SOCIAL-EMOTIONAL LEARNING:** We will prioritize the importance of social-emotional learning this fall to support students as they continue to grapple with our current reality and the impact it has on their own well-being. Staff will be trained to proactively support students and their families.

Instruction in Grades 1-8

Instruction in Grades 1-8 is aligned with the New York State Next Generation Learning Standards and includes direct instruction, blended learning, and virtual small group learning. Daily instruction will be provided to the students in the classroom and to those students participating in remote learning. Classroom instruction for Grades K-8 will include ELA, Math, Religion, Science, and Social Studies. Current events will also be discussed. The students in school will be in a "live" situation and the students at home will connect through the Zoom class as the teacher's lesson is livestreamed. This will ensure that instruction and the movement through the curriculum is continuous and non-repetitive. The Art/Italian teacher and the Music teacher will visit the classrooms to deliver instruction while the students at home will once again connect through the Zoom class. The Physical Education teacher will use an outdoor space as much as possible such as the school yard, the outside front of the building, or Riverbank State Park for classes and if students are doing aerobic exercise, there will be twelve feet of distancing between them. An exercise tape will be posted in Google Classroom for students doing remote learning. In the event that the Physical Education teacher is providing health instruction in the classroom, lessons will be livestreamed. Students in school will have recess each day and students at home will have a relaxation period. During this tumultuous time, special attention will be paid to the students' mental health and social-emotional development.

- **SOCIAL-EMOTIONAL LEARNING:** We will prioritize the importance of social-emotional learning this fall to support students as they continue to grapple with our current reality and the impact it has on their own well-being. Staff will be trained to proactively support students and their families.

Teachers will utilize pacing guides as they normally do and coaching will be provided to the teachers as it always is. Edgenuity in ELA and Math will be continued in Grades 1-8 and will begin in K.

5. TECHNOLOGY

- **Devices:** Last spring OLL distributed chrome books to families who indicated the need for technological support. Registered students still have the chrome books in their possession. OLL commits to working with students and parents to increase comfort with technology and increasing computer skills for students and their families
- **Support:** We will offer parent workshops in September in English and Spanish to provide additional resources. OLL further dedicates a staff member to troubleshoot technological issues.
- **Connectivity:** If a family experiences WIFI and connectivity issues, OLL is dedicated to addressing these challenges and identifying solutions.

6. CLASSROOM SETUP

Grades 1-8 student desks are positioned six feet apart, 36 square feet around each student. Each room holds a teacher's desk with a computer and a chair in front of the classroom. There are six feet of distance between the teacher and the first row of students. Low bookshelves are in place only if they do not compromise a student or teacher's space. All students are to be facing in one direction and are not to be grouped in configurations that would require facing one another. Each classroom will have a Smart or InFocus Board to increase instructional capabilities.

Pre-K 3, Pre-K 4, and Kindergarten desks seat no more than two to three students at each circular table for a total of no more than fifteen students per class. Students must wear masks. Each room holds a teacher's desk with a computer and a chair in front of the classroom. Centers will be set up to create spaces where only one or two students may work. Low bookshelves will be in place only if they do not compromise a student or teacher's space. Each classroom will have a Smart or InFocus Board to increase instructional capabilities.

7. DAILY PROCEDURES

Entrance Procedure

Arrival times to school and grades are staggered to allow for social distancing, the orderly entrance of students into the school building, and the ability to provide the proper number of staff for supervision and temperature check. Arrival times begin at 7:45 am and assigned by grade. Parents must wait for students to be cleared by temperature takers before departure and will wait in a social distancing designated area. Parents may not enter the school and a staff member or administrator will be available for questions outside of the building. Parents

must leave their children once cleared by the temperature taker, providing supervision at the entrance. Tape is to be placed from the school entrances toward both Convent and Amsterdam Avenues in six-foot intervals. As students line up to enter the school, they need to observe social distancing and wear a mask. There is a hand sanitizing station located at each entrance. Students will be trained to sanitize their hands upon entering school following their temperature check.

Dismissal Procedure

Dismissal times from school and grades are staggered to allow for social distancing, the orderly exit of students from the school building, and the ability to provide the proper number of staff for supervision. Dismissal will begin at 2:40pm by grade.

Bathroom Procedure

Set times are allotted for each grade, escorted by their teacher, to use the bathrooms, which are located on the third and fifth floors and in the cafeteria on the basement level. Students will be taught to properly wash their hands and reminders are posted in the bathrooms. The custodial staff must clean and disinfect boys' and girls' bathrooms throughout the day and following use by each grade. Social distancing must be observed as students wait in line. No more than two students will be permitted in each bathroom at one time. Proper ventilation will be ensured. Non-touch equipment is currently being installed to increase safety.

Break period procedure

Lunch

Students will eat lunch in the classroom, either their own, brought from home or the cafeteria lunch, brought to the classroom by a cafeteria staff member. Teachers will eat their lunch at the same time in the teachers' room or cafeteria, observing social distancing. Teacher assistants will monitor the students during lunch periods.

Recess

Recess will be scheduled in half hour intervals from 9:00 A.M. to 2:00 P.M. for each of the eleven grades. When physical education is being taught in the school yard, recess will involve a neighborhood walk or a visit to the West 142nd Street community garden. When physical education is being taught in the classroom, recess will be held in the school yard. Social distancing will be maintained at all times.

8. SANITIZATION AND DISINFECTION

There are many facets to this process which involves the cleaning and disinfecting of school facilities and materials:

- Frequently touched surfaces include but not limited to desks, chairs, computers, chrome books, manipulatives, toys, tables, countertops, faucet handles, light switches, door handles and doorknobs, and bathroom surfaces must be cleaned, disinfected, and sanitized regularly throughout the school day.
- There should be an avoidance of shared objects and equipment by students. Resources must be disinfected between each use, if something is touched inadvertently.
- If groups of students are moving from one area to another in shifts, disinfecting must take place before a new group enters the area.
- Classrooms must be thoroughly cleaned and sanitized each day.
- There must be maximum ventilation in the classrooms and other areas of the school at all times of the day.
- Thorough cleaning and sanitization will be done when students are not present.
- Industrial cleaning products will be kept out of the reach of students and will be stored in a restricted locked space.
- Daily cleaning routines must include the locking and securing of doors to preserve cleaned and disinfected areas.
- Bathrooms must be disinfected throughout the school day and thoroughly cleaned daily with CDC-approved cleaners.
- The custodial staff will be scheduled to clean, disinfect, and sanitize the building throughout the school day.

9. SYMPTOMATIC STUDENTS AND ISOLATION PROCEDURE

Students who exhibit symptoms must be sent home according to the protocol stated below and according to the best judgment and discretion of the designated individual in charge of monitoring symptoms who will be the principal in consultation with the school nurse. There are two Guardian Angel (isolation) rooms to accommodate symptomatic students and a Nurse's Room.

The protocol will be as follows:

- A student with symptoms must be immediately moved to the Guardian Angel Room (isolation room), where he/she must wait while wearing a face mask until picked up, as soon as possible, by an authorized person. The parent or guardian must have been notified, and pick-up arranged.
- Sick students will be required not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.

- The principal will notify the Manhattan Regional Superintendent and will follow the Procedures for Cases of Covid-19 listed on p. 21 of the Archdiocesan Catholic Schools Opening document.
- School leaders (the principal and assistant principal) and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or one exhibiting symptoms.
- The Guardian Angel Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- A period of twenty-four (24) hours must elapse before custodians clean and disinfect the Guardian Angel Room. Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.

Our Lady of Lourdes School will continue to monitor the latest information from the CDC, the Department of Health, The New York State Education Department, and the Archdiocesan Task Force to ensure that we comply with the latest guidelines.