

August, 2020

Dear Bishop Ludden Community:

Thank you for your patience and prayers as we have been working very hard to implement the changes necessary to make in-person instruction available to your children in the safest manner possible. As always, student and staff health and safety is our top priority.

What follows in the pages of this document are the plans we have developed to create a safe learning environment for students and staff. After reviewing the guidelines provided to us from NYSED, meeting with representatives from the Onondaga County Executive's office and Superintendent Bill Crist, we concluded that in-person instruction is in the best interests of Bishop Ludden students. Our plan is designed to protect, feed, instruct our students and make sure the building is thoroughly cleaned each day. We can assure you that we will take every precaution possible to ensure that all members of the Bishop Ludden community remain safe.

The beginning of the 2020-2021 school year will be different than in year's past and will follow the schedule below:

Teacher/Staff Return

September 2,3,8 - Teachers/Staff return - full day

Student Return

(Wednesday) September 9 - Grade 7 student only - full day

(Thursday) September 10 - Grades 7 & 8 only - full day

(Friday) September 11 - Grades 9 & 10 only - full day

(Monday) September 14 - Grades 11 & 12 only - full day

(Tuesday) September 15 - All students in attendance - full day

We feel that it is important to stagger the student's return to school because it will provide students, teachers and administrators with an opportunity to experience our "new normal" in a smaller, less stressful way.

We will continue working for the remainder of the summer to make sure that the opening of the school year is as smooth as possible. We appreciate your support and look forward to welcoming the students back to Bishop Ludden next month. If you have any questions, feel free to call or email and we will respond as soon as possible.

Sincerely,

Leo Cosgrove, Principal
Bishop Ludden Administrative Team

Communication/Family & Community Engagement

Bishop Ludden Jr/Sr High School has developed a communication plan for students, parents, legal guardians of students, staff and visitors that includes applicable instructions, training, signage, and a consistent process for providing stakeholders with important information.

Public Communications:

- Local TV, Radio and Newspapers
- School website
- Social Media (Twitter & Facebook)
- Signage
- Building TV's
- Virtual and/or In-Person meetings
- Robocalls
- Email
- Letters sent via USPS (if necessary)
- Faculty/Staff meetings

Training

In order to create a safe environment for Bishop Ludden students and staff, we will provide students and staff with information on how to follow COVID-19 protocols safely and correctly:

- Videos and support materials will be provided to families to review with their children including the following topics:
 - Social distancing and safe movement in the building
 - Daily screening process
 - Proper wearing of face coverings
 - Hand washing
- In order to better support students, faculty/staff will be trained in all areas of safety protocol for in-person learning through video and related materials and during opening days staff meetings
- During the first week of school, all students electing in-person instruction will receive additional training by classroom teachers in order to ensure their understanding/compliance with all safety protocols.
- Students that enroll at Bishop Ludden after the school year begins will receive training materials and in-person instruction during their first day of school.

Promoting Safety & Health

Bishop Ludden JSHS appreciates the importance of encouraging all students, faculty, staff and visitors to follow the CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when social distance cannot be maintained. We will take the following steps in order to promote these practices:

- Signs will be posted at two (2) entrances to the building that will include reminders about face covering and social distancing.
- Visitors will be admitted to the building for unique and/or emergency situations. Before entering the building, visitors will be asked a series of screening questions and will be provided with a mask if they are without one.
- Information regarding building procedures will be posted to our website.
- Classroom organization will follow CDC and Department of Health Guidelines
 - Six feet distance between desks.
 - Desks will face the same direction.
 - Desks will not be grouped together.
 - Extra furniture that limits student desk formation from social distancing will be removed.
 - Students and staff will be required to wear a mask when unable to social distance.
 - Some classes may need 12 feet of separation (i.e. band, chorus, and phys ed.)

Daily Health/Temperature Screenings

- Bishop Ludden has protocol for daily temperature screenings as students and staff enter the buildings.
- BL requires that all ill students and staff be checked by our school nurse and all ill students and staff will be sent home and must follow up with their healthcare provider and have documentation to return.
- BL requires that all students and staff with a temperature above 100 degrees, signs of illness or a positive response to the BL questionnaire be sent to our isolation room where students will be supervised, prior to being picked up and sent home.
- BL requires that all visitors, guests, contractors and vendors entering our school follow all the BL screening guidelines. This group must enter through the BL front doors.
- BL will send home guidelines and instructions for parents/guardians to observe for signs of illness in their child that will require them to stay home from school.
- BL will provide signage throughout the building to instruct staff and students to wear masks, wash hands, and to social distance.

Hand Hygiene Plan

- Traditional Handwashing (soap, warm water for 20 seconds) is the preferred method.
- 12 new hand sanitizing stations have been placed throughout the hallways and main office.
- The use of hand sanitizers (60% alcohol or greater) is acceptable when soap and water are not available.
- We have posted signage near each wall hand sanitizer dispenser.

- Staff and students who are unable to use hand sanitizer will be permitted to wash hands with soap and water.
- BL will provide the facilities and supplies for hand washing including soap and water.
- Hand air dryers have been disabled and paper towels will be supplied
- No-touch trash cans will be in place throughout the building
- Hand sanitizer will be available in each classroom and throughout the building

Respiratory Hygiene Plan

- All students and staff should cover their mouths and/or noses with a tissue when coughing or sneezing and dispose of that tissue appropriately.
- No touch trash cans are available in each classroom and throughout the building
- Using the inside of the elbow (or shirtsleeve) to cover the mouth and nose is preferable to using the hands if no tissue is available.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling used tissues.

Social Distancing

Social distancing is keeping a six (6) foot space between yourself and others. In order to achieve social distancing, Bishop Ludden will limit student movement whenever possible. The following steps have been taken by BL:

- Students in grades 7 & 8 will be separated from students in grades 9-12 as much as possible.
- Classrooms have been reorganized so that desks are six (6) feet apart.
- Every student will be assigned a Chromebook - there will be no need for students to share.
- Students will be instructed not to share supplies/materials.
- Depending on the master schedule, teachers will move from classroom to classroom. This will minimize student travel within the building.
- Students will enter the building using the gymnasium area doors where health/safety protocols will take place.

Reducing Space in Specific Areas

- BL will limit the use of areas where students and staff gather (i.e. lockers, locker rooms, hallways, faculty room, cafeteria, library, etc.)
- BL will ensure that a distance of twelve (12) feet in all directions is maintained between individuals in activities that require projecting the voice (i.e. Chorus), playing a wind instrument (i.e. Band) per New York State DOH guidelines.
- All interscholastic sports for the Fall, 2020 have been delayed per Section III athletics.
- BL will encourage all visitors to make an appointment before entering the building.

- Visitors will be required to follow the same health/safety screening protocols in order to enter the building.

Accommodations for Vulnerable Populations

- BL will provide remote instruction to medically vulnerable students.
- BL will also provide remote instruction to students whose families prefer that option.
- The BL reopening plan has a written protocol requiring all employees, adult visitors and students to wear an appropriate face covering whenever social distancing cannot be maintained.
- BL is following guidance put forth by the CDC and the OCHD.
- BL will maintain adequate supplies of PPE.
- BL will require all individuals in the school and on school grounds to wear a face covering. All students and staff members must wear an appropriate face covering when they are within six (6) feet of someone, in the hallways, in the restroom, in other congregated settings (i.e. waiting for the bus at dismissal)
- BL will provide acceptable face covering to employees and students if they forgot their own.
- In all classrooms student desks will be positioned six (6) feet away from each other. Depending on the activity in the classroom and at the discretion of the teacher, students will have opportunities to remove their face covering for short periods of time.
- BL will provide instruction to all students, parents/guardians, and staff on:
 - The proper way to wear face coverings
 - The proper way to discard disposable face coverings
 - The importance of regular cleaning of reusable face coverings
 - The importance of not sharing face coverings

Actions To Be Taken In the Event Of A Confirmed COVID-19 Case

- BL requires that a student or staff member with symptoms of illness must be sent to the Health Office to see the school Nurse. If the Nurse determines the student is ill, the parent/guardian will be notified.
- The school Nurse will isolate and send home any student or staff member with a fever (100 degrees or higher) or symptoms of COVID-19 that are not explained by a chronic health condition (i.e seasonal allergies) for follow up with a health care provider.
- Students suspected of having COVID-19 awaiting transport home by their parent/guardian will be isolated in an area separated from others with a supervising adult present.
- Student and supervising adults will wear protective face masks (a face shield will be provided if requested).
- A physical distance of six (6) feet will be maintained by the student and the supervising adult. If multiple students are in the Isolation Room, six (6) feet separation will be maintained.

Once the Student Arrives

- Students will be escorted from isolation area to their parent/guardian;
- The parent/guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up at a local clinic or urgent care center (i.e. Wellnow).
- Symptomatic students or staff will follow the CDC's guidance unless otherwise directed by a healthcare provider or the local department of health.
- Parents and staff should look for any of the following symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) and it is recommended they see a health care provider:
 - Fever or chills
 - Abdominal Pain
 - Vomiting
 - Diarrhea
 - Shortness of breath
 - Rash
 - Bloodshot eyes
 - Fatigued
 - Body aches
 - Loss of taste or smell
 - Sore throat
 - Congestion/runny nose
- Staff must call for emergency transport 911 for any student showing signs (Multisystem Inflammatory Syndrome in Children (MIS-C))
 - Trouble breathing
 - Pain or pressure in chest that does not go away
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - Severe abdominal pain
- Bishop Ludden will take the following steps:
 - Closing off areas used by a sick person and not using these areas until after a deep cleaning and disinfection are done
 - Opening outside doors and windows to increase circulation in these areas
 - Wait at least 24 hours before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms and common areas
 - Once the area has been cleaned and disinfected it can be reopened for use.

- 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 immediately after cleaning and disinfection.
- BL will refer to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following a COVID-19 Infection or Exposure" for information on "close and proximate" contacts. BL will collaborate with the DOH to determine any further steps.
- If a student or staff member reports having tested positive for COVID-19, school administrators or designee will notify our local health department to determine what steps are needed for the school community.

Return to school after Illness

- Bishop Ludden will follow the CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. After seeing a healthcare provider (Physician, Nurse Practitioner, or Physician's assistant), if a person is not diagnosed with COVID-19 they can return to school.
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school;
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has the symptoms, they should not be at school and should stay home until;
 - It has been at least 10 days since the individual first had symptoms;
 - It has been at least 3 days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least 3 days since the individuals symptoms have improved
- BL requires that all ill students and staff be checked by the school nurse and all ill students and staff will be sent home and must follow up with their healthcare provider and have minimum documentation from a healthcare provider evaluation, negative COVID -19 testing and symptom resolution, or if COVID-19 positive, release from isolation by a physician with a negative COVID-19 test in order to return to school.

COVID-19 Testing

- Bishop Ludden Jr/Sr High school complies with CDC Guidance. We do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or our local Health Department.

Contact Tracing

BL will cooperate with State and local health department contact tracing. We will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Making sure student schedules are up to date
- Keeping a log of any visitors which includes the date and where they visited;

- Assisting local health departments in tracing all contacts in accordance with the protocols, training, and tools provided through the NYS Contact Tracing Program; and
- Maintaining confidentiality as required by federal and state laws and regulations
- School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from our local health department.

Bishop Ludden will collaborate with our local health department to determine parameters, conditions (i.e. increased absenteeism or increased illness in our school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The Bishop Ludden Administration will consider closing school if absentee rates impact our ability to operate safely. We may choose to modify daily operations prior to closing to help mitigate a rise in cases. We will consult with our local health department and Superintendent when making these decisions.

Plan for Cleaning and Disinfecting our School

A log sheet will be used daily to record rooms and areas that have been cleaned and disinfected.

- Daily routine cleaning - empty trash, straighten desks and chairs, sweep, dust, etc.
- Cleaning hard surfaces/high touch areas with Triad III, Clorox Commercial Solutions for use with the Clorox Total 360 cleaner
 - Tables, door knob light switches, countertops, handles, glass, desks, phones, faucets, sinks, toilets, dispensers and rest rooms.
- After cleaning hard surfaces disinfect with Triad III, Clorox Commercial Solutions for use with the Clorox Total 360 cleaner
 - Tables, door knobs, light switches, countertops, handles, glass, desks, phone, faucets, sinks, toilets, dispensers and restrooms etc.
- When the work area is cleaned/disinfected the daily clean log sheet is completed by the cleaner. The log sheet will be located in each area needing to be cleaned.

To help with cleaning and disinfection BL will do the following:

- Perform normal routine cleaning throughout the day (restrooms, etc.)
- Provide disinfection using Triad III, Clorox Commercial Solutions for use with the Clorox Total 360 cleaner
- Provide frequent disinfection of surfaces and objects touched by multiple people
- Maintain logs that include dates, times, scope of cleaning and who cleaned
- BL will also be cleaned and disinfected on a nightly basis
- Frequently wash hands or use alcohol based (60% alcohol) hand sanitizer when soap and water are not available
- Wearing cloth face coverings
- Avoiding touching eyes, nose and mouth
- Stay home when sick
- Clean and disinfect frequently touched objects or surfaces

Cleaning and Disinfection Related to Illness

BL will follow the CDC/NYSDOH guidelines which recommends

- Close off areas used by a sick person and not use these areas until after cleaning and disinfecting is done
- Opening outside doors and windows to increase airflow in the area
- Waiting 24 hrs before cleaning and disinfecting.
- Clean and disinfect all areas used by person suspected to have COVID-19, such as offices, classrooms, bathrooms, common areas, isolation room etc
- Once area is disinfected it can be reopened
- Individuals without close proximate contact (defined as 6ft for at least 10 minutes to 48 hrs before start of illness until isolation) with a person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

***** If a student or staff member shows signs/symptoms of COVID-19 or reports having tested positive for COVID-19, school administrator or designee (Nurse) will notify the Onondaga County Health Department to determine what steps are needed for our school community.**

Emergency Drills Required by NYSED

School Safety drills are still required by NYSED and will be done using social distancing modifications between everyone involved. Education Law 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the biggest concern is to get to safety; maintaining social distancing in an actual emergency may not be possible and should not be the first priority.

- We will stagger drills so we can have classrooms evacuate separately rather than everyone at once.
- Lockdown drills in the classroom may be done without hiding but providing protocols on how to shelter in an actual event.

Ventilation

Bishop Ludden will maintain adequate code required ventilation (natural or mechanical) for the building.

- MERV 13 filters have been purchased and installed for the HVAC system and will be changed on a quarterly basis

- Filters will be monitored to ensure proper air flow
- Windows and doors will be kept open as often as possible to provide natural air flow

Drinking Fountains

- BL will encourage students and staff to bring their own water bottle to school each day (not to be shared)
- A second bottle filling station has recently been installed

Child Nutrition

Bishop Ludden will continue to provide meals to students regardless of mode of instruction.

- Breakfast will be available after 7:00 am in the cafeteria (social distancing will be enforced).
- Students are encouraged to bring their lunch with them to school each day.
- Students participating in in-person instruction and purchase their lunch or receive free/reduced lunch will have their lunch delivered to their classroom.
- A system for ordering lunch is being developed.
- BL will add additional measures to protect students with food allergies when providing in-classroom lunch.
- Students will be expected to follow hand hygiene procedures before and after lunch.
- Each Monday meals will be delivered for the entire week to students that qualify for free & reduced lunch and have selected remote instruction.
- Classroom eating areas will be provided with larger trash cans. Those trash cans will be emptied after lunch.

Staff Health Reporting and Traveling

- BL staff will be required to use a separate entrance to the building.
- BL staff will be required to have daily health checks for temperature and COVID-19 symptoms.
- BL staff will be required to report any travel and follow any required quarantine.

Transportation

Parents are encouraged to communicate directly with their home district regarding all COVID-19 guidelines/procedures as they pertain to transportation. If parents feel more comfortable transporting their own child/children to school, the building will open at 7:00 am and upon entering the building, students will be seated in desks in the Cafeteria until the homeroom begins. Social distancing will be enforced and face coverings must be worn. The building will be closed at 3:15 pm. Parents will need to pick up their child/children at that time in order for cleaning to begin.

Social Emotional Well Being

At Bishop Ludden, the social emotional well being of the students is a priority.

- Counselors and administrators will be available to assist students in distress.
- Counselors have lists of outside agencies that parents can refer to in order to meet the needs of their child.

School Schedules

- All BL families will be given the option to return to school in person or select a remote learning environment.
- BL families will be asked to commit to their decision for 5 weeks initially.
- BL students will move as little as the master schedule will allow.
- BL teachers will move to students as much as possible.
- If BL is directed to close by the State or the County, all students will shift to remote learning.
- All students (in-person and remote) will be assigned a class schedule.
- Attendance will be taken in all classes for all students.
- Families will be contacted when students are marked absent/tardy.
- All BL students will be assigned a Chromebook.

Families opting for remote learning are asked to notify the Bishop Ludden Guidance Department (315-468-2591) on or before Friday August 21st.

COVID Hotline Bishop Ludden will contact the following organizations for guidance in a Covid crisis:

**New York State Department of Health
Corning Tower, Empire State Plaza
Albany, NY 12237
1-888-364-3065**

**Onondaga County Department of Health
421 Montgomery Street
Basement Level Room 80
Syracuse, NY 13202
1-315-435-3252**

