



# Cardinal O'Hara

HIGH SCHOOL

August 5, 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.

### **NYS Communication Requirements**

The three plans contained in this document were developed through engagement with all stakeholders at Cardinal O'Hara High School, including, administration, faculty, staff, students, parents and COHS Safety Committee members.

Communications regarding this plan have included parent, faculty and staff surveys, weekly parent and teacher Newsletters and email blasts. The reopening plan will be available to all on the Cardinal O'Hara High School website and signage throughout the school will indicate appropriate measures necessary to maintain the health and safety of the school population, as well as visitors to the school building.

Faculty and staff meetings will be held on August 11 and September 8, 2020 to provide appropriate training with regard to social distancing, use of face masks and face shields, as well as hand washing and respiratory protocols. Video training and signage on these topics will be made available to all students prior to the opening of school, as well as during morning announcements and during homeroom periods. Additional communications and updates will be delivered to faculty and staff via, Zoom meetings and email.

Regular communication with all stakeholders will take place through the following methods: Parent Email/Email Blasts, Parent Newsletters, School Website, Teacher/Faculty meetings held in person and through Zoom, as needed.

Students and parents may contact Cardinal O'Hara High School at 716-695-2600 at any time with questions or concerns. Additionally, school email is available to reach individual teachers, school counselors and administration at any time. A listing of all faculty emails is available on the school website at [www.cardinalohara.com](http://www.cardinalohara.com).

Cardinal O'Hara High School hopes 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. We await the guidance from NYSED, the DOH and Governor Cuomo to make a final decision on which instructional model (described below) for the 2020-2021 school year will be implemented. Regular, daily, high level instruction will be available to all Cardinal O'Hara High School students, regardless of the model used.

*Cardinal O'Hara High School      39 O'Hara Road      Tonawanda, New York 14150*



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## Plan A –

## Protocols and Procedures for Reopening School with In-person Instruction

### I. Entering school – Health and Safety Measures

- a. Drop off locations for each grade level, 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.
  - i. Masks may be removed during lunch or during teacher designated mask breaks.
  - ii. 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.
  - iii. Personally provided masks may not have any inappropriate wording, pictures or symbols.
- g. Students and staff who choose to wear clear face shields, in addition to masks, will be allowed to do so.
  - i. Face shields will be provided for any student, teacher or staff member who wishes to use one in addition to his/her mask.
  - ii. 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.



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- iii. Personal masks must not have inappropriate wording, pictures or symbols.
- h. Dress Code Modifications
  - i. 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.
  - ii. Uniforms during this time include the COHS polo and khaki shorts/pants as well as sneakers for male and female students.
  - iii. 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.
  - iv. Dress shirts and ties do not need to be worn by the gentlemen during (at least) the months of September and October.
  - v. The requirement for a return to regular dress code will be revisited during the month of October.

## II. Means to Control Infection

- a. Class sizes have been modified to insure classes meet the social distancing requirement of six feet.
- b. Classrooms have been reconfigured for social distancing.
- c. School-wide bell schedules have been modified to allow for additional passing time between classes and before and after lunch periods and to reduce use of school hallways.
- d. Classroom doors will be left open throughout the day to reduce the spread of infection from touching door handles.
- e. Designated windows in each classroom will be opened (weather permitting) to allow for greater ventilation.
- f. Light-transmitting plastics will be installed between sinks in all lavatories.
- g. Dividers, wall and floor signs will be used at entrances to control groups of students entering the building in a socially distant manner.
- h. Hand sanitizer wall devices will be placed in every classroom in addition to sites throughout the building.
- i. Daily cleaning/disinfection of the building and classrooms and offices will take place at the end of every school day.
- j. A separate area has been designated for those students, staff or faculty members testing higher than 100 degrees when entering the building, or during the school day. Parents of students who have fevers will be directed to pick up their son/daughter and contact a health care provider. Sick students, faculty or staff will be advised not to return until they have met all state and DOH requirements related to home quarantine.



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- k. Students, faculty or staff who have had close contact with a person diagnosed with COVID-19 will be directed to stay home and self-monitor, following DOH guidelines related to quarantine rules and regulations.
- l. Any student, faculty or staff who tests positive for symptoms or has been in close contact with a confirmed case of COVID-19 will be required to remain at home until cleared by a health care provider through assessment and testing.
  - i. Close contact in this context means that the person was within 6 feet of an infected person for at least 10 minutes starting 48 hours before the illness onset presented.
- m. Cardinal O'Hara High School will work with the DOH of Erie County related to contact tracing efforts, including notification of potential exposure to a student, faculty or staff member who has tested positive for COVID-19.
- n. If a positive case of COVID-19 is identified within the school, deep cleaning of any affected areas will be managed by the school custodial staff based upon guidance from the DOH.
- o. If necessary, affected areas may be closed off to students, faculty and staff and other locations will be utilized until the area is deemed safe for return.
- p. Should it become necessary to temporarily close the school building, based upon guidance from the DOH of Erie County, parents will be notified and Plan C for virtual instruction will begin immediately.
- q. Any person who exhibited symptoms of COVID-19 and has met with a health care provider who indicates that the person does not have the virus may return to school once they are fever free for at least 24 hours, or, if they have received a physician's diagnosis that the symptoms are related to another condition. Documentation must be received from the health care provider, in writing.
- r. If a student, faculty or staff member is diagnosed with COVID-19 they must remain at home until at least 14 days since the onset of symptoms and the person has not had a fever (without using fever reducing medication) or other COVID-19 symptoms (shortness of breath or cough) for at least three days. Documentation must be received from the health care provider, in writing.
- s. COHS COVID-19 Coordinator will be the KenTon School District appointed full-time nurse who will follow and abide by all KenTon School District regulations related to the identification, follow-up and treatment of any positive cases of COVID-19 at Cardinal O'Hara High School.

### III. NYS Facilities Guidance

- a. 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.
- b. Building traffic and movement

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.



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- i. 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.
- d. Cafeteria seating and lunch information
  - i. Each lunch period has been divided into two sections.
  - ii. 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.
  - iii. 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.
  - iv. All lunch seating in the cafeteria and in the gym has been configured to meet social distancing requirements.
  - v. To minimize traffic in the cafeteria and gym, lunches will be distributed by our cafeteria staff to each student.
  - vi. Students will be required to pre-order lunches one week in advance to allow for preparation and packaging.
  - vii. Information regarding prepay options and lunch order forms will be forthcoming in the Parent Newsletter and available in homerooms.
  - viii. Hand Sanitizer
    - 1. Students, faculty and staff will use hand sanitizers posted at all cafeteria entrances and exits before and after lunch periods
  - ix. All lunch tables in each designated cafeteria site will be cleaned and sanitized between each lunch period and after lunches are over.

#### IV. 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.



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## V. 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.
- g. **Water Re-filling station is located in the main hallway, near the gym.**
  - i. Students are encouraged to bring individual, reusable water bottles for their personal use.
  - ii. Students may not share personal food or water with other students.

## VI. Fire Code Compliance – all standard operations and procedures including fire (evacuation) drills and lockdown drills will be held in the Fall and Spring as per Education and Fire Code Laws.

## VII. 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. 9<sup>th</sup> Period Extra Help Sessions

- i. 9<sup>th</sup> period extra help sessions will be held beginning at 2:15 -3:00pm for students who have made previous arrangements with the teacher. Students must bring all necessary items from lockers after the 8<sup>th</sup> period bell to 9<sup>th</sup> period.
- ii. Students who are not remaining for a club activity following 9<sup>th</sup> period will be required to exit the building at 3pm. **Parents must pick up students no later than 3pm. Students will not be allowed to remain in school or on school grounds following dismissal from clubs. Please arrange for 3pm pick up from 9<sup>th</sup> period.**
- iii. Students must bring all personal items to 9<sup>th</sup> period, including all books and report directly to the 9<sup>th</sup> period instructor.



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iv. **Students will not return to locker areas at the end of 9<sup>th</sup> period and will be required to exit the building, immediately, upon dismissal from 9<sup>th</sup> period.**

1. Any student who wishes to remain for a club meeting following 9<sup>th</sup> period will be required to report directly to that moderator.
2. Moderators will adjust for social distancing requirements during 9<sup>th</sup> period.

b. **Club Meetings**

i. Club meetings will be held beginning at 3pm for all interested students. Immediately following 9<sup>th</sup> period sessions.

ii. Students who wish to attend 3pm Club meetings must attend 9<sup>th</sup> period. No students will be allowed to wait in or outside of school for clubs to begin. They must go directly from 9<sup>th</sup> period to club meetings.

iii. 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. Students will not be allowed to wait on school grounds for parent pick up.

iv. 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.

vi. **Students will not return to locker areas at the end of club meetings.**

vi. Moderators will adjust for social distancing rules when conducting after school clubs.

c. **No 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 and school grounds immediately after dismissal, unless attending a specific 9<sup>th</sup> 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.



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## **VIII. Attendance - Students who are absent**

- a. Attendance will be taken, daily, during in-school instruction and/or if the school must use any virtual instructional model.
- b. Students who are absent must bring a written note from a parent on the day they return to school indicating the reason for the absence.
- c. 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 arrange for Zoom virtual classes for that student.
- d. This same guidance would apply for a student who must be out for more than three days due to other medically identified reasons.

## **IX. 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.
- d. 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 received and dropped off at the custodial door.

## **X. 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.

## **XI. Child Nutrition**

- a. Healthy school lunches will be provided for all students who wish to purchase lunches or who receive a free or reduced lunch. Lunch applications will be available on the school website, the Main Office and through the summer mailing packet.
- b. Lunches will be served to each student at his/her lunch table. Students will place weekly orders and all payments will be made through checks or online payment to the school to limit transference of money.





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- c. Students will sit at lunch tables insuring 6 feet of separation between students.
- d. Hand hygiene protocols will be followed by all students, faculty and staff prior to entering any cafeteria site.
- e. All cafeteria tables will be cleaned before and after each lunch period by school staff.
- f. All cafeteria employees will be trained by the school nurse on protocols related to health and safety.

**XII. Transportation Guidelines** – Parents are encouraged to transport students during this time.

- a. All students are required to wear masks on public, district or COHS school buses.
- b. COHS School bus drivers will wear masks when transporting students.
- c. COHS school bus drivers will perform self-health assessments for symptoms of COVID-19 prior to arriving at work.
- d. COHS school bus drivers will be trained by the Transportation Coordinator on the proper use of personal protective equipment.
- e. All COHS buses will be cleaned before and after each run using disinfectant provided by the school.
- f. Siblings on buses are encouraged to sit together. All other students will be required to follow social distancing protocol.



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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. 9<sup>th</sup> 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 will utilize the Zoom platform during instruction to allow access to students who are out of the building for any reason.
4. The building will be closed to students on Wednesdays for thorough cleaning by custodial staff.