



Saint Aloysius Elementary Academy

Plan for Reopening

A comprehensive guide to returning to school while implementing safety guidelines and maintaining social distancing as we work to flatten the curve of the COVID 19 virus.

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ST. ALOYSIUS ELEMENTARY ACADEMY

721 Westside Avenue
Jersey City, New Jersey 07306

Dear Parents/Guardians,
May the Peace of The Lord Be with You,

As you know, the Governor has released guidelines for reopening, "[The Road Back: Restart and Recovery Plan](#)." Father Juancho, dedicated staff members, our teachers and I are carefully working to meet these guidelines while referencing the [CDC guidelines](#). A special thank you goes out to our Reopening Plan Committee that has been working tirelessly with me to ensure the safe reopening of our school. Our objective is to create a comprehensive plan that meets and exceeds safety guidelines and provides a warm, welcoming, and safe environment for our children during this most challenging time.

The plan below details each area identified by the New Jersey Department of Education, the Archdiocese of Newark, and the CDC about reopening. We are prepared with a Plan A, which involves returning to school for a full day with a somewhat modified schedule. Plan B involves continuation of distance learning/Livestream, which we will quickly transition to if we are required to close for any amount of time.

The staff and students at Saint Aloysius Elementary Academy are resilient and strong. Together, we will create a temporary "new normal" at Saint Aloysius Elementary Academy, keeping the safety and security of our students as our top priority. Thank you for your continued support as we navigate these uncharted waters. Despite these challenges, I am confident we will have a great year.

I ask for your continued participation and ask for the guidance of the Holy Spirit in this process as we move ahead and look forward to the day when we can say 'remember when.....'.

Blessings,

Jorge L. Rivera
#CardinalStrong



CARDINAL STRONG

Pandemic Reopening Committee

Name	Position
Fr. Juancho DeLeon	Saint Aloysius Pastor
Mr. Jorge L. Rivera	Principal
	School Nurse
Mrs. Pineda	School Secretary
Mrs. Pena	School Secretary/Tuition Coordinator
Ms. Rizzo	Administrative Clerk
Mr. Villaver	Physical Education Teacher/Reopening Committee
Mrs. Knueppel	Grade 8 Homeroom Teacher/Reopening Committee
Ms. Salazar	Technology Coordinator/Reopening Committee
Ms. Osi	PreK-4 Homeroom Teacher/Reopening Committee
Mrs. Mulrooney	Grade 2 Homeroom Teacher/Reopening Committee
Ms. Bernatowicz	Grade 3 Homeroom Teacher/Reopening Committee
Mrs. dela Cruz	Grade 6 Homeroom Teacher/Reopening Committee
Mr. Wronski	Head of Maintenance

Overview

Families will have two options for daily instruction to students. In the event that we are required to keep our students' home, we will automatically move to Option B distance learning.

- **Option A:** Students may attend a socially distant full day of instruction five days a week. We will begin the school day as follows: PreK-8:10AM, Elementary school-8:15AM, and Middle school-8:20AM. All students will be considered late if they arrive after 8:35 AM. Before and after care will be available on a first come first serve basis as space permits. We will follow all social distancing requirements and CDC protocols. Before care will start at 7AM and after care will be provided until 6PM. More information will follow.
- **Option B:** Students will continue in a virtual learning model either at parent request or if they are unable to attend school for in person instruction. Classes at all grade levels will be live streamed by the teacher using Zoom. Students who take advantage of our virtual learning option will be expected to log into live sessions at the start of the school day, at 8:40AM, but will be considered late if student logs in after 8:45AM, and be actively participate in instruction. Links to live streams and course materials will be provided by teachers daily on Google Classroom, PreK will use Seesaw. Students will be expected to abide by school dress code including haircuts, etc. Students must wear a uniform shirt when attending live streaming instruction, there will be no hoodies, hats, etc. Students should not be eating during Livestream this will ensure that students are focused and getting their full academic experience virtually. This will be strongly enforced. Guidelines will go out in the summer mailing.

In the event that there is a spike in COVID cases at the state or local level, as directed by state and/or local officials the school will move to a virtual learning model.

Learning Conditions

Critical Area of Operation #1: General Health and Safety Guidelines

1. The school will operate on a **full day** schedule with modified structure to enhance social distancing.
 - a. Students will eat lunch in their classrooms.
2. Communication with Local and State Authorities as well as surrounding school districts to continue to monitor the area regarding COVID cases.

Designated staff members will ensure that social distancing will occur during recess time. If a staff member or student is considered high risk, he/she will provide documentation from his/her doctor which will be reviewed by the school principal, school nurse, and designee to determine appropriate accommodations.

There will be no visitors allowed in the schools except by explicit invitation by the school principal. This individual will have to go through the temperature check and other health protocols. Any parents that have business in the main office must make an appointment and go through the proper protocols to enter the building.

There will be no in-person assembly programs.

Critical Area of Operation #2: Classrooms and Testing

1. Students will be seated at least 6 feet apart in their classrooms facing the front of the classroom.
2. Masks will always be required. Students will be provided opportunities throughout the day to take mask breaks provided that social distancing is in effect.
3. Students will work independently at their desks as often as possible. Only the teacher will touch the SMART board.
4. Students will not share supplies. All individual student supplies will be labeled with students' names. Students will still receive their yearly school supplies; more information will be forthcoming.
5. Student chairs will be labeled with their name and/or their picture. Student seats will not be shared and will be sanitized at designated times throughout the day and after school when students have left the building.
6. The school will be sanitized each afternoon once students have been dismissed by maintenance professional. Foggers will be used daily.
7. Toys (in PreK classrooms) will be sanitized several times throughout the day.
8. Students will not switch classrooms for different subjects or special area classes. Special area teachers and subject area teachers will travel to student classrooms.
9. Hand sanitizing stations will be available in each classroom and common areas in the building as well as every entrance of the school.
10. Students should wash/sanitize hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. Students will use hand sanitizer when it is not possible to use the restroom.
11. Teachers and all adults will always wear masks. If there is a medical reason that an adult is unable to wear a mask, they will wear a CDC approved face shield in lieu of a mask while teaching.
12. Desks will be turned to face in the same direction (rather than facing each other).
13. Larger rooms (i.e. cafeteria, gym, and library) will be used as classrooms to allow for social distancing if necessary.

Critical Area of Operation #3: Transportation

Not Applicable

Critical Area of Operation #4: Student Flow, Entry, Exit, and Common Areas

1. Entrances for the student body will be as follows:
 1. Grades Pre-K 3 and 4 will use the Convent Courtyard doors
 2. Grades K, 1, 2, and 6 will use Kensington Ave. doors
 3. Grades 4 and 5 will use Main Entrance
 4. Grades 3, 7, and 8 will use the Annex Entrance
2. Students will report directly to their classrooms after entering the school building. Temperature checks will be mandated at the door.
3. Late students (final bell to start school is at 8:30 a.m.) will have to be screened at main entrance and report directly to homeroom. Our designated staff member that screens

students who are late will also keep a log to ensure attendance record is accurate. No paper slips will be given as this creates cross contamination.

4. Hand sanitizer will be available for students to use upon entering the building.
5. Students will stay in one classroom with the same classmates all day. Students will remain with one adult where appropriate. Classroom doors will always remain open.
6. Signage will be placed around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
7. Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
8. The number of students in the hallway at the same time will be limited by staggering release from classrooms where applicable.

For PreK programs, when possible:

Keep children six feet apart during nap time (sleeping cots are oriented head to foot), when eating, and doing other activities.

- No close group learning activities like reading circles.
- Times on the schedule will be designated to take students out of the classroom to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy or soiled
 - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to handwashing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms

1. All students and staff members will be screened upon entry to the school building by the school principal, a school nurse, or a qualified designee. Screening will include the following protocols:
 - a. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parents and/or students will be asked if they have any of the symptoms displayed in the chart below. Students who are not

able to acknowledge they have any symptoms; a designated staff member will check them for any of the following signs:

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever Cough Shortness of breath Difficulty breathing	Lack of smell or taste (without congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea Fatigue

- b. Student and faculty temperatures will be scanned upon arrival to the school. Any person with a temperature of over 100 degrees will be asked to remain home until their temperature has been normal for 24 hours.
- c. After being screened, each student and staff member will sanitize their hands upon entering the building.

If a visitor refuses to wear a face mask and if such mask cannot be provided to the individual at the point of entry, entry to the school facility will be denied.

Students and employees will be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance and listed in the chart above. Students and faculty will be asked to stay home if they exhibit one or more of the symptoms provided above and provide proof of documentation of testing and results.

A student or staff member who exhibits any of the above listed symptoms during the school day will be safely and respectfully isolated from others in a designated isolation space where they will be provided additional PPE and their symptoms will be monitored.

Saint Aloysius Elementary Academy will monitor absence patterns, paying specific attention to large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19). If the school becomes aware that an individual who has spent time in a school facility tests positive for COVID-19, school officials must immediately notify local health officials, staff, the Archdiocese, and families of a confirmed case while maintaining confidentiality.

Protocol for Symptomatic Staff and Students

The school has adopted procedures for symptomatic staff and students. Procedures include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult. The adult supervising the student will have extra PPE issued for safety measures.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use has been procured.
- If the individual is suspected and sent home due to suspicion of COVID-19, then they are mandated to be tested and provide documentation of results.

If an employee or student becomes ill on campus, he/she will immediately report to the **Nurse's Room** and a case form will be completed.

Once the employee or student arrives at the **Nurse's Room**, they will be immediately provided with a mask and gloves. This is to help protect other employees and students and prevent the potential spread of the virus.

- The nurse or designee must call the local health authority and seek advice regarding transportation and location.
- The nurse or designee and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse or designee will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse or designee and principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*

- Advise employees that they may have been in contact with a suspected employee or student and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the school will immediately notify the Jersey City health officials, staff, and families of a possible or confirmed case while maintaining confidentiality.

We are prepared to provide the following information when consulting public health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the school have developed any symptoms; and
- Any other information to assist with the determination of next steps.

If a student or faculty member tests positive for COVID-19, the following protocols will be followed:

- a. Staff members and parents of children who were in contact with the individual will be notified.
- b. The person who tested positive will not be permitted to return to school until they have been symptom free for 14 days AND cleared by a medical professional with the appropriate COVID test.
- c. The building will close for a period of 2-5 days to make an initial assessment with the board of health. From that point, additional closure may be required and will be decided at the advice of local health officials and the Archdiocese of Newark.

Critical Area of Operation #6: Facilities Cleaning Practices

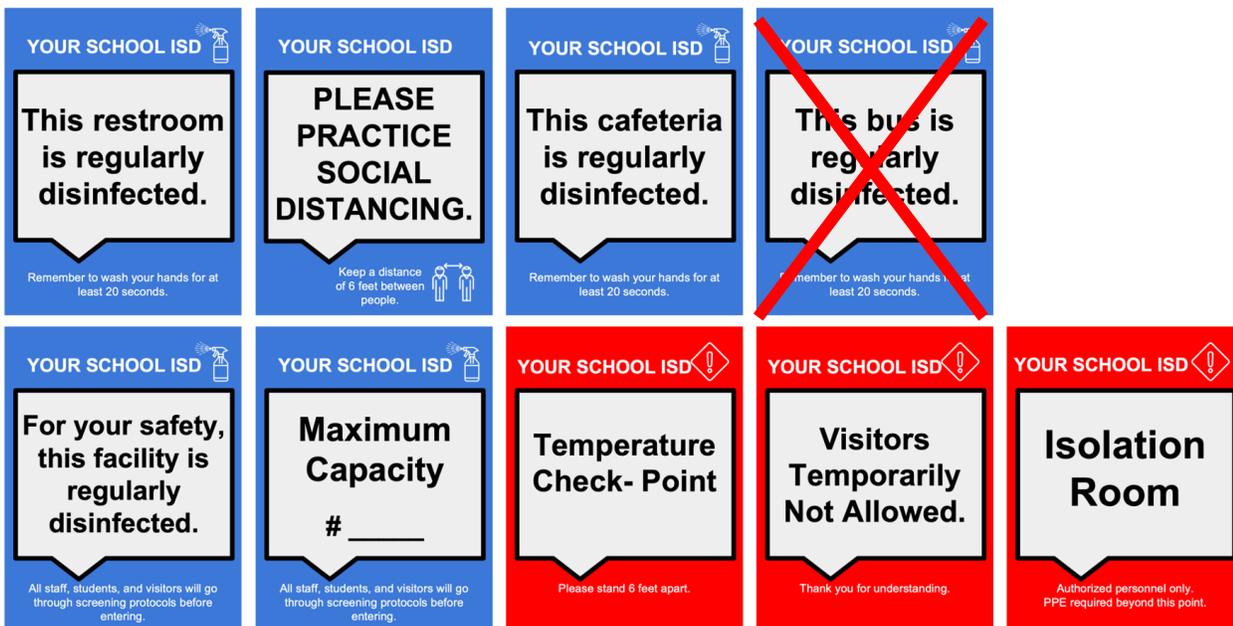
1. Saint Aloysius Elementary Academy will provide guidelines to our school custodian, teachers, and faculty members to support increased routine cleaning and disinfection.
2. Surfaces and objects that are frequently touched will be routinely cleaned and disinfected. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs,

light switches, classroom sink handles, countertops). This will take place before the start of the school day, after each lunch period through which students will be traveling in the hallways and at the close of the day. Bathrooms will follow the same schedule allowing for 4-6 cleanings daily at a minimum. Teachers will be responsible for sanitizing the common surfaces in their classroom minimally at the start of the day, before and after snack for PreK and Kindergarten (there will be no sharing of snacks), before and after lunch in all grades and at the close of the school day.

3. Disinfectant wipes will be provided to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, and remote controls) can be wiped down before use.
4. The school custodians will sanitize bathrooms at least 4-6 times a day.
5. Students and staff are encouraged to bring a water bottle with them to school for their personal use.
6. Common areas will not be used for gatherings or lunches.
7. Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - a. Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible.
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

EXAMPLES OF SIGNAGE

Examples of signage placed throughout the offices and school.



Critical Area of Operation #7: Meals

1. The cafeteria will be closed. Lunch will be eaten in classrooms.
2. School lunches will be available for purchase through NJ State. Meals are individually packed by Cafeteria staff members. Meals will be prepared with everything included and ready to be delivered right to the classroom at the designated times.
3. Desks will be sanitized before and after the lunch period by the teacher. Students in the upper grades may be permitted to sanitize their own desks. In the lower grades, teacher aides who are available and responsible for lunch duty will help.
4. Lunch/Recess will be enjoyed outside whenever possible with social distancing enforced.

This includes the suspension of birthday celebration snacks or other snacks typically shared in the past. No food is to be brought into the building for sharing.

Critical Area of Operation #8: Recess/Physical Education

1. Students will remain socially distant throughout the recess period. Different areas of the facility will be used for different groups so that cohorts remain together.
2. Students will always wash hands immediately after outdoor playtime. Students must continue to social distance during recess and physical education.
3. Students will continue to wear gym uniforms to school for physical education (on their assigned Gym days).

Critical Area of Operation #9: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours

1. All field trips are canceled until further notice.
2. All assemblies are canceled until further notice.
3. Extra-curricular are canceled until further notice.
4. Social distancing procedures will be followed during before and after care.
5. Before and aftercare will continue to be offered from 7AM to 6PM.
6. Before and aftercare will follow the aforementioned guidelines to promote best practices in social distancing.
7. Any external community organizations that use school/district facilities to follow district guidance on health and safety protocols.
8. We will follow the guidance provided by the local athletic leagues that the school is a part of. At present, athletics have a postponed start date.

Academic, Social, and Behavioral Supports

School Climate and Culture

The School will continue to foster a strong and positive school culture in the physical and virtual learning environment. The following activities will support our continued growth and foster a positive mindset:

1. Support of a shared vision and mission
2. Opportunities for parents and families to participate in virtual school events
3. Ongoing communication and virtual collaboration

Leadership and Planning

Scheduling

The school day will begin at 8:35. We will begin the day with prayer in the classrooms. Attendance will be taken by the teacher at this time. All students who are attending virtually should be signed into the live streamed classroom by 8:45AM, if any student logs in after this time they will be considered late. The day will conclude with staggered dismissal at 2:45. Students will be dismissed by class and separate routes will be used throughout the building to reinforce social distancing. Students will exit the building walking 6 feet behind the person in front of them. Homeroom teachers will accompany their classes to the dismissal doors to make sure that social distancing measures are taken. Students who are dismissing to Aftercare, walking by themselves, or busing by themselves will be dismissed in a separate manner.

Students will eat lunch in their classrooms with their cohorts. Students will remain socially distanced during recess with the supervision of a teacher or designated staff member. There will be no sharing of food.

Additional time will be incorporated into the schedule to allow time for planned breaks in instruction to support additional hand washing/sanitizing, cleaning.

Staffing

The school will allocate additional staff members whenever possible to provide additional support during lunch periods and in high traffic areas in the school. The school will seek the additional support of substitute teachers as a contingency plan to support the school in the event that a teacher requires an extended leave of absence. We will ensure the substitute teacher will be screened and have a negative COVID-19 test result.

Roles and Responsibilities

Instructional and non-instructional staff schedules will include designated time to support school building logistics required to maintain health and safety requirements. Designated staff members will be assigned duties to support students social distancing during lunch and recess. Teachers that have additional prep periods will be assigned duties to further support the successful institution of social distancing practices whenever possible.

Instructional staff are responsible for the following:

1. Reinforcing social distancing protocol with students and support staff and limiting group interactions to maintain safety.
2. Support school building and safety logistics, specifically when they have additional capacity.
3. Plan lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both fully in-person, and virtual learning environments.
4. Collaborate with the school principal making recommendations for curricular revisions to meet the needs of all students.
5. Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.

6. Set clear expectations for remote and in-person students and provide regular feedback on expectations and progress to parents.
7. Assess student progress early and often and adjust instruction and/or methodology accordingly.
8. Develop opportunities for real-time interactions with students who are learning virtually.
9. Instruct and maintain good practice in digital citizenship for all students and staff.
10. Providing materials and items for at-home activities such as yearly supplies that you get at the beginning of the year at no extra cost to families (particularly in pre-school).

Continuity of Learning

Ensuring Delivery of Special Education and Related Services to Students with Disabilities

Special Education services will continue to be offered through the Catapult Learning to qualifying students.

Technology and Connectivity

Teachers will have access to computers in the classroom to support live streaming of their instruction for students at home. All technology will be supported by the Technology Coordinator and or designee, both in person and remotely. Chromebooks will be provided to students who do not have access to a computer. The number is limited so it will be on a first come-first serve basis with additional technology acceptable use policy and insurance policy in case of damage.

Curriculum, Instruction, and Assessments

As we return to school, teachers will not only work to move their own curriculum forward but will focus on closing learning gaps that may exist due to the challenges experienced during virtual learning.

Instruction will remain fluid. Teachers will be encouraged to differentiate instruction to provide individualized learning paths for students. Teachers will continue to accelerate content where appropriate to provide rigorous instruction to students.

Teachers will be encouraged to provide multiple options for student assessment, allowing them to express what they have learned in both an in person and a virtual setting. Teachers will use multiple measures to assess student learning of content area standards. Teachers will make use of local and formative assessments upon returning to school. Pre-assessments will be used to determine student understanding and establish areas of focus to close learning gaps.

Students will take part in standardized assessments whether they are learning in person or at home as long as it is available. Testing will be coordinated by the testing coordinator.

Professional Learning

Teachers and staff members will continue to be provided professional learning opportunities throughout the school year. Professional learning will be offered virtually to support distance learning and to continue to refine our virtual learning plans. The following school goals will serve as the backbone in structuring professional learning activities.

1. Continue to explore tools to support learning in a distance learning model.
2. Explore and provide additional support to students' evolving social and emotional needs.