

Preparing students...heart, soul, strength, and mind.

Faith Heritage School Reopening Plan

Fall 2020



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Faith Heritage School , 3740 Midland Ave, Syracuse, NY 13205

Phone: 315-469-7777

email: fhs@faithheritageschool.org

www.faithheritageschool.org

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Introduction

We are so very much looking forward to welcoming your child(ren) back to our building this fall as we seek to return to as “normal” of a school day as possible. We greatly value community, relationships, and student engagement. Something we learned through a season of online learning is that there is no replacement for the in-person classroom experience. Being in the physical presence of children allows our teachers to mentor and disciple our students as they build meaningful relationships with them.



Our goal is to develop a comprehensive plan that will allow us to provide an in-person education while keeping our students and community as healthy as possible. We also wish to provide parents with options within our plan so that you can make the best decisions for your family. We value our students and our families, and we appreciate your patience as we continue our work on developing this plan.



We recognize that the current state of this is quite fluid, and whatever plans we make to safely return to school in September will be constantly evaluated and modified. The plans and procedures we are developing reflect and consider recommendations from a variety of sources including the Center for Disease Control, the New York State Departments of Health Services and Education, and recommendations from our safety team that is acting as a COVID-19 Task Force.

Again, we anticipate that circumstances and guidance related to COVID-19 will change as we build a flexible plan that can be modified as necessary. We thank you for partnering with Faith Heritage and for your continued support and prayers during this season. We seek to honor God in how we face this challenge, and give Him glory as He leads us through it. Know that at FHS we will continue to place the health and safety of our students and staff first, so we can return with confidence knowing we are taking all necessary precautions.



Busing Protocol

As per NYSED, a school bus is an extension of the classroom and is a critical part of reopening plans. Mandatory social distancing and cleaning guidelines will be met by each individual district, which provides our busing. We will continue to evaluate busing protocols for health and safety as the school year continues.

- All parents are required to ensure their child is not experiencing any signs or symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on a school bus if they are physically able.
- Students must socially distance when they disembark the school bus.

Arrival Protocols

The first day of school for the 2020-2021 school year is September 9th.

Arrival time begins at 7:45 and ends at 8:12. Students arriving before 7:45 will not be admitted to the building.*

Screening Checkpoint:

- Students will pass a screening checkpoint before being admitted to the building
- Students will be required to wear an acceptable face covering upon arrival.
- Parents are required to complete a daily screening, including a temperature check and a questionnaire prior to arrival. **If a student has a fever of 100 degrees or above, or answered “yes” to any one of the questions, students must not come to school.** Students will be assessed on-site at the student checkpoint. Absolute cooperation is necessary to monitor their child’s health before coming to school.
- Students that do not clear the screening checkpoint and/or show symptoms will be sent home with their guardian, or will be quarantined as parents are contacted for child pick-up

After Clearing the Screening Checkpoint:

- Students will go directly to their classroom/Homeroom after passing through the screening checkpoint (*checking for questionnaire completion and face covering, use of hand sanitizer*).

Traffic flow:

- Students arriving by cars will enter through the front Activity Center entrance.
- Students arriving by bus will be dropped off at the Activity Center student lot door. (**Students who arrive on buses before 7:45 will wait on the gym bleachers, socially distanced, before passing through checkpoint.*)
- Students arriving late to school will enter through the main office to be screened.

Dismissal Protocols

Dismissal begins at 3pm. All students need to be picked up between 3:10 and 3:20

Traffic flow:

- Parents will not be permitted in the building
- Parent pick-up will be at the Activity Center entrance
- Elementary teachers will escort students to the Activity Center

After School Activities:

- Students involved in any after school extra-curricular activity should report directly to that activity upon dismissal.

Preschool—Arrival, Dismissal, General Guidelines

First day of Preschool will be **Monday, September 14, 2020**

Preschool Arrival: 8:15—8:20 a.m. at the Activity Center front door.

- Upon arrival parents will confirm they have completed the daily screening, including a temperature check and a questionnaire.
- Students must wear a mask as they walk through the halls to their classroom.
- Parents who wish to walk their child to the Preschool room must be screened at the checkpoint, and their temperature taken. They must wear a mask.

Preschool Dismissal: 2:45 p.m.

- Parent pick-up will be at the Activity Center entrance
- It is important to be prompt, as the K-12 school dismisses at 3 p.m.

General Preschool Guidelines:

- Students will wear masks whenever they leave their classroom.
- Students will not be required to wear masks in their classroom during most activities where social distancing can be maintained. Students may be asked to put on masks for some activities.
- Students will be instructed frequently about the proper way to wash their hands and on practicing proper respiratory hygiene.
- Students will always wash their hands before and after they eat.
- Students should bring their lunch from home. They will eat, socially distanced, in their Preschool classroom.

Our Academic Model

- Faith Heritage School will utilize a blended learning model that includes in-person instruction and synchronous remote learning options, with various modifications for purposes of safety and sanitation whenever feasible.
- The school may give options for remote learning or even require it on certain days or in certain classes to ensure social distancing in the classroom.
- If required to close by state or local guidelines, or events within our school community, all classes will resume in a remote learning format.

General Classroom Information

- Faith Heritage School will be utilizing the **blended** classroom model for the 2020-2021 school year. Information describing remote learning is contained on pages 7 and 8 of this document.
- Attendance will be taken for each class meeting and daily teacher/student engagement, whether in-person or through remote learning. Students must have their camera on to be considered present.
- Classroom student desks will be spaced apart and facing the same direction per NYSED guidelines.
- As the schedule allows the school will limit the number of classroom moves.
- An increased level of disinfecting and cleaning will take place for classrooms and common areas.
- Face coverings are **required** until students are seated in a socially distanced classroom.
- In the event that grade-level cohorts are mixed, masks will be required.
- We will continue to educate staff and students regarding respiratory and hand hygiene.
- Alcohol-based hand sanitizer will be made available for students and staff.
- Specials (PE, Fine Arts, Computer, and Spanish) are an integral part of whole-child learning. Sanitation will occur in these areas between classroom groups. Students will not be changing into gym apparel for PE until further notice.
- IEP and 504 accommodations and services will continue for students.
- Field trips will be evaluated based on teacher requests to determine if adequate safety measures are in place at given destinations.
- Weekly chapels for grades 6-12 will continue with specific student groups on different days, given the current facility allowance for social distancing. K-5 chapel assemblies have been postponed until further notice.

Blended Learning Model – Elementary

- Classrooms will be outfitted with cameras, speakers, displays and microphones to maximize the effectiveness of the remote learning experience.
- Students are encouraged to be present in-person if possible (in accordance with school COVID reopening protocols with health and safety of students and families being a priority).
- Remote students will be asked to sign into their class at 8:12 through Microsoft Teams (*camera and microphone on*) for attendance purposes and to have live communication with their teacher and classmates.
- The classroom teacher will communicate the times during the day when live, remote classes will be available for students at home.
- Core classes (Math, ELA, Science, SS, and Bible) will be prioritized for live, remote learning experiences.
- Students at home will be encouraged to participate in class discussions and activities.
- As much as possible specials teachers will travel to the student's primary classroom to limit classrooms needing to be shared by multiple grade levels (shared spaces will be cleaned according to COVID reopening protocols between student uses)
- Teachers will engage students in movement and uniquely designed activities both inside the classroom and outside to create a safe and fun learning environment (i.e. recess, PE, lunch on the lawn, walks, class games, ...)
- Safety and flexibility are at the heart of our policy with parent choice being paramount.
- A Blended Learning Options Communication Form will be requested of each parent in which parents will communicate their desires for their child. This communication will help the school to know each families specific intentions regarding remote learning preferences, in-school learning, or a pre-defined blend.
- If a student is going to be home due to illness this should be communicated to the nurse (nurse@faithheritageschool.org) via e-mail including indication if the child still intends/is able to be present in class remotely.
- Students that are home due to illness or COVID related protocol are still able and encouraged to participate in remote learning as they are able.

Blended Learning Model – Grades 6-12

- Classrooms will be outfitted with cameras, speakers, displays and microphones to maximize the effectiveness of the remote learning experience.
- Students are encouraged to be present in-person if possible (in accordance with school COVID reopening protocols with health and safety of students and families being a priority).
- Remote students will be asked to sign into their homerooms at 8:12 and participate through Teams (*camera and microphone on*) for attendance purposes and to have live communication with their teacher and classmates.
- To be counted as present in class and on time, students learning remotely will be required to join their class through Microsoft Teams according to their class schedule and have their camera and microphone operating and turned on for the entire class period.
- Students learning remotely are expected to participate in classroom conversations and learning experiences.
- Students will remain, as much as possible, in their primary homeroom location and with their class. Where appropriate, content teachers will travel to the student's primary classroom for instruction. Classrooms needing to be shared by multiple grade levels will be cleaned between use according to COVID reopening protocols.
- Students learning on site will be involved in movement and uniquely designed experiences inside the classroom and outside of the classroom when possible to create a safe and fun learning environment (i.e. recess, PE, lunch on the lawn, walks, class games, ...).
- Students will eat lunch in their primary classroom. No food is to be shared.
- Class advisers will coordinate with class officers to develop during-school and after-school class events and activities to promote community and a joyful on-site learning experience.
- Safety and flexibility are at the heart of our policy with parent choice being paramount.
- A Blended Learning Options Communication Form will be requested of each parent in which parents will communicate their desires for their child. This communication will help the school to know each families specific intentions regarding remote learning preferences, in-school learning, or a pre-defined blend.
- If a student is going to be home due to illness this should be communicated to the nurse (nurse@faithheritageschool.org) via e-mail including indication if the student still intends/is able to be present in class remotely.
- Students that are home due to illness or COVID related protocol are still able and encouraged to participate in remote learning as they are able.

Recess Protocols

- Recess will continue for all grades. Masks will not be required while outside for recess.
- Playground equipment will be cleaned according to NYSED guidelines.
- Recess times will be staggered to limit the number of students.

Lunch Protocols

- Students will be dismissed to the bathroom to wash their hands before and after eating lunch.
- Students will eat lunch with their grade level in their classrooms or at an appropriate designated location.
- The school cafe operation will be suspended temporarily. Until further notice, students will bring their lunch from home. Options are being explored.
- Classroom teachers will give instructions regarding any in-classroom snacks.
- There is to be no sharing of food items among students.
- There will be no utensils, napkins, or condiments provided by cafeteria staff for students.

After School Clubs, Specials, and School Events

- Major school-wide events are temporarily postponed until further notice, additional information and related updates will be released in the future.
- Fine Arts and Performance Arts will continue with appropriate social distancing
- After school Athletics and Clubs at the high school level will follow Section III and NYSED protocols. This will include outside practices, social distancing, and rehearsing in larger venues. Communication will be sent home as needed for each activity (games, performances, etc.)

Facilities and Supplies

- Administration and the FHS Safety Committee are reviewing, and will continue to review, space within classrooms to ensure students are able to maintain social distance. Some classroom spaces may be enlarged, or relocated to meet the number of students. Other adjustments might be made to limit the number of students by dividing a cohort between in-person and virtual learning.
- FHS will consider students and faculty who are high-risk and provide additional safety measures where possible.
- FHS will purchase a supply of masks for students/staff to be available whenever needed. FHS will work with faculty to determine additional PPE required, e.g. Face Shields, plexiglass partitions, etc.
- All spaces to be occupied by school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. Any proposed alterations will be made in accordance with these codes.

General Health and Safety

- All persons should keep a social distance of at least 6 feet whenever possible.
- Masks are to be worn while travelling in school hallways, or wherever social distancing cannot be maintained.
- Staff and faculty are required to complete a temperature check and questionnaire daily before coming to school. All staff/faculty are required to attest to the health screening checklist at the main office before entering school.
- School safety drills will continue to be conducted with modifications and instructions to maintain social distancing.
- Dr. Neal Capone, Head of School, will serve as the COVID-19 safety coordinator, ensuring *“continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities or necessary alterations until activities return to normal or ‘new normal’ levels.” -NYSED*
- FHS will provide clean and safe drinking water from water filling stations, and soon-to-be installed water filtration units/water bottle refilling stations.

Cleaning and Sanitation Protocols

- All classrooms, common areas, restrooms, and offices are to be cleaned/sanitized at the end of every school day.
- Increased disinfecting and sanitizing measures will be carried out by designated personnel.
- Checklists will be used to ensure all areas are sanitized on schedule.
- In common areas, sanitation will occur between groups.
- Alcohol-based hand sanitizer stations will be provided.
- There will be a fully equipped designated classroom (sanitized) not in use on campus. This classroom would be utilized should an immediate need arise to re-sanitize any active classroom while temporarily relocating students. If so, students will return within 24 hours to their class.

Communications Plan

- The draft of the Faith Heritage School Reopening Plan was created by the Faith Heritage School Safety Committee, serving as the COVID-19 Task Force. It reflects and considers recommendations from a variety of sources, in accordance with guidance from the Center for Disease Control and the New York State Departments of Health Services and Education.
- FHS Staff/faculty were provided a draft of this plan for their review and comment. They were also asked to review an accompanying survey (7/22/2020). Those materials were then updated and sent to families, faculty, and staff (7/24/2020). Their responses were considered before submitting this document to New York State, and will continue to be considered as we improve this plan.
- The Faith Heritage School Reopening Plan (draft/current edition) is posted on the Faith Heritage School website along with the NYS Reopening Guidance for Religious and Independent Schools booklet created by NYSED. A current edition of the Faith Heritage School Reopening Plan will remain on our website and FHS App for the duration of these protocols.
- Training of faculty in adherence to the FHS Reopening Plan will take place prior to the opening of school on our professional development days. Students will receive training on the protocols on the first day of school, and ongoing instruction on safety protocols and hygiene.
- Signage will be posted throughout the school reminding the school community of proper protocols in these areas: social distancing, masks, proper hygiene, and other CDC and DOH guidelines.
- The school nurse will be the main contact upon identification of positive COVID-19 cases. In coordination with administration, necessary information will be given to the school community.
- These communications objectives and other information-relaying strategies are outlined in a separate document: **FHS COVID Communications Plan.**

Partnering with Our Families (COVID symptoms)

We are depending on our partnership with families as we seek to ensure the health and safety of our students and staff while returning to school as “normal” as possible.

If your student is exhibiting any of the symptoms below, they should stay home from school:

- Fever of 100°F or higher, or chills
- Fatigue
- Cough
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- Vomiting or Diarrhea
- Sore throat
- New loss of taste or smell
- Muscle aches
- Headache

Response to COVID Symptoms or Diagnosis

(Health and safety protocols in accordance with CDC and NYSED guidelines)

- **Readmittance/Response (COVID symptoms)**
 - 24 hours symptom free, OR
 - Diagnosis with another condition by a healthcare provider
- **Readmittance (exposure to COVID)**
 - 14 days of quarantine, OR
 - Two negative COVID tests at least 24 hours apart
- **Readmittance/Response (diagnosis)**
 - 10 days after first having symptoms
 - 3 days since having a fever (without fever reducing medication)
 - 3 days since symptoms have improved including cough and shortness of breath
 - All classmates and their households of diagnosed student are required to stay home and monitor for 14 days

Reported Case of COVID-19 On Campus

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and (HIPPA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow readmittance guidelines.
- Work with the Onondaga County Health Department to provide any necessary contact tracing lists and to work through safe returning protocol.
- Further Communications protocols are outlined in the FHS COVID Communications Plan.

Absence and Makeup Work

- Students who are unable to attend school, either remotely or in-person, should follow the guidelines for absenteeism and makeup work, as published in the Parent and Student Handbook.
- Administration will work with families of students who experience a long-term medically documented absence.

Visitors (parents, guests, volunteers, vendors)

- **All** visitors will park in the front parking lot and use main building entrance.
- Visitors must check-in at the main office for screening.
- Visitors on campus will be limited and must wear a face covering while in the building.