



Saint Vincent Ferrer High School
151 East 65th Street
New York, NY 10065
www.saintvincentferrer.com

Reopening Plan 2020

Saint Vincent Ferrer High School will reopen in September 2020. The administration, faculty and staff are looking forward to welcoming the students back to the school for a new school year. This return to the school building and in person instruction will be determined by the health and safety of the Ferrer community. We must be vigilant in following the proscribed protocols as we seek to return to the building.

It is also important to maintain a sense of flexibility so that we can adapt our protocols for the present and emerging situations.

In order to prepare for the arrival of the Ferrer community for the 2020 school year, the areas of maintenance, academics, technology, health and safety, COVID-19 Protocols, Communication and extracurricular activities has been addressed.

A. Maintenance

1. The Ferrer Building has been deep-cleaned.
2. Sanitizing products for each classroom have been purchased. Sanitizing wipes and surface cleaners will be supplied to wipe down surfaces between each class period.
3. Hands free sanitizer dispensers have been purchased and installed throughout the building
4. Equipment for daily sanitizing of each room in the school has been acquired.

5. The Maintenance staff will utilize cleaning and disinfecting protocols consistent with the directives of the CDC and New York State and New York City guidelines. The Maintenance staff will document the daily cleaning and sanitizing procedures
6. Plexiglass shields will be installed in offices and classrooms to protect the teachers/counselors.
7. The maintenance personnel will clean the building more frequently during the school day. Classroom trash will be collected more frequently during the school day.
8. Ventilators, fans and filters have been purchased and installed in classrooms, the elevator, the gymnasium and the cafeteria.
9. Classroom windows and doors will remain open during the course of the day to facilitate the movement of air from outside the building.

B. Academics and Technology

1. All students will be supplied with Google Chrome books. These have already been supplied to students in grades 11 and 12. Students in Grades 10 and 9 will receive their Chrome books on their class orientation day.
2. All classrooms will have new Zoom cameras installed.
3. All classes will be taught live whether it is in the classroom or on a synchronous schedule on a uniform Zoom platform.
4. Being mindful of the need for flexibility, the reopening committee has identified the following options for the reopening of school:

Plan 1 – Regular School

1. The school opens on September 8th & 9th for teachers.
2. Freshmen and their parents come for an orientation on September 9th at 6:00 pm.
3. Senior orientation will be held on September 10th.
4. Freshmen orientation will be held on September 11th.

5. Junior orientation will be held on September 14th.
6. Sophomore orientation will be held on September 15th.
7. September 16th is the first full day of school for all students, faculty and staff.
8. We follow a regular 9 period day schedule and the regular calendar for the 2020-21 school year.

Plan 2 – Hybrid (In school classes and Distance Learning) Program

1. The school opens on September 8th & 9th for teachers.
2. Freshmen and their parents come for an orientation on September 9th at 6:00 pm.
3. Senior orientation will be held on September 10th.
4. Freshmen orientation will be held on September 11th.
5. Junior orientation will be held on September 14th.
6. Sophomore orientation will be held on September 15th.
7. September 16th is the first full day of school for all students, faculty and staff.

Beginning September 16th:

8. On Day A, students in the first two homerooms of each grade will come to school; on Day A students in the third and fourth homeroom of each grade will have Distance Learning via live synchronous classes on an established uniform platform.
9. On Day B, students in the third and fourth homeroom of each class will come to school; on Day B, students in the first two homerooms of each class will have Distance Learning via live synchronous classes on an established uniform platform.
10. For students who do not feel safe travelling to school, all classes will be available via live synchronous classes on an established uniform platform and can be accessed through Distance Learning.
11. To satisfy the requirements for social distancing, no class will have more than 15 students in a classroom.

Plan 3 – Distance Learning

1. The school opens on September 8th & 9th for teachers.
2. Freshmen and their parents come for an orientation on September 9th at 6:00 pm.
3. Senior orientation will be held on September 10th.
4. Freshmen orientation will be held on September 11th.
5. Junior orientation will be held on September 14th.
6. Sophomore orientation will be held on September 15th.
7. September 16th is the first full day of school for all students, faculty and staff.
8. All classes will be taught synchronously and live via an established uniform platform.
9. Both Freshmen and Sophomores will be issued Chrome books for the Distance Learning.

Remote Learning Expectations

During hybrid learning or 100% remote learning, the students are expected to attend live class and to complete all assignments provided by the teacher. At the same time, we recognize that working independently at home is different and difficult for many students, so we want to provide flexibility.

- Students and families should check the WEBSITE for important updates from their teachers.
- At-home assignments for the week will be posted by Sunday night each week.
- At-home assignments for each week should be turned in by 4:00 each Friday. **Assignments will be graded.**
- All students are expected to sign into Virtual Home Room.
- During distance learning, your teacher will conduct live classes.
- When signing in for virtual classes or meetings, students are expected to be on time, appropriately dressed, and ready to learn. Students are required to wear their uniform. We suggest signing in 5 minutes before class starts. Please try to reduce background noise and distractions as much as possible.

C. Health and Safety

1. All who enter the school will have their body temperature taken at the COVID-19 Screening Kiosk. Anyone who does not receive the “green” light will enter the adjacent Isolation Room.
2. Contact tracing will be utilized to quickly identify those who have come in contact with a positive COVID-19 case.
3. Positive cases of COVID-19 may result in the closing of the school for in person learning for a period of time. Guidelines provided by the Archdiocese of New York, the State and City of New York and the CDC will be followed.
4. Students, faculty and staff are required to conduct personal health screenings, and report if they are not feeling well before they arrive at Ferrer.
5. To facilitate the daily health screening, members of the Ferrer community must use the mobile app MyMedBot to answer and input the daily screening questions before coming to school each day.
6. All who are inside the school building will be required to wear school uniform cloth masks at all times.
7. A supply of these masks will be available for students who have forgotten their school masks. Masks will also be available for visitors to the school
8. Contact free hand sanitizers will be available at all entrances to the school, and throughout the building.
9. Social Distancing will occur throughout the entire school building. The students will sit in classrooms and the cafeteria in individual desks to maintain the distancing.
10. The operation of the school cafeteria will allow for ordering and purchasing via the internet. The delivery of the lunches will be made to the individuals by the cafeteria staff.
11. The Faculty Lounge will be extended to allow for social distancing.
12. Hallways will be marked for one direction flow of traffic. The stairways will be identified as “Up” or “Down” stairways.

13. An appeal to the Department of Transportation has been made to block off 65th street during the lunch periods so that the students may go outside.

D. COVID-19 Protocols:

1. To reduce the spread of COVID-19, community members who are sick, or were potentially exposed to COVID-19, must stay home and contact our School Nurse before returning to Ferrer.
2. COVID-19 Symptom Awareness - Community members should be aware that COVID-19 symptoms may appear 2 -14 day after exposure. COVID-19 symptoms include:
 - Cough
 - Shortness of breath, difficulty breathing
 - Fever or chills
 - New loss of taste and/or smell
 - Muscle or body aches
 - Sore throat
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
3. Community Members Must Not Come to School If:
 - They are experiencing any COVID-19 symptom or test positive for COVID-19
 - They are awaiting results of a COVID-19 test
 - A family member has COVID-19
 - They have come in contact with someone who has, or is suspected of having, COVID-19.

4. No student should attempt to come to school if they show any symptom of any illness. We ask all parents to be especially vigilant about this in the coming year. Should a student fall ill at school, she will see the nurse. If your daughter needs to go home, please be prepared to pick her up from school when you are called.

5. COVID-19 Safety Protocols

- Testing and isolation (including non-attendance) will be required for any member of the school community (students, faculty, or staff) with COVID-19 symptoms.
- Members of the Saint Vincent Ferrer community who have had contact with someone with COVID-19 inside or outside our school community are required to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19.
- Contacts will be advised to check their temperature twice daily and watch for symptoms of COVID-19, and if symptoms develop or the community member tests positive for COVID-19, the return to school protocols following a positive case of COVID-19 will be followed.

6. School Nurse Office

- Our school nurse can be contacted at extension 114. Nurse Roberta, R.N. will ensure the School Nurse Office is run in compliance with CDC guidance and that proper PPE is utilized when treating symptomatic community members.
- She will ensure proper cleaning and disinfecting occurs in any areas utilized by a symptomatic community member.

7. Response Plan for COVID-19 Infections at Ferrer

- If a community member, visitor or other individual who has been on campus tests positive for COVID-19, the School has prepared a COVID-19 response plan to ensure all health and safety protocols are followed. This plan includes the following actions:
- Notification of NY State and/or NYC local health department

- Tracking and notification of community members who may have come in close contact with the COVID-19 positive individual
- Enhanced cleaning of areas on campus used by the COVID-19 positive individual in accordance with CDC and NY DOH standards.
- In the event of a confirmed positive COVID-19 case within the School community (student, faculty, staff, or visitor), the School will report the diagnosis to the Department of Health and will close for 2 – 5 days for a thorough cleaning.
- The Administration will serve as contact tracers in working with the NYC department of Health in accordance with the protocols, training and tools provided through the NY State Contact Tracing Program.
- The Administration will:
 - Report the incidence to the Department of Health and seek advice
 - Contact all members of the school community with whom the person has had close contact
 - Notify contacts of their potential exposure and notify the school community of the situation.
 - Maintain confidentiality regarding the COVID19 positive individual in accordance with federal, state and local law.
 - Prevent stigma by maintaining individual privacy in the contact tracing process

8. Isolation, Parent Notification and Student Pick-up Procedures

- Any community member who falls ill with COVID-19 symptoms during the course of the school day will be isolated in the school's isolation room located adjacent to the entrance to the school on Lexington Avenue.
- The student's parents will be contacted and instructed to come to school to pick up the student at the Lexington Avenue entrance.

9. Return to Ferrer after COVID 19 infection, exposure or symptoms

- Community Members who have COVID-19 infection, exposure or symptoms may return to school upon receipt of a negative COVID-19 test result.
- If a community member does not take a COVID-19 test, the community member must remain out of school until they satisfy the return to school protocols for someone who has tested positive for COVID-19.
- Community Members who tested positive or are presumed to have COVID-19
Community members may return to school when:
 - At least 14 days have passed since symptoms first appeared; and
 - Symptoms (e.g., cough, shortness of breath) have improved.
 - Community Members who have been in close contact with a person who tested positive for COVID-19 Community members may return to school 14 days from the last date of exposure to a person who is sick with COVID-19 assuming the community member does not develop symptoms or test positive for COVID-19 during the 14 day period.
 - Community Members who have traveled internationally or to restricted areas designated by New York State, will be asked to remain at home for distance learning for 14 days.

E. Extracurricular Activities

1. There has been no definite decision regarding interscholastic athletic competitions for the fall sports. Ferrer will follow the guidelines from the Department of Health for sports and recreation if any athletic events or competitions are held.
2. School Masses and other religious activities will take place both live and through “live-streaming.” For the live celebrations in Saint Vincent Ferrer Church, social distancing will be observed. The present capacity of the church is 200 people.
3. Clubs will conduct their meetings and activities virtually.
4. Parent Meetings and “Back to School” meetings will take place virtually.
5. An updated monthly calendar will be sent to the parents via email. Additionally, the school calendar will be constantly updates on the website.

F. COMMUNICATIONS

1. All school communications will be done electronically. It is vital that all parents update their current emails by completing the update on the Ferrer website.
2. Students and parents will receive emails to keep the community aware of all important announcements.

G. Your Responsibilities While In The Building

- **Masks:** Masks must be worn at all times by all adults (teachers, staff, and visitors) . State that if a student cannot wear a mask, they must wear a face shield.
- **Hand washing:** Students and staff are expected to wash hands thoroughly before and after eating, after using the bathroom, if exposed to body fluids (like saliva or a sneeze), and at other times necessary throughout the day.
- **Drop-off and pickup procedures:** Please maintain social distancing between families during drop-off and pickup. Parents are not allowed to enter the building with their child unless arrangements have been made in advance with the office. Please move through the drop-off and pickup line as quickly as possible to make room for families behind you.
- **Visiting our school:** We are limiting visitors to the school during this time. Parent and community volunteer and in-person tutoring have been suspended until further notice. Most parent-teacher conferences and other meetings can be held virtually. All visits must be pre-approved and scheduled with the office.
- **While in the building:** When you enter the building, VISITORS must check-in at the front desk. During check-in, you will be given a name tag, temperature taken, and reminded to wear your mask at all times.
- **Illness:** Students and staff exhibiting signs of illness or having a fever of greater than 100.3° F must stay home. If you or someone you know has COVID-19 (or shows symptoms of COVID-19 such as coughing or fever), it is required that you stay home or at a designated care facility for a minimum of 14 days. Please contact us via phone or email as soon as possible.

- **Directions for local COVID-19 testing:** Please visit the [NYS Coronavirus Find a Test Site](#) Opens in a new browser tab page to find a test site closest to you.

H. Key Contacts:

If you have any questions about the COVID-19 plan, please email at:

COVID19PLAN@SAINTVINCENTFERRER.COM

If you have any questions about technology requirements please email at:

COVID19TECHNOLOGY@SAINTVINCENTFERRER.COM

If you have any specific questions about your classes, please email your respective teacher.

(Available only after the school reopens in September)

I. Considerations for wearing mask:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>



J. FDA Updates On hand sanitizers Consumers Should Not Use:

<https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-consumers-should-not-use>



K. Back To School Planning: Checklists To guide Parents

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>

