



St. Martin de Porres Marianist School

530 Hempstead Boulevard ♦ Uniondale, New York 11553

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St. Martin de Porres Marianist School
530 Hempstead Blvd
Uniondale, NY 11553
516-481-3303
Mr. John Holian, Headmaster

Reopening Plan for September 2020

I. People

A. Social Distancing and Face Coverings

- All individuals in the school building and on school grounds will be required to maintain the proper social distance of six feet. Appropriate signage will be displayed throughout the facilities reminding everyone to adhere to the proper procedures.
- Face coverings are required to be worn by all individuals at all times while in the school building.
- During the course of the day, at the discretion of the faculty member who is supervising a class, children may have a face covering break provided they are all adhering to the social distancing rule of six feet.
- During the course of instruction, the teacher may ask individual students to remove their face covering for the purpose of instruction provided they are maintaining the social distancing rule of six feet.
- During snack time and lunch, students may remove their face coverings provided they are maintaining the social distancing rule of six feet.
- Faculty and staff will be attentive to those students who are unable to wear face coverings and/or are having difficulty adjusting to wearing face coverings. We will compensate through proper social distancing.
- Faculty and staff will instruct students on the proper way of putting on, wearing and taking off face coverings.
- A supply of face coverings will be on hand for those who arrive at school facilities without one.

B. Signage

- Appropriate signage will be displayed throughout the school facilities regarding:
 - Staying at home if one is feeling sick
 - Proper wearing of facing coverings
 - Proper handling of PPE

- Adherence to social distancing instructions
- Reporting of symptoms or exposure to COVID-19
- Following hand hygiene and disinfecting guidelines
- Proper cough and sneezing etiquette

C. Lunch and Food Services

- Snack and lunches will be eaten in the students' assigned classroom.
- Children should bring their snacks and lunches from home.
- There will be individually wrapped snacks and lunches available for those children who forgot to bring in their own food.
- Children will be reminded not to share their food with others.

D. Class Cohorts

- Children will be assigned to class cohorts for the purpose of instruction and for interacting throughout school facilities
- Interaction between different cohorts will be limited and proper social distancing between cohorts will be maintained.

E. Visitors to School Facilities

- Face coverings are required to be worn by any one on school grounds or entering the school building
- Parents or visitors to the building may only enter by the front door then proceed to check-in at the Main Office.
- Deliveries to the school are coordinated with the Director of Maintenance who ensures that proper face coverings and social distancing procedures are being maintained during the course of the delivery.

II. Places

A. Common Areas

- Common areas will be supervised to maintain proper social distancing.
- Face coverings are required to be worn in all common area.

B. Hallways, Stairwells and Bathrooms

- Hallways, stairwells, and bathrooms will be supervised to maintain proper social distancing.
- Face coverings are required to be worn while in hallways, stairwells, and bathrooms.
- Stairwells will be designated as either up or down stairs to accommodate one-way traffic flow.
- Traffic flow in hallways will follow a keep to the right policy.
- Signs for proper hand cleaning and hygiene will be posted in bathrooms.

C. Classrooms

- Classrooms have been reconfigured to follow social distancing guidelines.
- Children are assigned as a cohort to the appropriate grade level classroom.
- A cohort will remain in their assigned classroom for academic instruction.
- Teachers will move between various classrooms for the purpose of academic instruction to a given cohort.
- Movement of cohorts through the hallways to other areas of the school will be limited.
- Teachers will limit the sharing of objects between students. Where sharing is necessary proper disinfecting will be done and proper hand hygiene will be in place.

D. Cleaning of Facilities

- Classrooms will have supplies of cleaning wipes, disinfectants, and hand sanitizer.
- Teachers will instruct students in the proper use of these items.
- Common areas, hallways, stairwells, and bathrooms will be cleaned frequently cleaned and sanitized throughout the day.
- Classrooms will be thoroughly cleaned and sanitized each evening.
- Windows and doors will be open as much as possible to allow for maximum airflow.

E. Faculty Workroom

- Proper social distancing is to be maintained in the Faculty Workroom.
- Face coverings are to be worn in the Faculty Workroom unless staff is eating.
- The copy machine and computers should be disinfected before and after each use.

III. Arrival and Dismissal Procedures

A. AM Arrival

- Supervisors will direct students off buses as they arrive. Students will maintain the proper social distancing guidelines as they exit buses and enter the building.
- Students being dropped off at school follow the directions of the supervisors for entering the building.
- All students need to be wearing face coverings before entering the building.
- Students enter the school building according to assigned grade level entrances:
 - Pre-K to 2nd Grade enter through the *St. Martha's Entranceway* and proceed to their assigned classroom.
 - 3rd Grade to 5th Grade enter through the *St. Anne's Entranceway* and proceed up the *Our Lady of Grace* stairwell and report to their assigned classrooms.
 - Grades 6 and 8 enter through the *St. Martha's Entranceway* and proceed up the *St. Joseph* stairwell and report to their assigned classrooms.
 - Grade 7 enters through the *Sacred Heart Commons* and remains in the Commons.

B. Health Screenings

- Weekly screening forms will be sent home to parents of students to be completed and returned prior to the beginning of a new week of school.
- Daily screening forms are to be completed by faculty and staff upon entrance to the building.
 - Faculty and staff should enter the school building via the *Main Entrance*. Daily screening forms will be in the Main Office.
- Visitors need to enter the building via the *Main Entrance* and complete a health screening form.
- Temperature checks will be taken as individuals enter the building.
 - Anyone presenting a temperature of greater than 100.0 degree F will not be allowed entrance into the building.
 - Students who arrive to school with a temperature greater than 100.0 degree F will be confined to the Headmaster's Office until being sent home.
- Faculty and staff will be mindful of monitoring students for the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Students who are exhibiting such symptoms will be sent to the Nurse's Office for further evaluation.
 - If the nurse discerns that the student needs to be sent home, the student will be confined to the Headmaster's Office until being sent home.
- Faculty or staff who are exhibiting such symptoms should leave the school building and facilities immediately.
- Anyone affiliated with St. Martin's who contracts the COVID-19 virus needs to contact the Headmaster immediately after being diagnosed.
 - The Headmaster will coordinate the process of notification, tracing, and decisions regarding the closure of the school building and facilities.
 - SMMS will coordinate with the Nassau County Department of Health and follow all DOH requirements for tracing and tracking.
 - SMMS will notify the DOH and the Nassau County Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds.
 - SMMS will rely on state and local health departments to implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
 - SMMS will rely on the 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 returning 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.

C. PM Dismissal

- Students exit the school building according to assigned grade level exits:
 - Pre-K to 2nd Grade exit through the *St. Martha's Entranceway*.
 - 3rd Grade to 5th Grade proceed down the *Our Lady of Grace* stairwell and exit through the *St. Anne's Entranceway*.
 - Grades 6 and 8 proceed down the *St. Joseph* stairwell and exit through the *St. Martha's Entranceway*.
 - Grade 7 exits through the *Sacred Heart Commons*.
- Dismissal will be staggered to allow for proper social distancing in the hallways and stairwells.
- Supervisors will direct students on to buses as they exit the building. Students will maintain the proper social distancing guidelines as they board buses.
- Students being picked up will follow the directions of the supervisors for exiting the building.

IV. Academic Instruction

- Our priority of space is given to the younger grades for in-person instruction.
- If a hybrid plan becomes necessary, the junior high grades split between days of in-person instruction and online instruction.
- If in-person instruction is no longer a viable option due the closing of school facilities, we will follow our distant learning online program:
 - All children will receive grade level daily instruction via distant learning.
 - All children will have access to online instruction via appropriate educational hardware.
 - Pre-K and Kindergarten have several daily sessions of instruction.
 - Grades 1 to 3 have multiple daily sessions of instruction.
 - Grades 4 and 5 will have daily sessions in each of their academic subject areas.
 - Jr High grades have daily instruction in the six major academic subject areas.

Plan submitted on July 30, 2020