



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. Communication/Family and Community Engagement

A. Engagement with Community

- Throughout July, the Headmaster in conjunction with the administration of SMMS developed a detail plan for the reopening of school for September 2020. That plan includes scenarios for returning to the building if permissible for in-person classroom instruction and if needed online remote distance learning.
- During this developmental phase, the Headmaster discussed the evolving plans with several faculty committees, the families of SMMS, parents of our students as well with other local educational leaders.
- SMMS engaged a professional emergency management firm to evaluate our facilities and to assist in the drawing up of our plans.
- The Headmaster interviewed every faculty and staff member to review the plan highlighting the role they would have in fulfilling our plan.

B. Communication

- SMMS's plan for reopening of school will be posted on the school's website.
- Parents will be able to contact the Headmaster to review the plan and its impact on their children.

C. 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
- Faculty and staff will educate the students to understanding and following all guidelines.

II. Health and Safety

A. COVID-19 Safety Coordinator

- The Headmaster will serve as SMMS's COVID-19 Safety Coordinator.
- SMMS's COVID-19 Safety Coordinator will evaluate those faculty, staff, students who are at high risk or live with a person at high risk. In conjunction with the administration an appropriate plan of action will be developed for those concerned.

B. 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.

C. 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. These forms will remind parents that any child exhibiting any of the following symptoms should not be sent to school.
 - 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
- 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.

D. 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.

E. 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 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.

F. Common Areas

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

G. 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.

H. 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.

I. Safety Drills

- All required safety drills will be conducted throughout the year with the appropriate modifications for social distancing and the wearing of face coverings.

J. Before School and Aftercare Programs

- Students who arrive to school before the beginning of the school day will maintain the proper social distancing guidelines and will wear face coverings.

- Student who will be in aftercare programs will maintain the proper social distancing guidelines and will wear face coverings.

III. Child Nutrition

A. Federal Child Nutrition Program

- SMMS does not participate in the SFA program.

B. Lunch and Food Services

- Snack and lunches will be eaten in the students' assigned classroom.
- Proper social distancing will be maintained.
- Proper cleaning and disinfecting of the children's desks will take place before snack time and lunch time.
- Proper cleaning of children's hands will take place prior to any eating.
- 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.
- Water fountains in the building will be turned off.
- Children will bring bottled water from home.
- There will be a supply of bottled water for those children who forgot to bring in their own.

IV. Transportation

A. Transportation Providers

- SMMS relies on the local school districts to provide bus transportation of our students.
- Districts either use their own buses or contracted services.
- SMMS will encourage all of its students to use school district provided transportation to follow the directives of school bus personnel and to adhere CDC and DOH guidelines of proper social distancing and the wearing of face coverings.

B. 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.

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.

V. Schedules, Teaching and Learning, Attendance and Chronic Absenteeism

A. 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.

B. Class Cohorts for In-Person Instruction

- 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.

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. Attendance and Chronic Absenteeism

- Daily attendance is taken by the homeroom moderator and sent to the Office of the Director of Student Services at the beginning of each school day.
- The Director of Student Services is the attendance officer for SMMS.
- Daily attendance is recorded by the Director of Student Services.
- Chronic lateness and absenteeism are pursued with the child's parents by the Director of Student Services and the Headmaster.
- If in-person instruction is replaced by remote online distant learning the following procedures are followed:
 - Period attendance is taken by each teacher at the beginning of their online session.
 - Attendance is reported to the Director of Student Services who records the attendance record.
 - Chronic lateness and absenteeism are pursued with the child's parents by the Director of Student Services and the Headmaster.

VI. Social Emotional Well-Being

A. In-Person Instruction

- Faculty and staff will be attentive to and aware of the emotional, psychological, and spiritual well-being of our students.
- Faculty and staff will address these issues to the best of their abilities.
- Faculty and staff will inform the Headmaster's Office of students who may need professional assistance.
- The Headmaster will meet with the parents of any such students and work with them in obtaining the proper assistance.

B. Remote Online Distance Learning

- If SMMS must switch to Remote Online Distance Learning the following protocol goes into effect:
 - Faculty and staff will be attentive to and aware of the emotional, psychological, and spiritual well-being of our students while conducting their online classes.
 - Faculty and staff will address these issues to the best of their abilities while online.
 - Faculty and staff will inform the Headmaster's Office of students who may need professional assistance.
 - The Headmaster will meet with the parents of any such students and work with them in obtaining the proper assistance.

C. Faculty and Staff

- The members of the administration will be attentive to and aware of the emotional, psychological, and spiritual well-being of our fellow co-workers.
- The members of the administration will address these issues to the best of their abilities.
- The members of the administration will inform the Headmaster's Office of co-workers who may need professional assistance.

- The Headmaster will meet with any such persons and work with them in obtaining the proper assistance.

VII. Boarding Schools

A. SMMS is Not a Boarding School

Submitted on: August 7, 2020