

# **Trinity Catholic School**

**Preschool – Grade 6**

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## **TRINITY CATHOLIC SCHOOL RE-OPENING PLAN 2020-2021**

We await Governor Cuomo's announcement on the reopening of schools in New York State. Once approval is granted, Trinity Catholic School will reopen with in-person instruction for students in PreSchool through Sixth Grade.

Guidelines for our plan were developed with teachers, staff, the school nurse, our School Board, which is comprised of community members and parents, as well as the school's Safety Committee. All NYSDOH and CDC guidelines will be followed.

These plans are subject to change as necessary to achieve our objective of staff and student safety.

NYS DOH Guidance	Action Plan
<p>I. People</p> <p>A. Social Distancing and Face Covering</p>	
<p>Social Distancing</p> <ul style="list-style-type: none"> <li>● Responsible Parties must ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.</li> </ul>	<ul style="list-style-type: none"> <li>● All student desks and tables have been moved the appropriate 6' distance between students.</li> <li>● The PreK and K classes will be using tables with a barrier constructed of Plexiglas installed in the middle.</li> </ul>
<p>Face Coverings</p> <ul style="list-style-type: none"> <li>● Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.</li> <li>● Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. However, Responsible Parties can require face coverings at all times, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection. <ul style="list-style-type: none"> <li>○ Responsible Parties requiring the wearing of face coverings by students at all times will need to consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner.</li> </ul> </li> <li>● Responsible Parties should develop plans for face covering breaks for students when they can maintain social distance.</li> <li>● All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings</li> </ul>	<ul style="list-style-type: none"> <li>● Results of a Parent Survey indicated that all students except 1 have a facemask. A volunteer is making a mask for each student in the building PreK through Grade 6.</li> <li>● Students will be asked to bring one additional mask in a zip lock bag labeled with his/her name, in case of an emergency.</li> <li>● The Principal and the school nurse will train all teachers and staff on the use of masks and the teachers will instruct all students on how to adequately put on, take off, and clean their face coverings.</li> <li>● Students and staff will be required to wear a mask at all times when not socially distanced. Students may remove their masks when seated at their desk or table for instruction or activities. There is no objection if a family decides that their child will wear his/her mask all day.</li> </ul>

<p>in common areas, such as entrances/exits, lobbies, and when traveling around the school.</p> <ul style="list-style-type: none"> <li>• Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.</li> <li>• Responsible Parties should consider assistance to students who may have difficulty in adapting to wearing a face covering.</li> <li>• Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.</li> </ul>	<ul style="list-style-type: none"> <li>• STUDENTS MAY BE ASKED TO PUT MASKS ON ANY TIME DEEMED NECESSARY FOR THE SAFETY OF THE COHORT. STUDENTS MUST COMPLY WITH SUCH DIRECTIVE. FAILURE TO DO SO WILL RESULT IN THE STUDENT REMOVAL FROM CLASS AND REQUIRED TO CONTINUE VIA ONLINE INSTRUCTION.</li> <li>• Masks will be given to guests who arrive without one.</li> <li>• Face Shields will be issued to each staff member. If a staff member chooses to use the shield, he/she must also wear a mask. Exception is given to the mask/shield rule when instruction requires view of the mouth.</li> </ul>
<p><b>Social Distancing for Certain Activities</b></p> <ul style="list-style-type: none"> <li>• Responsible Parties should ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).</li> </ul>	<ul style="list-style-type: none"> <li>• It is understood that certain activities require a greater distance between students. Physical Education classes will be held outside, weather permitting. Walking is encouraged by the Physical Education teacher as well as the classroom teachers.</li> <li>• Music class involving singing will be held outside or in a location where 12' distance can be maintained.</li> </ul>
<p><b>Space Configurations</b></p> <ul style="list-style-type: none"> <li>• Responsible Parties are strongly encouraged to (1) modify or reconfigure spaces and areas, and/or (2) restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use. <ul style="list-style-type: none"> <li>○ If Responsible Parties are using a cohort model, cleaning and disinfection may be performed in between each group's use instead of individual's use.</li> </ul> </li> <li>• Where feasible, Responsible Parties should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the</li> </ul>	<p>Classes have been assigned rooms based on enrollment.</p> <ul style="list-style-type: none"> <li>• PreK classes will remain in their own classrooms.</li> <li>• Kdg. Students will be split into 2 rooms with teacher in one and aide in the other. Teacher and aide will switch rooms for various lessons and activities.</li> <li>• Gr. 1 will remain in their classroom.</li> <li>• Gr. 2 is re-located to the cafeteria.</li> <li>• Gr. 3 is re-located to the gymnasium.</li> <li>• Gr. 4 will remain in their classroom.</li> <li>• Gr. 5 is re-located to the technology lab.</li> <li>• Gr. 6 is re-located to the library.</li> <li>• Chairs in the current staff lounge will be taped off to ensure social distancing in this room. Maximum number to occupy with masks and without masks will be posted.</li> <li>• The former K-6 Before/Aftercare room may be used for</li> </ul>

<p>school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).</p> <ul style="list-style-type: none"> <li>Responsible Parties should determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations.</li> <li>Responsible parties should work to find additional or alternate space with community-based organizations and other operators of alternative spaces (e.g., local governments) to maximize capacity for in-person learning.</li> </ul>	<p>additional space for staff breaks. This area will be cleaned at the end of each day.</p> <ul style="list-style-type: none"> <li>Distance markers will be placed in all of the halls and on the stairs. When walking in the halls, students will walk next to, but not touching, the walls, using the hall carpet as a distance barrier. Directional signs will be placed on each staircase denoting which are up and which are down. We will contract with Precision Sign for this work.</li> <li>Inform the Leprechaun Basketball League that they may not use the gymnasium for basketball for the boys season and will be reevaluated before the start of the girls' season.</li> </ul>
<p><b>Schedules</b></p> <ul style="list-style-type: none"> <li>Responsible Parties should consider staggered arrival and pick-up times to facilitate proper social distancing, and assign lockers or other student storage areas by cohort or eliminate their use. However, students should not carry an unreasonable number of books or materials throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Arrival times for PreK and K-6 will be staggered by 15 minutes.</li> <li>K-6 students will arrive between 8:30-8:45.</li> <li>PreK students will enter the building between 8:45-9:00. In addition, PreK students will enter the school via the door at the north-west end of the building with all K-6 students arriving via the main door facing 5<sup>th</sup> street.</li> <li>Special area teacher schedules will be adjusted to allow time for them to prepare materials to be brought to each classroom. These teachers will also need time to disinfect any materials which may have been shared.</li> </ul>
<p><b>Signage</b></p> <ul style="list-style-type: none"> <li>Responsible Parties must post signs throughout the school and should regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Responsible Parties can develop their own customized and age-appropriate signage specific to their school or</li> </ul>	<ul style="list-style-type: none"> <li>Each class PreK – Grade 6 will receive a lesson the first week of school regarding health protections and what various signs mean. Samples of signs to be placed around the school will be shown and explained. <b>THE IMPORTANCE OF STAYING HOME WHEN SICK WILL BE STRESSED.</b> The importance of staying home when</li> </ul>

<p>educational setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind individuals to:</p> <ul style="list-style-type: none"> <li>○ Stay home if they feel sick.</li> <li>○ Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.</li> <li>○ Properly store and, when necessary, discard PPE.</li> <li>○ Adhere to social distancing instructions.</li> <li>○ Report symptoms of, or exposure to, COVID-19, and how they should do so.</li> <li>○ Follow hand hygiene, and cleaning and disinfection guidelines.</li> <li>○ Follow respiratory hygiene and cough etiquette.</li> </ul>	<p>sick will be stressed. This lesson will be presented by the school nurse or school Principal.</p> <ul style="list-style-type: none"> <li>● School Principal will meet with staff before the start of the school year to review our policies for this year. Samples of signage will be available to acquaint themselves with them.</li> <li>● School Principal will meet with parents in small groups to hold a Parent Meeting. A 'Zoom' option will also be available. At this meeting, the importance of adhering to health protections will be stressed. Sick children must remain home! Our policy regarding social distancing, masks, the holding room etc. will also be discussed.</li> </ul>
<b>B. Gatherings</b>	
<p><b>Meals</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties must ensure social distancing between individuals while eating in school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. <ul style="list-style-type: none"> <li>○ Responsible Parties must prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● School lunches will be served in each cohort's classroom.</li> <li>● Serving of any food buffet style is prohibited.</li> <li>● The former K-6 Before/Aftercare room may be used for additional space for staff breaks. This area will be cleaned at the end of the lunch shift.</li> </ul>
<p><b>Small Spaces</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties should limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.</li> </ul>	<ul style="list-style-type: none"> <li>● Signage will be placed at the main entrance, office, mail room, teachers' room, 2<sup>nd</sup> floor copy room, and book room denoting occupancy limits.</li> </ul>

<p><b>Faculty and Staff Meetings</b></p> <ul style="list-style-type: none"> <li>● Pursuant to their school reopening plan, Responsible Parties may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. When videoconferencing or teleconferencing is not preferable or possible, Responsible Parties may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).</li> </ul>	<ul style="list-style-type: none"> <li>● Faculty and Staff meeting will be held via Google Meet or ZOOM until further notice.</li> <li>● When it is feasible to return to in-person meetings, we will hold these in the school gymnasium or Priory Hall, the basement of CTGS Church.</li> </ul>
<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>● We will ensure that all windows open, including rooms not planned for use as a classroom to ensure proper airflow.</li> </ul>
<p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs.</li> <li>● Responsible Parties may choose to encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed. If open, Responsible Parties should make hand sanitizer or disinfecting wipes available near such amenities or areas (e.g., vending machines, communal coffee stations). <ul style="list-style-type: none"> <li>○ However, Responsible Parties should not provide cleaning and disinfecting supplies to students, particularly younger students, nor should students be present when disinfectants are in use.</li> </ul> </li> <li>● Responsible Parties should put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.</li> <li>● To the extent practical, Responsible Parties may consider staggering schedules for faculty and staff to reduce density</li> </ul>	<ul style="list-style-type: none"> <li>● Touchless hand sanitizing dispensers will be placed at each entrance to the school.</li> <li>● Disinfecting wipes will be available in the main staff lounge and in the K-6 Before/Aftercare room to wipe down refrigerators, microwaves, coffeemakers etc. After use.</li> <li>● Parents who typically pick up their child (ren) in the main hallway will now pick them up outside. Staff will ensure that children are met by parents. Markers will be placed where students can wait to be called to be dismissed or some students may remain in the classroom and wait to be called.</li> <li>● The lunch schedule for students will be adjusted to allow for supervision of students so that the teacher is allowed his/her lunch break. This will ensure a limited number of people will be in the staff lounge at one time.</li> </ul>

<p>and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops).</p>	
<p><b>C. Operational Activity</b></p>	
<p><b>Cohorts</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties are recommended to cohort students to the extent practicable to limit potential exposure. “Cohorts,” particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in their plan. Responsible Parties should enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particular if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.</li> </ul>	<p>Each classroom will be considered a cohort. Each cohort will remain together for all instruction. If students are removed from a room, i.e. AIS instruction or an instrumental music lesson, that area will be sufficiently cleaned before another group of students is able to enter that area. Barriers will be placed on all instructional tables.</p>
<p><b>In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, Responsible Parties should prepare for 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. In such approaches and models, Responsible Parties may use video or teleconferencing in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. <ul style="list-style-type: none"> <li>○ In cases where in-person instruction is not feasible, phased-in and hybrid models of education will need to consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning</li> </ul> </li> </ul>	<p><b>In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● Trinity Catholic School will reopen with all students invited to return. All guidelines regarding distancing and mask wearing will be followed to ensure the safety of all students and staff.</li> <li>● Students will remain with their cohort throughout the day.</li> <li>● Special area staff will push into the classroom at the beginning of the school year. If conditions warrant the ability for small groups to travel to special area classrooms later in the year, we will ensure a proper amount of time for each room to be cleaned before the next group is allowed in. Classroom assignments:</li> <li>● PreK classes will remain in their own classrooms.</li> <li>● Kdg. Students will be split into 2 rooms with teacher in one and aide in the other. Teacher and aide will switch rooms for various lessons and activities.</li> <li>● Gr. 1 will remain in their classroom.</li> <li>● Gr. 2 is re-located to the cafeteria.</li> <li>● Gr. 3 is re-located to the gymnasium.</li> <li>● Gr. 4 will remain in their classroom.</li> </ul>



<p>considerations.</p> <ul style="list-style-type: none"> <li>○ If COVID-19 cases develop, Responsible Parties may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, Responsible Parties may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.</li> <li>● To maximize in-person instruction, Responsible Parties should consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as: <ul style="list-style-type: none"> <li>○ Finding alternative spaces in the community to allow for more in-person instruction;</li> <li>○ adjusting class or work hours, where appropriate and possible;</li> <li>○ limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;</li> <li>○ maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;</li> <li>○ staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings; and/or</li> <li>○ shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Gr. 5 is re-located to the technology lab.</li> <li>● Gr. 6 is re-located to the library.</li> </ul> <p>Distance Learning</p> <ul style="list-style-type: none"> <li>● We understand that some parents do not yet feel comfortable with in-person instruction, but would like to remain enrolled at Trinity Catholic School. These families will be issued a Chromebook to access live online lessons each day. Three lessons, i.e. ELA, Math and one other subject will be taught each day. A teacher may use a rotation of subjects to fulfill the 3 lesson requirement. In addition, special area teachers will have assigned class times for various grade levels.</li> <li>● Families wishing to transition from online learning to in-person instruction may do so at the beginning of each quarter by making such request in writing 2 weeks prior to the end of the previous quarter.</li> </ul> <p>Hybrid Instruction</p> <ul style="list-style-type: none"> <li>● A hybrid approach, with some students in the building and some remaining home with online learning will be implemented in the event that a classroom has to be closed due to a suspected or confirmed case of COVID-19. Online instruction will be provided for these students with the expectation of 3 live lessons each day and special area classes assigned on a rotating schedule.</li> </ul>
<p><b>D. Movement and Commerce</b></p>	
<p>Student Drop-Off and Pick-Up</p> <ul style="list-style-type: none"> <li>● Responsible Parties should establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>● PreK students will be dropped off and picked up at the door facing 5<sup>th</sup> St., at the north end of the building.</li> <li>● Our K-6 students will all arrive at the main entrance facing 5<sup>th</sup> street.</li> <li>● Students arriving by car will have a temperature check by school personnel outside where the parking lot meets the sidewalk.</li> </ul>



	<ul style="list-style-type: none"> <li>At dismissal, a carline will be formed on the sidewalk along side of the parking lot with students spaced 6' apart.</li> </ul>
<b>Deliveries</b> <ul style="list-style-type: none"> <li>Responsible Parties should establish designated areas for pickups and deliveries, limiting contact to the extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries to school will be made at the parking lot entrance.</li> </ul>
<b>Faculty/Staff Entrances and Exits</b> <ul style="list-style-type: none"> <li>To the extent feasible, Responsible Parties should limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable).</li> </ul>	<ul style="list-style-type: none"> <li>Faculty and Staff will enter and exit the building via the 'parking lot entrance'.</li> <li>It should be stressed that no one else should be allowed entrance through any door unless properly screened.</li> </ul>
<b>Shared Objects</b> <ul style="list-style-type: none"> <li>Responsible Parties should put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.</li> </ul>	<ul style="list-style-type: none"> <li>Class sets of chromebooks will be purchased for students in Grades K-3. Each child will use the same chromebook each day.</li> <li>Each child will be given a supply list of items they will need in the classroom as well as for special area classes such as art. These can be kept in a case or zip lock bagged labelled with his/her name.</li> <li>Toys which cannot be cleaned daily will be removed from each classroom.</li> <li>If students use shared items such as percussion instruments, they will use hand sanitizer before and after and use gloves.</li> </ul>
<b>II. Places</b>	
<b>A. Personal Protective Equipment</b>	
<ul style="list-style-type: none"> <li>Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used. <ul style="list-style-type: none"> <li>Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Each student will be given a cloth face mask at the start of the school year. In addition, each child will be asked to send in one additional mask in a zip lock bag, labeled with his/her name. in case of emergency. Any student who does not bring in a second mask will be given one.</li> <li>Each staff member will be given a face mask and shield at the beginning of the school year.</li> <li>Staff assigned to door duty to perform temperature checks will be required to wear both a face mask and shield along with gloves.</li> </ul>

staff member.

- However, cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA guidelines.
- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.
- Responsible Parties should have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- Responsible Parties must advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings.
- Responsible Parties must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Responsible Parties may otherwise require employees to wear more protective PPE due to the nature of their work. If applicable, employers should comply with all applicable OSHA standards.
- Responsible Parties may request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.

- A one month supply (100) of additional paper masks will be on hand at the office at all times.
- Staff will be trained at the opening of school faculty meeting on how to clean the shield and frequency of washing the masks.
- Face Coverings will be worn by all staff when moving throughout the building and when not distanced 6' from students in their classroom.

<ul style="list-style-type: none"> <li>• Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.</li> </ul>	
<b>B. Hygiene, Cleaning and Disinfection</b>	
<p>Hygiene</p> <ul style="list-style-type: none"> <li>• Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection. Responsible Parties must identify cleaning and disinfection frequency for each facility type and assign responsibility.</li> <li>• Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene, and should provide information to parents and/or legal guardians on ways to reinforce this at home.</li> <li>• Responsible Parties must provide and maintain hand hygiene stations around the school, as follows: <ul style="list-style-type: none"> <li>○ For hand washing: soap, running warm water, and disposable paper towels.</li> <li>○ For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.</li> </ul> </li> <li>• School medical or health directors should approve and permit the use of alcohol-based hand sanitizers in school facilities without individual’s physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol- based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use</li> </ul>	<ul style="list-style-type: none"> <li>• All staff, students, and parents will be trained at the start of the school year on adherence to the proper hand and respiratory hygiene.</li> <li>• Touchless hand sanitizing dispensers will be placed at all entrances, in classrooms, and throughout the building in high use areas. Refills for these dispensers will be provided by the school to ensure the product meets the minimum 60% alcohol requirement. Students should be supervised when using these products. If a parent does not want their child to use a hand sanitizer, they must inform the school and staff will allow the child to go to the bathroom to wash with soap and water.</li> <li>• Proper amounts of soap and paper towels will be monitored on the scheduled bathroom cleaning logs.</li> <li>• Hand sanitizer will be placed on the school playground at the start and end of the school day.</li> <li>• Signage will be placed near all dispensers stating that visibly soiled hands should be washed with soap and water.</li> </ul>

<p>hand sanitizer, to allow for their use of handwashing stations.</p> <ul style="list-style-type: none"> <li>● Make hand sanitizer available throughout common areas. It should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.</li> <li>● Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.</li> <li>● Responsible Parties should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.</li> <li>● Responsible Parties should place receptacles around the school for disposal of soiled items, including paper towels and PPE.</li> </ul>	
<p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties should ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, Responsible Parties may also choose to provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces: <ul style="list-style-type: none"> <li>○ Consider providing disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.</li> <li>○ To reduce high-touch surfaces, Responsible Parties should install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.</li> <li>○ If installing touch-free amenities is not feasible, Responsible Parties should, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).</li> <li>○ Responsible Parties should consider closing water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Disposable wipes will be provided to staff to enable them to wipe down common areas in their classroom whenever it is needed.</li> <li>● Drinking fountains will be closed during the COVID-19 Pandemic. Students will be instructed to bring a water bottle, labeled with his/her name, to school each day.</li> <li>● The entire school building will be cleaned after all students leave at 3:30. Gloves, face mask and shield must be worn at all times during this cleaning process.</li> <li>● Bathrooms will be cleaned after each cohort uses them mid-morning, after lunch and again mid-afternoon.</li> <li>● Additional cleaning staff will be hired to assist the custodian with performing cleaning tasks.</li> <li>● A log with date, time and scope of cleaning will be signed by each person completing the task. This log will be mounted on a hook just inside each restroom.</li> </ul>

use disposable cups.

- Responsible Parties must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.
  - Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
  - Responsible Parties should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
    - If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
  - Best practices to implement in residential, shared (i.e., communal) bathrooms include, but are not limited to:
    - Installation of physical barriers between toilets and sinks if six feet of separation is

- Students will be sent to the restroom at the time assigned to their cohort. Each bathroom stall will be labeled with a class/grade. After each cohort's assigned time, their area of use and sink will be cleaned.

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>not feasible; and;           <ul style="list-style-type: none"> <li>■ Use of touch-free paper towel dispensers in lieu of air dryers.</li> </ul> </li> </ul> </li> <li>○ Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.</li> </ul>	
<p><b>Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.</li> <li>● Responsible Parties are expected to follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19:       <ul style="list-style-type: none"> <li>○ Close off areas used by the person who is suspected or confirmed to have COVID-19.           <ul style="list-style-type: none"> <li>■ Responsible Parties do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.</li> </ul> </li> <li>○ Open outside doors and windows to increase air circulation in the area.</li> <li>○ Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.</li> <li>○ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.</li> <li>○ Once the area has been appropriately cleaned and disinfected, it can be reopened for use.           <ul style="list-style-type: none"> <li>■ Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● If a staff or student is suspected of or confirmed to have COVID-19, all CDC guidelines will be followed regarding cleaning of affected areas.</li> <li>● The area that individual/cohort used will be closed to others.</li> <li>● Any means available to air out that room should be taken, i.e. open windows or outside door.</li> <li>● A period of time, up to 24 hrs., will pass before cleaning begins in this room.</li> <li>● This room is available for use immediately after cleaning.</li> </ul>



<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>immediately after cleaning and disinfection.</li> </ul> </li> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts.</li> </ul> </li> <li> <ul style="list-style-type: none"> <li>○ If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.</li> </ul> </li> </ul> </li> </ul> </li></ul>	
<b>C. Coordination and Phased Reopening</b>	
<ul style="list-style-type: none"> <li>● Responsible Parties must designate a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.</li> </ul>	<p>Trinity Catholic School’s Safety Coordinators will be the school nurse and school Principal.</p>
<b>D. Communications Plan</b>	
<ul style="list-style-type: none"> <li>● Responsible Parties must affirm that they have reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening. <ul style="list-style-type: none"> <li>○ Please note that the State will decide on reopening dates for Pre-K through Grade 12 Schools In early August 2020.</li> </ul> </li> <li>● Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.</li> <li>● Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing</li> </ul>	<ul style="list-style-type: none"> <li>● Development of re-opening plan will be completed with input from parents, staff, community members on our School Board and representatives of our Home &amp; School Association.</li> <li>● Trinity Catholic School will use the Rediker school notification system to communicate with families via text, email and voice messages.</li> <li>● A copy of the school’s re-opening plan will be placed on the school’s website, <a href="http://www.oswegotrinitycatholic.org">www.oswegotrinitycatholic.org</a>.</li> <li>● Identification of a positive COVID-19 case of a staff member, student, or visitor at Trinity Catholic School will be communicated by the school’s Safety Coordinator to NYSDOH, Oswego County Health Department, and involved stakeholders to formulate monitoring plans..</li> </ul>

<p>webpages, text and email groups, and/or social media groups or posts.</p> <ul style="list-style-type: none"> <li>● Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.</li> <li>● Responsible Parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.</li> <li>● Responsible Parties should designate a coordinator or other point(s)-of-contact to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinators should be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. <ul style="list-style-type: none"> <li>○ Coordinators should also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.</li> </ul> </li> </ul>	
<b>E. Residential Living Considerations</b>	
<ul style="list-style-type: none"> <li>● For schools with students who reside on campus, Responsible Parties must consider the following as they develop their plans: <ul style="list-style-type: none"> <li>○ Residence halls: Plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g., dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow;</li> </ul> </li> </ul>	N/A

<ul style="list-style-type: none"> <li>○ Residential testing: Plan for screening all students and faculty upon return, and to ensure diagnostic testing for any students or faculty members who screen positive for potential COVID- 19 infection upon return, especially including any individuals with recent international or long- distance travel, or travel from designated states with widespread community transmission of COVID-19, as identified through the New York State Travel Advisory;</li> <li>○ Residential isolation and quarantine: Isolation (for individuals with suspected or confirmed case of COVID-19) or quarantine (for individuals exposed to a suspected or confirmed case of COVID- 19, or who have recently traveled internationally or in states with widespread COVID-19 transmission) of individuals residing on school grounds may become necessary and schools should develop plans, in consultation with the local health department, that specify where individuals will be residing (e.g., dedicated residence hall, hotel, home) and the support system that will be implemented to meet daily needs (e.g., food, medication, psychosocial, academic and/or other support) throughout the duration of their isolation or quarantine. Plans should include measures to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results; and</li> <li>○ Residence move-out: Plans need to be put in place for how students should safely depart residence halls in the event of a closure. Schools should consider policies for students who may not be able to depart campus quickly (e.g. international students).</li> </ul>	
<p>III. Processes A. Screening and Testing</p>	
<p>Health Screening and Temperature Checks</p> <ul style="list-style-type: none"> <li>● Responsible Parties must implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-</li> </ul>	<ul style="list-style-type: none"> <li>● Two staff members will be assigned to each point of entry to complete a temperature check on each person entering the building. One person will log in the name of the individual while the other administers a temperature</li> </ul>

19 or who may have been exposed to the COVID-19 virus.

- Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- Responsible Parties must also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.
  - Responsible Parties are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
  - Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
  - On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.

check. Numerical temperatures will not be recorded but rather Pass/Fail.

- A person with a temperature greater than 100 will be refused entry and directed to see their health care provider. Every effort will be made to maintain confidentiality.
  - If the parent brought the child to school, he/she will leave with them.
  - If the student arrived on a bus, he/she will be brought to the holding room (former religious ed office) by the person taking the temperature. The school nurse will be called to come down and see the student and contact the parent to come and pick him/her up.
- A log will be kept of anyone screened and sent home for the duration of the COVID-19 pandemic.
- A survey of each person desiring entrance to the building will be performed either digitally or in-person by those performing the temperature check. A questionnaire that determines whether the individual has:
  - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
  - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
  - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
  - (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel
- Admittance to the school will be restricted to staff and students. Volunteers needed for lunchroom supervision

- Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
  - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
  - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
  - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
  - (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- As able, Responsible Parties should consider implementing health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).
- Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
  - Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. Schools should also consider reminding parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
- Responsible Parties should remain aware that quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread

must be screened daily.

- The purpose of unscheduled visitors will be reviewed by administration. If the visit is warranted, a temperature check will be administered and survey by the school’s receptionist before being allowed entrance.

community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as Executive Order 205.

#### Positive Screen Protocols

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.
  - Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
  - Responsible Parties should provide such individuals with information healthcare and testing resources, if applicable.
  - Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- Responsible Parties must establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.
- Responsible Parties must designate a central point of contact(s), which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID- 19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

- A staff or student who has had positive exposure to COVID-19 or has symptoms of COVID-19 will be sent home immediately.
- The infected person will be brought to the holding room to be seen by the school nurse and parents will be notified.
- The school nurse will supply the family with educational materials and resources available to them.
  
- The school's Safety Coordinator will notify the NYSDOH and the Oswego County Health Department of a positive case.



<p><b>In-Person Screening</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties must ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.</li> <li>● Screeners should be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.</li> </ul>	<ul style="list-style-type: none"> <li>● The school nurse will train all those assigned the task of performing temperature checks at points of entry.</li> <li>● A schedule of persons assigned to screening will be posted on the main office.</li> <li>● In addition to the issued face mask and shield, gloves will be provided. Gowns will be available but not required.</li> </ul>
<p><b>B. School Health Offices</b></p>	
<ul style="list-style-type: none"> <li>● Responsible Parties may consider developing testing systems in school facilities or self-testing systems in collaboration with local health departments or local health care providers, as able.</li> <li>● . These protocols must include: <ul style="list-style-type: none"> <li>○ Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness;</li> <li>○ Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced; Responsible Parties must develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day</li> <li>○ PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and</li> <li>○ Required guidelines for cleaning and disinfection.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● The former Religious Ed office, located at the top of the landing near the parking lot entrance will be designated the holding room.</li> <li>● A symptomatic student or staff member will be supervised by a socially distant school personnel in the holding room. A supply of masks, face shields, goggles and gowns will be maintained in a labeled cabinet inside this office. All school personnel will be made aware of the location of these items.</li> <li>● School staff will be informed of students in their care who require use of a nebulizer to treat asthma and who may be more susceptible to respiratory illness.</li> </ul>

<ul style="list-style-type: none"> <li>● Responsible Parties must develop protocols for asthma-related acute respiratory treatment care using up to date standard of care: <ul style="list-style-type: none"> <li>○ Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker;</li> <li>○ Consult with students' health care providers for alternate asthma medication delivery systems; and</li> <li>○ Consult with school maintenance and facilities department for environmental controls.</li> </ul> </li> </ul>	
<b>C. Tracing and Tracking</b>	
<p><b>Metrics</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties should identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments. <ul style="list-style-type: none"> <li>○ Responsible Parties must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.</li> <li>○ Responsible Parties may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● We will follow the NYSDOH guidelines to review metrics on a daily basis.</li> <li>● NYSDOH and the Oswego County Health Department will be notified of every suspected or confirmed case of COVID-19.</li> </ul>
<p><b>Notification</b></p> <ul style="list-style-type: none"> <li>● Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.</li> </ul>	
<p><b>Tracing Support</b></p> <ul style="list-style-type: none"> <li>● In the case of an individual testing positive, Responsible Parties must develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided</li> </ul>	<ul style="list-style-type: none"> <li>● Tracers will have access to all logs indicating the names and contact information for everyone who obtained access to the building.</li> </ul>

<p>through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.</p> <ul style="list-style-type: none"> <li>○ If feasible, Responsible Parties may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community.</li> <li>○ Responsible Parties should partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.</li> </ul>	
<p><b>Quarantine, Isolation, and Return to School</b></p>	
<ul style="list-style-type: none"> <li>● State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.</li> <li>● Responsible Parties must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism.</li> <li>● Responsible Parties should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>● The Safety Coordinator will review the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" to determine when it is deemed safe for an infected person to return to school.</li> </ul>