



# ***Revised*** **Re-Opening Plan** **2020-2021**

*Students who are not in compliance with the New York State COVID-19 Safety Guidelines and Mandates, as well as St. John's COVID-19 Safety Protocols, may be directed to participate in the Remote Learning Option. Any student who puts the health and welfare of the St. John's Community in jeopardy by non-compliance of NYS laws and St. John's safety protocols may be asked to leave St. John's.*

- ***The St. John the Baptist Diocesan High School Reopening Plan is fluid and will change, as necessary. It is possible that we may need to alternate between in-person and distance learning throughout the year due to guidance from Governor Cuomo, the New York State Department of Health, and the New York State Education Department. Additionally, we are operating with the goal of continually evaluating the instructional program so we can ensure that our students are receiving the best methods of instruction possible. We will also be monitoring the guidelines for athletics and extracurricular activities when determining the date that they will resume.***
- ***If a student or staff member reports having tested positive for COVID-19, School Administrators will notify the local health department to determine what steps are needed for the school community.***
- ***St. John's will handle any confirmed case of COVID-19 following the direction of the local Department of Health. Those officials will guide the Administration and Nurses in contacting necessary parties, as well as potential quarantine protocols. St. John's will assist these agencies by keeping accurate attendance records, updated student schedules, detailed visitor logs, and student seating charts.***
- ***Confidentiality will be maintained as required by federal and state laws and regulations. According to NYS Guidance for Re-Opening, St. John's will not determine who is excluded from school based on contact without guidance and direction from the local Department of Health.***
- ***Parents are asked to make a commitment to either the Hybrid Option or the Remote Learning Option. This commitment must be adhered to through January 22, 2021. If your child is struggling with either the Remote Learning or the Hybrid option, please contact your child's Guidance Counselor so we can re-evaluate your instructional choice for your child. As always at St. John's, each situation will be individually evaluated.***
- ***Masks are required at all times except when seated during their lunch period. We will continue to monitor this action and "mask" breaks will be given throughout the day.***
- ***All students are required to follow all St. John the Baptist Diocesan High School's Rules and Regulations as stated in the St. John's Student Handbook, whether they are following the Remote Learning Model or the Hybrid In-Person School Model.***

## **New York State Guidelines for Re-Opening Schools**

- July 13, 2020, Governor Cuomo announces metrics for opening schools in New York State.
- CDC guidance on re-opening published on July 23, 2020.
- NYSDOH guidance on reopening schools published on July 16, 2020.
- NYD Ed Department Office of Religious and Independent School (SORIS) published info in late July 2020.
- "COVID-19 required schools to make critical adjustments to their instructional model in March 2020 with little or no time to plan. As schools devise their re-opening plans for the 2020-21 school year, plans must address resuming in-person instruction. However, scheduling decisions must be informed by health and safety standards and the most up to date guidance from the New York State Department of Health."
- "Plans should address a combination of in-person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year."
- August 7, 2020 Governor Cuomo stated that schools may open in September.

## **St. John the Baptist D.H.S. Hybrid Instructional Model**

- Student attendance and participation will be expected on a daily basis.
- **Students in Grades 9-12 will be split into two cohorts by last name and in will meet in person every other day: (A to K will attend on Day A) and (L to Z will attend on Day B) for all grade levels. On days where your child's cohort is not scheduled to be in the building, they will learn remotely from home.**  
**Example: In Week 1 - Cohort A attends Monday, Wednesday, Friday, and Cohort B attends Tuesday and Thursday. In Week 2 - Cohort B attends Monday, Wednesday, Friday and Cohort A attends Tuesday and Thursday.**
- Instruction and outcomes are aligned to curricula that support and reflect the New York State Learning Standards whether in-person or remote learning occurs.
- **Students will be trained on how to use Zoom and Google Classroom.**
- Students will follow their regular daily schedule as they are assigned whether in-person or working remotely. The regular daily schedule of Periods A through I will be followed.
- **For contact tracing purposes within the building, students will be given an assigned seat.**
- All incoming Freshmen and new students will receive a Chromebook, and students in Grades 10-12 will utilize the SJB Chromebooks already distributed to them.
- If a student has a medical condition that will preclude them from in-person instruction, they must provide medical documentation for consideration to the Health Office.
- **If a student is absent from school, they may participate in their classes remotely.**
- Additional time for changing of periods and dismissal of classes will be on a staggered schedule.
- One-way directional hallways and stairways will be utilized.
- Lunch will be served in the cafeteria and seating will be adjusted to allow for social distancing.
- No lockers will be assigned.
- Students should leave their textbooks at home and only bring in their Chromebook, a notebook, and calculator (if needed) to school in their backpack (standard size, no wheels).
- Locker rooms will not be utilized.

## **Remote Learning Model Protocols**

- Students who opt for remote learning will do so for the entire 1<sup>st</sup> Semester. Remote learning is defined as the distance learning option that was chosen by the parent. Remote learning is total instruction done at home via the Zoom platform.
- Should St. John's close by order of the mandates related to COVID-19, there will be a synchronous learning schedule in place for remote learning (see schedule on last page).
- **Students will attend class remotely using the Zoom Platform.**
- **They must use their SJB issued Chromebook when attending their classes remotely.**
- **Students are responsible to sign into their class' designated Zoom link before the scheduled start of class.**
- **Students will only be able to access Zoom using their SJB Google email address and the name that is on their ID card - no screen names/nicknames will be admitted to the Zoom class.**
- **Students who are working remotely must wear earbuds/headphones so they can be focused on the lesson.**
- **If there is a problem joining a class, student should email the teacher to confirm that they are in attendance.**
- **Any students who are working remotely due to illness or a positive COVID test are barred from after school activities until they are permitted by health officials to return to the school building.**
- **We will be using Google Classroom exclusively as our student management system this year. Students will be required to submit assignments using this forum.**
- **Assessments will be through Google Classroom.**

- **Students learning remotely from home will attend their classes in real time through live streaming. Teachers will not be visible on camera, but students will be able to see what the teacher projects on their screen. i.e. PowerPoint or Google slide presentations.**
- **Microphones will be in classrooms near teacher's computer to improve the quality of audio that students at home are experiencing.**
- **Students who are learning remotely will follow the same bell schedule as students in the building.**
- **Students working remotely are responsible to complete any given assignment, test, project, or paper just as any student who is attending classes in the building.**
- **Students who are required to quarantine will follow the remote learning protocols.**
- Students who are attending St. John's remotely will have all the same opportunities as those who are in the building. Students will be eligible to take the same classes and participate in the same activities (**including athletics\***) as if they were attending in-person school. Some activities will be experienced virtually, rather than in person.  
**\*Students must provide their own transportation.**

### **Dress Code Revisions**

- **For the month of September only: students may wear their regular uniform\* or their gym uniform (with sneakers).**  
**\*Regular full uniform according to Dress Code. However, students have the option of wearing any class color SJB polo shirt with their uniform until January 22, 2021 (end of 1st Semester).**
- **Since locker rooms are closed, on scheduled gym days, students may wear their gym uniforms to school.**

### **Students Driving to School**

- **Any student who drives to school must hold a Senior Class D license. NYS law prohibits a student with a Junior license from driving to high school. The driving privilege will be extended to all Seniors who participate in a school driving safety seminar, register their vehicle and purchase a parking permit.**
- **No Senior driver is permitted to transport any other student to school unless the driver and the passenger have filed Transportation Permission forms that can be obtained from the Office of Student Services.**
- **Any student who drives to school will not be permitted to drive home if they are ill. Further information about the Driving Seminar will be sent at a later date.**

### **Extra Help**

- **Extra Help sessions will be conducted virtually until further notice. Students will be given extra help information from their individual teachers.**

### **Grading and Assessments**

- **SJB's grading policy will return to normal (pre-COVID-19), with some minor extensions to deadlines to submit assignments as needed. Specific information will be shared by your child's teachers and/or building Principal.**

### **Social Distancing**

- Student desks in Classrooms will be 6 feet apart.
- Physical Education and Music class instruction will distance students 12 feet apart.
- One-way hallways and stairwells will be created; Hallway movement will be limited.
- Extended time for change of periods will be used.
- Several different school entry doors will be used to decrease density.

- Markings on the floor will be used for visual spacing reminders.
- ***Class and building dismissal will be staggered to prevent crowds of students in the hallways.***

## Transportation

- All parents must screen their children prior to arriving at the bus stop or school building for fever 100.0° or higher. Students with a fever of over 100.0° must be kept home.
- Students must maintain social distancing at bus stops.
- Socially distanced - one student in seats where indicated unless they have other family members on the bus with them.
- Face coverings must be used at all times when on buses.
- Students are to adhere to all directives given on the bus by the driver and/or monitors.
- Schedules for morning pick up and return to home in the afternoon will be determined by your local Public-School District.
- Students may not eat or drink on the school bus as this would require them to remove their mask.
- Specific guidelines will be given to you by your local Public-School District's Transportation Department.
- ***LIRR shuttle service to/from St. John's to the Babylon train station will continue to be provided.***
- ***The Diocesan East End shuttle service will continue to be provided.***

## Cafeteria Protocol

- All students will have access to purchase school meals each school day or may bring their own lunch.
- It is strongly encouraged that students pre-order their lunch through Lessing's Food Service (more info to follow).
- Cash payments will continue to be accepted. However, it is strongly encouraged that you use the online school payment system, *MyKidsSpending*.
- Hand sanitizing stations will be located at the Entrance and Exit Doors of the cafeteria.
- Students will socially distance on lines.
- Students will be required to keep their masks on until they are seated.
- Students will be socially distant at the approximate distance of 6' while eating meals.
- Food Service Staff will properly clean and sanitize all frequently touched surfaces after all lunch periods.
- The Custodial Staff will properly clean and sanitize the cafeteria at the beginning and end of each lunch period.
- ***For contact tracing purposes, students will be given assigned seats.***

## Social, Emotional, and Spiritual Support

Social, Emotional and Spiritual support will be afforded, as needed, by our Chaplain, Campus Ministers, Social Worker, and Guidance Counselors for all in the Saint John the Baptist DHS community.

## Change in School Procedures

- **There will be No:**
  - After school activities or late buses until further notice
  - Concerts or Performances
  - Field trips
  - Student assemblies
- Any visitors or outsiders to the building must adhere to Centers for Disease Control and the Department of Health regulations.
  - Materials dropped off will be left in the Front Door Security Office.
  - Students being picked up will be met at the Front Door Security Office.
- No after school groups will be utilizing the building.
- No meetings of outside groups.
- Parent Teacher Conferences to be determined.

## School Communications

- St. John the Baptist DHS will use its webpage, School Messenger System (robocalls, Parent Portal, and emails) and social media postings to convey necessary applicable information to Parents/Guardians.

## Required School Safety Drill Protocol

- Drills will be conducted with modifications that ensure social distancing between persons.
  - Eight (8) Evacuation and Four (4) Lockdown Drills will be conducted.
  - Drills will be modified to minimize risk of spreading infection.
  - Students will be instructed that in an actual emergency that require evacuation or lockdown, the most important concern is to get to safety and social distancing is followed as much as possible.

## Statement Regarding Fall Sports

The New York State CHSAA (NYSCHSAA) met on July 20, 2020 and decided to postpone the start of Fall Sports to at least September 21, 2020 due to the effects of the COVID-19 Pandemic and their concerns for the safety of Catholic High School student athletes. Should conditions cause the Fall season to be further postponed or cancelled, the NYSCHSAA is prepared to hold three condensed athletic seasons for the 2020-2021 school year when conditions permit. Note; the decisions regarding the 2020-2021 sports season will be based upon the mandates and instruction of the Governor of New York, The New York Department of Education and Health, as well as the educational leadership of the Archdiocese of New York, the Diocese of Brooklyn, the Diocese of Buffalo and the Diocese of Rockville Centre.

***Students who are working remotely full time are eligible to participate in athletics when they resume. These students must follow the same screening and safety procedures as students entering the building at the beginning of the school day and must provide their own transportation.***

***Any students who are working remotely due to illness or a positive COVID test are barred from any athletic activities until they are permitted by health officials to return to the school building.***

## Health and Safety – Hygiene Protocols

- No person should be present in school if experiencing any or all of the most common symptoms of COVID-19 (as per CDC):
- Fever or Chills (100.0° F or greater); Cough;
- Shortness of breath or difficulty breathing;
- Fatigue; Muscle or body aches;
- Headache;
- Loss of taste or smell;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea
- Handwashing will be required throughout the day.
- Alcohol based hand sanitizer dispensers will be available throughout the building.
- All faculty, staff, and students must wear face coverings at all times. Any concerns in this area must be directed to the Health Office.
- ***A plastic face shield alone is not an acceptable face covering. Face coverings must completely cover the individual's mouth and nose. A face shield may be worn in conjunction with a face covering/mask.***
- For those students that are eligible for elevator passes - no more than two persons at a time and both must wear masks.
- Staff will monitor the use of restrooms to ensure that no more than three students socially distanced are in the multi-user restrooms.

## Health and Safety – Health Checks

- All staff must complete required screening prior to arrival at school via the internet or an app on your phone which will be provided by SJB.
- The following questions will be asked:
  - Have you knowingly been in close proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had or has symptoms of COVID-19?
  - Have you tested positive for COVID-19 in the past 14 days?
  - Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0° F in the last 14 days?
  - Have you travelled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- Upon arrival, all staff, students, and visitors entering the building will have their temperature checked.
- Students must provide their own face covering, however, the school will have such items if a need arises.
  - Face coverings (masks) must be made with at least two layers of breathable material;
  - Fully cover the nose and mouth and secure under the chin;
  - Fit snugly, but comfortably, against the side of the face and be secured with ties or ear loops;
  - Neck gaiters, open-chin triangle bandanas and costume masks are not acceptable.
  - Students must wear masks of a solid color, with no messages, designs or logos, except for the SJB logo mask which are available for purchase in the School Store.
- When coming to school, All Parent/Guardians must complete a required screening prior to their student boarding a bus or driving to school; thus, attesting to...
  - Their student does not have fever greater than 100.0° F and are not experiencing any common symptoms of COVID-19.
  - Their student is not experiencing flushed cheeks, rapid or difficulty breathing, fatigue or irritability.
  - During the first days of school, and on an on-going basis, students will be trained on how to follow new COVID-19 protocols safely and correctly.

## Health and Safety – Procedures If A Person Becomes Sick

- Students and Staff showing symptoms of the illness must be sent to the Health Office for assessments.
- St. John's will have to isolate and dismiss any student or staff member who has a fever or any symptoms of COVID-19 that are not explained by chronic health conditions and must follow up with a healthcare provider.
- Any student or staff member must have written doctor's clearance to return to school.
- If a student or staff member becomes ill with any symptoms of COVID-19, the school will follow the Department of Health guidelines for tracing and notify the local Public Health Agency.
- St. John the Baptist DHS will have two rooms for School Health Personnel- one room for healthy students and another for assessing ill students and staff.
- Students with fever/vomiting/diarrhea must be 24-hour symptom free without medication to return to school.
- CDC and NYSDOH recommend:
  - Closing off areas used by a sick person and not using the area until cleaning and disinfecting have occurred (must be within a 24-hour period).
  - Opening outside doors and windows for increased air circulation.
  - Individuals with close or approximate contact with the person suspected or confirmed can return to the area and resume activities after cleaning and disinfecting.
  - In the event of a positive COVID test, any sibling of the student would have to quarantine for 14 days and switch to full-time remote learning.
  - Additional guidance may be provided by the School District Nurses assigned to SJB.
  - ***If a household member is diagnosed with COVID-19, a student will need to quarantine for 14 days before returning to school.***
  - ***School administrators will collaborate and coordinate with local health officials to make mass quarantine and/or school closure decisions.***

## Additional Information

- ***The first day of school for the 2020-2021 school year for all students is Monday, September 14th. (Information regarding Freshman Orientation – Thursday, September 10 or Friday, September 11 has been previously sent).***
- ***We will operate using our normal start and end times. There will be no after school activities or late buses.***
- ***The school building will be closed at 3:15 p.m. daily for cleaning. There will be no after school supervision, therefore, students must leave the building.***
- ***Since St. John's is fully operational there will be no reduction in tuition. The tuition did not increase from the 2019-2020 school year.***
- ***Families should notify the School Nurse immediately if a student or family member tests positive for COVID-19.***
- ***St. John's will implement a daily screening questionnaire for all faculty, staff, and students, which must be completed prior to entering the building.***
- ***Parents will be instructed to monitor their child(ren) for symptoms of COVID-19 prior to sending them to school or the bus. If they present with a temperature over 100.0 degrees Fahrenheit, they SHOULD NOT be sent to school.***
- ***Upon arrival, all students will be required to receive a temperature check daily. A Pass/Fail will be recorded.***
- ***Student entry points will be divided, rather than funneling all students through the same entry space. Designated areas will be established for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible.***

- **Attendance will be taken every day, whether the student is in school or learning remotely. New York State Education Department mandates that daily student attendance be recorded. Follow up with families will be made to determine reasons for absence and/or assistance will be provided if any adjustments must be made.**
- **There will be supervised designated areas where students will be able to take a break from wearing a mask.**
- **Students will receive Physical Education classes at all grade levels. Traditional curriculum may be modified to accommodate social distancing requirements.**
- **REMINDER: Student textbooks are provided by the local Public School District. Suffolk County students need to pick up textbooks at their designated BOCES location. Nassau County students need to pick up textbooks at their local Public School District.**
- **The Library will not be open after school until further notice. However, students will have access to all Library resources via the bookmark on their Chromebook, each day, 24/7.**
- **All after school activities are suspended in the building until further notice. Some extracurricular activities and extra help may take place virtually after school for all students to be able to participate. St. John's is still monitoring the COVID-19 health crisis and will continue to monitor the NYS Guidelines when deciding on extracurricular activities.**
- **Unfortunately, the Driver Education program, which is run by East Meadow Driving School, has been suspended until further notice.**

## **Loyal Business Services, Inc. (LBS) Building Cleaning & Disinfecting Protocols**

- Loyal Building Services, Inc. (LBS), has provided a plan for cleaning and sanitizing St. John the Baptist Diocesan High School to prepare for re-opening.

### **Re-Opening Phase I**

- Continue with aggressive summer cleaning as of July 1, 2020
  - Disinfect/Shampoo all carpets in common areas and classrooms
  - Strip/Wax all hard floor surfaces
  - Detail disinfect all restrooms
- All LBS employees are mandated to wear masks and disposable gloves. Employees will be tasked to change their gloves and discard more frequently.
- All LBS employees have been advised to either stay home or seek medical attention if they are showing flu-like symptoms.
- All employees have been advised to frequently wash their hands and avoid touching their facial area.

### **Re-Opening Phase II**

- Complete infrared temperature checks for all employees daily and log information.
- Upon reopening of schools, the night cleaning service will focus on the *hot spot items*.
- Complete a logbook for all areas/times/dates daily.
- All LBS employees are mandated to wear masks and disposable gloves. Employees will be tasked to change their gloves and discard more frequently.
- All LBS employees have been advised to either stay home or seek medical attention if they are showing flu-like symptoms.
- LBS will add day staff porters at SJB to disinfect all hot spot items while staff and students are on campus. (EPA-registered disinfectant/paper products to be provided).

## Hot Spot Items

- Hot Spots are locations and components that are regularly touched by multiple people.
- Increase frequency to disinfect hot spots throughout common areas/classrooms.
- Most touched hot spot items include:
  - Doorknobs / handles
  - Keyboards / touchscreens
  - Faucets / toilets
  - Desks / tables
  - Stairwell railings
  - Light switches
  - Vending machines
  - Phones

## Equipment / Supplies

- St. John the Baptist Diocesan High School will have increased supplies of:
  - Hand sanitizer dispensers and refills
  - Disinfectant wipes for classrooms and offices
  - Masks and gloves

## Plan for Student Learning During Possible Short or Long Term Closures – This schedule will only be used if St. John’s is closed for an extended period and for all students working remotely.

- Schedule of Periods A through I will be 25 minutes in duration.
- Synchronous learning will take place during each period.
- Student synchronous day will be from 8:00 a.m. to 2:00 p.m.
- Assignments and activities will be posted by 2:30 p.m. and will be due on the next class day.

## Synchronous Schedule – for Remote Learning

Period	Begins	Ends
Independent Student time	8:00	8:30
A	8:40	9:05
B	9:10	9:35
C	9:40	10:05
D	10:10	10:35
E	10:40	11:05
F	11:10	11:35
G	11:40	12:05
H	12:10	12:35
I	12:40	1:20
Independent Student Time	1:25	2:00
Assignment Posting		2:30

August 24, 2020