



Cardinal O'Hara

HIGH SCHOOL

July 27, 2020

Cardinal O'Hara High School Reopening Plan 2020-2021 School Year

The COHS Reopening Plan establishes and explains the COVID19 policies and protocols established by the Department of Health, Centers for Disease Control and the New York State Education Department. Cardinal O'Hara High School's commitment to the health and safety of our students, faculty, staff and family members is reflected in the following reopening plans.

Plan A – Protocols and Procedures for Reopening School With In-person Instruction

Cardinal O'Hara High School plans to reopen school for in-person instruction for all students on September 9, 2020 unless the DOH, CDC or office of the Governor of New York State indicates otherwise.

1. Entering school

- a. Drop off locations in the school parking lot will be identified through signage posted.
- b. Each grade level; freshmen, sophomore, junior and senior will enter through separate doors and will exit by those same doors at the end of each day. Doors will be clearly marked with the designated grade level.
- c. Faculty and staff will enter the building through a separate door where temperatures will be taken, daily.
- d. Temperature checks will be taken by a staff member of all students, faculty and staff, every morning.
- e. Temporary quarantine areas, monitored by the nurse or a staff member, have been designated for any student, faculty or staff member identified with a fever of 100° or higher to await parent/family pick up.
- f. All students, faculty and staff will be required to wear masks while in school, on school grounds and on school buses. Masks may be removed during lunch or during teacher designated mask breaks. Students who have medically identified health issues, with documentation, that prevents the use of masks, should work with the school nurse to identify seating in classrooms that will maintain their safety and the safety of others in the classroom. Personally provided masks may not have any inappropriate wording, pictures or symbols.



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- g. Students and staff who choose to wear clear face shields, in addition to masks, will be allowed to do so.
- h. Students may wear personal masks that meet all requirements of the CDC for safety, or may purchase a CDC approved Cardinal O'Hara High School mask with logo. Personal masks must not have inappropriate wording, pictures or symbols.

2. Classroom space

COHS has reconfigured all classrooms, extracurricular areas and office spaces to designate seating for students, teachers and staff that meets all requirements to maintain social distancing.

3. Building traffic and movement

- a. All hallways, cafeterias and areas throughout the school will be clearly marked for one way traffic to maintain social distancing requirements as much as possible. Teachers and staff members will assist with and monitor students to insure that social distancing is maintained during class change.
- b. In areas where one-way traffic is not feasible (main hallways and junctions), signage will direct students along the best route to adhere to social distancing rules.
- c. Class periods and passing times have been modified to allow for additional travel between classes due to new traffic patterns throughout the school.

4. Cafeteria seating

- a. Each lunch period has been divided into two sections.
 - i. 5a lunch – half of the group assigned to this lunch will eat in the cafeteria, the other half in front side of the gym. (The dividing wall in the gym will be utilized for this purpose.)
 - ii. 5b lunch – half of the group assigned to this lunch will eat in the cafeteria, the other half will eat in the front half of the gym. (The dividing wall in the gym will be utilized for this purpose.)
 - iii. All lunch seating in the cafeteria and in the gym has been configured to meet social distancing requirements.
 - iv. To minimize traffic in the cafeteria and gym, lunches will be distributed by our cafeteria staff to each student.
 - v. Students will be required to pre-order lunches one week in advance to allow for preparation and packaging.
 - a. Information regarding prepay options and lunch order forms will be forthcoming in the Parent Newsletter and available in homerooms.



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5. Dress Code

- a. In order to alleviate personal discomfort due to the use of face masks/shields, all students will be allowed to wear the summer uniform through the months of September and October.
 - i. Uniforms during this time includes the COHS polo and khaki shorts/pants as well as sneakers for male and female students.
 - ii. Black and white COHS polos will be available for sale in our school bookstore. Appointments for purchase must be arranged with Mrs. Orr in Advancement. 716-695-2600 Ext 312.
- b. Dress shirts and ties do not need to be worn by the gentlemen throughout those months.
- c. The requirement for a return to regular dress code will be revisited during the month of October.

6. Maintaining Social Distancing

- a. Excess furniture has been removed from all classrooms to maximize space.
- b. Desks have been spaced six feet apart and staggered where possible to increase distance.
- c. Hallway signage will direct students, teachers and staff on proper movement throughout the school.

7. Sanitation and Disinfection of School

- a. Prior to opening, the school will be fully sanitized following all CDC and DOH recommendations.
- b. Each classroom, lavatory and hallway will be cleaned, nightly, by custodial staff.
- c. Faculty, staff and students will assist in ensuring that all desks and shared materials are cleaned between use.
- d. Cleaning products will be available in all lavatory areas throughout the day, in addition to soap, water and hand sanitizers.
- e. Hand sanitizer will be available, and use encouraged, prior to entering classrooms and cafeterias.
- f. Students who are unable, for medical reasons, to use hand sanitizer are encouraged to bring personal wipes.

8. Water Bottles

- a. Students are encouraged to bring individual, reusable water bottles for their personal use.
- b. Students may not share personal food or water with other students.



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9. Extra-Curricular Activities

COHS believes that extra-curricular activities are an important part of the high school experience. During this time, we will provide these opportunities with the following restrictions in order to maintain the health and safety of students, faculty and staff.

a. 9th Period Extra Help Sessions

- i. 9th period extra help sessions will be held beginning at 2:15 -3:00pm for students who have made previous arrangements with the teacher.
- ii. Students who are not remaining for a club activity following 9th period will be required to exit the building at 3pm. **Parents must pick up students no later than 3pm.**
- iii. Students must bring all personal items to 9th period, including all books and report directly to the 9th period instructor.
- iv. **Students will not return to locker areas at the end of 9th period and will be required to exit the building, immediately upon dismissal from 9th period.**
- v. Any student who wishes to remain for a club meeting following 9th period will be required to report directly to that moderator.
- vi. Moderators will adjust for social distancing requirements during 9th period.

b. Club Meetings

- i. Club meetings will be held beginning at 3pm for all interested students.
- ii. Students interested in taking part in clubs will be required to insure that pick up by a parent, **no later than 4pm**, is pre-arranged.
- iii. Clubs will end no later than 4 pm. All club attendees must bring all personal items to the club meeting and exit the building immediately after the club is dismissed.
- iv. **Students will not return to locker areas at the end of club meetings.**
- v. Moderators will adjust for social distancing rules when conducting after school clubs.

c. After school cafeteria - **In order to maintain social distancing requirements, there will be no after school cafeteria available after 2:15pm.**

- i. Students will be required to exit the building immediately after dismissal, unless attending a specific 9th period extra help class.

d. Athletics

We, as well as all schools in NYS, are currently awaiting final guidance from New York State, NYSED and the Monsignor Martin League High School Athletic Organization regarding reinstating all sports programs. Further guidance will be shared through the COHS Parent Newsletter as it becomes available.

10. Students who are absent

If a student or a member of a student's family has been exposed to COVID-19 and it is necessary that a student quarantine for a period of 14 or more days, parents of that student should contact the guidance office to



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arrange for zoom classes for that student. This same guidance would apply for a student who must be out for more than three days due to other medically identified reasons.

11. Communication

Regular communication with all stakeholders will take place through the following methods:

Parent Email/Email Blasts

Parent Newsletters

School Website

Teacher/Faculty meetings, in person and through zoom, as needed.

12. Visitors – In an effort to limit exposure to students, faculty and staff the following protocols will be in place to ensure the safety of all.

a. All visitors to the building must report to the Main Entrance door and ring the bell. Office staff will ask the purpose for the visit.

b. Students being released due to illness will be escorted by a staff member, to meet the parent at the door.

c. Parents who require meetings with the Business Office, Advancement Office, Guidance Office or Administration are asked to please call for an appointment.

d. All visitors who must enter the building will be required to have his/her temperature taken and will be signed in by office staff.

e. Deliveries will be signed for and dropped off at the custodial door.

13. Counseling services

a. School counselors will be available to all students who are struggling during this time.

b. Additional services and supports may be outsourced, as needed for students and families in need.



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Plan B - Protocols and Procedures for Re-Opening Schools With Virtual Instruction

Although it is the sincere wish of all members of the Cardinal O'Hara High School family to have our students return for in-person instruction, we must be prepared in the event that the data related to the COVID-19 virus indicates a need to have students, faculty and staff remain at home until it is safe to return to school.

During the months of mid-March through the end of the school year in June, Cardinal O'Hara High School very successfully provided our students with daily, face to face instruction on a period by period basis, resulting in our students receiving the best educational program available in Western New York, and possibly much further afield.

Cardinal O'Hara High School students had the opportunity to follow their daily schedule, interact with their teachers and fellow students in every class, every period, every day through the use of the Zoom platform. Regular and end of year virtual assessments insured student understanding and application of the learning.

In the event of school closure due to an additional outbreak of the COVID-19 virus in Western New York or New York State, and we are directed by Governor Cuomo or NYSED that it is necessary to close the school, Cardinal O'Hara High School will resume our previous practice of virtual instruction utilizing the Zoom platform in conjunction with Google Classroom activities.

1. Students will utilize school issued laptops or personal devices (iPads, phones, personal computers) to utilize the Zoom platform.
2. Teachers will review procedures on the use of the Zoom platform with all students.
3. Parents are encouraged to visit Zoom classes with their children to familiarize themselves with the process.
4. Daily attendance will be taken in every Zoom class and students will be held accountable for attendance as well as completion of all assignments. 9th period zoom classes will be available for students who need extra help.
5. Regular assessments will insure understanding and provide important feedback to classroom teachers.



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Plan C - Protocols and Procedures for Hybrid Instruction

In the event that it becomes necessary to reduce the number of students in the building in order to lessen the spread of COVID-19, it may be necessary to adjust student attendance at COHS. In that event, the following schedule will be utilized:

1. **Freshmen and Sophomore students**– will follow their regular in school attendance on Monday and Tuesday.
 - a. Freshmen and Sophomore students will attend classes through Zoom on Wednesday, Thursday and Friday.
2. **Junior and Senior students** – will follow their regular in school attendance on Thursday and Friday.
 - a. Junior and Senior students will attend classes through Zoom on Monday, Tuesday and Wednesday.
3. Teachers who are responsible for instruction with multiple levels of students in one class will utilize Zoom during in-class instruction to allow access to students who are out of the building due to the hybrid instructional model.
4. The building will be closed to students on Wednesdays for thorough cleaning by custodial staff.