

**John F. Kennedy Catholic Preparatory School
54 Route 138, Somers, NY 10589**

**COVID-19 Re-Opening Plan and Standard Operating Procedures
August 3, 2020**

The following document is a compilation of procedures to re-open John F. Kennedy Catholic Preparatory School (KCPS) for the Fall 2020 Semester. These procedures are based upon the New York State Reopening Guidance for Religious and Independent Schools, dated July 27, 2020. Going forward, it will serve as a Standard Operating Procedure. This document is a working document, subject to change and update as new information becomes available.

On June 30, 2020 a Re-Opening Committee convened to organize the response to COVID-19 issues and allow the school to plan for the resumption of classes for the 2020-2021 Academic Year. Responsibilities were assigned based on areas of expertise of the committee members. While the COVID-19 pandemic has proven to be a difficult challenge, KCPS is confident that if the procedures in this SOP are followed, the effect will be manageable for all people involved in the education of the students in our school.

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RESPONSIBILITIES

- **Administration.** The administration is responsible for educating the students of KCPS in a safe and healthy manner. It will provide a clean environment and ensure all materials and equipment necessary to do so are on hand and in sufficient quantities. The administration will oversee best known practices for avoidance of the spread of the COVID-19 virus and will take appropriate steps if and when an infected individual is detected.
- **Faculty.** The faculty is responsible for delivering the curriculum to the students in the most efficient manner. Given the social distancing requirements, it is anticipated that at any given time the instruction will be given both in-person in the classroom while simultaneously broadcasting to a cohort viewing the class presentation remotely. Faculty will be also tasked with maintaining and supervising good health practices within their respective areas.
- **Students.** The students are responsible for arriving at school on time and ready to learn. While in the building, students should have any equipment or materials necessary to stay clean and sanitary during the school day. This includes masks, individual bottles of hand sanitizer, a personal supply of sanitary wipes, etc. If learning in a remote mode (either at home or on school premises), the student must log on for class at the prescribed time and be prepared to participate in lesson the over the internet.

GENERAL RE-OPENING FACTORS

- KCPS is the beneficiary of an outstanding remote learning system. This allows for good flexibility in scheduling academic activities
- The President will be responsible for briefing all constituencies (faculty and staff, students and parents) regarding policies prior to the opening of school. These briefings should include, but not be limited to, wearing of masks, social distancing, personal sanitation and reporting procedures. The briefing will outline the cleaning protocols that are in effect and an explanation of HVAC air quality systems. At the present time KCPS is investigating several new technologies including Needlepoint Bi-Polar Ionization, an innovative system which uses ionization to remove COVID-19 particles from the air by attaching positively and negatively charged ions to the particles. The larger combined particles can be more easily captured by filtration or become too heavy to remain suspended in the air.
- In addition, the briefings will include procedures for isolating a student or employee who presents with symptoms while at school.
- The president will maintain frequent communication with parents and other constituencies integral to the operation of the school under COVID-19 restrictions.

POLICY AND OVERALL CONSIDERATIONS

- **Class Schedules:** The iPad system allows for excellent teaching capabilities during remote learning sessions. It is anticipated that the school population will be split into two cohorts: the **Sr. Barbara Cohort** and the **Sr. Christopher Cohort**. This will allow for proper social distancing in the individual classrooms. Students in the Sr. Barbara Cohort will attend school in person for one week and students in the Sr. Christopher Cohort will attend in person the following week. The Cohort that is not in the classroom will attend class remotely.
- KCPS is offering the option of allowing the remote learning participants to report to the school complex (rather than distance-learn at home) and be located in large socially-distanced spaces (such as the cafeteria, auditorium or gymnasium) where they can participate remotely in their classes, yet be on campus. The option of participating in remote learning at home is also an option for students. Students in this “on-campus remote learning” cohort will not be permitted to intermingle with the “in-person” cohort which is attending classes in the regular classroom areas. It is anticipated that “on-campus remote learning” will commence after several weeks of distance learning at home for the cohort not in the actual classrooms.
- The in-person cohort will enter through the main entry in The Commons while the “on-campus remote learning” cohort will be directed to enter through separate designated entrances (TBD). Both cohorts will undergo screening and temperature checks daily.
- Students who show symptoms of COVID-19 (high temperature, feeling unwell, etc.) will be isolated immediately upon detection. They will be moved to a designated isolation area and await pick up by their parents for transport home or to health care, as appropriate. (See **Emergency Procedures**, below)

GENERAL HEALTH AND SAFETY

- General principles for all students, staff and faculty include washing hands. Hands should be washed with warm water and soap for 20 seconds. (A good guide for the time to wash is to sing the “Happy Birthday” song in your head) or use disinfecting hand wipes or hand sanitizer. Hands should be kept away from the face.
- A face mask should always be worn when in the building except when the student is eating lunch in the designated area. Face masks will not have printed words, pictures or statements of any kind on them, except for specifically authorized masks with Kennedy Catholic logos on them.
- Large assemblies should be avoided and replaced with video conferencing if necessary.
- Use of restrooms must be monitored to avoid large numbers of students using restrooms at once. Cleaning with soap and warm water should be done before and after bathroom use as well as wiping handles on doors and stalls upon entering and leaving.
- Students should wipe hands with sanitizer or hand wipes prior to and after eating in the cafeteria.
- The use of vending machines will be prohibited until further notice.

EMERGENCY PROCEDURES

Management of suspected cases of COVID-19 is critical. The point person for KCPS will be the school nurse. The point person will lead the process of determining the steps to take if a person is suspected of having an active case of COVID-19. The overall decision tree is depicted in **Appendix 2, COVID-19 Decision Tree**. The suspected COVID case person will be immediately isolated by escorting the individual to the designated isolation area.

- The student's family will be notified and will be asked to pick up the student and take him or her to the family's medical practitioner. The point person will notify local Department of Health and initiate Contact Tracing Procedures.
- For a confirmed case in the building, the administration will notify local DOH for assistance in course of action. Students will be dismissed from in-school attendance and revert to the remote learning process for all students. All extracurricular and other group activities will be cancelled until further notice. See **Appendix 2** for time frames required for return to regular activities upon discovery of COVID-19 infection.
- The administration will communicate with parents of students to detail the procedures being implemented and following DOH recommendations, while maintaining confidentiality.
- The cleaning staff will begin the process of cleaning and disinfecting the entire facility.
- The administration will establish protocols and procedures in consultation with local health departments about when a person who has tested positive for COVID-19 can return to in-person learning. (**Appendix 2**)

BUILDING MAINTENANCE AND CLEANLINESS

- KCPS's facilities are cleaned by an outside contractor Crystal Blue, Inc. Crystal Blue is committed to meeting the cleaning and disinfection guidance set forth by DOH and CDC.
- Screens have been put up in all common areas, most notably the main office. Teachers' work stations, the nurse's office and library work spaces have also been screened to separate work areas.
- Daily cleaning and sanitizing of the building, especially in common areas is being performed routinely.
- Cleaning of classrooms, carpeted areas and common areas, i.e. cafeteria, auditorium is also being conducted regularly.
- Hand sanitizing stations are located throughout the building.

STAFF AND STUDENT TRAINING

- Ongoing training will be given to all parties within the building. Initially, students will be taught how to follow all COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

- Students and staff will be trained on procedures for reporting possible COVID-19 infection. This includes whether the individual has symptoms or has been exposed to another person who may either have symptoms or has been verified as having the virus.
- The name of the point person for reporting (i.e., **the school nurse**) will be articulated and should be known to all in the building.

TRANSPORTATION ISSUES

- KCPS uses several different forms of transportation including buses provided by local school districts, private buses, Metro North Railroad trains and privately-owned cars. It is anticipated that social distancing will greatly reduce the capacity of buses delivering students to school.
- Students must adhere to protocols specified by the operators of each form of transportation. Common to all of them is the wearing of masks and social distancing unless they are seated with members of the same household.
- Students riding buses should be assigned seats in order to be able to contact trace if an individual comes down with the virus.
- Parents are encouraged to drive their students to school, if possible, to reduce the numbers of students on public conveyances as public transport will be severely strained capacity-wise.
- Students should practice common sense hygiene practices including sanitizing hands on entering and leaving the bus.
- Cleaning protocols for buses and trains will be left to the operators of the conveyances. It is anticipated that the passenger seating areas will be deep cleaned daily and wiped down between runs.

ARRIVAL PROCESS

- Bus and car traffic will move in the patterns established and marked by signage. It is anticipated that the flow of traffic will be in a one-way direction. Once students are discharged from the vehicles, they will be guided to the entrance by lanes marked by police tape or markings on the ground.
- Upon arrival at the front entrance to the school, students in the cohort who are engaged in in-person learning for that week will exit the buses and cars and social distance themselves in accordance with measures displayed on the ground outside and inside the doors. (When the “on-campus remote learning” cohort begins to report to campus, that cohort will report the designated reporting location for entry processing).
- Staff, vendors and other people requiring entry to the building will do the same at the front entry.
- Each individual will have a temperature check. If the person’s temperature is over 100.0 degrees F, the individual will be denied entrance and will be moved to the designated isolation area until he or she can be picked up by parents or other responsible party to be taken home for quarantine or taken to medical care.

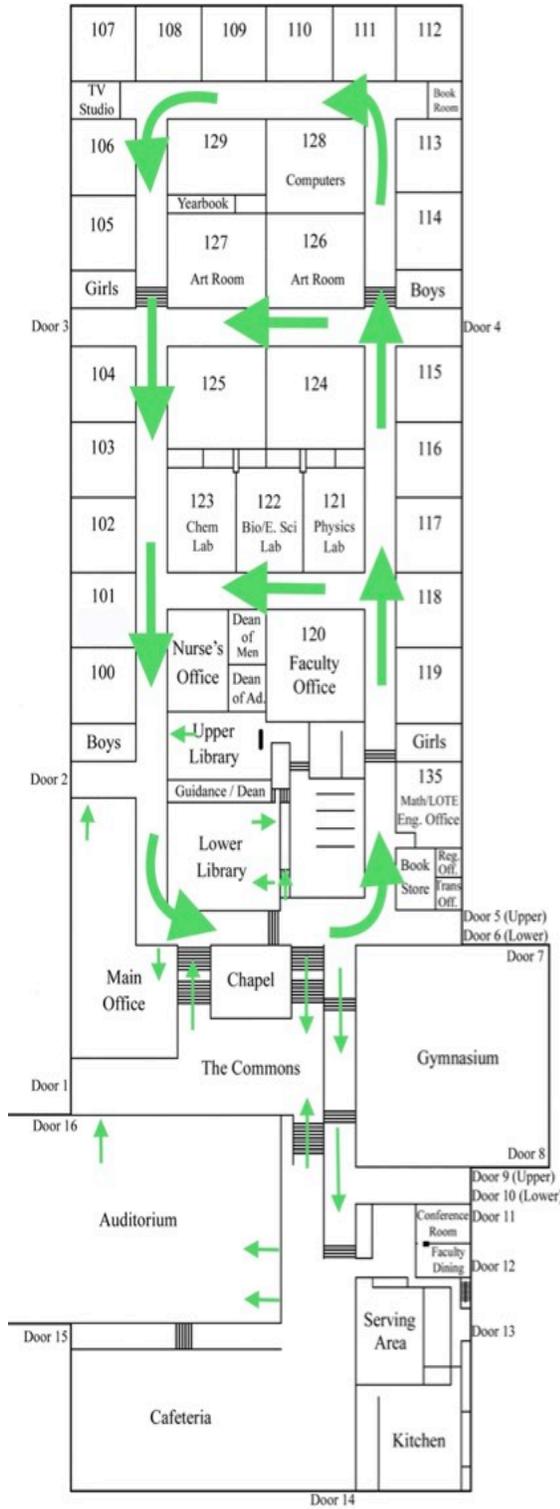
- A **screening questionnaire** is required for faculty and staff as well as students. This questionnaire is displayed as **Appendix 3**.

CLASSROOM SET-UP AND PROCEDURES

- Classrooms have been checked including those with large desks and small desks. Rooms can be spaced properly for social distancing using small desks (20 desks) - if the teacher instructs from the front of the room. If teacher instructs from the back of the room, one desk would have to be removed making the number available 19 desks.
- Each room currently has 40 desks. Twenty small desks will be taken from rooms with small desks and use those 20 small desks in rooms that formerly had large desks.
- The removed large desks can be stored in the Convent basement or placed in the Cafeteria to be used during lunch periods, study periods, or classroom instructions.
- There are 8 classrooms with small desks, and 12 classrooms with large desks, 118 mixed. Rooms not determined – 124, 125, Art Room 127, Computer Room 128. (Labs. Virtual).
- Spray sanitizer will be provided in each classroom to be used as needed, coughs, sneezing, etc. In the immediate area of occurrence.
- Pre-class, all students must hand sanitize before entering the classroom. Foam or gel sanitizers are recommended as liquid-type hand sanitizers can easily be spilled onto carpets causing damage or stains throughout the building and on wood surfaces.
- Students must wear masks. Teachers moving around the classroom must wear masks.
- Post-cleaning, teacher will be provided with can of spray sanitizer to be used when there is an occurrence of sneezing or coughing, or as a teacher feels it is necessary.
- Teachers should review safety protocols, including the necessity for practicing sneezing and coughing etiquette. Tissues will be available in each class.
- Teachers should discourage groups and closeness among students even when masked.
- Students will enter and leave the classroom in an orderly manner adhering to distancing and cautiously entering the traffic flow in the hallway. The flow generally moves counterclockwise around the outer hallways of the school.
- Students will use hand wipes upon leaving room. Wipe down door handle if touched or leave door open.

STUDENT FLOW

- Foot traffic in the building will be in a counter-clockwise direction as much as possible. The diagram below shows a general plan for foot traffic through the hallways. Tape and cones will be placed in the hallways to guide students in the proper direction.



VENTILATION/HVAC

- Good ventilation is important to controlling the spread of the COVID-19 virus. Increased ventilation of outside air is one method of improving air quality and lessening the impact of COVID-19.
- Importantly, KCPS is partnering with Atlantic Westchester, its HVAC contractor, to investigate upgrades to current HVAC systems in the building. Several promising new technologies are available and the school is moving with all urgency to evaluate them and implement the effective ones. A promising process is offered by Global Plasma Solutions called Needlepoint Bi-Polar Ionization. This technology can be retro-fitted to HVAC systems and is fairly simple, cost effective and provides other benefits including killing mold, attacking airborne particles, cleaning air, eliminating odors and reducing the amount of fresh air ventilation required.
- The science behind GPS' technology revolves around constant generation of a high concentration of positively and negatively charged ions which travel through the air continuously seeking out and attaching to particles in the air. The larger particles as a result of this combination are more easily captured by the ventilation and filtration systems or become too heavy to remain suspended in the air.
- There are several other HVAC improvements available for large space areas such as the gymnasium and auditorium. KCPS is investigating those processes as well and plans to install several systems in the near future. The school is also investigating HEPA filtration system for these larger common areas.

FOOD SERVICE

- Students will eat in the cafeteria or any outside space where they can spread out and social distancing will be maintained. Students do not need to wear face coverings when seated and eating so long as they are properly distanced.
- Tables and chairs will be sanitized before the first lunch period each day.
- When entering the cafeteria, students proceed to the cafeteria line. Markings will be placed on the floor to designate six feet of social distancing. A monitor will admit one student to serving line at a time.
 - Menu will consist of:
 - hamburger/cheeseburger and fries
 - hot sandwich and fries
 - cold deli sandwich
 - salad
 - ice cream bars
 - drinks
 - Students will not touch any food, drinks, etc.
 - Students will give their order to the server, pick up order on tray after paying for their food and return to seat.

- Estimated serving time: 15-20 seconds.
- Students should sanitize their hands prior to eating.
- Sharing of food will be discouraged.
- At end of lunch period the staff will need 5 minutes to sterilize tables and chairs before next lunch period can begin.

PHYSICAL EDUCATION AND SPORTS

- Interscholastic sports remain on hold at this time. The school's Athletic Director, Mr. Tassone is responsible for coordinating the opening of sports seasons as allowed by the State and the New York Catholic High School Athletic Association.
- Physical education classes are possible if social distancing can be maintained. Activities could include calisthenics, running, power walking, or other non-contact-type sports activities. Expanded social distancing may be required for activities where heavy breathing occurs such as aerobic exercise. A 12-foot distance is recommended for such activities.

EXTRACURRICULAR ACTIVITIES

- While extracurricular activities could be deemed "non-essential," there may be some activities that can be pursued in a safe manner.
- Extracurriculars will be left to the discretion of teacher moderators to determine if the activities can be conducted in a safe and socially distanced format.
- Special care should be taken with choral or certain musical instruments.

APPENDIX 1

Kennedy Catholic Preparatory School Re-Opening Committee

Father Mark Vaillancourt, President and Principal, KCPS

Mark Girolamo, Trustee, Building and Grounds Chair, Committee Chairman

Warren Lucas, Trustee, Finance Chair

Richard Davin, Trustee, Advancement and Security Chair

Dr. Edward Sottile, MD, Medical Director, Lincoln Hall

Susan Lucas, Public Health Nurse

Deacon Alfred Impallomeni, Vice Principal, KCPS

Steven Schmidt, Vice Principal, KCPS

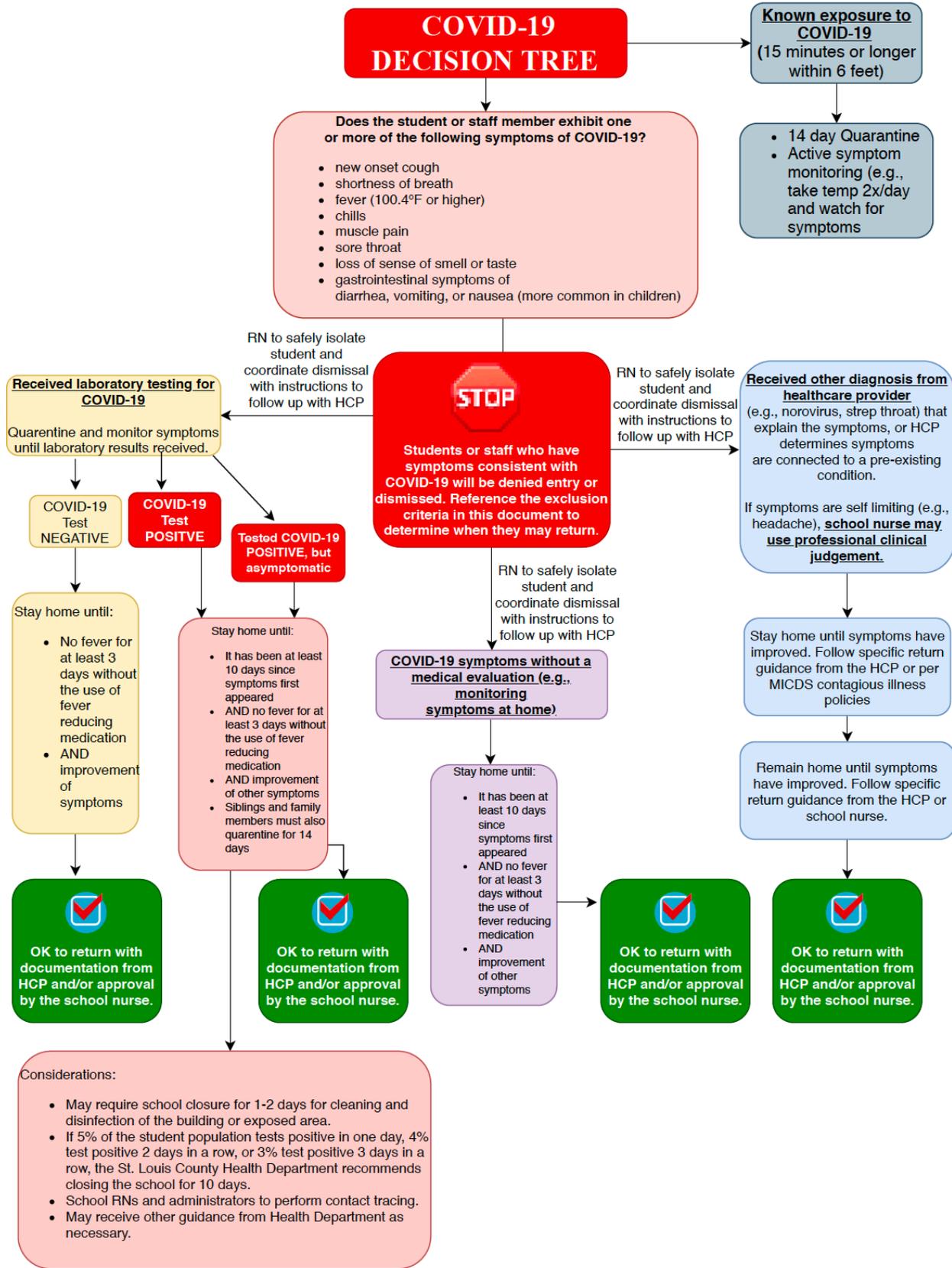
Tom Foltin, Director of Security, KCPS

Tom Olin, CEO, Crystal Blue, Cleaning contractor

Bud Hammer, CEO, Atlantic Westchester, HVAC Contractor

Ken Berish, Engineer, Atlantic Westchester, HVAC Contractor

Appendix 2



APPENDIX 3: SCREENING QUESTIONNAIRE OR COVID-19

1. Have you knowingly been close or proximate contact in the past 14 days with anyone has tested positive through a diagnostic test for COVID-19 or who has symptoms of COVID-19? YES NO

2. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days ? YES NO

3. Have you experienced any symptoms of COVID-19 , including a temperature of greater than 100.0degrees F in the past 14 days ? YES NO

4. Have you travelled Internationally or from a State with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days ? YES NO

Date _____ Time _____

Signature _____

MONITOR _____