



This reopening plan for Covenant Love Community School (CLCS) has been established in accordance with the guidance created by the New York State Education Department for Religious and Independent Schools (NYSED), New York State Department of Health (NYSDOH) and recommendations by the U.S. Center for Disease Control (CDC). Careful consideration has been given to state and local mandates and recommendations, as we plan and prepare for in-person instruction for the 2020-2021 school year. If the school closure mandate is lifted, CLCS will begin the school year with all students on the physical campus. Extensive health and safety measures will be in place to help protect students, families, staff, and guests from the spread of COVID-19. We desire to provide an educational environment that is physically safe, socially enriching, emotionally nurturing and spiritually formative.

Table of Contents

Table of Contents	1
Communication/Family and Community Engagement	2
Health and Safety	4
Facilities	17
Child Nutrition	17
Transportation	18
Social Emotional Well-Being	19
School Schedules	21
Attendance and Chronic Absenteeism	21
Teaching and Learning	21
Appendix	
Health Screening and Questionnaire	24
Observing and Reporting Symptoms	28
Containment and Contact Tracing	29

Providing Parent/Guardian Health and Safety Instructions	31
Physical Distancing	41
PPE and Face Coverings	42
Accommodations for High Risk Individuals	44
Confirmed Case in the School and	46
Return to School Following Confirmed Case	46
Fire Drills during the COVID-19 Health Crisis	56
Emergency Shelter in Place Procedure during the COVID-19 Health Crisis	57
Lock-Down Procedure during the COVID-19 Health Crisis	58
After School Program during the COVID-19 Health Crisis	59
Additional Information and Definitions	66

Communication/Family and Community Engagement

1. Engagement

- a. These plans reflect engagement with school stakeholders and community members including, but not limited to, church trustees, administrators, teachers, staff, older students, parents/guardians, alumni, the local health department, local health care providers and other schools including our local school district superintendent and a member of task force for the NYS Religious and Independent School Community.

2. Communication

- a. Protocols and safety measures, according to the current and ongoing CDC and NYSDOH guidelines, will be shared with all relevant parties, including parents/guardians, teachers, staff, students, visitors and the local community.
- b. These communications will be made via phone and other means which may include texting, video conferencing, email, social media, our website and signage.
- c. These plans shall be posted at the school and on the CLCS website for faculty, staff, students and parents/legal guardians to access, as well the general public. In addition, these plans will be made available electronically to any interested party.

- d. Communication with families prior to the start of school will include the use of social media, school website, email, and the Praxischool online parent portal.

3. Training

- a. Training of staff, students and families will cover physical distancing, proper wearing of face coverings, hygiene, and health screenings, as well as other appropriate topics such as the proper cleaning (as applicable) and/or discarding of PPE. This training will consist of direct instruction as well as digital and hard-copy resources including signs, flyers, emails, etc.¹
 - i. In addition, CLCS has developed a written protocol² to instruct staff to observe for signs of illness in students and staff and which requires symptomatic persons to be sent to the school nurse or other designated personnel.
- b. Customized and age-appropriate signage specific to our school setting, and consistent with the NYSDOH's signage, will be placed throughout the school. ³Signage will be used to remind individuals to:
 - 1. Stay home if they feel sick.
 - 2. Cover their nose and mouth with an acceptable face covering when unable to maintain physical distance from others or in accordance with any stricter policy implemented by the school.
 - 3. Properly store and, when necessary, discard PPE.
 - 4. Adhere to physical distancing instructions.
 - 5. Report symptoms of, or exposure to, COVID-19, and how they should do so.
 - 6. Follow hand hygiene, and cleaning and disinfection guidelines.
 - 7. Follow respiratory hygiene and cough etiquette.
- c. Such signage will be directed not only at our students, but at faculty, staff and visitors, all of whom will be encouraged to adhere to CDC and DOH guidance regarding the use of PPE, (specifically, acceptable face coverings), the importance of hand and respiratory hygiene, and physical distancing.
- d. Multiple languages will be used as needed.

¹ See appendix [Providing Parent/Guardian Health and Safety Instructions](#)

² See appendix [Observing and Reporting Symptoms](#)

³ See appendix [Hand and Respiratory Hygiene](#)

Health and Safety

1. **Capacity:** Considering physical distancing⁴, PPE availability and usage, local medical capacity, and safe transportation, the size of our current potential school population of 34 full-time students and 17 part-time students (one day/week), allows for careful and thoughtful reopening for in-person instruction for our entire enrollment five days a week.
 - a. **Arrival and Dismissal:**
 - i. Students: We will utilize at least two doors for student arrival and dismissal as well as staggered arrival and departure times to minimize congestion. Students will go to their classrooms upon arrival and will be dismissed from classrooms. Parents who drive their child/children to school will remain outside the building during drop-off and dismissal, and visitors within the building will be limited. The intercom system will assist us in preparing students to safely leave the building and board their bus or car at the end of the day.
 - ii. Staff will arrive and depart at times other than students and/or use multiple entrances/exits that are not typically used by students, including the kitchen, deck and combination doors.
 - iii. Deliveries will take place with limited contact and all required screenings and PPE usage by delivery personnel.
 - b. **Classrooms:** Unnecessary items will be removed from rooms to make maximum space for students to remain physically distant from those who are not part of their household (we have two sets of twins enrolled). Rooms will be reoriented to create maximum distance between student desks while maintaining appropriate physical distance from the instructor. Our former lunchroom will be converted to a classroom for our combined first and second grade class. The current enrollment for that combined class is 8 students. The former Spanish and tutoring rooms will be combined by removing their dividing wall to create one large classroom. The former second grade room will be used for our small seventh and eighth combined class and their former classroom will be adjoined to the current fifth and sixth grade classroom to provide more freedom of movement. The PreK/Kindergarten room will be used for Kindergarten only this year, as we are not accepting applications for PreKindergarten students for the 2020/2021 school year. There are other building modifications that will be made if enrollment increases before opening and additional classroom space is needed.
 - c. **Shared Spaces:** The library will have movable barriers to allow for safe movement around a class that is attending a library session. The art room will be

⁴ See appendix [Physical Distancing](#)

used for small groups or individual instruction in art, and for other small group or individual instruction. The gymnasium will be used for indoor physical education when weather dictates, as well as music classes and Encounter (chapel) with appropriate physical distancing maintained and face coverings worn as required. Use of bathrooms will be closely monitored to limit the number of occupants.

- d. **Small Spaces:** Gathering in small spaces (i.e., supply rooms, offices) by more than one individual at a time will be limited, unless all individuals in such space at the same time are wearing acceptable face coverings, or are members of the same household, or there is an appropriate physical barrier in place. Even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space unless it is designed for use by a single occupant. Signage will be used to designate 50% of maximum capacity in such areas.

2. Screening⁵

- a. Daily health screenings will include temperature checks upon arrival for all individuals including visitors, guests, contractors and vendors.
 - i. Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the building and will be provided with and use PPE which includes, at a minimum, an acceptable face covering and may also include gloves, a gown and/or a face shield . Personnel performing screening activities will be trained by employer-identified individuals who are familiar with CDC, DOH and OSHA protocols.
- b. Health questionnaires will be completed by all faculty and staff daily and periodically by families. The questionnaire will be periodically updated based on CDC guidelines.
- c. If a student or adult has a temperature over 100°F, or presents symptoms of COVID-19, they will be referred to get diagnostic testing at a local health clinic or testing site, or their primary care doctor.
- d. CLCS is prohibited from keeping records of student, teacher, staff, and visitor health data (e.g., the specific temperature data of an individual), but is permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- e. Health questionnaires will determine whether an individual has:
 - i. knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - ii. tested positive through a diagnostic test for COVID 19 in the past 14 days;

⁵ See appendix [Health Screening and Questionnaire](#)

- iii. experienced any [symptoms of COVID-19](#) including a temperature of greater than 100.0° F in the past 14 days and/or
 - iv. traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.
- f. It is noted that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which will be taken into consideration during the screening/questionnaire process.
- g. CLCS will remind staff, teachers, parents/guardians that individuals may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever reducing medication was administered and the individual no longer has a fever.
- h. All school members (i.e., students' families, teachers, staff) will be reminded that quarantine may be required after international travel or travel within [certain states](#) with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as [Executive Order 205](#).
- i. Individuals (or their parents/guardians) are to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- j. Responses to all health screening activities will be received and reviewed through the PickUp Patrol app, and either the Coordinator (Principal), her Administrative Assistant and/or the School Office Manager, as central points of contact, will attest to having reviewed this information. The school office, which includes these three persons, will be the location for individuals to inform the school if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.
- k. The Coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.
3. **Contact Tracing**⁶: The Coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff and visitors. If this occurs, the Coordinator has developed a plan to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training and tools provided through the New York State Contact Tracing Program. This plan includes maintaining visitor logs that include name, contact information (phone and/or email address), time and date of entering and leaving the school. Such logs will

⁶ See appendix [Containment and Contact Tracing](#)

be made available to the appropriate health department(s). Student attendance records as well as Teacher/Staff sign-in logs will also be made available to the appropriate health department(s) to aid in determining those who may have had contact with the COVID-19 positive individual. In addition, our plan will ensure that the COVID-19 positive individual has been provided with information about the NYS Contact Tracing program, including access to the [Contact Tracing Tool](#) as well as the caller ID and number for the program (“NYS Contact Tracing” (518-387-9993). Confidentiality will be maintained as required by federal and state law and regulations. The Coordinator will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

4. **School Health Offices**⁷

- a. Students, teachers or staff will be monitored for symptoms of COVID-19 during the school day.⁸ Students will be monitored by teachers and staff for signs of illness and will be sent to be temperature checked if warranted. Teachers and staff will self-monitor and report to the office any emerging symptoms and request a temperature check as needed.

5. **Isolation**

- a. If anyone presents symptoms of COVID-19 during the school day, an isolation room will be utilized until they can leave the school building. Appropriate PPE will be provided to the staff member providing care for the individual in isolation.
- b. PPE requirements for staff members caring for sick individuals must include both standard and transmission-based precautions. If our local area is affected by moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Appropriate PPE supplies will be kept on site to be used as needed.

6. **Collection**

- a. The isolation room has an exterior door from which parents may retrieve their child or from which a staff member may exit to transport themselves home. Parents will be instructed to contact their child's health care provider as soon as possible. Teachers and Staff will be instructed to contact a health care provider as well.

7. **Physical Distancing**⁹: Protocols and procedures will be in place to ensure proper physical distancing with 6 feet maintained in all directions or appropriate impermeable

⁷ See appendix [Containment and Contact Tracing](#)

⁸ See appendix [Observing and Reporting Symptoms](#)

⁹ See appendix [Physical Distancing](#)

physical barriers between individuals, unless the core activity (e.g., instruction) or safety measures involved require a shorter distance between individuals, or individuals are members of the same household. Signs and distance markers will be placed denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.

- a. Student's personal items will be kept at or near their classrooms to limit dispersal at arrival and departure, as well as to keep movement within the school to a minimum.
 - b. Teachers will have designated locations to keep their personal belongings to provide a minimum of cross use (assigned coat hooks, boot trays, etc). Homeroom teachers' arrival times will necessarily be earlier than that of students and they will maintain proper physical separation and mask use when required before and after school. Staff breaks will be staggered to allow for physical distancing.
 - c. Office staff will have designated spaces for their work which are not shared by others unless proper cleaning and disinfecting of the location is performed between users. Individual offices will be equipped with HEPA air purifiers and doors and windows will be kept open when practicable.
8. **Vulnerable Populations**¹⁰ will be accommodated on a case-by-case basis in consultation with families/guardians, teachers, the COVID-19 Coordinator, and medical professionals. These accommodations could include a distance or hybrid-learning instructional model. For staff that are at high risk, we will provide virtual teaching accommodations where practicable. For other staff, virtual work options will be provided where practicable.
- a. Students requiring nebulizer treatments for asthma-related acute respiratory care are not in our current student population. If and when such students are enrolled, the school will consult with the students' healthcare providers for alternate asthma medication delivery systems.
9. **PPE and Face Coverings**¹¹: All individuals entering the building will be appropriately screened and will be required to wear an acceptable face covering, unless it is not medically or emotionally tolerated. If necessary, a mask will be provided by the school. The CLCS office is purchasing supplies from local and online vendors, and will keep an inventory of all supplies to assure an ongoing adequate supply.
- a. Students will wear masks when appropriate physical distancing cannot be maintained. Masks will be required in the halls and restrooms, as well as at times when students from other cohorts may be in the same location. Mask breaks will be scheduled at times when social distancing is easy to maintain. Students may wear their own acceptable face coverings or the school will provide

¹⁰ See Appendix [Accommodations for High Risk Individuals](#)

¹¹ See appendix [PPE and Face Coverings](#)

masks of appropriate size, if necessary. Parents will be asked to ensure that their students are equipped with and are wearing an acceptable face covering before entering the building. If none is available, one will be provided.

- b. Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians will take responsibility for maintaining their personal face coverings. [CDC guidance](#) on cloth face coverings and other types of PPE, as well as instructions on use and cleaning will be provided to all school members (families, teachers and staff) via electronic communications.
- c. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.
- d. Bus riders will follow the protocol set forth by the school districts that provide the bus service.
- e. Teachers and Office Staff will wear masks when appropriate physical distancing cannot be maintained. They may choose to wear their own acceptable face coverings or ones provided by the school. Masks should be donned before entering the building and there will be a supply of clean masks for adult use if necessary.
- f. Cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with [OSHA guidelines](#).
- g. Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

10. Operational Activity

- a. Field trips will only be considered if all safety precautions can be followed.
- b. Encounter (chapel) and other group events will be held in the gymnasium with appropriate physical distancing. Entering and exiting will be staggered by cohort and cohorts will remain together during the event. Acceptable face coverings will be used if physical distancing is not maintained and/or if the event involves singing or other projection of the voice.
- c. Visitors will be screened before entering the building, including a temperature check and health questionnaire, and will be required to wear an acceptable face covering for the duration of their visit. Large assemblies that would normally involve visitors will not be held indoors during the school year unless and until the COVID-19 public health emergency has ended.

- d. Individual classes will be conducted as a cohort with students remaining together all day. Supplemental education teachers will bring their lesson to the classroom where practicable, to decrease student movement in the building.
- e. Family groupings will be utilized in cohorts or scheduling wherever practicable.
- f. Masks will be worn anytime students are outside of their classroom within the building.
- g. Library books can be checked out and will be sanitized before returning to the shelf.
- h. PE, Music, Environmental Education and other classes will be held outdoors as often as possible. When PE and Music classes take place in the gymnasium, 12 feet of social distancing will be maintained or masks will be worn.
- i. Use of the playground will be limited to one cohort and high-touch, non-porous surfaces will be properly cleaned between uses. Recess will be staggered to allow for more physical distancing.
- j. Shared equipment for PE, Art, Science and other activities will be disinfected between uses by different cohorts. Individual students will have their own supply of everyday classroom equipment, including electronic devices, so that sharing will not be necessary.
- k. Office operations will follow guidelines found in the [Interim Guidance for Office-Based Work During the COVID-19 Health Emergency](#). Such guidelines will also be used for Faculty/Staff Meetings, and large spaces or online conferencing will be used for such meetings to ensure individuals maintain appropriate physical distances (i.e. leave space between chairs, have individuals sit in alternating chairs).

11. Restart Operations

Our school building is also used as a church on evenings and weekends. This facilitates reopening because cleaning and disinfecting has been continuous all summer. Building ventilation, water systems, and other facility components are current.

12. Monitoring

a. Screening¹²

b. Testing Protocols

- i. Students, teachers and staff will be referred for diagnostic testing, in consultation with the Tompkins County Health Department, when needed, due to symptoms, close contact of COVID-19 suspected or confirmed individuals, or recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the [New](#)

¹² See [Screening](#) above

[York State Travel Advisory](#). Results of testing must be obtained before such individuals will be allowed to return in-person to the school.¹³

c. Testing Responsibility

- i. The Tompkins County Health Department has the most current information about referring, sourcing, and administering testing. The Health Department will be contacted if a testing referral has been made.
- ii. The closest Tompkins County testing sites are located at The Shoppes at Ithaca Mall on Triphammer Road, and at Cornell University for families that are eligible members of the Cornell community. Testing may also be scheduled at <https://cayugahealthsystem.org/>

d. Early Warning Signs

- i. The COVID-19 Coordinator is responsible for monitoring local health metrics to determine if cases may be increasing beyond acceptable levels per the NY State and Tompkins County Health Department. Such monitoring will be performed through those entities' websites on no less than a bi-weekly basis.

13. Containment

a. School Health Offices

- i. Students, teachers or staff will be monitored for symptoms of COVID-19 during the school day. Students will be monitored by teachers and staff for signs of illness and will be sent to be temperature checked if warranted. Teachers and staff will self-monitor and report to the office any emerging symptoms and request a temperature check as needed.

b. Isolation

- i. If anyone presents symptoms of COVID-19 during the school day, an isolation room will be utilized until they can leave the school building. Appropriate PPE will be provided to the staff member providing care for the individual in isolation.
- ii. PPE requirements for staff members caring for sick individuals must include both standard and transmission-based precautions. If our local area is affected by moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Appropriate PPE supplies will be kept on site to be used as needed.

¹³ See appendix [Return to School Following Confirmed Case](#)

c. Collection

- i. The isolation room has an exterior door from which parents may retrieve their child or from which a staff member may exit to transport themselves home. Parents will be instructed to contact their child's health care provider as soon as possible. Teachers and Staff will be instructed to contact a health care provider as well.

d. Infected Individuals¹⁴

- i. Persons who have tested positive for COVID-19 must complete quarantine, have recovered, and have no possibility of transmitting COVID-19 when returning to in-person learning. For such individuals, their treatment, quarantine requirements, and return to school will be coordinated with the local health department, medical personnel, and the COVID-19 Coordinator. If further testing is recommended by the health department, the person who previously tested positive must subsequently obtain a negative result to a COVID-19 test, and provide proof of such negative result to the school

e. Exposed Individuals

- i. Persons exposed to the COVID-19 virus must either have completed quarantine and not have developed symptoms and/or obtain a negative result to a COVID-19 test after such exposure, and provide proof of such negative result to the school, before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department, medical personnel, and the CLCS COVID-19 Coordinator.

f. Hygiene, Cleaning, and Disinfection

- i. If a school member is diagnosed with COVID-19, all contaminated areas will be closed off. Outside doors and windows will then be opened where practicable to increase air circulation in the area.
- ii. Contaminated areas will be closed off for 24 hours if possible, and then disinfected according to guidance set forth by the NY State Department of Health and the [U.S. Center for Disease Control](#) before reopening.
- iii. If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
- iv. If COVID-19 cases develop, the Coordinator will consider restricting access within school facilities and across school grounds, particularly in affected areas, to avoid full school closures. In such instances, the

¹⁴ See appendix [Confirmed Case](#)

Coordinator may choose to temporarily move classes from where an individual has tested positive for COVID-19 to a remote/virtual format until all contacts can be identified, notified, tested, and cleared.

- v. 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.

g. Contact Tracing

- i. Any individual exposed to COVID-19 will be notified by phone call and will be given quarantine and return instructions. We will support the local health department contact tracing protocols, training, and tools provided through the [New York State Contact Tracing Program](#). Confidentiality will be maintained as required by federal and state law and regulations.
- ii. Individuals who were exposed to COVID-19 by the infected person will quarantine based on current NY State Department of Health protocol. <https://tompkinscountyny.gov/health/factsheets/coronavirusfaq#quarantine>
https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf
- iii. This process will be conducted in coordination with the local health department.

h. Communication

- i. Protocols and safety measures taken by the school after a school member has a confirmed case of COVID-19 will be shared with all relevant parties, including parents/guardians, teachers, staff, students and the local community.
- ii. These communications will be made via phone and other means which may include texting, video conferencing, email, social media, and our website.

14. Closure

a. Closure Triggers

- i. School building closure will be determined in coordination with the local health department and school district.

b. Operational Activity

- i. If school building closure is required, students will be sent home with all needed materials and instructions to continue learning effectively from home through virtual instruction delivered through Google Classroom and other online platforms. If other suitable locations are available in which to conduct in-person instruction for all or prioritized portions of the student

body, staff will transport needed instructional supplies to the new location and students will bring their materials to the alternate site.

- ii. Operations that will decrease or cease due to closure include in-person classroom instruction, in-person staff meetings, regular office use and other high contact activities.
- iii. Operations that will continue remotely include, but are not limited to, synchronous and asynchronous instruction, regular staff meetings, required clerical work, curriculum and assessment meetings, and parent-teacher conferences.

c. Communication

- i. Communications with all stakeholders with regard to a closure will be conducted via phone and other means which may include texting, video conferencing, email, social media, and our website throughout the closure process.

15. Hygiene, Cleaning, and Disinfection¹⁵ (The following will be carried out with reference to https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf as well as any updates from the NY State Health Department or CDC cleaning guidelines for the COVID-19 health emergency.)

- a. General purpose spaces
 - i. Logs will be maintained with date, time, scope of cleaning and disinfection, and responsible party. Logs will be stored in the Administrative Assistant's office.
 - ii. Disposable disinfectant wipes will be available for commonly used areas.
 - iii. Water fountains will be closed and students will be required to bring filled water bottles from home. A refill station will be provided.
 - iv. Any spaces or items that are shared will be sanitized between cohorts.
 - v. Where practicable, doors within the building will remain open to allow for movement that requires a minimum of door handle use. Stair rails and door knobs will be disinfected periodically during the school day.
- b. Classrooms
 - i. Classrooms will be sanitized daily as well as cleaned before and after meals that are eaten in the classroom. Official cleaning logs will be stored in the Administrative Assistant's office.
- c. Restrooms
 - i. Restrooms will have touchless soap and paper towel dispensers as well as touchless trash receptacles.
 - ii. Barriers will be placed between sinks.

¹⁵ See appendix [Cleaning and Disinfecting](#)

- iii. Cohorts will be encouraged to use restrooms at scheduled times during the day to discourage congregation. Lines on the floor will mark social distancing when waiting for the restroom.
 - iv. Masks will be worn in the restroom.
 - v. Restroom use will be monitored to assure appropriate capacity and occupancy indicators will be used.
 - vi. Disinfection of high-touch surfaces (stall handles, flush knobs, etc.) will occur several times during the school day.
- d. Cafeteria
 - i. All meals will be eaten in the classroom, the gym, or preferably, outdoors with student cohorts.
- e. Library
 - i. Physical barriers will be created to increase safety during library time.
 - ii. All library books will be sanitized before being returned to the shelf.
- f. Playground
 - i. High touch metal and plastic surfaces will be sanitized between cohorts.
- g. Buses
 - i. Bus cleaning is the responsibility of each school district.
- h. Public Use
 - i. Our school is on private property and use of the facilities and grounds are limited to the school and church community at this time. In the event of any use of the building for non-school functions, this shared use will be clearly discussed with the church trustees and elders to establish a protocol that assures appropriate disinfecting of shared spaces will occur before students re-enter any areas of the building used by the church.
- i. Staff Lounge and Kitchen
 - i. The high-touch surfaces of the coffee machine, water cooler and refrigerators will be disinfected daily. Individuals will sanitize their hands and don masks before obtaining containers (i.e., cups, glassware, bowls), silverware, or food and beverages from cupboards, cooler or refrigerators. Soiled items will be sanitized in the dishwasher by an individual wearing disposable gloves and returned to the appropriate location by an individual who has washed/sanitized their hands and is wearing an acceptable face covering. Hand sanitizer will be available in the lounge and kitchen areas. Disposable place settings will be made available to individuals who choose to use them.
- j. Office Equipment and Furniture
 - i. High-touch surfaces on printers, copiers, phones and other electronic equipment will be frequently disinfected.
 - ii. Cupboard handles and filing cabinet pulls will, likewise, be disinfected on a frequent basis.
 - iii. If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, the

Coordinator will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

- k. PE, art, music, and other equipment
 - i. Sharing of equipment, instruments, and materials will be kept to a minimum.
 - ii. All equipment, instruments, and materials will be sanitized between cohorts.
 - l. Personal hygiene
 - i. All students, faculty and staff will be trained on proper hand washing and covering coughs and sneezes. Families will be provided with ways to reinforce this at home.
 - ii. Soap, running warm water, and disposable paper towels will be provided for hand washing.
 - iii. An alcohol-based hand sanitizer will be available in every classroom and in common areas, and will be used with adult supervision.
 - iv. Parents may request, in writing, that their child not use hand sanitizer. The school will allow students to wash hands instead.
 - v. Near hand sanitizer stations, signs will be posted reminding students that visibly soiled hands must be washed with soap and water.
 - vi. Trash receptacles are touch-free.
 - m. Teachers, staff, students, and visitors will be trained in appropriate hygiene practices. Signage and classroom instruction will be used to teach and reinforce recommended hygiene practices.
16. **Safety Drills**¹⁶ CLCS has a written protocol to conduct required school safety drills with modifications ensuring physical distancing between individuals while maintaining required observance of safe practices in situations involving fire, environmental dangers, physical threats by individuals, and other hazards.
- a. All Fire (evacuation) Drills and Lockdown Drills required by Education Law and the Fire Code Section 404 will be conducted without exception.
17. **Before and After School Care**¹⁷ will maintain the same safety and cleaning protocols followed during the school day. We do not have a Before School program, but students will be supervised upon arrival by an adult in their homerooms. Our very small After School Program is limited to the current student population and will follow additional protocols such as limited access to areas of the building and equipment in the building.
18. **COVID-19 Coordinator:** The COVID-19 Coordinator will be responsible for overseeing this plan, and has affirmed she has read, understood, and will adhere to the standards

¹⁶ See appendix [Safety Drill Protocol](#)

¹⁷ See appendix [After School Program](#)

set forth in the NYSDOH Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. Pamela Bateman, school principal, has been appointed COVID-19 Coordinator, and she has developed this plan in conjunction with members of the staff and school community committed to the safe reopening of CLCS.

Facilities

19. Changes or Additions

- a. Modifications made to classrooms¹⁸ and other changes such as the addition of a wash sink, will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) except as specified in 19 NYCRR 12221.2(d).
- b. Any required building permits will be obtained and required review by local municipalities and/or code enforcement officials will be performed.

20. **Standard Operations**¹⁹ In addition to required Fire (evacuation) Drills and Lockdown Drills, CLCS will continue to submit to all Fire Safety Inspections as required.

21. **Doors** Our building does not have doors with closures with automatic hold open functions that are automatically released by the fire alarm system. In the event of fire, as well as during drills, adults are trained to close doors as necessary.

Child Nutrition

22. **Health and Safety Guidelines** All applicable health and safety guidelines outlined in https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf²⁰ There will be proper handwashing, cleaning and disinfection before and after meals are eaten. Handwashing will be done by cohort in the restrooms, and lunch times will be staggered so that cohorts will not intermingle near the restrooms.

- a. Teachers and staff will model proper hand washing hygiene and posters and other reminders will be prominently displayed in restrooms.

¹⁸ See [Classrooms](#) above

¹⁹ See [Safety Drills](#) above

²⁰ See appendix [Cleaning and Disinfecting](#)

23. **Food Services** Our school does not participate with the School Food Authorities (SFA), nor does it have a cafeteria.
- Students will bring in their own snack and lunch as usual, and will not share their food.
24. **Physical Distance**
- Students will eat in their classroom, the gym, or outdoors, while maintaining appropriate physical distance.
 - Lunch will be outdoors as much as possible, and in classrooms or the gym in case of bad weather.
 - Students will remain physically distant (6 feet of separation) while consuming meals unless a barrier is present.
25. **Food Allergies**
- All adults supervising meals will be made aware of any allergies that exist within the student population. Students with allergies will be given a location that is no less than six feet from other students when eating, or at the minimal distance needed to be safe from the specific allergens present. To limit the chance of cross-contact, surfaces that other's food has touched will be washed before such students will be seated at the location.
26. **Hand and Surface Hygiene Before and After Meals**²¹
- Students will be required to wash their hands prior to eating.
 - Food sharing will be prohibited.
 - Eating surfaces, (i.e., desktops and tabletops), will be cleaned prior to and at the conclusion of meals²².
 - Students will be required to wash their hands at the conclusion of meals.

Transportation

27. **Buses**
- CLCS does not own or operate its own transportation. Transportation by bus is the responsibility of school districts. Families transporting their own children are responsible for the safety of their children until they arrive at school each morning, and upon leaving the building at dismissal.
 - All busing is provided by the students' local school districts. Students riding a bus will be expected to follow all protocols and regulations of the school district while boarding, riding on, and exiting from, the bus. Parents/guardians will receive district information and will be asked to reinforce rules at home before children board the bus. Issues that may arise will be brought to the parents'/guardians' attention and they will also be made aware of infractions that might preclude their children from participating in district bus transportation.

²¹ See appendix [Hand and Respiratory Hygiene](#)

²² See appendix [Cleaning and Disinfecting](#)

CLCS will also remind students, where appropriate, of rules before boarding the buses at the end of the day.

Social Emotional Well-Being

28. Building Self-esteem through Love, Acceptance and Appreciation

- a. At CLCS, each student is loved, accepted and appreciated because he/she has been created in the image of God and is infinitely valuable and unique. The school is committed to building the self-esteem of each student by affirming his/her significance and facilitating his/her success in learning. Each classroom is an interactive hub of learning within the school. The loving, secure environment enables the whole child to develop. Together, the physical, social, and spiritual aspects of the classroom create an academic setting which fosters healthy relationships, academic and spiritual growth and creativity. A “family” atmosphere is promoted within the classroom. Here, everyone belongs and has a sense of purpose. This unity with diversity cultivates a cooperative learning environment where different perspectives are encountered and new methods of problem-solving are inspired. (excerpts from CLCS Philosophy of Education pgs. 10-11)

29. Supporting Families

- a. We are fundamentally committed to supporting students and their families in our school community through a strong and compassionate network of support. There is much time and investment made in building trusting relationships with each student and family, so there is a context for working together effectively when needs arise. Over time, we have had much opportunity to come alongside students and families during times of crisis and difficulty.

30. Addressing Student Needs

- a. In recent years, we have seen a marked increase in mental health issues in our students, and have worked with families and staff to develop support systems and program modifications that have enabled students to find success and move forward academically and socially. We network with human service agencies in the community and support any professional interventions a student is receiving. Classmates have learned a high level of empathy and acceptance for peers who are struggling. Our staff has received training in trauma-responsive practices and has a basic familiarity with the negative impacts on learning and well-being that adverse childhood experiences (ACEs) may cause. Staff members seek to respond appropriately to student behaviors that may be linked to an individual’s

ACEs and provide guidance and strategies to students that encourage self-awareness and personal growth. We will provide further staff training this year.

31. Adjustment to Reopening

- a. As our students return to in-person school, we recognize that there will be a variety of responses and behaviors displayed, and we want to be sensitive to the readjustment process. We are planning activities such as daily journaling and group sharing times to enable students to process their emotions and experiences in an individual and group context. Our theme this year will incorporate the acronym REACH - Resilience, Endurance, Adventure, Courage and Hope. We will explore each of these qualities throughout the year and celebrate the triumphs that can emerge from our greatest struggles.

32. Close Interactions

- a. Within our very small student body, we are able to interact closely and personally with each student. Our goal is to be carefully attuned to the nuances of each child's social, emotional and mental health and respond proactively to any concerns noted. Throughout the year, we will collaborate as a staff, with parents and guardians, to regularly assess and provide support as needed. This will be particularly important to do on a regular basis in the event of another shutdown.

33. Restorative Discipline

- a. The goal of our discipline has always been to be restorative and address the heart and not just the behavior of a child. We work with our students to identify and address the root causes of negative behavior, to learn self-monitoring skills, to seek reconciliation and forgiveness when relationships have been damaged, and to see all of us as learners together in this life journey.

34. Culture of Commitment to One Another

- a. Our staff is deeply committed to one another and mutual support is part of our school culture. Our staff retreat each year is a time of personal sharing, prayer and mutual encouragement. We attempt to create a safe environment where personal vulnerability is socially accepted and each person is loved and respected. This year, our staff times together will be particularly vital as we reconnect and prepare for this most unusual and potentially stressful school year. We will be having difficult discussions as we respectfully process our personal experiences and views of such issues as COVID restrictions, race and equity, virtual teaching, financial uncertainty and fears of the future. As we talk, we will also pray and find comfort and strength in our shared faith and assurance that God is with us and will enable us to navigate the challenges of life together.

School Schedules

35. **Academic Calendar** Our 2020/21 Academic Calendar²³ shows that we will begin in-person school as of September 10, 2020. Annual events that require indoor venues have been postponed until the current health crisis is over. Number of instructional days, non instructional days, and length of marking periods are comparable to 2019/20 year figures.
36. **Extracurricular Activities** will be limited, and will only be held if appropriate physical distance can be maintained between participants, and all necessary safety precautions can be enacted. Activities will occur outdoors whenever possible.
37. **Adjustments** to the Schedule will be made according to our Continuity of Learning Plan²⁴ as necessary.

Attendance and Chronic Absenteeism

38. **Comprehensive Attendance Policy**²⁵ As required, CLCS maintains a Comprehensive Attendance Policy. Additional protocols have been added to this policy in order to provide for the possibility of distance-learning models.

Teaching and Learning

39. **Continuity of learning plan:**
 - a. If school building closure is required, students will be sent home with all needed materials and instructions to continue learning effectively from home through virtual instruction delivered through Google Classroom and other online platforms. If other suitable locations are available in which to conduct in-person instruction for all or prioritized portions of the student body, staff will transport needed instructional supplies to the new location and students will bring their materials to the alternate site.

²³ See appendix [Academic Calendar](#)

²⁴ See [Continuity of Learning Plan](#) below

²⁵ See appendix [Comprehensive Attendance Policy](#)

- b. Operations that will decrease or cease due to closure include in-person classroom instruction, in-person staff meetings, regular office use and other high contact activities.
- c. Operations that will continue remotely include, but are not limited to, synchronous and asynchronous instruction, regular staff meetings, required clerical work, curriculum and assessment meetings, and parent-teacher conferences.
 - i. Distance-learning will take place with no less than one Synchronously Scheduled Class per grade level per day of normal school attendance based on the CLCS 2020/2021 Academic Calendar.
 - ii. This Synchronously Scheduled Class will include attendance taking as described in the CLCS COVID Attendance Policy.
 - iii. Other teacher-directed classes and class work may or may not be scheduled synchronously. CLCS will take into account the number of students per household and use of the equipment and electronic data available.

40. CLCS is not a voluntarily registered nonpublic high school.

41. Regular and Substantive Interaction

- a. In a distance-learning environment, teachers will be available at specified times for students' individual questions and to provide assistance. Teachers will schedule these specified times so that they are not concurrent with students' scheduled work in other subjects.
- b. In addition to the mandatory Synchronously Scheduled Class, further academic assignments will be posted, completed and graded as during in-person school.
 - i. Attendance²⁶ will be monitored closely and any lack of attendance or chronically delayed, incomplete or unattempted coursework will be noted. Parents/guardians will be notified of such lack of attendance and/or performance. Teachers, administrators and parents/guardians will work together with students to find solutions to improve student performance and improve educational outcomes.

42. Equity in CLCS instructional decisions has been achieved by providing each student with personal access to required materials, including, but not limited to, electronic devices to attend Synchronously Scheduled Classes.

- i. Students requiring more support will have one-on-one opportunities, either in-person or remotely, to receive tutoring and other educational and organizational support services. Support will be provided by classroom and subject teachers, AIS staff, service providers and/or other members of the teaching and administrative teams. Need for additional support will be reevaluated on a regular basis, incorporating informal and formal assessments of student academic progress, observations and informal assessments of student social/emotional well-being, direct student and/or parental input, and any other relevant information. The staff will consult

²⁶ See appendix [Comprehensive Attendance Policy](#)

and collaborate to assess and then seek to provide the breadth and depth of support needed.

43. **Communication** All students and families will have access to teachers and staff through the Google Classroom, PickUp Patrol and the PraxiSchool system, as well as by phone, regular email, texting, and other methods. Regular communications from the school will also be made through these methods.

- i. Parents will be encouraged to honestly convey questions and struggles that might arise, and seek administrative support if part or all of the virtual instruction model is posing obstacles to students and/or parent(s) that are not overcome through direct communication with their child's teacher(s).

44. **Philosophy** We do not believe that a hybrid model is best suited to our student population and their families, given our interactions with families during the planning process for reopening and the preferences they expressed. In the event that a hybrid model is necessitated because of partial building closure due to contamination, or other unforeseen circumstances that might arise, we would:

- i. prioritize the students receiving in-person instruction
 1. first accommodate our early elementary population (grades K-2) and students with special needs
 2. then extend to those who are more challenged with remote learning because of connectivity issues or family circumstances,
 3. and finally invite additional students to alternate between in-person and virtual instruction.
- ii. Students would attend school for at least three consecutive days, to provide continuity of instruction and minimize comprehensive cleaning.
- iii. In a hybrid model, cohorts would necessarily be reconfigured to accommodate multi-age groupings, where applicable.
- iv. Our goal would be to return all students to in-person instruction at the earliest possible opportunity.
- v. During a hybrid model implementation, families could opt out and choose all virtual instruction for their child(ren) until such time as full in-person instruction was available.

45. **Mental Health, Behavioral and Emotional Support Services and Programs**

- a. Prior to school reopening, teachers and staff will attend professional development training in identifying and addressing physical, emotional and behavioral needs of students and staff.
- b. Special attention and instruction will be given to students to aid in the development of coping and resiliency skills.
- c. Resources and referrals to address mental health, behavioral, and emotional needs of students, faculty and staff when school reopens for in-person instruction will be made available to the school community. Tompkins County has a broad range of resources and human services available to our school community, and we will continue to network with other professionals, agencies, and organizations on a regular basis to help individuals and families receive the support they need.

School members will also be made aware of the NY State Office of Mental Health's Emotional Support Helpline (1-844-863-9314).

46. Boarding

- a. Our school does not board students.

47. Posting

- a. These plans shall be posted at the school and on the CLCS website for faculty, staff, students and parents/legal guardians to access. In addition, these plans will be made available electronically to any interested party.

APPENDIX

CLCS COVID-19 Protocol Health Screening and Questionnaire

1) Screening

- a) Daily health screenings will include temperature checks within 90 minutes prior to, or upon arrival, for all individuals.
 - i) Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the building and will be provided with and use PPE which includes, at a minimum, an acceptable face covering and may also include gloves, a gown and/or a face shield. Personnel performing screening activities will be trained by employer-identified individuals who are familiar with CDC, DOH and OSHA protocols (i.e., school nurse).
 - ii) Responses to all health screening activities that are performed remotely and no more than 90 minutes before arrival will be received and reviewed through the PickUp Patrol app, and either the Coordinator (Principal), her Administrative Assistant and/or the School Office Manager, as central points of contact, will attest to having reviewed this information. The school office, which includes these three persons, will be the location for individuals to inform the school if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.
 - iii) Health questionnaires (written or verbal) will be completed by all faculty and staff daily and periodically by families. The questionnaire follows this document and will be periodically updated based on latest CDC guidelines.

- b) If a student or adult has a temperature over 100°F, or presents symptoms of COVID-19, they will be referred to get diagnostic testing at a local health clinic or testing site, or their primary care doctor.
- c) CLCS is prohibited from keeping records of student, teacher, staff, and visitor health data (e.g., the specific temperature data of an individual), but is permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., cleared/not cleared). Such records will be maintained electronically in the PickUp Patrol app or other similar software program.
- d) Health questionnaires will determine whether an individual has:
 - i) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - ii) tested positive through a diagnostic test for COVID 19 in the past 14 days;
 - iii) experienced any [symptoms of COVID-19](#) including a temperature of greater than 100.0° F in the past 14 days and/or
 - iv) traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.
- e) It is noted that the manifestation of COVID 19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which will be taken into consideration during the screening/questionnaire process.
- f) CLCS will remind staff, teachers, parents/guardians that individuals may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever reducing medication was administered and the individual no longer has a fever.[DS1]
- g) All school members (i.e., students' families, teachers, staff) will be reminded that quarantine may be required after international travel or travel within [certain states](#) with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as [Executive Order 205](#).
- h) Individuals (or their parents/guardians) are to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- i) The Coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

2) Testing Protocols

- a) Students, teachers and staff will be referred for diagnostic testing, in consultation with the Tompkins County Health Department, when needed, due to symptoms, close contact of COVID-19 suspected or confirmed individuals, or recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the [New York State Travel Advisory](#). Results of testing must be obtained before such individuals will be allowed to return in-person to the school.

3) Testing Responsibility

- a) The Tompkins County Health Department has the most current information about referring, sourcing, and administering testing. The Health Department will be contacted if a testing referral has been made.
- b) The closest Tompkins County testing sites are located at The Shoppes at Ithaca Mall on Triphammer Road, and at Cornell University for families that are eligible members of the Cornell community. Testing may also be scheduled at <https://cayugahealthsystem.org/>



COVID-19 Screening Questionnaire

Covenant Love Community School is required to conduct daily temperature screenings for all students, faculty and staff, along with this daily screening questionnaire for faculty and staff and periodic use of this questionnaire for students.

➤➤ In the past 14 days have you experienced symptoms of COVID-19 which may include:

- 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

In the past 14 days have you traveled to a state or country with a significant degree of community-wide spread of COVID-19 as defined by the New York State Department of Health (<https://ny.gov/states>)? YES NO

In the past 14 days have you tested positive through a diagnostic test for COVID-19? YES NO

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

*Close contact is defined as “being within 6 feet of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19.” Proximate contact is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 feet from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.”

Pursuant to NY State Education guidelines, students, teachers and staff with a temperature, signs of illness, and/or a positive response to this questionnaire will be sent directly to the isolation area prior to being picked up or otherwise sent home. In addition, such individuals will be referred for diagnostic testing, in consultation with their personal physician and the Tompkins County Health Department, when needed, due to symptoms, close contact of COVID-19 suspected or confirmed individuals, or recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the [New York State Travel Advisory](#). Results of testing must be obtained before such individuals will be allowed to return in-person to the school. Testing may be scheduled at <https://cayugahealthsystem.org/>

CLCS is prohibited from keeping records of student, teacher, staff, and visitor health data (e.g., the specific temperature data of an individual), but is permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., cleared/not cleared).

CLCS COVID-19 Protocol Observing and Reporting Symptoms

All staff are required to watch for symptoms of COVID-19 in themselves and others.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If any of the above symptoms are observed in a student, staff member or visitor, including yourself, you must:

1. Notify the school office immediately
2. Send the affected individual to the school office for further assessment and possible isolation.

CLCS COVID-19 Protocol

Containment and Contact Tracing

Students, teachers or staff will be monitored for symptoms of COVID-19 during the school day. Students will be monitored by teachers and staff for signs of illness and will be sent to be temperature checked if warranted. Teachers and staff will self-monitor and report to the office any emerging symptoms and request a temperature check as needed. If symptoms warrant, the following containment protocols will be observed:

1) Isolation

- a) If anyone presents symptoms of COVID-19 during the school day, an isolation room will be utilized until they can leave the school building. Appropriate PPE will be provided to the staff member providing care for the individual in isolation.
- b) PPE requirements for staff members caring for sick individuals must include both standard and transmission-based precautions. If our local area is affected by moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Appropriate PPE supplies will be kept on site to be used as needed.

2) Collection

- a) The isolation room is the second floor mailroom. It has an exterior door from which parents may retrieve their child or from which a staff member may exit to transport themselves home. Parents will be instructed to contact their child's health care provider as soon as possible. Teachers and Staff will be instructed to contact a health care provider as well.

3) Infected Individuals

- a) Persons who have tested positive for COVID-19 must complete quarantine, have recovered, and have no possibility of transmitting COVID-19 when returning to in-person learning. For such individuals, their treatment, quarantine requirements, and return to school will be coordinated with the local health department, medical personnel, and the CLCS COVID-19 Coordinator. If further testing is required by the health department, the person who previously tested positive must subsequently obtain a negative result to a COVID-19 test, and provide proof of such negative result to the school

4) Exposed Individuals

- a) Persons exposed to the COVID-19 virus must either have completed quarantine and not have developed symptoms and/or obtain a negative result to a COVID-19 test after such exposure, and provide proof of such negative result to the school, before returning to in-person

learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department, medical personnel, and the CLCS COVID-19 Coordinator.

5) **Contact Tracing:**

The CLCS COVID-19 Coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff and visitors. If this occurs, the Coordinator has developed the following plan to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training and tools provided through the New York State Contact Tracing Program.

- a) Visitor logs will be maintained that include name, contact information (phone and/or email address), as well as time and date of entering and leaving the school.
- b) Such logs will be made available to the appropriate health department(s).
- c) Student attendance records as well as Teacher/Staff sign-in logs will also be made available to the appropriate health department(s) to aid in determining those who may have had contact with the COVID-19 positive individual.
- d) The COVID-19 positive individual will be provided with information about the NYS Contact Tracing program, including access to the [Contact Tracing Tool](#) as well as the caller ID and number for the program (“NYS Contact Tracing” (518-387-9993)).
- e) Confidentiality will be maintained as required by federal and state law and regulations.
- f) The CLCS COVID-19 Coordinator will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

CLCS COVID-19 Protocol

Providing Parent/Guardian Health and Safety Instructions

CLCS will work closely with student's parents/guardians to ensure that safety is maintained with regard to the current COVID-19 health crisis. The following communication protocols are based on guidelines found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

1) Communication Methods

- a) Communication with families prior to school starting will include the use of social media, video conferencing, school website, email, and the Praxischool online parent portal. A sample communication is attached.
- b) Protocols and safety measures, according to the current and ongoing CDC and NYSDOH guidelines, will be shared with all relevant parties, including parents/guardians, teachers, staff, students, visitors and the local community.
- c) These ongoing communications will be made via phone and other means which may include texting, video conferencing, email, social media, our website and signage.
- d) The CLCS Reopening Plan shall be posted at the school and on the CLCS website for faculty, staff, students and parents/legal guardians to access, as well the general public. In addition, these plans will be made available electronically to any interested party.

2) Information to be Communicated: Regular communication with families, staff, and other relevant parties will include:

- a) Updates about the status of COVID-19 in the school and community.
 - i) The CLCS COVID-19 Coordinator will regularly monitor local health department data from <https://tompkinscountyny.gov/health> and <https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>, and communicate to parents/guardians, teachers, staff and other school members if the infection rate in our area begins to approach 5% based on a 14 day average, and the Phase 4 status of our area is imperiled. (Per NY State guidelines, in order for schools to remain open, our region must be in phase four and the area's daily infection rate, on a 14 day average, must be below five percent.)

- b) Notification when there are COVID-19 cases in the school (when communicating about the health status of students, schools should take care to avoid disclosing personally identifiable information and should follow all applicable privacy requirements, including those of the Family Educational Rights and Privacy Act)
- c) Explanation of what parents, students, teachers, and staff can expect when returning to school in the fall of 2020, in particular, communicating about:
 - i) The importance of staying home when sick and [staying home to monitor symptoms if close contact occurred with a person who tested positive for COVID-19](#)
 - ii) Considerations for COVID-19 symptom screenings.
 - (1) How to report daily screenings performed by the parent/guardian before students enter the school. This reporting may be done electronically, for example, by using the PickUp Patrol application.
 - (2) Symptoms in children may include:
 - (a) Fever
 - (b) Cough
 - (c) Nasal congestion or runny nose
 - (d) Sore throat
 - (e) Shortness of breath
 - (f) Diarrhea
 - (g) Nausea or vomiting
 - (h) Fatigue
 - (i) Headache
 - (j) Muscle pain
 - (k) Poor appetite
 - iii) Types of physical distancing measures being implemented.

(1) **Physical Distancing:** Protocols and procedures will be in place to ensure proper physical distancing with 6 feet maintained in all directions or appropriate impermeable physical barriers between individuals, unless the core activity (ie. instruction) or safety measures involved require a shorter distance between individuals, or individuals are members of the same household. Signs and distance markers will be placed denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.

(a) Student's personal items will be kept at or near their classrooms to limit dispersal at arrival and departure, as well as to keep movement within the school to a minimum.

(b) Teachers will have designated locations to keep their personal belongings to provide a minimum of cross use (assigned coat hooks, boot trays, etc). Homeroom teachers' arrival times will necessarily be earlier than that of students and they will maintain proper physical separation and mask use when required before and after school. Staff breaks will be staggered to allow for physical distancing.

(c) Office staff will have designated spaces for their work which are not shared by others unless proper cleaning and disinfecting of the location is performed between users. Individual offices will be equipped with HEPA air purifiers and doors and windows will be kept open when practicable.

iv) When students, teachers, staff and/or visitors will be expected to wear cloth face coverings and whether cloth face coverings will be available from the school.

(1) **PPE and Face Coverings:** All individuals entering the building will be appropriately screened and will be required to wear an acceptable face covering, unless it is not medically or emotionally tolerated. If necessary, a mask will be provided by the school.

(a) Students will wear masks when appropriate physical distancing cannot be maintained. Masks will be required in the halls and restrooms, as well as at times when students from other cohorts may be in the same location. Mask breaks will be scheduled at times when social distancing is easy to maintain. Students may wear their own acceptable face coverings or the school will provide masks of appropriate size, if necessary. Parents will be asked to ensure that their students are equipped with and are wearing an acceptable face covering before entering the building. If none is available, one will be provided.

(b) Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians will take responsibility for maintaining their personal face coverings. [CDC guidance](#) on cloth face coverings and other types of PPE, as well as instructions on use and cleaning will be provided to all school members (families, teachers and staff) via electronic communications.

- (c) Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.
 - (d) Bus riders will follow the protocol set forth by the school districts that provide the bus service.
 - (e) Teachers and Office Staff will wear masks when appropriate physical distancing cannot be maintained. They may choose to wear their own acceptable face coverings or ones provided by the school. Masks should be donned before entering the building and there will be a supply of clean masks for adult use if necessary.
 - (f) Cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with [OSHA guidelines](#).
 - (g) Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.
- v) Everyday [healthy hygiene practices](#) that will be implemented upon reopening (e.g., students, teachers, staff staying home when sick, hand hygiene, cleaning frequently touched surfaces)
- (1) All students, faculty and staff will be trained on proper hand washing and covering coughs and sneezes. Families will be provided with ways to reinforce this at home.
 - (2) Soap, running warm water, and disposable paper towels will be provided for hand washing.
 - (3) An alcohol-based hand sanitizer will be available in every classroom and in common shared areas, and will be used with adult supervision.
 - (4) Parents may request, in writing, that their child not use hand sanitizer. The school will allow students to wash hands instead.
 - (5) Near hand sanitizer stations, signs will be posted reminding students that visibly soiled hands must be washed with soap and water.
 - (6) Trash receptacles are touch-free.

(7) Teachers, staff, students, and visitors will be trained in appropriate hygiene practices. Signage and classroom instruction will be used to teach and reinforce recommended hygiene practices.

vi) Actions being taken to prevent COVID-19 transmission in buses, school buildings and facilities

(1) If anyone presents symptoms of COVID-19 during the school day, an isolation room will be utilized until they can leave the school building. Appropriate PPE will be provided to the staff member providing care for the individual in isolation.

(2) The isolation room is the second floor mailroom. It has an exterior door from which parents may retrieve their child or from which a staff member may exit to transport themselves home. Parents will be instructed to contact their child's health care provider as soon as possible. Teachers and Staff will be instructed to contact a health care provider as well.

vii) [Actions that families and households can take to help prevent the spread](#) of COVID-19

viii) Actions families can take to [manage anxiety about COVID-19](https://www.cdc.gov/mentalhealth/tools-resources/index.htm), <https://www.cdc.gov/mentalhealth/tools-resources/index.htm>

ix) Decisions about operational status, potential use of virtual learning if COVID-19 cases are identified among students, teachers, or staff.

(1) Closure Triggers

(a) School building closure will be determined in coordination with the local health department and school district.

(2) Operational Activity

(a) If school building closure is required, students will be sent home with all needed materials and instructions to continue learning effectively from home through virtual instruction delivered through Google Classroom and other online platforms. If other suitable locations are available in which to conduct in-person instruction for all or prioritized portions of the student body, staff will transport needed instructional supplies to the new location and students will bring their materials to the alternate site.

(b) Operations that will decrease or cease due to closure include in-person classroom instruction, in-person staff meetings, regular office use and other high contact activities.

(c) Operations that will continue remotely include, but are not limited to, synchronous and asynchronous instruction, regular staff meetings, required clerical work, curriculum and assessment meetings, and parent-teacher conferences.

x) Guidance on [caring for someone who is sick](#) and for [parents, guardians, and caregivers who are sick](#).

(1) **Infected Individuals** Persons who have tested positive for COVID-19 must complete quarantine, have recovered, and have no possibility of transmitting COVID-19 when returning to in-person learning. For such individuals, their treatment, quarantine requirements, and return to school will be coordinated with the local health department, medical personnel, and the CLCS COVID-19 Coordinator. If further testing is required by the health department, the person who previously tested positive must subsequently obtain a negative result to a COVID-19 test, and provide proof of such negative result to the school

(2) **Exposed Individuals** Persons exposed to the COVID-19 virus must either have completed quarantine and not have developed symptoms and/or obtain a negative result to a COVID-19 test after such exposure, and provide proof of such negative result to the school, before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department, medical personnel, and the CLCS COVID-19 Coordinator.

xi) Guidance on how to [reduce stigma](#). Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things.



Reopening Plan Highlights 2020/2021

Covenant Love Community School will be open for in-person learning for grades K - 9 pursuant to NY State Department of Health and NY State Department of Education guidelines.

➤➤ Pre-Kindergarten program is suspended for the 2020/2021 school year. Ninth grade has been added and enrollment is open.

Students and staff will be required to complete a daily health screening before arriving at school and/or boarding a school bus. Parents will remain in their vehicles when dropping off students at a designated location. Students will report directly to their homeroom rather than gathering together. Different entrance doors will be maintained for older students and staff to limit clumping.

NY State requires that bus transportation be provided by local districts for families within 15 miles of CLCS. Students who ride the bus must adhere to their district's rules.

Masks will be required of everyone in shared areas in the building, including hallways and bathrooms, as well as other locations when appropriate physical distance cannot be maintained. Classrooms have been modified and/or moved to be able to increase physical distance.

Students' masks will be the responsibility of the family (acquiring, cleaning, etc.), however the school will have a supply available if necessary. Students are encouraged to bring more than one clean mask each day so that a spare is available if one becomes soiled.

High-touch surfaces will be disinfected periodically throughout the school day and before school resumes the next day. Rooms will be ventilated to the outside when practicable and provided with HEPA air purifiers for use at other times.

As many activities/classes as possible will be moved to our extensive grounds when practicable. Please send your children with appropriate outdoor clothing each day.

Lunches will be eaten at student desks when we are not able to eat outdoors.

Large assemblies and performances will not occur until the current health crisis is over.

Students will remain in their cohort as much as possible during the day.

Library materials will be available but will require special cleaning and proper handling upon return to the school.

Supplies such as markers, pencils, etc., will be for individual use only. Shared supplies for PE, Art, etc., will be disinfected between use by different cohorts.

CLCS COVID-19 Protocol

Hand and Respiratory Hygiene

Teachers, staff and students must be instructed in correct hand and respiratory hygiene. Such instruction for staff will take place prior to the first day of school. Families will be provided with information to share with students in the home before the first day of school <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>. Homeroom teachers will also instruct students on the first day of school and subsequently reinforce and monitor compliance of these protocols:

1) Keeping Hands Clean

a) How Germs Spread

i) Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- (1) Touch your eyes, nose, and mouth with unwashed hands
- (2) Prepare or eat food and drinks with unwashed hands
- (3) Touch a contaminated surface or objects
- (4) Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

b) Key Times to Wash Hands

i) You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- (1) Before, during, and after preparing food
- (2) Before eating food
- (3) Before and after caring for someone at home who is sick
- (4) Before and after treating a cut or wound
- (5) After using the toilet
- (6) After blowing your nose, coughing, or sneezing
- (7) After touching an animal, animal feed, or animal waste
- (8) After touching garbage

c) During the COVID-19 pandemic, you should also clean hands:

- i) After eating food
- ii) After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, stair railings, writing implements, or light switches, etc.
- iii) Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

d) Follow Five Steps to Wash Your Hands the Right Way

i) Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and school to hospitals.

ii) Follow these five steps every time.

- (1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- (2) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- (3) Scrub your hands for at least 20 seconds. Need a timer? Hum the “ABC's” song from beginning to end.
- (4) Rinse your hands well under clean, running water.
- (5) Dry your hands using a clean towel and use the towel to turn off the water.

e) Use Hand Sanitizer When You Can't Use Soap and Water

i) You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

ii) Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

iii) Sanitizers can quickly reduce the number of germs on hands in many situations.

However,

- (1) Sanitizers do not get rid of all types of germs.
- (2) Hand sanitizers are not as effective when hands are visibly dirty or greasy.
- (3) Hand sanitizers might not remove harmful chemicals from hands.

iv) How to use hand sanitizer

- (1) Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- (2) Rub your hands together.
- (3) Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds (hum the “ABC's” song from beginning to end).

v) Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

2) Respiratory Hygiene

a) Coughing and Sneezing: Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- i) Coughing, sneezing, or talking
- ii) Touching your face with unwashed hands after touching contaminated surfaces or objects
- iii) Touching surfaces or objects that may be frequently touched by other people

- b) To help stop the spread of germs:
- i) Cover your mouth and nose with a tissue when you cough or sneeze
 - ii) Throw used tissues in the trash
 - iii) If you don't have a tissue, cough or sneeze into your elbow, not your hands
- c) Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
- 3) Reinforcement
- a) All teachers and staff will role model these protocols by performing proper hand washing and respiratory hygiene
 - b) Students will have regular hand washing times, such as before and after snack and lunch.
 - c) Teachers and staff will correct students that forget to perform proper hand washing and respiratory hygiene, and closely monitor students that frequently forget.
 - d) Teachers and staff may implement reward systems to encourage proper hand washing and respiratory hygiene.
 - e) Posters and other reminders will be placed around the school, particularly in restrooms and other locations where students are not able to be closely monitored.
 - i) Samples of posters from the CDC and NYSDOH are below:



CLCS COVID-19 Protocol

Physical Distancing

According to the NY State COVID-19 Safety Guide for New York Businesses, the most effective ways to protect yourself and others against COVID-19 is to practice good hand hygiene, cover coughs and sneezes, observe social distancing guidelines, clean and disinfect high touch surfaces, and use a cloth face cover to cover the mouth and nose when around other people. In this document we will refer to "social distancing" as "physical distancing."

Physical Distancing: Proper physical distancing, with 6 feet maintained in all directions or appropriate impermeable physical barriers between individuals, will be maintained unless the core activity (ie. instruction) or safety measures involved require a shorter distance between individuals, or individuals are members of the same household.

1. Signs and distance markers will be placed denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.
2. Student's personal items will be kept at or near their classrooms to limit dispersal at arrival and departure, as well as to keep movement within the school to a minimum.
3. Teachers will have designated locations to keep their personal belongings to provide a minimum of cross use (assigned coat hooks, boot trays, etc).
4. Homeroom teachers' arrival times will necessarily be earlier than that of students and they will maintain proper physical separation and mask use when required before and after school. Staff breaks will be staggered to allow for physical distancing.
5. Office staff will have designated spaces for their work which are not shared by others unless proper cleaning and disinfecting of the location is performed between users. Individual offices will be equipped with HEPA air purifiers and doors and windows will be kept open when practicable.

CLCS COVID-19 Protocol

PPE and Face Coverings

According to the NY State COVID-19 Safety Guide for New York Businesses, the most effective ways to protect yourself and others against COVID-19 is to practice good hand hygiene, cover coughs and sneezes, observe social distancing guidelines, clean and disinfect high touch surfaces, and use a cloth face cover to cover the mouth and nose when around other people. All individuals entering the building will be required to wear an acceptable face covering, unless it is not medically or emotionally tolerated. If necessary, a mask will be provided by the school.

1) PPE or Personal Protective Equipment:

a) Face Coverings

i) Students will wear masks when appropriate physical distancing cannot be maintained. Masks will be required in the halls and restrooms, as well as at times when students from other cohorts may be in the same location. Mask breaks will be scheduled at times when social distancing is easy to maintain. Students may wear their own acceptable face coverings or the school will provide masks of appropriate size, if necessary. Parents will be asked to ensure that their students are equipped with and are wearing an acceptable face covering before entering the building. If none is available, one will be provided.

ii) Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians will take responsibility for maintaining their personal face coverings. [CDC guidance](#) on cloth face coverings and other types of PPE, as well as instructions on use and cleaning will be provided to all school members (families, teachers and staff) via electronic communications.

iii) Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.

iv) Bus riders will follow the protocol set forth by the school districts that provide the bus service.

v) Teachers and Office Staff will wear masks when appropriate physical distancing cannot be maintained. They may choose to wear their own acceptable face coverings or ones provided by the school. Masks should be donned before entering the building and there will be a supply of clean masks for adult use if necessary.

b) Other PPE

i) Cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to

the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with [OSHA guidelines](#).

ii) Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

CLCS COVID-19 Protocol

Accommodations for High Risk Individuals

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. More is learned about COVID-19 every day, and as more information becomes available, the U.S. Center for Disease Control (CDC) will continue to update their website about risk for severe illness. According to the U.S. CDC, those people at greater risk for experiencing severe symptoms from COVID-19 include older adults (65+) and anyone with an underlying health condition.

1) **Those with Higher Risk:**

a) **Older Adults**

- i) **Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.** Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.
- ii) **Risk for Severe Illness Increases with Age.** As you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

b) **Those with Other Health Conditions**

- i) People of any age with **certain underlying medical conditions** are at increased risk for severe illness from COVID-19. People of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- (1) [Cancer](#)
- (2) [Chronic kidney disease](#)
- (3) [COPD \(chronic obstructive pulmonary disease\)](#)
- (4) [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- (5) [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- (6) [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- (7) [Sickle cell disease](#)
- (8) [Type 2 diabetes mellitus](#)

- ii) COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. People with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- (1) [Asthma \(moderate-to-severe\)](#)
- (2) [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)

- (3) [Cystic fibrosis](#)
- (4) [Hypertension or high blood pressure](#)
- (5) [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- (6) [Neurologic conditions, such as dementia](#)
- (7) [Liver disease](#)
- (8) [Pregnancy](#)
- (9) [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- (10) [Smoking](#)
- (11) [Thalassemia \(a type of blood disorder\)](#)
- (12) [Type 1 diabetes mellitus](#)

2) Accommodations

- i) CLCS will create opportunities for individuals in vulnerable populations to meet one-on-one (remotely if necessary) to consult, explore options, and reach agreement on accommodations those individuals feel are necessary for them to attend in-person school.
- ii) If in-person accommodations cannot be arranged, CLCS will create opportunities for such individuals to consult, explore options, and reach agreement on accommodations those individuals feel are necessary for them to achieve educational and/or teaching goals at a remote setting.
- iii) If remote accommodations cannot be arranged
 - (1) staff will be permitted to take a leave of absence during this current health emergency.
 - (2) students' families may choose to rescind the enrollment of their student and seek another educational placement.

CLCS COVID-19 Protocol

Confirmed Case in the School and Return to School Following Confirmed Case

COVID-19 spread in our region of New York State is very low with less than 1% of those tested for the virus receiving a positive test result. We acknowledge, however, that this number may increase and that any individual may contact the disease at any time. Therefore, guided by common sense and the NY State Department of Health guidelines, we will implement the following protocols should an outbreak occur in our school.

a) Infected Individuals

i) Persons who have tested positive for COVID-19 must complete quarantine, have recovered, and have no possibility of transmitting COVID-19 when returning to in-person learning. For such individuals, their treatment, quarantine requirements, and return to school will be coordinated with the local health department, medical personnel, and the COVID-19 Coordinator. If further testing is recommended by the health department, the person who previously tested positive must subsequently obtain a negative result to a COVID-19 test, and provide proof of such negative result to the school

b) Exposed Individuals

i) Persons exposed to the COVID-19 virus must either have completed quarantine and not have developed symptoms and/or obtain a negative result to a COVID-19 test after such exposure, and provide proof of such negative result to the school, before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department, medical personnel, and the CLCS COVID-19 Coordinator.

c) Hygiene, Cleaning, and Disinfection

- i) If a school member is diagnosed with COVID-19, all contaminated areas will be closed off. Outside doors and windows will then be opened where practicable to increase air circulation in the area.
- ii) Contaminated areas will be closed off for 24 hours if possible, and then disinfected according to guidance set forth by the NY State Department of Health and the [U.S. Center for Disease Control](#) before reopening.
- iii) If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
- iv) If COVID-19 cases develop, the Coordinator will consider restricting access within school facilities and across school grounds, particularly in affected areas, to avoid full school closures. In such instances, the Coordinator may choose to temporarily move classes from where an individual has tested positive for COVID-19 to a remote/virtual format until all contacts can be identified, notified, tested, and cleared.

v) 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.

d) Contact Tracing

i) Any individual exposed to COVID-19 will be notified by phone call and will be given quarantine and return instructions. We will support the local health department contact tracing protocols, training, and tools provided through the [New York State Contact Tracing Program](#). Confidentiality will be maintained as required by federal and state law and regulations.

ii) Individuals who were exposed to COVID-19 by the infected person will quarantine based on current NY State Department of Health protocol.

<https://tompkinscountyny.gov/health/factsheets/coronavirusfaq#quarantine>

1.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid_19_publicprivateemployeeereturntowork_053120.pdf

iii) This process will be conducted in coordination with the local health department.

e) Communication

i) Protocols and safety measures taken by the school after a school member has a confirmed case of COVID-19 will be shared with all relevant parties, including parents/guardians, teachers, staff, students and the local community.

ii) These communications will be made via phone and other means which may include texting, video conferencing, email, social media, and our website.

f) **Return to School:** The CLCS COVID-19 Coordinator will consult with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol includes documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation. The Coordinator has referred to 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 seeking to return to work after 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.

2) Closure

a) Closure Triggers

i) School building closure will be determined in coordination with the local health department and school district.

b) Operational Activity

- i) If school building closure is required, students will be sent home with all needed materials and instructions to continue learning effectively from home through virtual instruction delivered through Google Classroom and other online platforms. If other suitable locations are available in which to conduct in-person instruction for all or prioritized portions of the student body, staff will transport needed instructional supplies to the new location and students will bring their materials to the alternate site.
- ii) Operations that will decrease or cease due to closure include in-person classroom instruction, in-person staff meetings, regular office use and other high contact activities.
- iii) Operations that will continue remotely include, but are not limited to, synchronous and asynchronous instruction, regular staff meetings, required clerical work, curriculum and assessment meetings, and parent-teacher conferences.

c) Communication

- i) Communications with all stakeholders with regard to a closure will be conducted via phone and other means which may include texting, video conferencing, email, social media, and our website throughout the closure process.

CLCS COVID-19 Protocol Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through physical distancing and prevention hygiene, such as frequently washing hands and wearing masks. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if the right products are used. The U.S. Environmental Protection Agency (EPA) has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

1) Hygiene, Cleaning, and Disinfection (The following will be carried out with reference to https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf as well as any updates from the NY State Department of Health (NYDOH) or U.S. Center for Disease Control (CDC) cleaning guidelines for the COVID-19 health emergency.)

a) General purpose spaces

- i) Logs will be maintained with date, time, scope of cleaning and disinfection, and responsible party. Logs will be stored in the Administrative Assistant's office.
- ii) Disposable disinfectant wipes will be available for commonly used areas.
- iii) Water fountains will be closed and students will be required to bring filled water bottles from home. A refill station will be provided.
- iv) Any spaces or items that are shared will be sanitized between cohorts.
- v) Where practicable, doors within the building will remain open to allow for movement that requires a minimum of door handle use. Stair rails and door knobs will be disinfected periodically during the school day.

b) Classrooms

- i) Classrooms will be sanitized daily as well as cleaned before and after meals that are eaten in the classroom. Official cleaning logs will be stored in the Administrative Assistant's office.

c) Restrooms

- i) Restrooms will have touchless soap and paper towel dispensers as well as touchless trash receptacles.
- ii) Barriers will be placed between sinks.
- iii) Cohorts will be encouraged to use restrooms at scheduled times during the day to discourage congregation. Lines on the floor will mark social distancing when waiting for the restroom.
- iv) Masks will be worn in the restroom.
- v) Restroom use will be monitored to assure appropriate capacity and occupancy indicators will be used.
- vi) Disinfection of high-touch surfaces (stall handles, flush knobs, etc.) will occur several times during the school day.

- d) Cafeteria
 - i) All meals will be eaten in the classroom, the gym, or preferably, outdoors with student cohorts. Table and desk tops will be cleaned before and after meals using appropriate cleaning protocols.
- e) Library
 - i) Physical barriers will be created to increase safety during library time.
 - ii) All library books will be sanitized before being returned to the shelf.
- f) Playground
 - i) High touch metal and plastic surfaces will be sanitized between cohorts.
- g) Buses
 - i) Bus cleaning is the responsibility of each school district.
- h) Public Use
 - i) Our school is on private property and use of the facilities and grounds are limited to the school and church community at this time. In the event of any use of the building for non-school functions, this shared use will be clearly discussed with the church trustees and elders to establish a protocol that assures appropriate disinfecting of shared spaces will occur before students re-enter any areas of the building used by the church.
- i) Staff Lounge and Kitchen
 - i) The high-touch surfaces of the coffee machine, water cooler and refrigerators will be disinfected daily. Individuals will sanitize their hands and don masks before obtaining containers (i.e., cups, glassware, bowls), silverware, or food and beverages from cupboards, cooler or refrigerators. Soiled items will be sanitized in the dishwasher by an individual wearing disposable gloves and returned to the appropriate location by an individual who has washed/sanitized their hands and is wearing an acceptable face covering. Hand sanitizer will be available in the lounge and kitchen areas. Disposable place settings will be made available to individuals who choose to use them.
- j) Office Equipment and Furniture
 - i) High-touch surfaces on printers, copiers, phones and other electronic equipment will be frequently disinfected.
 - ii) Cupboard handles and filing cabinet pulls will, likewise, be disinfected on a frequent basis.
 - iii) If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, the Coordinator will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
- k) PE, art, music, and other equipment
 - i) Sharing of equipment, instruments, and materials will be kept to a minimum.
 - ii) All equipment, instruments, and materials will be sanitized between cohorts.
- l) Personal hygiene
 - i) All students, faculty and staff will be trained on proper hand washing and covering coughs and sneezes. Families will be provided with ways to reinforce this at home.
 - ii) Soap, running warm water, and disposable paper towels will be provided for hand washing.

- iii) An alcohol-based hand sanitizer will be available in every classroom and in common shared areas, and will be used with adult supervision.
- iv) Parents may request, in writing, that their child not use hand sanitizer. The school will allow students to wash hands instead.
- v) Near hand sanitizer stations, signs will be posted reminding students that visibly soiled hands must be washed with soap and water.
- vi) Trash receptacles are touch-free.
- m) Teachers, staff, students, and visitors will be trained in appropriate hygiene practices. Signage and classroom instruction will be used to teach and reinforce recommended hygiene practices.

COVID-19 How to Clean and Disinfect

Regular cleaning of CLCS facilities can mitigate the spread of germs including the virus that causes COVID-19.

Hard Surfaces

- 1) Wear disposable gloves to clean and disinfect.
- 2) Clean surfaces using soap and water, then use disinfectant.
 - a) Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- 3) Practice routine cleaning of frequently touched surfaces.
 - a) More frequent cleaning and disinfection may be required based on level of use.
 - b) Surfaces and objects in public areas, such as water coolers, coffee makers, and shared writing implements should be cleaned and disinfected before each use.
- 4) High touch surfaces include:
 - a) Tables, railings, doorknobs, light switches, countertops, handles, desks, phones, keyboards, staplers, toilets, faucets, sinks, office machinery, etc.
- 5) Recommend use of EPA-registered household disinfectant.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- a) Keeping the surface wet for a period of time (see product label).
- b) Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- 6) Always read and follow the directions on the label to ensure safe and effective use.
 - a) Wear skin protection and consider eye protection for potential splash hazards
 - b) Ensure adequate ventilation
 - c) Use no more than the amount recommended on the label
 - d) Use water at room temperature for dilution (unless stated otherwise on the label)
 - e) Avoid mixing chemical products
 - f) Label diluted cleaning solutions
 - g) Store and use chemicals out of the reach of children and pets

h) You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

7) Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about reducing asthma triggers.

8) Diluted household bleach solutions may also be used if appropriate for the surface.

a) Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

b) Unexpired household bleach will be effective against coronaviruses when properly diluted.

i) Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for at least 1 minute.

(a) To make a bleach solution, mix 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water

OR

4 teaspoons bleach per quart of room temperature water

(b) Bleach solutions will be effective for disinfection up to 24 hours.

9) Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

1. For soft surfaces such as carpeted floor, rugs, and drapes

a. Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

b. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

c. Disinfect with an EPA-registered household disinfectant. These disinfectants <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> meet EPA's criteria for use against COVID-19.

d. Vacuum as usual.

e. Per <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/disinfection-guidance-for-businesses-covid19.pdf> "For other soft items (for example, drapes, upholstered sofas and rugs), follow the manufacturer's instructions or use a cleaning product specifically for that item. For example, use a steam cleaner or apply a disinfectant product that is appropriate for fabrics, according to NYS's list of disinfectants." Upholstered furniture will be steam cleaned and an approved disinfectant spray applied on a regular basis.

Electronics

1. For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
2. Consider putting a wipeable cover on electronics.
3. Follow manufacturer's instruction for cleaning and disinfecting.
 - a. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

1. For clothing, towels, linens and other items
 - a) Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
2. Wear disposable gloves when handling dirty laundry from a person who is sick.
3. Dirty laundry from a person who is sick can be washed with other people's items.
4. Do not shake dirty laundry.
5. Clean and disinfect clothes hampers according to guidance above for surfaces.
6. Remove gloves, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

1. Close off areas used by the person who is sick.
 - a. The school does not necessarily need to close operations, if we can close off affected areas.
 2. Open outside doors and windows to increase air circulation in the area.
 3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
 5. Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
 - a. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - b. Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2external icon. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - c. Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - d. Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - e. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

6. Once an area has been appropriately disinfected, it can be opened for use.
 - a. Workers without close contact with the person who is sick can return to work immediately after disinfection.
7. If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - a. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

1. Outdoor areas, like our playground, generally require normal routine cleaning, but do not require disinfection.
 - a. Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - b. High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
 - c. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
2. Sidewalks and roads should not be disinfected.
 - a. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

1. Regular cleaning staff can clean and disinfect community spaces.
 - a. All the cleaning staff must be trained on appropriate use of cleaning and disinfection chemicals.
2. Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - a. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - b. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
3. Wash your hands often with soap and water for 20 seconds.
 - a. Always wash immediately after removing gloves and after contact with a person who is sick.
 - b. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
4. Always read and follow the directions on the label to ensure safe and effective use.
5. Keep hand sanitizers away from fire or flame
6. For children under six years of age, hand sanitizer should be used with adult supervision
7. Always store hand sanitizer out of reach of children and pets
8. See FDA's Tips for Safe Sanitizer Use [external icon](#) and CDC's Hand Sanitizer Use

Considerations

9. Additional key times to wash hands include:
 - a. After blowing one's nose, coughing, or sneezing.

- b. After using the restroom.
- c. Before AND after eating or preparing food.
- d. After contact with animals or pets.
- e. Before and after providing routine care for another person who needs assistance (e.g., a child).

A copy of the attached poster will be displayed in the school cleaning closet.

CLCS COVID-19 Protocol Safety Drill Protocol

Fire Drills during the COVID-19 Health Crisis

There must be twelve drills during the course of the school year. Our goal is to hold eight of these drills before December 1st. Teachers will be warned prior to the first drill of the year. At least one drill will be held at a “chaotic” time during the school day.

When the fire alarm (buzzer) sounds, the following procedure will be followed:

- a) Children line up quietly and exit from the nearest designated safe exit. Students will stay with their cohort and wear acceptable face coverings.
- b) The teacher or other adult in charge must turn out the light, and close the classroom door after the room has been evacuated, if it is safe to do so.
- c) Students should proceed to the designated line-up area outside quickly and quietly. Students should be escorted on paths wherever it is possible to safely do so. Students should remain in their line silently and physically distant from other cohorts and each other as much as practicable.
- d) The designated staff member will receive a head count from each teacher/adult in charge. All students must be accounted for before the “all clear” signal is given.
- e) The staff member nearest the front door when the alarm sounds will check the bathrooms for student occupancy and escort any students in the bathroom out of the building in a physically distant manner. This staff member will also be responsible for bringing the supply of CLCS acceptable face coverings for those students and staff that were unable to obtain theirs before leaving the building.
- f) Staff members should bring their cell phones and keys with them as they exit the building, if they can safely do so.

Emergency Evacuations during the COVID-19 Health Crisis

1. All building occupants will follow the evacuation procedure indicated in the fire drill policy.
2. Students and staff that do not have their acceptable face coverings will be given one from the CLCS supply at this time.
3. If a prolonged time outside the building is anticipated, the administrator (or other designated decision-maker) will determine whether or not it is appropriate for the children to remain out of doors.

4. If adverse weather conditions exist and/or if it is unsafe for the children to remain in the proximity of the school, students will be brought as quickly as possible to the Cleek home (large log home) adjacent to the school property. Students will remain in their cohorts and be placed in separate rooms of the Cleek home while wearing acceptable face coverings.
5. The safety and welfare of the students will be the foremost consideration when determining where they will locate. If students cannot return to the school building in a reasonable amount of time, parents/guardians will be contacted to pick up their children before the end of the school day.
6. The staff member nearest the school office at the time of evacuation should pick up the binder of student emergency sheets if it is safe to do so. In this way, emergency contact phone numbers will be available on hard copy.

Emergency Shelter in Place Procedure during the COVID-19 Health Crisis

In the event of an emergency situation while students are outdoors, the following procedure will be implemented:

- The first staff member aware of the threat will determine whether students should go into the school building or seek shelter in the Cleek log cabin.
 - If students should enter the school, four long blasts will be given on the emergency whistle. Children will don their acceptable face coverings and will then be encouraged to walk quickly and quietly into the building: 5th-8th grade into the basement door and younger students into the combination door. If possible, an adult outside will call the office to alert staff of the situation. Students will remain with their cohorts and be directed to be seated in their classrooms as appropriate.
 - If students should travel to the Cleek home, an SOS signal will be given on the emergency whistle. Children will don their acceptable face coverings and then be encouraged to walk quickly and quietly onto the Cleek's side porch where they will enter the living room and be directed to other areas of the home as needed. Students will remain with their cohort while within the home. An adult will call the office to alert staff of the situation as soon as possible.
- For either scenario, students will remain in place until further instructions are given or there is official confirmation that normal activities can be resumed. If lock-down procedures are deemed appropriate, they will begin at this time (see *Lock-Down Procedure*).
- Parents/Guardians will be informed once normal activities are resumed or, if further action from parents is deemed necessary. Parents should not arrive during an emergency situation because the safety of the students and staff could be jeopardized.

Lock-Down Procedure during the COVID-19 Health Crisis

In the event of an emergency situation while students are indoors, the following procedure will be implemented:

- The first staff member aware of the threat will begin the Lock-Down Procedure.
 - Notice of a Lock-Down will be made over the loudspeaker system if appropriate and a staff member is able to do so.
- Classroom teachers will immediately close and lock doors and windows, pull down blinds and turn off lights in the classroom.
- Students will gather in a part of the room farthest from windows and doors with their acceptable face coverings and remain as silent and still as possible.
- Staff members will cover and lock as many means of egress as practicable and then remain in place staying as far from doors and windows as possible.
- Students, teachers and staff will remain in their safe location until given the all clear by a staff member, fire department member or law enforcement officer who will unlock their classroom/office door.
- Families will be notified as soon as practicable that an incident occurred and where and when to retrieve their child(ren).

CLCS COVID-19 Protocol

After School Program during the COVID-19 Health Crisis

After school care is vitally important to many of the families that send their children to our school. This program will continue during the COVID-19 health emergency.

Our After School Program will consist only of students who are enrolled at CLCS. No non-enrolled siblings or children of teachers or staff will participate in the After School Program.

Our After School Program is very small (typically three to ten children) and will be its own cohort.

These children and the After School Program Coordinator will follow all the same hygiene and safety protocols as during the school day. These include, but are not limited to,

- maintaining physical distance and wearing masks when physical distance is not possible
- hand washing before and after snacks and after use of the restroom

The ability of students in the After School Program to move throughout the building will be restricted to the kitchen, gymnasium, and lounge area.

Separate age-appropriate games, sports equipment and other items will be maintained for the After School Program and/or these items will be disinfected before the start of the next school day.

Parents/guardians will not enter the school building to pick up their child(ren), but will call and retrieve the students at the main entrance. If more than one parent/guardian arrives at the same time, they will be instructed to maintain physical distance while waiting in the portico area. Alternatively, parents/guardians may wait in their vehicle at the end of the sidewalk and the After School Program Coordinator will supervise the student(s) as they exit the school and board the vehicle.

CLCS 2020/2021 Academic Calendar



2020/2021 Academic Calendar

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September
4 Family Orientation in evening ???

September
10 First Day of School for Full-Time Students (full day)
16 First Day of Hybrid Homeschool
24 School-wide Parent Mtg. in evening (HH incl.) ???

October
9 Professional Development Day—No School
12 Columbus Day—No School
27 Parent Conferences—11:30 dismissal (Full-Time)

November
6 Teacher Work Day—No School (end of quarter)
11 Veterans Day—No School
12 Hybrid-Homeschool Day (usual Wednesday Sched.)
24 Thanksgiving Activities with Hybrid-Homeschool—FULL Day of School
25 – 27 Thanksgiving Break—No School

December
2 Christmas Tree Lighting Celebration with HH at 8:45
23 Begin Christmas Vacation—11:30 dismissal
24-31 Christmas Vacation—No School

January
1 New Year's Day—No School
15 Teacher Work Day—No School (end of quarter)
18 Martin Luther King, Jr. Day—No School

February
15 – 19 Mid-winter Break—No School

March
2 Parent Conferences—11:30 dismissal (Full-Time)
16 Stewardship Day (Full-Time)
18 Open House in evening* ???
19 Professional Development Day - No School
26 End of Quarter

April
2 Good Friday - No School
5-9 Easter Break—No School

May
7-8 Serve-a-thon (HH invited)
21 BioBlitz (HH invited)
28 Track Day—Early dismissal (HH invited)
31 Memorial Day—No School

June
1-4 Final's Week
9 Last Day of School (with HH)
— 11:30 dismissal (end of quarter)
10 Graduation Prayer ???
11 Graduation Ceremony ???

DRAFT

Key:
 Half Day No School
 Special Event Testing

*all families invited to evening events

Updated 7/16/2020

CLCS COVID-19 Protocol

Comprehensive Attendance Policy during the COVID-19 Health Crisis

A. Objectives - The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from Covenant Love Community School;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards, including on-line attendance as may be required;
3. to promote positive habits and responsibilities among students;
4. to track student location for safety reasons and to account to parents/guardians regarding the location of children during school hours.

B. School Day Details -

1. Academic School Day: 8:30 am - 2:45 pm
2. School Office: 7:45 - 3:00
3. Morning Arrival Times: Buses arrive between 7:45 am and 8:20 am. A parent/guardian driving his or her children to school shall plan to arrive during the same time frame. Immediately upon arrival, the students will be given a temperature check, be marked in an attendance log, and sent to their homeroom where they will be supervised by teachers until the start of school at 8:30 am.
4. Afternoon Departure Routine: Buses arrive between 2:30 pm and 3:00 pm. A parent/guardian who is picking up his or her children shall plan to arrive between 2:45 and 3:00pm. Each pupil's normal departure routine (i.e. bus to home, bus to childcare, parent pick up, car pool, etc.) will be established by the parent/guardian at the beginning of each school year. If the normal routine will not be followed on any given occasion, the parent/guardian will alert the school office of the modified plans by written note, email or phone communication, or by using the PickUp Patrol app.
5. Daily *Dismissal List*: The Dismissal Monitor will announce the arrival of buses on the intercom, and will check off each student from the *Dismissal List* as they leave on their respective buses. The Dismissal Monitor will also ensure that students are maintaining appropriate physical distance and using approved face coverings during dismissal time. A parent/guardian will sign out the student on the PickUp Patrol app before leaving with him or her. Parents/guardians will remain outside the school, in an appropriately physically distanced manner

during pick-up time. Any student remaining after 3:00pm will become part of the After School Program.

6. Late Arrival/Early Departure: The parent/guardian will sign the student in or out using the PickUp Patrol app whenever the student is entering or leaving the building at times other than the official beginning and ending of the academic school day.

C. Attendance Reporting -

1. The Attendance Officer will record daily student attendance electronically in PraxiSchool using the appropriate notations as defined by the system. Homeroom teachers will note daily student attendance in their Attendance Binder. Once each quarter, the electronic and paper attendance records will be reconciled.

a. Should distance-learning be required, there will be one Synchronously Scheduled Class per grade level each day. This class may be taught by different teachers on different days. The teacher in charge of that day's Synchronously Scheduled Class (Recording Teacher) will maintain electronic records of which students attended the class. Such electronic records will be shared with the Attendance Officer who will also record daily student attendance electronically in PraxiSchool using the appropriate notations as defined by the system.

2. The Administrative Aide on duty will create a *Daily Attendance Report* that includes a listing of all student and faculty absences, student tardies, and any special dismissal instructions, including planned early departures. A copy of this report will be placed in the Principal's mailbox and posted on the school bulletin board.

a. A similar report will be produced based on remote participation if such distance-learning becomes necessary. Such report will be transmitted electronically to the Principal's inbox and a copy will be made for the Attendance Binder. Once each quarter, the electronic and paper attendance records will be reconciled.

3. The Administrative Aide will contact the parent/guardian of all students who are absent to confirm their status. This contact will also take place when a student does not attend a Synchronously Scheduled Class, should distance learning be required.

4. A Subject Teacher will confirm that any student not present in his or her class is noted on the *Daily Attendance Report*. If the non-present student is not

listed as absent, it will be reported to the office. The whereabouts of the student will be determined.

a. In the event of distance-learning, any teachers who are not responsible for the Daily Synchronous Class (Subject Teacher) will note if a student is not present to any online instruction time that they are holding and will check with the Attendance Officer and/or the PraxiSchool system to determine whether or not that student attended their daily Synchronously Scheduled Class. If the student was present at the Synchronously Scheduled Class, the subject teacher will report to the Attendance Officer that the student did not attend his/her additional online instruction time. The Attendance Officer will then note that the student was not present for part of that day's schoolwork.

5. The Administrative Aide will note any absences or special dismissal instructions on the daily *Dismissal Sign-Out Sheet*.

6. A Part-time student will be signed in and out by a parent or accompanying adult on the PickUp Patrol app upon arrival and departure.

D. Excused and Unexcused Absences - When a student is absent, a parent/guardian will submit a note explaining the absence to the school upon the student's return. The office will retain the notes and make the appropriate notations electronically in PraxiSchool. An absence must be recorded as excused or unexcused, according to the following definitions:

1. Excused Absences – illness or medical emergency (of student or of a family member for whom the student must take over responsibilities or care for); medical or dental appointment; legal matters, including court appearance; a death in the family; impassable roads from home to school; an emergency closing in the student's district when CLCS is in session; school approved music lesson, competition, or performance; religious observance; athletic team travel; other absences approved at the discretion of the principal and/or administrator.

a. In the event that distance-learning is necessary, the disruption of internet service to the student's location will also be considered an excused absence.

2. Unexcused Absences - any absence, tardiness, or early departure for which the pupil has no valid school approved excuse; shopping trips, oversleeping, skipping classes; accompanying a parent/guardian to work; electing to stay home; any absence without a parent/guardian note; family vacations (except as noted in D.3).

3. Family Vacations - The school strongly recommends that family vacations be planned around scheduled school breaks. Family vacation days taken when school is in session are unexcused unless the following criteria are met:

- a. The family trip is educational in nature.
- b. The parent/guardian obtains approval of the absence from the school administrator and/or principal at least two weeks prior to the trip. The parent/guardian will be made aware of the locations that are on the New York State Travel Advisory at the time of their planned trip.
- c. An educational itinerary is submitted at the time of the request. Confirmation that this itinerary was adhered to must be made by the parent/guardian upon return from the trip.
- d. Arrangements are made for school work to be made up, as determined by the classroom and/or subject teachers.
- e. If the family has traveled to a location that is on New York State's Travel Advisory, the student will quarantine at home for the required amount of time and only return to the school in-person if there are no symptoms of COVID-19 in him/herself or his/her family. Any COVID-19 diagnosis or symptoms will require testing and quarantine/isolation as described by the New York State Department of Health.

E. **Frequent Absences** - Students who are absent in excess of 20 days may be required to repeat the grade or a particular course. A properly excused absence, for which the pupil has performed any assigned make up work, shall not be counted as an absence for the purpose of determining the pupil's eligibility for course credit. Demonstration of proficiency is required.

F. **Tardiness** - A student entering the building after 8:30 am is considered tardy. Lateness due to any of the listed excused absences (D.1) is considered an excused tardy. We believe starting the day by arriving late is detrimental because it is poor training, it distracts the rest of the class, and causes the student to miss a vital part of the school day.

- a. Should distance-learning be required, students will be considered tardy if they are more than two minutes late to the start of a Synchronously Scheduled Class, with the same list of excused tardies as noted above.

G. **Coding System** - The following coding system shall be used in the PraxiSchool system, along with an explanation for a pupil's missing all or part of the scheduled instruction:

P = present

E = event

ER = early release (partial day; i.e. Dr. Appointment)

Ax = excused absences (weather, Music lessons, see D.1)

Au = unexcused absences

Tx = excused tardy

Tu = unexcused tardy

S = suspension

H. Review of Attendance Records -

1. The Principal and/or Administrator shall be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure. This action includes but is not limited to parent/guardian conferences, and in-school disciplinary action.

2. The Administrative Team shall annually review the attendance records, and if such records show a decline in pupil attendance, the team shall revise the comprehensive pupil attendance policy and make any revisions to the plan deemed necessary to improve pupil attendance.

I. Strategies and Incentives - In order to encourage student attendance, the following strategies and incentives shall apply:

1. **Class Participation Assessment:** Individual class grades are positively affected by class attendance and participation.

2. **Notice of Absences:**

a. When a pupil is not present for the first period of scheduled instruction or any class period throughout the school day, the school will contact the pupil's parent/guardian to confirm the nature of the absence.

b. The Attendance Officer and/or Teachers will periodically notify parents/guardians of specific dates of unexcused absence or tardiness. This information is also available to parents/guardians through the Parent Portal of PraxiSchool.

c. At the end of each marking period the pupil's parent/guardian shall be notified via the student report card of each unexcused absence or tardiness.

3. Disciplinary Procedures - For every three unexcused absences, tardies, early departures, or any combination thereof within one marking period, the student may receive a silent lunch (restricted lunchtime recess), or other disciplinary action deemed appropriate.

4. Incentives - Teachers shall work with the Principal and/or Administrator to create and implement incentive programs for excellent attendance, including but not limited to Perfect Attendance Awards.

5. Intervention Strategy Development - The faculty and administration of the school shall work with parents/guardians of students with chronic attendance problems to discover the underlying cause(s) and implement a workable plan for attendance.

Additional Information and Definitions

1. **COVID-19 Coordinator:** The COVID-19 Coordinator will be responsible for overseeing this plan, and has affirmed she has read, understood, and will adhere to the standards set forth in the NYSDOH Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. Pamela Bateman, school principal, has been appointed COVID-19 Coordinator, and she has developed this plan in conjunction with members of the staff and school community committed to the safe reopening of CLCS.
2. **Face Coverings:** The Coordinator will ensure that all individuals - students, staff and guests - will wear appropriate face coverings and utilize any other personal protective equipment (PPE) required by NYSDOH guidelines. Acceptable face coverings include,

but are not limited to, a cloth-based face covering (ie. hand-sewn or purchased fabric mask, bandana) or a surgical mask that covers both the nose and mouth.

3. **Physical Distancing:** We will use the term physical distancing in this document to refer to social distancing of six feet or more in all directions between individuals. We will encourage safe social interactions within the guidelines for required physical distancing. A face covering will be required whenever appropriate physical distancing or approved barriers are not possible, unless an individual cannot tolerate a face covering for medical or mental health reasons.
4. **Spaces:** To reduce density, the Coordinator has set in place plans and procedures to use alternative indoor spaces to be repurposed for instruction or other required purposes in support of in-person instruction, as well as outdoor space(s) where health and safety conditions allow for such potential usage. In addition, the Coordinator is considering and assessing additional facilities within the community should the need for alternative spaces arise.
5. **In-Person Instruction:** The Coordinator has prioritized efforts to return all students to in-person instruction at this time. In addition, plans and procedures have been developed to include remote/distance learning as necessary through the 2020-2021 school year. In the event that students must return to in-person learning in phases, students will be prioritized based on educational or other needs.
6. **Cohorts:** The Coordinator has made plans to "cohort" students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts are self-contained, pre-assigned groups of students with reasonable size limits. Our cohorts will be developed based on age group and enrollment levels, but are expected to be between five and ten students. Intermingling between cohorts will be prevented to the extent possible and reasonable efforts will be made to ensure that cohorts contain the same students for the duration of the COVID-19 public health emergency. Faculty will instruct more than one cohort while maintaining appropriate physical distancing.
7. **Screening:** The Coordinator will implement mandatory health screenings, including temperature checks and symptom questionnaires, for students, faculty, staff, and visitors to identify any individuals who present symptoms of COVID-19 or who may have been exposed to the COVID-19 virus. All individuals will have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility or sent directly to an isolation area prior to being picked up or otherwise sent home. The Coordinator will use a daily screening questionnaire for faculty and staff reporting to school, as well as questionnaires for parents to answer for their students. Remote health screenings will be coordinated through an online app (PickUp Patrol) before any individual reports to school, whenever possible.
8. **Child Nutrition:** There will be proper handwashing, cleaning and disinfection before and after meals are eaten. Handwashing will be done by cohort in the restrooms, and lunch times will be staggered so that cohorts will not intermingle near the restrooms.
 - a. Teachers and staff will model proper hand washing hygiene and posters and other reminders will be prominently displayed in restrooms.

9. **Ventilation:** The Coordinator has made plans to increase ventilation with outdoor air to the greatest extent possible while maintaining health and safety protocols. Our school has many screened windows which will be opened to the extent practicable based on weather conditions. Each room will be equipped with an air purification system with HEPA filters for use when outdoor ventilation cannot be maintained.
10. **Hygiene, Cleaning and Disinfection:** Required hygiene, cleaning and disinfection protocols and procedures will be followed. The Coordinator will establish training for all students, faculty, and staff on proper hand and respiratory hygiene. Frequent handwashing, use of hand sanitizer, and frequent cleaning and disinfection of high-touch surfaces will be a regular part of the school day. Logs will be maintained that include the date, time, and scope of cleaning and disinfection. The frequency and scope of cleaning for each area type (bathroom, stairway handrails, playground, etc.) as well as the staff responsible for that cleaning will be logged as well. The building will be cleaned and disinfected on a daily and weekly basis according to the guidelines set forth by the NYSDOH.
11. **Contact Tracing:** The Coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff and visitors. If this occurs, the Coordinator has developed a plan to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training and tools provided through the New York State Contact Tracing Program. This plan includes maintaining visitor logs that include name, contact information (phone and/or email address), time and date of entering and leaving the school. Such logs will be made available to the appropriate health department(s). Student attendance records as well as Teacher/Staff sign-in logs will also be made available to the appropriate health department(s) to aid in determining those who may have had contact with the COVID-19 positive individual. In addition, our plan will ensure that the COVID-19 positive individual has been provided with information about the NYS Contact Tracing program, including access to the [Contact Tracing Tool](#) as well as the caller ID and number for the program ("NYS Contact Tracing" (518-387-9993). Confidentiality will be maintained as required by federal and state law and regulations. The Coordinator will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.
12. **Return to School:** The Coordinator has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol includes documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation. The Coordinator has referred to 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 seeking to

return to work after 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.

13. **Close or Proximate Contact** (definition): Close contact is defined as “being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19.” Proximate contact is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.”