

New York State Department of Health ReOpening of Campus Plan



Preston High School Bronx, NY

Pursuant to the Department of Health's *Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVID-19 Public Health Emergency*, Preston High School has developed an individual plan for reopening and operating during the COVID-19 public health emergency. This plan meets the minimum standards set forth in the guidance and reflects engagement with school stakeholders and community members, including but not limited to administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and, where appropriate, affiliated organizations (e.g., union, alumni, and/or community-based groups). The Preston High School reopening plan, covers:

- I Reopening of School Facilities for In-Person Instruction**
- II Monitoring of Health Conditions,**
- III Containment of Potential Transmission of the 2019 Novel Coronavirus (COVID-19),**
- IV Closure of School Facilities and In-Person instruction, If Necessitated by Widespread Virus Transmission.**

Table of Contents

I Reopening of In-Person Instruction	4
1. Capacity	4
2. Social Distancing	4
3. PPE and Face Coverings	5
4. Operational Activity	5
5. Restart Operations	7
6. Hygiene, Cleaning and Disinfection	7
7. Extracurriculars	8
8. Before and Aftercare	8
9. Vulnerable populations	8
10. Transportation	8
11. Food service	9
12. Mental Health, Behavioral and Emotional Support Services	10
13. Communications	10
II Monitoring	11
1. Screening	11
2. Testing Protocols	11
3. Testing Responsibilities	11
4. Early Warning Signs	11
III Containment	12
1. School Health Offices	12
2. Isolation	12
3. Collection	13
4. Infected Individuals	13
5. Exposed Individuals	13
6. Hygiene, Cleaning and Disinfection	13
7. Contact Tracing	13
8. Communication	14

IV Closure	14
1. Closure triggers	14
2. Operational Activities	14
3. Communication	14

I Reopening of In-Person Instruction



1. Capacity

- a. The campus will limit attendance to 50% of student population to facilitate appropriate spacing

2. Social Distancing

- a. Classrooms will be configured to allow for six feet and/or physical barriers between students and faculty members
- b. Staircases and hallways will be one way and will have directional signage
- c. Large spaces (such as the cafeteria and gymnasium) will be repurposed for class space or monitored to prevent congregation of large groups
- d. Offices and communal staff work areas will include barriers when limited occupancy is not possible

3. PPE and Face Coverings

- a. All students, faculty and staff will be required to wear a mask within the building throughout the school day.
- b. Several areas (outdoors or well ventilated and conducive to distancing) will be identified for brief mask breaks for individuals
- c. The nurse's office will be supplied with appropriate PPE to prepare for assessing students who exhibit COVID-19 symptoms during the school day



4. Operational Activity



- a. Classrooms have been measured and will be assigned to facilitate appropriate spacing (six feet or more) between each student and faculty member
- b. Larger, traditionally communal spaces such as the cafeteria, will be used as classroom space for larger groups as needed
- c. Smaller classrooms that do not allow space for social distancing will temporarily be decommissioned
- d. All students, faculty and staff members will wear a mask or face covering while in the buildings unless they are eating lunch.
- e. Students, faculty and staff members will be permitted to take a “mask break” in designated outdoor spaces while maintaining a distance of six feet from other people

- f. There will be no school sponsored field trips while COVID 19 restrictions are in place in NYS
- g. School hallways and stairwells will be designated and marked as “one way corridors only” to help students and faculty maintain an appropriate distance and limit face to face contact
- h. When students cannot be kept in cohorts, movement throughout the building will be limited.
- i. Students will be divided into two groups. Group A (**Team Dignity**) will report to campus on Monday and Thursday. Group B (**Team Honor**) will report to campus on Tuesday and Friday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14 A	15 C	16 Compassion Wednesday	17 B	18 D	19
20	21 E	22 G	23 Compassion Wednesday	24 F	25 H	26
27	28 C	29 A	30 Compassion Wednesday	1 D	2 B	13
4	5 G	6 E	7 Compassion Wednesday	8 H	9 F	10

- j. This will ensure that no more than 50% of enrolled students are on campus at any given time
- k. Those students whose parents do not feel comfortable with in-school learning are given the option of full remote learning. This Group C will be referred to as **Team Respect**.
- l. All students will work remotely on **Wednesdays**
- m. Students’ arrival time will be staggered to facilitate social distancing while students wait for their initial health screening
- n. Freshmen will arrive at 8 am. Sophomores at 8:10, Juniors at 8:20 and Seniors at 8:30
- o. Students will have four classes of 80 minutes each
- p. There will be 10 minutes between each class to allow for students to move to another classroom when necessary and to allow teachers and/or maintenance staff to sanitize classrooms

Daily Schedule

8:00-8:45	Staggered Arrival & Homeroom
8:45-10:05	Block 1 / 5
<small>(10 min to clean & travel)</small>	
10:15-11:35	Block 2 / 6
11:35-12:00	Lunch with Block 2/6
<small>(10 min to clean & travel)</small>	
12:10-1:30	Block 3 / 7
<small>(10 min to clean & travel)</small>	
1:40-3:00	Block 4 / Asynchronous Workshops/Make-Up Missed Lessons Time
At end of day:	Prayers, Announcements, Staggered Dismissal

5. Restart Operations

- Each classroom will be thoroughly cleaned and sanitized before the opening of school
- Communal spaces such as hallways, cafeteria and restrooms have been cleaned daily for several months and will be sanitized before the opening of school
- Filters for the HVAC system will be replaced and upgraded
- Ventilation of each classroom will be assessed
- Classrooms will be measured and desks removed as necessary
- New cleaning equipment has been ordered to facilitate daily deep cleaning
- Supplies of disposable masks will be ordered (allowing one per student per week and one per faculty member per day)
- Cleaning supplies will be ordered and inventoried to insure that at least a two week supply is on hand at all times
- Contactless thermometers will be ordered and tested
- Hand sanitizer dispensers have been installed
- Signage will be installed to promote distancing and proper hygiene



SIGNAGE

THANK YOU FOR PRACTICING SOCIAL DISTANCING 6 FEET

THANK YOU FOR PRACTICING SOCIAL DISTANCING

- outside and inside
- social distancing
- face masks
- hand washing
- directions for one-way traffic in halls/stairwells
- hand washing, respiratory etiquette, etc

6. Hygiene, Cleaning and Disinfection

- a. Each classroom will be sanitized 4 times per day and given a deep cleaning each night
- b. Each bathroom will be cleaned twice during the school day and again at night.
- c. Hallways and stairways will be cleaned 3 times per day
- d. The school buses will be cleaned before and after the morning run and afternoon run for a total of 4 times per day
- e. If a room is used to isolate a symptomatic student, it will be sealed for 24 hours and then sanitized by maintenance staff wearing appropriate PPE before being occupied again

7. Extracurriculars

- a. Extracurriculars such as clubs, honors societies and tutoring will be provided remotely only until further notice
- b. Sports will not begin until the CHSAA (Catholic High School Athletic Association) notifies all member schools that they will begin



8. Before and Aftercare

- a. There will be no before school or afterschool programs as long as there are social distancing requirements in place

9. Vulnerable populations

- a. Students will have the option to remain completely remote and study from home. They will be called Group C - Team Respect.
- b. Teachers and other staff members will be provided with PPE such as masks. Offices will be fitted with physical barriers such as plexiglass guards when distancing cannot be guaranteed.

10. Transportation

- a. School bus drivers will wear a face covering and may add a face shield after being trained on the appropriate use of PPE before the start of school in September
- b. School bus drivers, like all employees, will perform a self-health assessment for symptoms of COVID 19 before arriving at work. If experiencing symptoms, drivers will notify Preston and seek medical treatment on their own
- c. All students will wear a mask on the bus and will maintain appropriate distancing
- d. Students will maintain appropriate distancing while boarding and disembarking from the bus
- e. The consumption of food or beverages will be forbidden on the school bus
- f. Buses will be cleaned and high frequency contact areas will be sanitized before and after both the morning run and afternoon run
- g.



11. Food service

- a. Breakfast will not be served
- b. Vending machines will not be available
- c. Lunch will be provided by NR cafeteria services or students may bring their own lunch to school

- d. Students will preorder and pay for meals online. Lunches will be delivered to school daily and be delivered to classrooms.
- e. Students will consume meals in classrooms while maintaining a minimum distance of 6 feet from one another
- f. Students will dispose of all lunch related trash in the classroom and the teacher will place the trash in the hallway. Maintenance staff will collect lunch garbage from outside of each classroom.

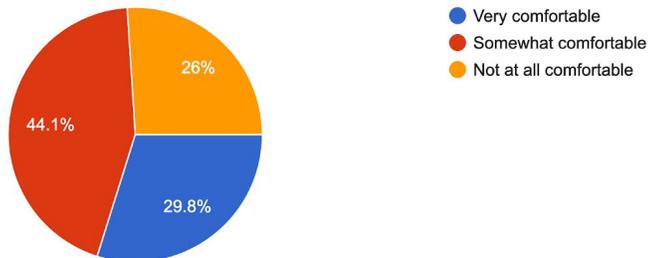
12. Mental Health, Behavioral and Emotional Support Services

- a. The members of the Guidance department will review and adjust their curricula in light of the adverse childhood experiences students may have had prior to the opening of school.
- b. Guidance counselors will review how to meet with individual students privately while maintaining appropriate distance
- c. The Student Development Team, made up of the Guidance department, ADAPP counselor, Admissions office, Administration and School nurse, will increase the frequency of their meetings from monthly to biweekly.
- d. Faculty members will be provided with professional development opportunities related to Social Emotional Learning in the classroom.
- e. Preston High School will continue to partner with ADAPP and will share their resources for teachers, students and parents with all stakeholders

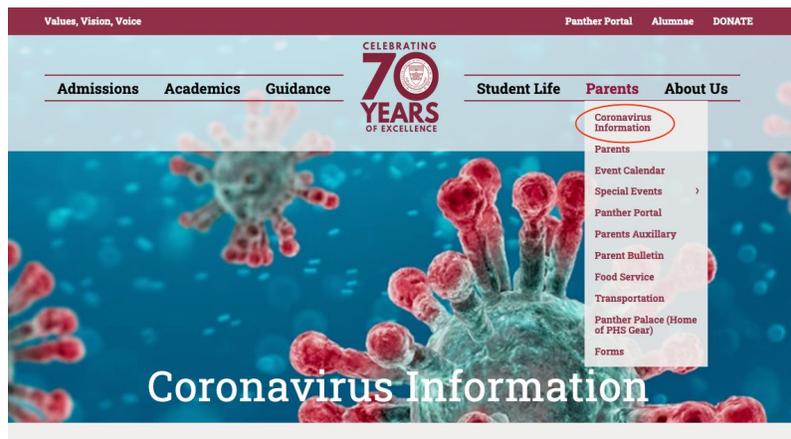


13. Communications

How comfortable are you / your child with returning to Preston High School buildings this fall?
392 responses



- Preston High School has surveyed students and parents on return to campus concerns. The responses to these surveys have been used to develop the Preston High School reopening plan
- The final plan will be posted on the Preston website in a clearly marked and easily accessible way
- We will continue to update the existing “Coronavirus Information” tab in the Parents section of our public website



- Students and parents will receive at least one update per week from a member of the Administration or the school nurse
- Preston High School will share in a timely way any updates, memos or guidance from the Archdiocese of New York’s Superintendent of Schools, the NYC and NYS Departments of Health , NYSED or the CDC.

- f. Preston High School will offer students training in how to follow COVID 19 protocols and will offer periodic reminders of these protocols to students and their families
- g. Preston High School will use signage as well as written reminders and PA announcements to instruct all stakeholders in the importance of using face coverings and other PPE appropriately and consistently

II Monitoring

1. Screening

- a. All students will have their temperatures taken upon arrival.
- b. Students with a temperature of greater than 100 will have their temperature taken a second time by another staff member, using a different instrument.
- c. Parents, on behalf of their student, Faculty and staff members will be required to complete a daily health screening questionnaire



DAILY PROTOCOL

Home Assessment & Temperature Screening at Entrances
(Record via Google or Renweb doc)

-students outside main entrance (STAGGERED ENTRY)

If >100.0, checked again; If > 100.4 -> no entry -> SENT HOME

2. Testing Protocols

- a. Preston High School will not require proof of testing for COVID 19 or antibodies from students, faculty and staff that are fever free and not exhibiting any other symptoms

3. Testing Responsibilities

- a. Individuals who are COVID 19 positive may only return after providing a note of medical clearance and two negative COVID 19 test results after they are without fever for three days

4. Early Warning Signs

- a. Students who exhibit any of the following symptoms will be immediately sent to an isolation room
- b. Faculty and staff members will be trained to recognize the symptoms listed
 1. Fever of 100.0 degrees Fahrenheit or higher
 2. Cough
 3. Stuffy nose
 4. Chills
 5. Shortness of breath/difficulty breathing
 6. Loss of taste or smell
 7. Congestion/runny nose
 8. Nausea/vomiting/diarrhea
 9. Muscle/body aches
 10. Fatigue
 11. Sore throat
 12. Headache

Procedure for a Possible COVID-19+ Patient



KEEP CALM
AND
SEEK MEDICAL
ATTENTION

-Staff report to Nurse for assessment
-Seek Medical Attention



-Inform Administration and Nurse of medical visit

III Containment

1. School Health Offices

- a. The School Nurse's office has been relocated to allow for additional ventilation and square footage to enable appropriate distancing
- b. Additional areas have been identified for containment of students who may present with COVID 19 symptoms during the school day despite being fever free at the time of arrival
- c. Symptoms that will require isolation and pick up by a guardian include
 1. Fever of 100.0 degrees Fahrenheit or higher
 2. Cough
 3. Stuffy nose
 4. Chills
 5. Shortness of breath/difficulty breathing
 6. Loss of taste or smell
 7. Congestion/runny nose
 8. Nausea/vomiting/diarrhea
 9. Muscle/body aches
 10. Fatigue
 11. Sore throat
 12. Headache

2. Isolation

- a. Students exhibiting any of the symptoms listed above will be immediately moved to an isolation room where they must wear a face mask until they are picked up by a responsible adult.
- b. The student's family will be notified of the symptoms the student is experiencing

3. Collection

- a. Students exhibiting COVID 19 symptoms will be picked up from school by a responsible adult as soon as possible
- b. A designated path from the isolation room to an exterior exit door will be used to make sure there is no contact between the student and the rest of the school community
- c. Faculty and staff members who begin to experience symptoms during the school day will leave the building immediately and will report their symptoms to a medical professional outside of the school community

4. Infected Individuals

- a. When a student, faculty or staff member reports that they have tested positive for COVID 19, that individual will not return to the school building for a minimum of two weeks from the date of report
- b. Individuals who are COVID 19 positive may only return after providing a note of medical clearance and two negative COVID 19 test results after they are without fever for three days

5. Exposed Individuals

- a. Preston High School will notify the Archdiocesan Superintendent of Schools in writing when a case of COVID 19 is reported
- b. The ADNY will create the appropriate health notifications of the NYC Department of Health
- c. The ADNY will provide Preston High School with appropriate next steps

6. Hygiene, Cleaning and Disinfection

- a. Any room used for isolation of a student with COVID 19 symptoms will be sealed for 24 hours and then sanitized by members of the maintenance staff.
- b. The path taken to an exit by the student will be sanitized immediately after they leave the building

7. Contact Tracing

- a. Preston High School will work with the NYC Department of Health to facilitate contact tracing in any confirmed case of COVID 19
- b. A member of the student development team will complete contact tracing within the school community whenever there is a suspected or confirmed case. This tracing will include reviewing the student or faculty member's schedule as well as transportation history

8. Communication

- a. The Preston High School Administration will distribute notification to school staff members and families once approved by the ADNY's Associate Superintendent of High Schools

IV Closure

1. Closure triggers

- a. Preston High School will notify the Archdiocesan Superintendent of Schools in writing when a case of COVID 19 is reported
- b. The ADNY will create the appropriate health notifications of the NYC Department of Health
- c. The ADNY will provide Preston High School with appropriate next steps
- d. Preston High School will comply with any recommendation to close that is issued by the NYS Department of Health, the NYC Department of Health, the Archdiocese and/or NYS Department of Education

2. Operational Activities

- a. Should it become necessary to close the campus, Preston High School will suspend in person instruction at the regularly scheduled end of the instructional day.

3. Communication

- a. Should it be necessary to close the campus, Preston High School will inform
 1. Faculty in person
 2. Students in person, in their classes
 3. Parents and Guardians via IRIS alert text, voicemail and email
 4. Announcement on the Preston High School website