



Archdiocese of New York

# Catholic Schools Are Open

## WE CONTINUE TO SOAR!

2021-2022



CATHOLIC SCHOOLS *in the*  
ARCHDIOCESE *of* NEW YORK

Faith-Based. Future-Focused.









## OFFICE OF THE SUPERINTENDENT OF SCHOOLS ARCHDIOCESE OF NEW YORK

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MR. MICHAEL J. DEEGAN, SUPERINTENDENT

**August 12, 2021**

**Saint Jane Frances de Chantal**

Dear Catholic School Community,

Shortly after Resurrection of Jesus over two-thousand years ago, the apostles locked themselves away in fear of the unknown. They were isolated from friends and family, they did not gather in crowded places, and the days of anxiety seemed to roll into one long and seemingly unending social challenge. On Pentecost Sunday, the birthday of the Church, Jesus sent the gift of the Holy Spirit to imbue them with new hope; they opened their doors, gathered with friends, and spread the Gospel through teaching all peoples.

Throughout this pandemic, our schools have lived the Pentecost promise of evangelizing – teaching to all – with the certainty of new life and rebirth. Our schools have been open and our teachers and principals, together with students, clergy, and family members have continued to live out the mission of our Church through the teaching and learning process. This manual represents the continuation of a battle-trying process that began last year and continues to reap success, safety, and spirit-inspired work for the current one and beyond.

Building upon the exceptional supervision of teachers and principals from last year and adhering to the new guidelines in place for this year, students will be welcome in an environment of creative excellence where stewardship of the whole person is of primary importance.

I am grateful to the Catholic Schools Reopening Council for their continued work in assembling this manual and to the pastors, principals, teachers, and staff, who will implement it, so that our students can return safely, happily, and healthily.

Please visit <https://catholicschoolsnyc.org/opening2021> for regular updates and to view opening video to see the enhanced environment our students, teachers, and staff will return to in September.

In Faith,

Mr. Michael J. Deegan  
Superintendent of Schools  
Archdiocese of New York







## A PRAYER FOR PROTECTION IN TIME OF PANDEMIC

O Mary,  
you always brighten our path  
as a sign of salvation and of hope.  
We entrust ourselves to you, Health of the Sick,  
who, at the Cross, took part in Jesus' pain  
while remaining steadfast in faith.

O loving Mother,  
you know what we need,  
and we are confident you will provide for us  
as at Canain Galilee.

Intercede for us with your Son Jesus,  
the Divine Physician,  
for those who have fallen ill,  
for those who are vulnerable,  
and for those who have died.

Intercede also for those charged with  
protecting the health and safety of others  
and for those who are tending to the sick  
and seeking a cure.

Help us, O Mother of Divine Love,  
to conform to the will of the Father  
and to do as we are told by Jesus,  
who took upon himself our  
sufferings and carried our sorrows,  
so as to lead us, through the Cross,  
to the glory of the Resurrection. Amen.

ADAPTED FROM POPE FRANCIS



This document is based on a national and international review of standards and guidelines. As the CDC and NYS publish specific regulations, recommendations, and guidance, additional information will be disseminated to ensure compliance with federal, state, and local officials.

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# Introduction

In the Gospels of Matthew, Mark, and Luke, Jesus confronts a storm-tossed sea in a boat with his disciples. Sensing the anxiety and uncertainty of his followers, Jesus allays their fear by commanding the winds of the sky and the waves of the turbulent ocean. He calms the storm and encourages his followers to row together toward safe havens. This is precisely what principals, teachers, families, clergy, and community members have done throughout the 2020–2021 academic year by working together to overcome what, at times, seemed to be an insurmountable challenge. Because of this concerted effort, schools within the Archdiocese of New York operated consistently, continuously, and successfully for all children, despite the challenges of a pandemic reality.

During the 2020–2021 academic year, Catholic Schools in the Archdiocese of New York have remained open from day one, offering academic excellence to all students in a safe, nurturing, and educationally rich environment. With steadfast resolve and detailed adherence to health and safety measures, social distancing protocols, and

consistent and frequent communication with all school communities from the first day of instruction, schools within the Archdiocese of New York have leveraged intensive teacher and leader professional development in the areas of technology, curricular diversification to meet varied needs, and digital platforms to enhance and create a dynamic momentum for education moving forward. **With the support of principals, teachers, and families, Catholic schools within the Archdiocese of New York used the challenges of a pandemic to reinforce core values and seized the opportunity to reimagine education in a positive, formative, and future-oriented manner to soar into the future with pride and confidence.**

We expect that moving into the 2021–2022 academic year, with Christ as our anchor, **as one family**, we will continue to surmount challenges, celebrate successes, and walk together toward a horizon filled with promise and excellence, as has been the long tradition of Catholic schools since their inception. The shore is in sight, and it is overflowing with new possibilities and hope.

***“Then he got up and rebuked the winds and the waves, and it was completely calm”  
(Mt. 8:26)***

# Introduction (continued)

## PHILOSOPHY AND RATIONALE

The philosophy of the Catholic School Reopening Advisory Council is to allow for in-person schooling while maintaining, to the extent possible, the mission of the Church and the Archdiocese of New York to ensure the maximum health, safety, and care for children and staff returning to school buildings. This involves adhering to proper faculty/student ratios, social distancing norms, and joint parent/school cooperation as custodians of our shared responsibility to those we serve. As a Christ-centric system rooted in more than two hundred years of serving families in need, we remain faithful in setting the stage for a re-imagined re-opening dedicated to the continuity of excellence and education, which are the hallmarks of the Archdiocese of New York.

Principals will be tasked to modify their individual plans for their respective schools to meet the needs of their school communities, taking into account all the guidelines and mandates included in this handbook as well as those from the CDC, OSHA, NYS, and local governments. All plans must be shared with and approved by the corresponding regional superintendents. Regional superintendents will curate and archive all approved plans on a shared drive accessible to the Office of the Superintendent of Schools. Plans will be updated regularly to ensure information is kept current to meet the needs of the school system.

## CATHOLIC IDENTITY AND MASS

Our Catholic faith begins and ends all that we do. Our goal extends beyond imparting knowledge of our faith; more importantly, our schools provide students with opportunities to experience the living faith. Our pastors in [persona Christi](#) are the role models of Christ among us. As such, while students participate in the Mass and religious ceremonies while in school, the vicar general and the superintendent of schools have determined the following:

1

Maintain school cohorts with a minimum of three feet of social distancing between students and six feet between cohorts.

2

Everyone is required to wear a mask.





## THE MODEL THAT ALL SCHOOLS WILL IMPLEMENT

### Traditional Model

The traditional model approaches instruction in the manner to which parents and students are accustomed. The traditional approach includes a return to regular class sizes and face-to-face classes with social distancing as announced by health and governmental officials in consultation with the superintendent of schools of the Archdiocese of New York.

Students must be grouped in consistent cohorts each day, which reduces the number of students potentially exposed to someone infected with COVID-19. These groups of students will remain together throughout the day in the same classroom or other designated areas of the building as much as possible, and teachers will change locations instead of students. Students will eat breakfast in the classroom, and all special subjects (art, music, physical education, language, computers, etc.) will be taught in the classroom. **COHORTS ARE KEY TO THE MANAGEMENT OF THIS MODEL** and the health and safety of our children and adults.

## EMERGENCY ADJUSTMENT WITH SUPERINTENDENT'S APPROVAL FOR EMERGENT CONDITIONS

### Full or Partial Remote Learning

If health or government officials require remote learning for the entire school community or a class, then school buildings or a class will be closed for the safety and security of all the schools' constituents and have hybrid or remote learning.

### Hybrid Model

The hybrid model will be based upon a combination of in-person and remote learning as required by health or government officials.



# Opening Phases

**The phases and the requirements of each phase are subject to change and may or may not require adjustments to meet the government guidelines or current community health statistics that exist at any particular point in time.**

The decision to transition to the different phases will be based on complete compliance with the requirements of the prior stage and on the recommendations of the Health and Safety Task Force. The superintendent of schools will make the final decision. Components of phases may be initiated on a case-by-case basis without implementing the entire phase.

## PHASE 1

**All students will be in school and incorporate the maximum amount of social distancing possible, and masks are required for all children and adults inside.**

In general, you do not need to wear a mask in outdoor settings; however, in areas with high numbers of COVID-19 cases, everyone should strongly consider wearing masks in crowded outdoor settings and for activities that may include close contact with those who are not fully vaccinated. Currently, all areas of the Archdiocese of New York are considered substantial and high-spread areas. The CDC recommends masking outdoors.

- Early drop-off and extended days are permitted as long as schools' cohorts remain intact and all proper guidelines and procedures as stated in the reopening plan are followed.
- Morning drop-off: A specific time will be established in the morning to drop off students before the school day begins. Specific guidelines for arrival, screening, and limited building access for students will apply.
- After-school programs: The after-school program will be an extension of the school day with the same regulations and guidelines in place for social distancing, masks, and limited access to areas outside the assigned classroom (cohort).
- Principals can consider using a limited number of volunteers to assist in essential operations, pending strict guidelines and approval from the regional superintendent.
- Services such as related services (SEITS, SETTS, Speech, and Occupational Therapy, Title Services,.) and title services will be coordinated with the school principal and, when appropriate, by parents in coordination with the school.
- Schools must deliver mandated services in a socially distanced school setting if space permits.
- Sessions that are more than one-on-one must maintain students of the same regular classroom cohort or should be scheduled outside the school day.
- No external visitors are allowed except for archdiocesan and regional staff, title service providers, coaches, and related service providers. If vaccinated, all are expected to provide proof of vaccination (i.e., Excelsior Pass, CDC vaccination card, or KEY to NYC).
- Lunch can be offered in the cafeteria with proper social distancing if the cafeteria is not otherwise being used for a classroom.



## PHASE 2

- Large school gatherings can be permitted in cohorts for morning assembly.
- Extracurricular programs and activities can resume.
- CYO program offerings can be evaluated.
- Individuals who are vaccinated no longer need to wear a mask.
- In-person parent/teacher conferences may resume.
- Breakfast may be served in the cafeteria.



# Facility Requirements & Guidelines

## BUILDINGS & CLASSROOMS

Signage will indicate the direction in which travel in hallways and stairs should occur for consistent flow, social distancing, and proper distancing for lineup and movement of students or classes.

If possible, one entrance into the building and one exit from the building should be designated. Principals may designate an additional entrance if deemed necessary and approved by their regional superintendent.

Classrooms should accommodate space for all students in a grade. The goal is that the maximum amount of distance between students and teachers be achieved to fit all students in a classroom. If required, schools may go below three feet to fit all students in a classroom as suggested by the CDC, with regional superintendent approval. Schools will implement enhanced mitigation measures for these classrooms.

All students are to face one direction and are not to be grouped in configurations that would require them to face one another.

Teachers' desks should be in the front of the classroom facing the students.

Shared spaces may be used, provided groups remain in cohorts and there are six feet between each cohort. Ventilation must meet CDC recommendations while the following areas are in use: cafeteria, gym, science lab, and auditorium. These spaces may be appropriated for additional classes using social distancing norms and expectations as long as teacher/student ratios remain in place for teaching purposes.

Student lockers will not be used.

Hand (air) dryers are not to be used in restrooms.



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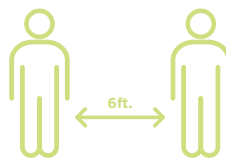
We have some new rules to ensure we can  
continue to gather together



**PLEASE WEAR A  
FACE MASK OR  
OTHER PROTECTIVE  
COVERING.**



**PLEASE WASH OR  
SANITIZE YOUR  
HANDS.**



**KEEP AT LEAST 6FT  
BETWEEN YOURSELF  
AND OTHERS.**



**DON'T SHAKE  
HANDS. PLEASE  
WAVE INSTEAD.**



## BUILDING & CLASSROOM (CONTINUED)

All water fountains should be turned off. Reusable water bottles must be labeled with students' names.

Vending machines may not be used and must be eliminated as options.

Principals will be expected to designate "Guardian Angel" rooms (isolation rooms) for when a child is ill or shows symptoms of illness.

Hand sanitizer stations should be located at the entrance to the building as well as at the entrances and exits of each classroom and throughout the building as appropriate.

If possible, deliveries should be placed in a separate or designated area, and this protocol should be communicated to all vendors and school staff members in advance.



## VENTILATION

Proper ventilation must be ensured with airflow from outside air; this includes having windows and doors wide open at the same time across all rooms to maximize cross ventilation. Where installed, exhaust fans should be turned on at all times.

In-use central HVAC units should be equipped with air filters with a targeted rating of at least MERV 13 and should be replaced regularly to ensure proper operation (see the American Society of Heating, Refrigerating, and Air Conditioning Engineers [ASHRAE] guidelines). If using window air conditioning units or ductless units, then staff members must use only the fresh air settings; see the ASHRAE guidelines for additional details.

Schools also should consult the CDC website on ventilation: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html>.

Schools may choose to add additional ventilation measures such as HEPA filters. Schools should not use other technologies (e.g., ionizers). The CDC has studied HEPA filters and published its recommendations here: <https://www.cdc.gov/mmwr/volumes/70/wr/mm7027e1.htm>. It is strongly recommended that any HEPA unit have a UV light component so that the appropriate school staff members may change filters. Before schools purchase units, the Health and Safety Task Force of the Office of the Superintendent of Schools must approve the units.

# Daily Protocol & Procedures

## GENERAL ADVISEMENT

**Staff and students must stay home if they do not feel well, even if COVID-19 is not suspected. THIS IS CRITICAL TO STOP THE SPREAD OF COVID-19 IN SCHOOLS.**

**Staff and students should stay home if they have been within six feet of a person with COVID-19 for a prolonged period.**

**Parents must complete the Daily Health Screening Checklist every day before they send their child to school. If a parent answers yes to any question for the child or for themselves, then they must contact the school principal immediately.**

Schools should strongly recommend that parents take their child's temperature daily before the child comes to school. If the temperature is 100.0 degrees Fahrenheit or higher, then the child should stay home and see a doctor. This will ensure students who likely would be excluded upon arrival will self-monitor and remain home.

In preparing the school's entrance for admitting students and staff, social distancing markers outside the building should be set up along the sidewalk, fence, play yard, and parking lot adjacent to the front doors. Principals should identify the best available space for students and staff to safely line up for screening and admittance. In some cases, drop-off involves parents driving up to the door and dropping off their children, so principals will need to communicate the procedure to those arriving by car.

Signs should indicate six-foot distances and should have directional arrows pointing toward the screening area.



### Temperature Screening

Temperature screening and screening questions (as outlined in the NYS Guidance for [In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency](#)) are required as each staff member and student enters the building. Persons who have fevers of 100.0 degrees Fahrenheit or higher or who exhibit other signs of illness shall not be admitted to the school.

If the school has a nurse, then the nurse will conduct the screening. In schools in which a nurse is absent or is unable to conduct the screening, trained school personnel will be designated to do so.



The following is a set of directives regarding student and staff expectations related to procedures:

- Children should go straight to their assigned rooms after clearing the temperature check screening.
- Students must wear face masks that cover the nose and mouth when in the school building, and they must maintain appropriate social and physical distancing. The school will have surgical masks available for students as needed. Choosing to wear a mask of their own is acceptable as long as it meets the [CDC mask guidelines](#).
- Staff shall be required to wear masks that cover the nose and mouth, and they must maintain appropriate social/physical distancing. Masks will be provided to all staff members by the individual schools. Choosing to wear a mask of their own is equally acceptable as long as it meets the [CDC mask guidelines](#). In addition, face shields will be provided upon request but may not be used in lieu of masks.
- Students' personal items must be kept in individually labeled containers or cubbies.
- All masks for faculty, staff, and students are subject to approval by the principal and regional superintendent. Masks should be plain and free of any objectionable statements or support for any group, product, or political views other than the name of the school or the Catholic Schools of the Archdiocese of New York.
- Items and supplies may not be shared. Students and staff are not permitted to share electronic devices, clothing, toys, books, games, or learning resources. Shared, items must be cleaned and disinfected between uses.
- Nondisposable masks should be washed daily.
- Ensure children's safety at all times by ensuring disinfecting products or cleaning materials are kept away from them and that when such items are used, proper ventilation is guaranteed.



## Visitor Policy

Visitors shall not be permitted to enter the building during operating hours, with the exception of emergency or law enforcement officers in their official capacity, authorized inspectors from governmental agencies, and persons providing emergency repair services within the building that cannot be reasonably delayed until nonoperational hours. Government officials and authorized inspectors may be requested to provide proof of vaccination (i.e., Excelsior Pass, CDC vaccination card, or KEY to NYC).

Authorized visitors shall include archdiocesan and regional staff, title service providers, coaches, and related service professionals. All are expected to provide proof of vaccination (i.e., Excelsior Pass, CDC vaccination card, or KEY to NYC).

Authorized school food vendors shall make their deliveries directly to kitchen entrances.

**NOTE: All authorized visitors shall be required to wear a mask.**





# Food Services

## GENERAL ADVISEMENT

- Breakfast shall be served in the classrooms in Phase One. In the second phase, breakfast may be served in the cafeteria provided proper social distancing and sanitization occur between cohort uses and the room is not otherwise in use for classroom space. Health and safety aides will need to be repurposed or augmented to provide assistance with meals to the classrooms.
- Lunch in Phase One can be served in the cafeteria provided proper social distancing and sanitization occur between cohort uses and the room is not otherwise in use for classroom space.
- Students will be permitted to bring their own meals; sharing will not be permitted. Parents shall not provide snacks for anyone other than their own child; this includes birthday parties, pizza parties, and other communal activities unless food is commercially individually sealed and wrapped.
- For the safety of all, individual snacks must be brought from home. Parents must clearly label these snacks to indicate the child's name because vending machines will not be operable.
- Students are encouraged to bring their own water bottles (plastic or reusable) labeled with their names; no glass bottles or containers will be permitted.
- There will be absolutely no provisions for heating meals brought from home.
- Family-style meals are not to be served, including for UPK.
- All food service workers must wear gloves in addition to proper face coverings.
- Outside meal providers must supply meals that are individually packaged, labeled, and unitized by classroom.
- Students may not share meals under any circumstances.







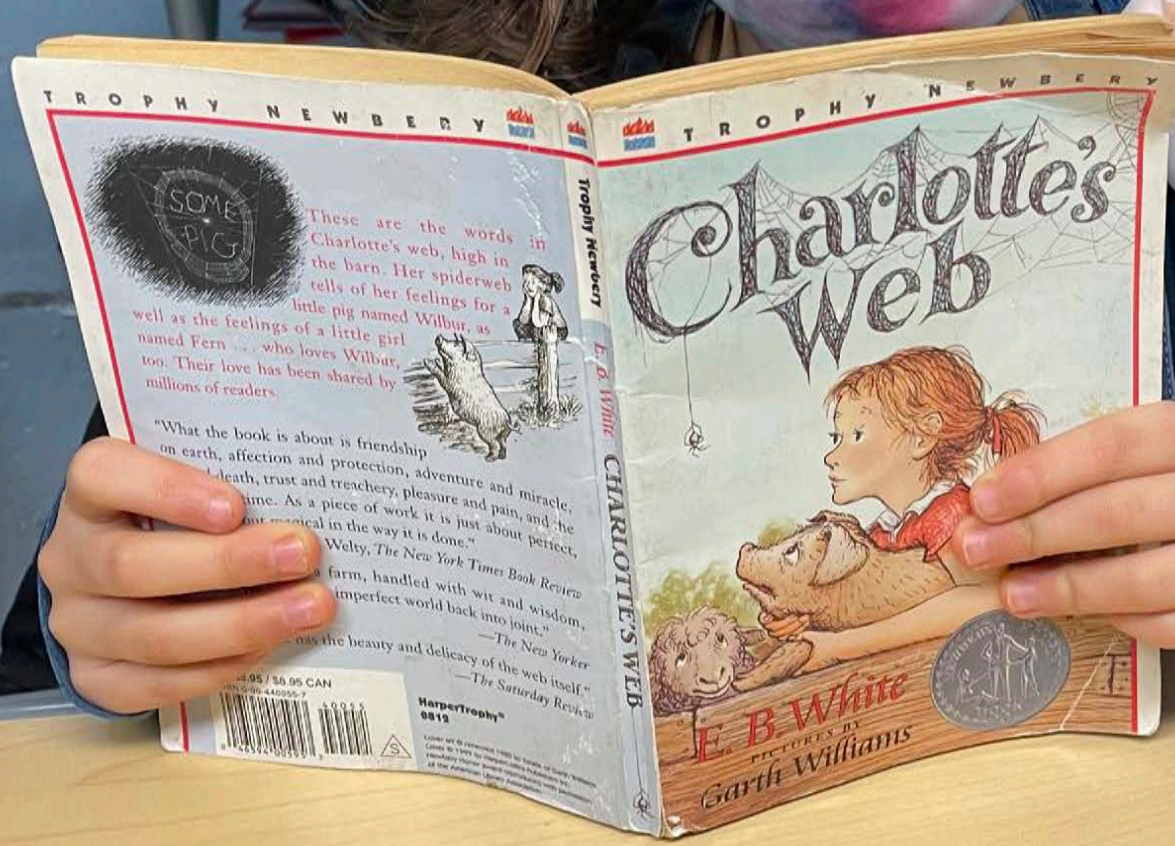
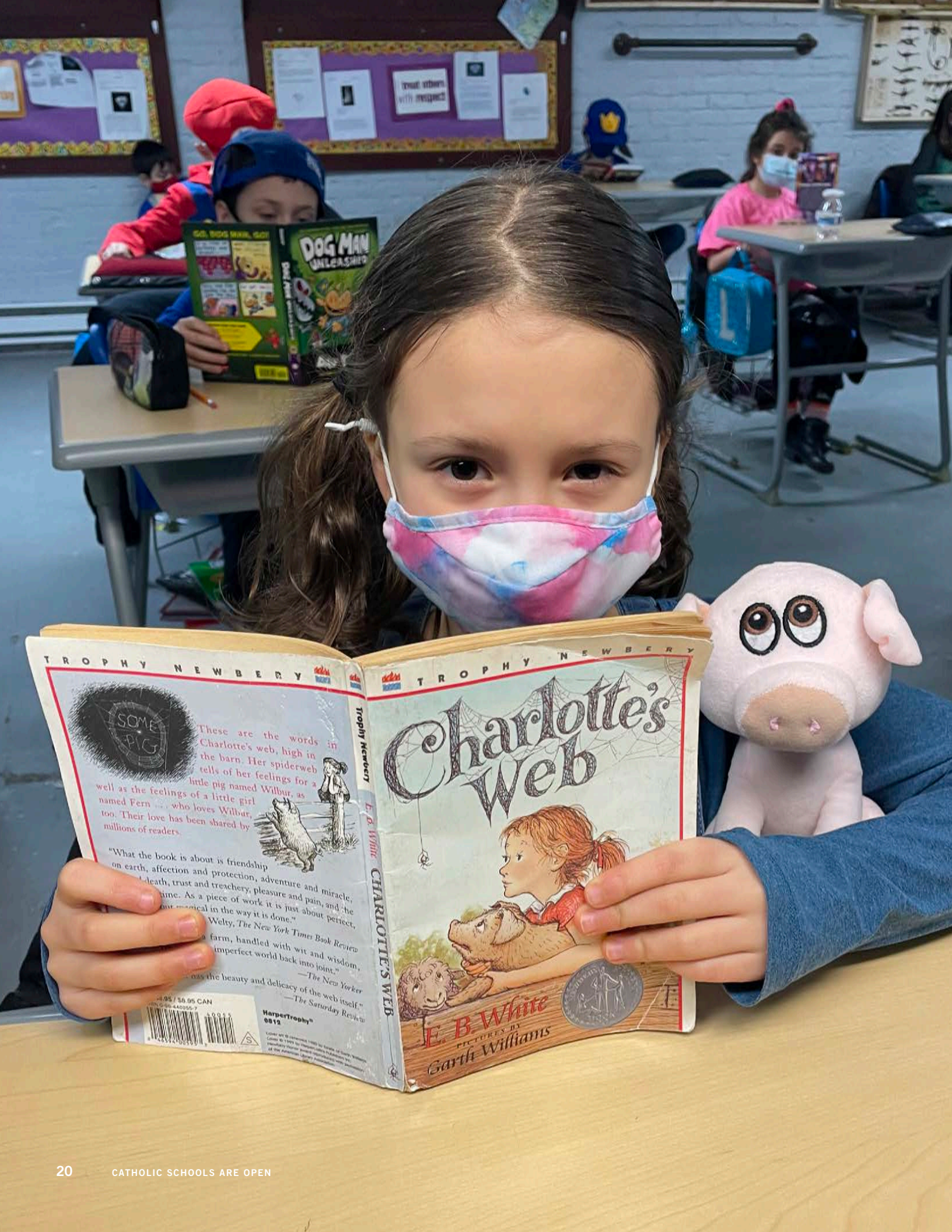


# General Protocol

To ensure responsible stewards of one another's health, the principal must communicate the practices outlined below to all constituents of the school community and provide relevant training:

- All constituents are to be taught—and will be expected to review on a periodic basis—the proper methods for using tissues and to cough or sneeze into a tissue or their elbow; if face coverings are removed for any reason, then students and staff must not place them on school surfaces.
- Face coverings are most essential when physical distancing is not possible, but they are required at all times.
- Students and staff shall practice frequent handwashing with soap and water for at least twenty seconds, scrubbing thoroughly, and drying with paper towels
  - Upon arriving at school
  - Before meals and snacks
  - After using the restroom,
  - Periodically throughout the day,
  - Any other times that require such hand hygiene.
- Hand sanitizer will also be available for when hand washing is not possible. It should not replace handwashing, which is the most effective protection against germs and the spread of disease.
- Principals and teachers will be responsible for sending weekly reminders to stay home when sick or exhibiting symptoms that may lead to sickness as well as information about COVID-19.
- Principals and teachers shall reiterate to teachers, staff, and students the importance of “nontouch acknowledgements” to show friendship as well as the importance of socialization and human connection (excluding fist bumps).
- Students shall not be permitted to congregate in large groups before, during, or after school.
- Students, teachers, and staff should avoid carpooling, but when carpooling, it is strongly recommended that everyone wear masks and have windows open as well as noncirculating air through the ventilation system.
- Students who attend shadow days or open houses at high schools are required to wear masks and socially distance at all times.
- Windows and doors should be open, weather permitting, even when the space is occupied by students, to allow for maximum ventilation. Where installed, exhaust fans and ventilation systems should be turned on at all times.
- In consultation with the vicar general and the catechetical office, parish religious education programs (CCD) are required to follow the cleaning, sanitizing, and disinfecting protocols after each use as outlined in the school reopening document before the school uses the space the following day. School technology and furniture shall not be removed, rearranged, or reconfigured to allow for the continuity of instruction.
- Faculty and staff meetings can be held in person following social distancing protocol and all guidelines with masks.
- Schools should suspend special events involving outside groups to maximize security and sanitization.
- All trips, public events, and on-site activities should be suspended until further notice. Communication regarding permissible gatherings, once determined, will be conveyed by regional superintendents in consultation with the Health and Safety Task Force of the Office of the Superintendent of Schools.
- In-person meetings, including opening parent night and parent-teacher conferences, will be scheduled via Zoom until authorized by the Health and Safety Task Force.







# Sick Child or Staff Member

## POLICY & PROCEDURE FOR A SICK CHILD OR STAFF MEMBER

To ensure safety and best practices, schools must designate a “Guardian Angel” room (isolation room) where students and staff with COVID-19 symptoms are to be placed while they await pickup and safe exit from the building. When in use, each Guardian Angel room must be occupied by a school staff member wearing full personal protective equipment (PPE), with external ventilation increased within the isolation area to encourage airflow (windows opened, mechanical ventilation disabled).

**Principals should monitor staff and students throughout the day for signs of illness. Symptoms potentially include:**

- Fever of 100.0 degrees Fahrenheit or higher
- Cough
- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches
- Fatigue
- Sore throat
- Headache

**Children or staff members exhibiting the symptoms above must be sent home according to the protocol established below and according to the best judgment and discretion of the designated individual in charge of monitoring symptoms. Schools must follow the NYS School Toolkit and Archdiocesan Policy, which currently requires a negative PCR COVID-19 test or acceptable alternative diagnosis.**

- Students must be moved immediately to the Guardian Angel room (isolation room), where they must wear a face covering until an authorized person picks them up as soon as possible. The parent or guardian must be notified, and safe pickup must be arranged.
- Staff will be asked to discreetly leave the building immediately and report their symptoms to a medical professional.
- Principals and maintenance personnel will be required to ventilate, close off, and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Guardian Angel room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or used until cleaning and disinfection have taken place in an acceptable and prescribed manner following CDC guidelines.
- Staff members tasked with cleaning the affected areas must wear appropriate PPE and arrange for optimal ventilation conditions during the cleaning process.
- Principals are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19, which include twenty-four hours with no fever and an illustration that symptoms have improved; ten days should have elapsed since the symptoms first appeared if the person tested positive for COVID-19. All must have a note of medical clearance to return. Illnesses not related to COVID-19 should have an acceptable alternative diagnosis letter from a medical doctor and a negative PCR COVID-19 test, as outlined in the NYS School Toolkit and Archdiocese Policy.
- Principals should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps. Students, faculty, and staff must follow all quarantine orders issued by federal, state, and local government directives.





# Procedures for Cases of COVID-19

1

Principals are to notify in writing the regional superintendent of relevant details so that they will notify the Office of the Superintendent of Schools COVID-19 response team, which will create the appropriate public health notifications for the local government agency and provide guidance on next steps.

2

Principals will then be provided by the COVID-19 response team, with the approved email communication to distribute to school communities. No identifying information is to be used in any communication regarding the potentially symptomatic individual.

3

Principals must distribute this notification to school staff members and families once approved by their regional superintendents.

4

Principals, pastors, teachers, and school staff will follow all Health Department directives on school reporting, quarantines, and facilities related to COVID-19, which the Health and Safety Task Force of the Office of the Superintendent of Schools provides. A school closure decision rests solely with the superintendent of schools.

5

Principals will coordinate with the appropriate vendor from the Office of the Superintendent of Schools for disinfection procedures and timelines according to CDC guidance.

6

Individuals who are **COVID-19 positive may return only after providing a note of medical clearance and completing the isolation timeline required by the CDC**. In keeping with HIPAA law, at no time should the identity of an individual who is COVID-19 positive be revealed.

7

Schools must take extreme and extenuating measures to protect the identity of the sick individual and not foster gossip or watercooler talk. Revealing the identity of someone who is ill is a critical violation of that person's civil rights, and doing so will result in disciplinary action up to and including termination.





### Writing Checklist

- ☐ My name and date are on my paper.
- ☐ Each sentence starts with a capital letter.
- ☐ I used punctuation correctly.
- ☐ I checked my spelling.
- ☐ My work is neat and easy to read.
- ☐ I read my work, and it makes sense.
- ☐ I did my best!

### How to Cite Evidence in Text

Follow these steps to cite evidence in text you are reading.

1. Identify the source to report you want to prove.
2. Find the text carefully.
3. Locate specific evidence or proof in the text.
4. Identify the evidence.

APPRECIATION  
AVE  
EVERYONE

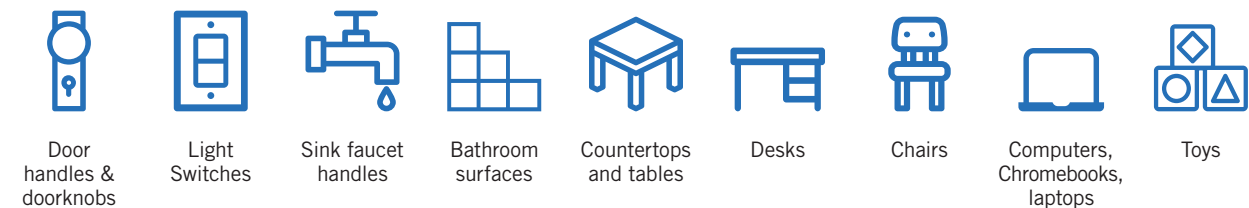


# Sanitizing & Disinfecting

The COVID-19 pandemic has necessitated continuous attention to the cleaning, disinfecting, and sanitizing of school facilities and materials. Although the CDC has suggested that COVID-19 rarely spreads through surface contact, schools will take special care with sanitization.

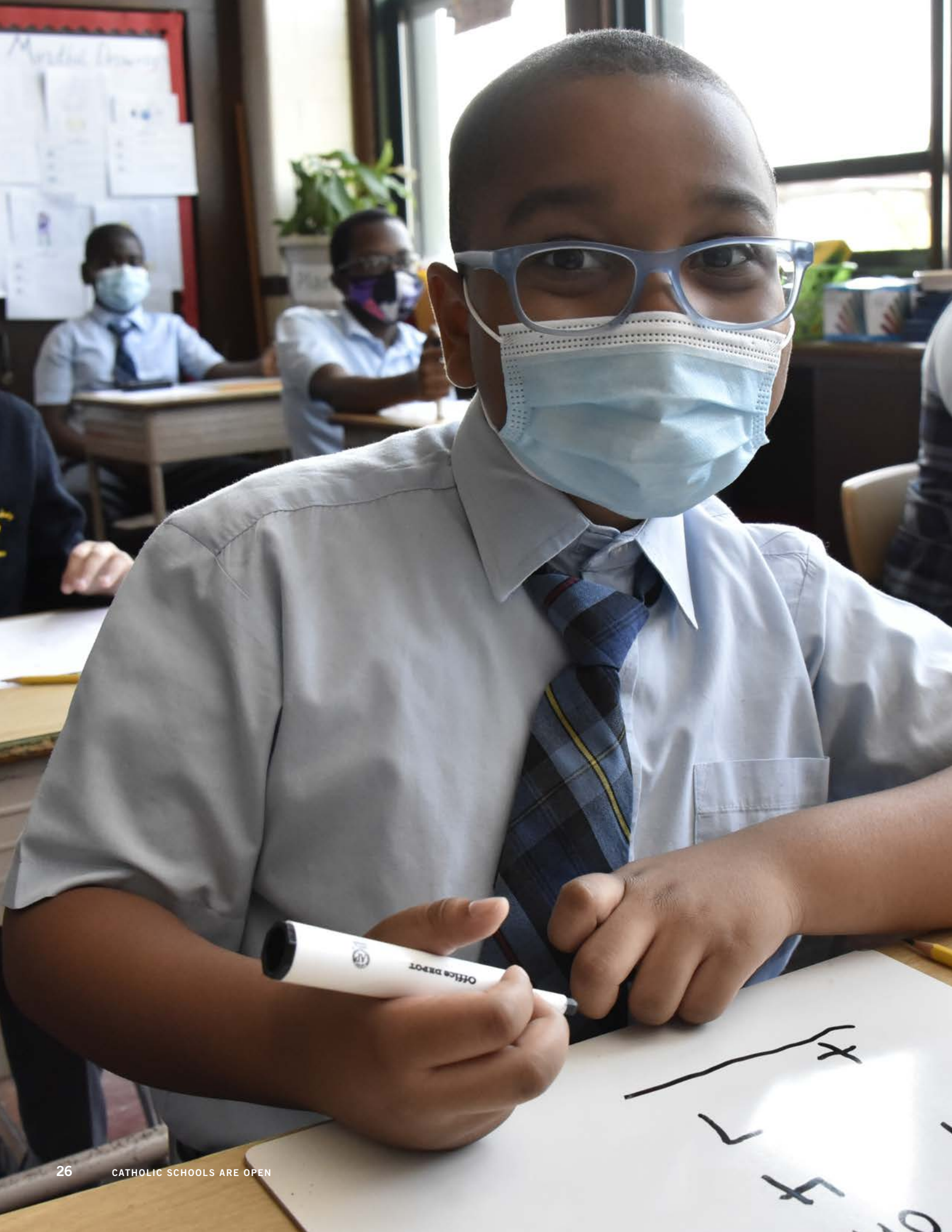
With the aforementioned considerations in mind, the expectations and clear directives should be to clean and disinfect frequently touched surfaces at least daily and, as practicable, regularly throughout the day by trained custodial staff.

**Frequently touched surfaces include but are not limited to the following:**



**Additionally, considerations should be in place as part of a school-wide implementation plan:**

- Bathrooms should be disinfected by wiping down with EPA-approved cleaners throughout the day and should be thoroughly cleaned daily: <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>.
- There should be an avoidance or limitation of shared objects and equipment, such as manipulatives. If such objects are touched inadvertently, then they must be disinfected in between each use.
- Classrooms should be thoroughly cleaned daily with a written plan for disinfecting throughout the day and at the end of each day on file with the school and regional superintendent's office.
- If groups of children are moving from one area to another in shifts, then disinfecting measures must be completed before a new group enters the area. Additionally, this protocol should be communicated directly and clearly as part of a school-specific sanitization plan.
- As required by the product's instructions, custodial staff, with the responsibility for cleaning and disinfecting the school site, must be equipped with proper protective equipment; such equipment includes but is not limited to gloves, eye-protection gear, respiratory-protection gear, and other appropriate protective equipment.
- Custodial staff also must ensure that all industrial cleaning products are kept out of the reach of children at all times and that such products are stored in a space with restricted, locked access.
- Staff must arrange to preserve cleaned and disinfected areas to the greatest extent possible by engaging in daily routines that include locking and securing doors and by not permitting entrance to such places. This must be accomplished through the adequate placement and strategic positioning of clear signage and postings, all of which must be subject to appropriate and overarching local fire code regulations.
- After cleaning, spaces must be ventilated adequately before children arrive.
- Thorough cleaning and sanitization should be completed when children are not present.
- Windows should be open at all times, weather permitting, when the space is occupied by students to allow for maximum ventilation. Where installed, exhaust fans and ventilation systems should be turned on at all times when the space is occupied. Additionally, custodial and maintenance staff must ensure filters are cleaned and replaced regularly. Staff must ensure proper ventilation during cleaning and disinfecting.





# COVID-19 Vaccines

Pope Francis has made it clear that it is morally acceptable to take any of the vaccines and that we have the moral responsibility to get vaccinated. Cardinal Dolan has said the same. Because this is not mandated, any individual is free to exercise discretion.



## COVID-19 VACCINES FOR TEACHERS, SCHOOL STAFF, AND CHILDCARE WORKERS

COVID-19 vaccination is a critical prevention measure to help end the COVID-19 pandemic. COVID-19 vaccines are now widely available in the United States, and the CDC recommends all people twelve years and older be vaccinated against COVID-19, which protects against COVID-19, including Delta and other variants.

Search [vaccines.gov](https://www.cdc.gov/vaccines/imz/imz.htm), text your zip code to 438829, or call 1-800-232-0233 to find COVID-19 vaccine locations near you.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/specific-groups/teachers-childcare.html>

## COVID-19 VACCINE: CHILDREN TWELVE YEARS AND OLDER

Getting a COVID-19 vaccination can help protect your child from getting COVID-19. Early information shows that the vaccines may reduce the likelihood of people spreading COVID-19. A vaccination also can help keep your child from getting seriously ill even if they do get COVID-19. Help protect your whole family by getting yourself and your children twelve years and older vaccinated against COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/adolescents.html>

## COVID-19 SCREENING AND SYMPTOMATIC TESTING

Screening testing identifies infected people, including those with or without symptoms (or before development of symptoms), who may be contagious so that measures can be taken to prevent further transmission. In schools, screening testing can help identify and isolate cases promptly to allow the Health Department to quarantine those who may have been exposed to COVID-19 and are not fully vaccinated and identify clusters to reduce the risk to in-person infection. If directed by government health officials, then elementary schools in the Archdiocese of New York only then will implement screening testing.

Symptomatic testing will follow the [NYS School Toolkit](#) guidance:

[https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh\\_prekgr12\\_toolkit\\_update-020121.pdf](https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh_prekgr12_toolkit_update-020121.pdf)





# Instructional Guidelines

All students will receive five days of classroom instruction per week. All special subjects will be pushed into the classroom. The goal is to limit student movement and encourage cohorts of students to remain homogeneous. Physical education classes must maintain social distancing of six feet in all directions at all times, in accordance with NYSDOH guidance.

## TEACHING AND LEARNING RESOURCE HUB FOR TEACHERS

<https://sites.google.com/view/adny-otl/curriculum-home>

## TECHNOLOGY CONSIDERATIONS

Teachers and principals should maintain technology access at all times to adjust to remote or hybrid instruction should approval be given for an emergent situation. This means that schools could close and abruptly may be remote or hybrid for some time.



## EARLY CHILDHOOD CONSIDERATIONS

Young children ages three through eight learn best through active, multisensory engaging experiences such as exploration, social interaction, and hands-on activities. As such, detailed guidance and resources will be regularly posted and updated on the Teaching and Learning Resource Hub. Topics the site will provide include:

- suggestions for large group, small group, and individual activities
- models for essential routines (seating, social distancing for specific age groups, personal hygiene, and transitioning)
- center rotation systems; and
- SEL resources to support the development of children's self-regulation and communication skills (i.e., communicating feelings of illness, anxiety, and general emotional health).



## KINDERGARTEN - GRADE 8 CONSIDERATIONS

Learning occurs through a combination of books, content materials, and skills development. Teachers use technology, print, and online resources as well as skills practice imbued with faith-filled connections to minister to the needs of the whole child.

Detailed guidance and resources supporting this will be posted and updated on the [Teaching and Learning Resource Hub](#) on a regular basis.







# Early Childhood

***“You are a child of God. You are wonderfully made,  
dearly loved, and precious in His sight.”  
— Psalm 139***

## EARLY CHILDHOOD AND CENTER-BASED LEARNING MODEL CONSIDERATIONS

Early childhood classroom procedures and practices are aligned closely with [Catholic Schools Opening: We Continue to Soar!](#) This appendix identifies some of the operational differences that are in place so that our prekindergarten, kindergarten, and center-based classrooms provide the safest, most effective, and most appropriate learning experiences for our youngest children. These suggestions address the regulatory, developmental, and instructional considerations that require adjustments to routines and practices for programs that serve children under the age of six. As with the main document, we will make amendments to this appendix as the CDC, NYS, and NYC publish specific guidance. We will also continue to post planning and instructional resources on the [Teaching and Learning Resource Hub](#) as they become available.

Schools that provide prekindergarten and other center-based programs, both tuition-based and government-funded, should include the relevant information provided in this appendix when creating their own School Implementation Plan.

## PHILOSOPHY AND RATIONALE

### Considerations for Early Childhood

There is a wide range of developmental levels among children in any early childhood classroom. Consistency in health and safety practices between home and school is essential. To ensure children follow the protocols listed in the We Continue To Soar document, adults must communicate clearly and often so that each child is provided with learning experiences that help them understand and practice ways they can keep themselves and others safe and healthy.

## EDUCATIONAL MODELS

### Considerations for Early Childhood

Our intention is to be able to provide in-person learning experiences for all our students as we follow public health guidelines. The Models of Instruction and Stages of Opening outlined for the kindergarten through grade eight classrooms apply to our own tuition-based prekindergarten programs. For programs funded through NYC DOE and other school districts, schools should follow the previously mentioned kindergarten through grade eight models; however, the superintendent of schools will provide direction once a determination is made on any guidance released by NYC DOE or school districts (should it differ from the K–8 guidance).

Students will be trained to work safely in their center-based classrooms and to follow social distancing and health and safety routines. These protocols will be embedded in their learning experiences and practiced, with support, throughout the day.

In the event of an emergency adjustment or a government agency directive for emergent conditions where learning must take place remotely, instructional models will be developmentally appropriate and flexible to meet the needs of families that support their children’s learning at home. This will occur with the approval of the superintendent of schools. Learning will include direct communication with parents; standards-based instruction, both direct and preprogrammed and assessment.

# Early Childhood (continued)

## FACILITY REQUIREMENTS AND GUIDELINES: BUILDINGS AND CLASSROOMS

### Additional Early Childhood Considerations

For the most part, young children will be able to follow facility and material user routines that are clearly demonstrated, frequently practiced, and reinforced with positive affirmation.

- Proper and maximum ventilation should be in place in every classroom (open windows, open classroom doors, exhaust fans, etc.).
- Signage should provide graphics and diagrams with child-friendly instructions that are posted at eye level and can be followed by non-readers.
- Laminated arrows can be placed on the floor to indicate the flow of “traffic.” Whether clockwise or counterclockwise, the flow of the classroom should be “one way.” Children must be taught this and provided the opportunity to practice the “route.”
- In general, materials should be in individualized, marked bins to facilitate monitoring of those items in need of sanitation after use.
- Schools should consider having each child carry their own portable mat, rug, or cushion to bring to centers and group meetings.
- Students’ belongings should be stored in individual cubbies, with no item loosely placed.
- Bags and bins will be necessary to facilitate this. A system to avoid children getting too close to one another when putting away or retrieving their belongings must be put in place.
- Furniture can be used to set up select centers, act as barriers, and facilitate social distancing.
- Wherever possible, a stationary or portable sink with hot and cold running water should be located in the classroom to facilitate frequent handwashing.
- Restroom sinks and stall doors should be labeled with letters or numbers so that young children can be guided verbally to wait their turn and use toilets and sinks that are sanitized between uses.
- Local Department of Health regulations will determine the group sizes that can be accommodated in each classroom.





## DAILY PROTOCOL AND PROCEDURES

### Additional Early Childhood Considerations

Additional Early Childhood Considerations: All protocols must be adapted so that young children can understand them. Teachers must plan and implement lessons that both instruct and provide ample opportunities for practice of new routines and procedures.

- Principals should consider using a separate entrance for early childhood classrooms. If this is deemed possible, then approval by the regional superintendent is necessary.
- Schools need a system for escorting young children to classrooms. The assigned staff or volunteer should interact with children in one class only. Socially distanced holding areas near the entrance can facilitate a short wait as small groups are escorted to classrooms. A designated classroom staff member should be available to support the check-in of children and ask about the child's health since they left school the day before.
- Parents will not be able to enter buildings. Several parent "sign-in" and "health check" system suggestions will be shared with schools.
- The beginning of the day's routine should include a seat assignment where each child can eat breakfast and participate in a "choice" activity that they can do independently. In most cases, low-activity-level individual options such as putting together puzzles, creating art, reading, and sorting are appropriate as other children enter the classroom.
- The use of hand sanitizers by children must be done under direct adult supervision.
- Students should practice hand sanitizer use or handwashing before they enter and after they exit centers in which materials are shared during the learning activity (e.g., block area, dramatic play, sand table). Non-consumable materials in these centers should be rotated in and out and sanitized before another group of children uses them.
- At this time, all individuals over the age of two are expected to wear masks indoors except when eating and napping. Adults will teach and promote the use of face masks. Instruction and encouragement to use face masks must be ongoing. If a child has difficulty adjusting to mask wearing, then classroom staff will work with them to incentivize and increase mask wearing. A child should not be within six feet of another child or adult if they are not wearing a mask.

In general, masks are not required in outdoor settings; however, in areas with high numbers of COVID-19 cases, everyone should strongly consider wearing masks in crowded outdoor settings and for activities that include close contact with those who are not fully vaccinated. Currently, all areas of the Archdiocese of New York are considered substantial and high-spread areas. The CDC recommends wearing masks outdoors.



# Early Childhood (continued)

## INSTRUCTIONAL GUIDELINES

### Additional Early Childhood Considerations

Young children learn through social interactions with others and by the exploration and use of materials that they encounter in the classroom, home, and natural environment. For the purposes of this document, schools must consider the following in light of our current reality to prepare for the coming school year.

- Children should have assigned seats for tabletop work (arrival, meals, etc.). During a portion of each day, children must be able to access centers and move around the room. Clear boundaries for seating, material placement, and cleanup routines must be put in place and taught to children.
- Full class music and movement activities can occur once children learn to stay in assigned spots that follow social distancing guidelines.
- Teacher-led group activities (e.g., morning meeting, story time) can occur, but adults should promote social distancing. Children should not have physical contact with one another, and masks should continue to be worn. If rug seating is used, then children should be assigned individually marked spots.
- Classroom staff should create and label individualized learning materials bins or bags (e.g., mini white boards, art materials, writing materials, bags of books) for each child.
- Center materials should be divided into small, individual bins or bags. A system for identifying and sanitizing materials that have been used must be put into place.
- Teachers must follow all adult precautions (e.g., masking, hand sanitizing) when working individually or in a small group with children. Teachers and classroom staff need to be close to students but must remain socially distanced from other adults in the room.
- Select centers can be used once routines are taught. Fewer centers with more space in each may be necessary, with certain centers such as sand and water tables not put into use in Phases 1 and 2.
- A center rotation or choice system should be implemented, with the number of children in each center strictly enforced. Sanitizing between rotations will be necessary if the next group or child uses shared materials (such as blocks).
- Wherever possible, instruction and activities should occur outside. Many of the materials used by children, particularly if the materials are stored in bins, are portable and can be relocated outdoors easily.





## HEALTH AND HYGIENE PRACTICES

### Additional Early Childhood Considerations

Health and hygiene safety and protocols in early childhood classrooms focus on regular sanitizing and adult precautions. All adults follow the protocols and procedures listed in the main manual.

- Young children can be taught how to wear face masks, but some may need to build up stamina to do so for a long period. In any case, **masks are required for all students over the age of two.**
- Where rest time is scheduled, cots and/or mats should be placed at least three feet apart (further if room is available) and head-to-toe for the duration of the rest. Masks should be removed during nap time, but ventilation measures should be increased.
- Mats and cots must be labeled with each child's name and stored so that sleeping surfaces do not touch one another.
- A system for sanitizing toys and furniture between users must be put into place, and records should be maintained.
- Staff should follow all standard guidance for infection control when assisting children with toileting or changing their clothing.
- Parents should provide multiple changes of clothing. Parents should be notified when soiled clothing is being sent home in a sealed plastic bag.
- Windows should be open at all times, weather permitting, when the space is occupied by the students to allow for maximum ventilation. Where installed, exhaust fans and ventilation systems should be turned on at all times space is occupied. Additionally, custodial and maintenance staff must ensure filters are cleaned and replaced regularly. Staff must ensure proper ventilation during cleaning and disinfecting.



# Mental Health & Social-Emotional Development

Principals, teachers, and school staff must establish a culture that supports and emphasizes mental health services available for faculty, staff, students, and families. Key responsibilities in this aspect include but are not limited to the following considerations:

- Educating staff, parents, and students on symptoms that identify mental health needs
- Promoting social-emotional learning competency and building resilience
- Helping ensure a positive, safe school environment
- Teaching and reinforcing positive behaviors and decision-making
- Encouraging and helping others
- Encouraging good physical health
- Helping ensure access to school-based mental health support
- Ensuring the integration of Catholic spiritual doctrine as it relates to ministering to the whole person—body, spirit, and soul





Staff and families must know they can consult with a school counselor, nurse, or administrator and with the student's parents if they observe one or more of the following behaviors:

- Feeling very sad or withdrawn for more than two weeks
- Seriously trying to harm oneself or making plans to do so
- Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
- Involvement in many fights or a desire to badly hurt others
- Severe out-of-control behavior that can hurt oneself or others
- Drastic weight loss or weight gain
- Intense worries or fears that provide obstacles to daily activities
- Extreme difficulty concentrating or staying still, which places the student or staff member in physical danger or causes problems in the classroom
- Repeated use of drugs or alcohol
- Severe mood swings that cause problems in relationships
- Drastic changes in the student's or staff member's behavior or personality

In keeping with the notion of the Jesuit motto of the Cura Personalis, or ministry of “personal care,” many useful resources from ADAPP are available to support principals and all school community members in this regard.

### **Archdiocese of New York Drug Abuse Prevention Program**

2789 Schurz Avenue

Bronx, NY 10465

718-904 -1333

<https://adapp.org/>

### **New York State Mental Health Assistance Hotline**

1-844-863-9314

or

1-888-NYC-WELL (1-888-692-9355)

<https://omh.ny.gov/omhweb/covid-19-resources.html>

# Additional Resources

## OPERATIONAL & SAFETY-BASED RESOURCES

CDC Guidelines for Healthy, Safe, and Effective School Environments

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

US Environmental Protection Agency

<https://www.epa.gov/coronavirus>

New York State Center for School Health

<https://www.schoolhealthny.com/coronavirus>

New York State Health Department

<https://coronavirus.health.ny.gov/home>

New York State Education Department

<http://www.nysed.gov/coronavirus/guidance-p-12-schools>

New York City Department of Health

<https://www1.nyc.gov/site/doh/covid/covid-19-main.page>

NYS School ToolKit

[https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh\\_prekgr12\\_toolkit\\_update-020121.pdf](https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh_prekgr12_toolkit_update-020121.pdf)

NYS DOH Guidance for Pre-K to Grade Twelve Schools (June 2021)

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)





## TRAINING, INFORMATIONAL KNOWLEDGE, AND PROFESSIONAL DEVELOPMENT

All staff are expected to review from last year practices conducive to any and all protocols related to the safe and responsible process of opening schools. This includes training on the use of practical, logistical, safety, and educational materials. Enhanced sanitation practices and training include the following:

- COVID-19-specific symptoms and identification
- Mental health and social–emotional learning
- Remote instruction best practices and technology
- Health and safety processes for building operations

### Reopening Site Training from 2020 (All Materials Applicable to 2021)

<https://sites.google.com/view/adnyre-opening/home>

## TRANSPORTATION

Our students use various forms of transportation to arrive at and depart from school buildings. Students and families are instructed to follow the guidelines of the local school bus companies that are used for transport as well as guidelines from the CDC and MTA to maintain safety and health during these challenging times.

## VENDORS TO CONTACT—APPROVED BY ADNY INSURANCE

Information regarding recommended vendors and ICS-Institutional Commodity Services of the Archdiocese of New York, to provide the required equipment and materials to adhere to the aforementioned guidelines has been distributed by email.

## EXPECTATIONS OF PRINCIPALS

In keeping with archdiocesan expectations, which are consistent with the appropriate state and federal guidelines, principals will formulate school-specific action plans, which will be due to each principal's respective regional superintendent for review and approval. Such documents will be kept on file at the school and at the individual regional office and will be reviewed and modified as circumstances change. A template of the school-specific action plan will be provided to principals.

# School Implementation Plan – September 2021

PLEASE COMPLETE AND RETURN TO YOUR REGIONAL SUPERINTENDENT

School Name \_\_\_\_\_

Principal \_\_\_\_\_

Parent Communication on School Information

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## Positive Covid-19 Reading Protocol

If and when a situation arises, then:

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## Facilities—Social Distancing Procedure

Signage:

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Classroom setup:

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Entrance procedures (including early morning drop-off):

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Bathroom Procedure:

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Break period procedure:

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Dismissal procedure:

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# School Implementation Plan – September 2021

PLEASE COMPLETE AND RETURN TO YOUR REGIONAL SUPERINTENDENT

## Instruction

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Classroom assignments: short explanation of process

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Explain classroom instruction grades (first through eighth)

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Explain classroom instruction pre-kindergarten and kindergarten

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Ventilation procedures

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### Sanitizing and Disinfecting (Daily, Twice a Day, End of day, and Weekly)

Vendor \_\_\_\_\_

Sanitizing process

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Vendor:

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### Symptomatic Students and Isolation Procedure

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# School Implementation Plan – September 2021

PLEASE COMPLETE AND RETURN TO YOUR REGIONAL SUPERINTENDENT

## Safety and Security

Fire drills

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Lockdown drills

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## Extracurricular/After school activities

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Additional information to share:

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Regional Superintendent signature

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

# Catholic Schools Reopening Advisory Council 2021

**Michael J. Deegan**

Superintendent of Schools

**Maureen McElduff**

Coordinator of the Catholic Schools Reopening Advisory Council

**Michael J. Coppotelli**

Senior Associate Superintendent of Schools;  
NYSED Reopening School Task Force,  
NYC Mayor's COVID-19 Education Sector Advisory Council

**Mary Jane Daley**

Regional Superintendent of Dutchess, Northern Westchester and Putnam

**Sr. Anne Massell, PBVM**

Associate Superintendent of Leadership;  
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**Dr. Walid Michelen**

Chief Medical Officer of ArchCare

**Frank Napolitano**

Director of Risk Management and Insurance Service – ADNY

**Steven Pallonetti**

Director of Government Programs and Student Services – ADNY

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