Dear Members of the Spellman Family,

We have faced many challenges over the last several months. Those challenges seemed daunting at times. However, each one strengthened our community. Our students, teachers, parents, and guardians began to look at the world in a whole new light. Each obstacle became an opportunity. We discovered a new way of doing things and a new way of solving problems. The result was a spirit of camaraderie as we worked together to educate our student body.

The last school year closed with remote learning. As we move toward the start of the 2020-21 school year, our plan is to begin the new school year with a hybrid model. I want to assure you that this model allows us to focus on the health and safety of the entire Spellman community while still providing an unparalleled academic curriculum.

The following plan for reopening was compiled through the efforts of the Spellman Reopening Task Force. Our Task Force reflects the communal effort of putting together such a plan. We entrusted this mission to administrators, faculty, parents, and coaches. I thank them for their tireless efforts on behalf of Spellman.

We will move forward and transition into the next stage of schooling during a pandemic. We are using the most current information available from the Center for Disease Control, the Department of Health, and the Archdiocese of New York in order to keep our community healthy and safe.

As the start of the new school year draws near, we are committed to opening schools for 5 days a week for in-school instruction. This opening model will allow for a percentage of the Spellman student body to be physically present each day. The school will be divided into four (4) groups and each of these groups will be broken into cohorts.

Each cohort will take as many classes together as their schedule allows. We plan to start at 25% capacity in each classroom and as soon as we are safely able to do so, increase to 50%, then 75%, and finally, 100%.

Our goal is to have in-person instruction for all students under the direct supervision of a teacher while ensuring social distancing can safely be maintained. All other students, not physically present, will have synchronous instruction from at home. Each class will be broadcast live from Spellman, ensuring every student can participate in class.

Throughout this pandemic, I have shared with you our progress. I will continue to keep you informed.

Ultimately, we pray that we have the strength to understand that so many factors are beyond our control. We pray for the strength to face every challenge with faith and courage as we continue to build God’s Kingdom.

Sincerely Yours in Christ,

Daniel O’Keefe
Below are possible scenarios for instruction for the 2020-2021 school year:

<table>
<thead>
<tr>
<th>Full Remote Learning</th>
<th>Full Time Requested Remote Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote learning for the entire school community, as required by health or government officials, will keep school buildings closed for the safety and security of all of the schools’ constituents.</td>
<td>This scenario exists at the request of a parent or legal guardian whereby school buildings are open and classes are held with social distancing, but students can participate from home until the parent or legal guardian decides it is appropriate for the student to return to the school facility in consultation as outlined below with school administrators. (Same guidelines as the full remote option).</td>
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<table>
<thead>
<tr>
<th>Hybrid Model</th>
<th>Traditional Model</th>
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<tbody>
<tr>
<td>The hybrid model will be based upon a combination of in-person and remote learning. The days not in school will be attended live via webcam to allow for full class participation and direct interaction with the classroom teacher for instructional delivery.</td>
<td>The traditional model approaches instruction in the typical manner to which parents and students are accustomed. The traditional approach includes a return to regular class sizes and face-to-face classes without social distancing as announced by health and governmental officials.</td>
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</tbody>
</table>

Students must be grouped in small, consistent cohorts each day; this way, the number of students potentially exposed to someone infected with COVID-19 is lessened. These groups of students remain together throughout the day in the same classroom or other designated area of the building as much as possible, and the teachers change locations instead of the students.

Teachers are responsible for instructing the students in the classroom as well as those students who are receiving the same lesson through home-based remote instruction. At no time during the school day can an aide serve as a teacher in a classroom or supervise children during a remote lesson.

Based on the recommendations of the CDC and the guidelines of New York State, Cardinal Spellman has planned for the “new normal” using the above models.
REOPENING SCHEDULES

The reopening schedules are subject to change and may or may not require adjustments to meet government guidelines or current community health statistics that exist at any particular point in time.

The decision for transitioning into the different stages of scheduling will be based on complete compliance with the requirements of the prior stage and on recommendations of the Task Force and regional superintendents, and the final decision will be made by the President/Principal of the school.

CARDINAL SPELLMAN WILL OPEN OFFERING THE FOLLOWING CHOICES:

**OPTION 1**

We are committed to opening schools for 5 days a week for in school instruction for all students ensuring social distancing can safely be maintained in our buildings under the direct supervision of a teacher. We have been creative with planning for our classroom space, while ensuring that the health and safety are primary in their decision making.

This option uses our traditional 8 day cycle.

Each year level would be split into quarters A,B,C,D. On Days 1 & 5, all “A” students come to school. Days 2 & 6, all “B” students come to school. Days 3 & 7, all “C” students come to school. Days 4 & 8, all “D” students will come to school.

Students would rotate through classes as normal with all social distancing guidelines in place. **Below is an example of this schedule:**

<table>
<thead>
<tr>
<th>Day 1 &amp; Day 5:</th>
<th>Day 2 &amp; Day 6:</th>
<th>Day 3 &amp; Day 7:</th>
<th>Day 4 &amp; Day 8:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All ‘A’ - in School</td>
<td>All ‘B’ - in School</td>
<td>All ‘C’ - in School</td>
<td>All ‘D’ - in School</td>
</tr>
<tr>
<td>All others (B,C,D) will be Online/Sync</td>
<td>All others (A,C,D) will be Online/Sync</td>
<td>All others (A,B,D) will be Online/Sync</td>
<td>All others (A,B,C) will be Online/Sync</td>
</tr>
</tbody>
</table>

**OPTION 2**

Full remote learning at home for five full days of instruction by parent choice.

Parents choosing the option of full-time remote learning at home must make that choice with the understanding that they must remain with this option until the student is given another opportunity to return to school and participate in the alternating day’s choice. Cardinal Spellman High School’s plans are made based on the decisions parents make before the opening of school so the school can properly configure class sizes and room assignments.

The choice a parent makes must remain in effect through the quarter or until a reasonable time to review the case and depending on class availability with approval from school administrators.

Parents can opt to change to full-time remote learning from home at any time after communicating this choice with the school.

Students will follow their full schedule for the day just in a remote fashion.
SIGNAGE:

- In order to help promote a consistent flow of traffic throughout the halls, directional signs will be used to indicate the direction in which to travel in the hallways. All members of the community will walk to the right side of the hallways at all times.

- Each staircase (A, B, C & D) will be designated for one way traffic at all times. For example...Stairwell A (located by the Guidance Suites) will be used for all down traffic. Stairwell D (located by the freight elevator in Senior Hallway) will be designated for all upward traffic. Stairwell B (President’s office) will flow up, while Stairwell C (Room 101) will host downward traffic. This will allow for consistent distancing during any movement throughout the building.

- Signs promoting face-covering requirements, proper ways to wear and remove masks, proper hand washing techniques, social distancing reminders, elevator/bathroom capacity, and other COVID related information will be reproduced and posted throughout the building.

BUILDING ENTRY:

- Each morning, students will enter the building using the 4 sets of doors associated with Stairwells A-D. Staff members will be present at these entrances to use the thermal scanners to take the temperature of each student before they enter. In the event a student happens to register a fever of 100.0°F, they will be escorted to the designated area outlined in the Health and Safety section of this document.

- All staff members will have their temperature taken at the various entry points they use (parking lot, main entrance, and/or loading dock) upon entry.

- Vendors or any person(s) that require entry to the facility will have to schedule their visits and follow ALL COVID related procedures including temperature scans.

- Any student that needs to be picked up throughout the day will be escorted to the Needham Ave doors and meet their family member waiting for them outside.

CLASSROOM AREAS:

- Student desks will be set at least 6 ft apart in traditional classrooms. These spacing guidelines will also include the Library, Auditorium, Little Theater, Dining Hall, Labs and all outdoor spaces. The facilities crew will create a schedule based off of the teacher(s) requests on SchoolDude in order to sanitize any items previously listed before the next group arrives.

- All student desks will face the same direction and will not be allowed to be moved.
CLASSROOM AREAS (CONTINUED):

- All teacher desks will be pre-set at the front of the room, maintaining at least a 6 ft distance from the students.
- Polycarbonate shields will be provided for the teacher’s desk. Similar shields will be installed in all offices as well.
- Windows and doors will remain open to provide ventilation.

LOCKERS:

- To begin the school year, lockers will not be used. Students will be urged to keep all necessary items in their bags or at their desks.
- When we are allowed to utilize the lockers as per State and government health agency guidelines, lockers will be assigned to students according to their cohort (not homeroom). This will provide the opportunity to spread the students around to designated areas of the building according to their cohort’s schedule.

BATHROOMS:

- All bathrooms will be equipped with automatic sinks, soap dispensers, and flushing toilets.
- The Facilities crew will follow a detailed schedule to clean the bathrooms throughout the day.
- The structure of the building has the girls’ restrooms located on the high side of the building and the boys’ on the low. In order to eliminate unnecessary movement throughout the building, one restroom on the high side will be repurposed as a boys’ restroom, and one restroom on the low side will be repurposed as a girls’ restroom. Signs will be used to clearly indicate the changes.

HAND WASHING/SANITIZING STATIONS:

- Both automatic and foot released hand washing and sanitizing stations will be placed in classrooms, offices, restrooms, and hallways. All members of the community will be encouraged to use them frequently throughout the day.
- All stations will be cleaned and restocked daily.

ADDITIONAL POINTS OF EMPHASIS:

- The building will be cleaned and sanitized at the conclusion of each day. Special attention will be placed on common/high traffic areas such as restrooms, stairwells, and office areas throughout the course of the day.
- All in-school extracurricular activities and events are suspended until further guidance is provided by State and Local officials. Virtual activities and events will take place as we move forward.
- The use of any/all large meeting areas will be prohibited unless designated to be used for instructional space.
HEALTH & SAFETY

The health and safety of the children and adults in our school is paramount. Health and safety considerations must always come first in every decision made and every action taken by our schools. Whether instruction is provided in person, remotely, or through some hybrid of the two, schools have an important role to play in educating and communicating with school communities about the everyday preventative actions they can take to prevent the spread of COVID-19.

Prevention is accomplished by following the recommendations of health authorities in the following areas:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Personal Protective Equipment (PPE) and Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfecting

CORE HEALTH & SAFETY PRINCIPLES:

FACE COVERINGS:

- Cardinal Spellman High School must maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. PPE means, at least, an acceptable face covering, must be worn by all individuals at all times except during meals. Acceptable face coverings that cover both the mouth and nose include, but are not limited to, cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks. Cardinal Spellman High School will provide PPE to all employees and train them on use.

SOCIAL DISTANCING:

- Appropriate social distancing means 6 ft. of space in all directions between individuals.

IN-PERSON INSTRUCTION:

- To ensure equity in education a hybrid model combining in-person instruction and remote/distance learning may be necessary at various times through the 2020-2021 school year.

COHORTS:

- Students will be placed in cohorts to limit potential exposure to the COVID-19 virus.
SCREENING:

- Parents will take the temperature of children before they leave for school. Temperature checks of faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus will be taken.

- Specifically, all individuals must have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home.

- As per NYS guidelines, people taking temperatures must be provided with PPE’s (at a minimum an acceptable face shield covering and may also include gloves & gowns).

- Develop protocols for the school’s response to an employee, student or family member with a COVID-19 diagnosis

- Establish a protocol to review incidents of concern regularly

- Develop a quarantine protocol for students with a COVID-19 diagnosis including the delivery of educational services

FOOD SERVICES:

- Lunch will be available for purchase to students while maintaining appropriate social distancing. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. Lunch may be served in alternate to ensure social distancing and proper cleaning and disinfection between students. Use disposable food service items (e.g., utensils, dishes) will be implemented and students will not be allowed to heat food from home at the school.

HYGIENE, CLEANING, AND DISINFECTING:

- Cardinal Spellman High School will train all students, faculty, and staff on proper hand and respiratory hygiene. Logs that include the date, time, and scope of cleaning and disinfection for each facility and area of the school will be kept.

POSITIVE COVID-19 CASE CONFIRMATION:

- Upon notification of a positive result, a parent or employee must notify Cardinal Spellman High School. The student/staff should follow the recommendations of their healthcare provider for isolation protocol.

RETURNING TO CAMPUS:

- When individuals in the school community screen positive for COVID-19 symptoms they must follow the recommendations of their healthcare provider for isolation protocol prior to returning to can the in-person learning environment at school. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.
CONTACT TRACING:

- Cardinal Spellman High School will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. Confidentiality must be maintained as required by federal and state law and regulations.

CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION:

- Cardinal Spellman High School will move immediately to full remote instruction in the event of widespread virus transmission, in accordance with the Department of Health and CDC guidelines.
PROCEDURES FOR REPORTING CASES OF COVID-19

- The Administration will put the relevant details, in writing, so that he or she may notify the President/Principal who will create the appropriate public health notifications for the local government agency and provide guidance on next steps.

- The President/Principal will then be provided with the approved e-mail communication to distribute to the school community from the Office of the Superintendent of Schools. No identifying information will be used in any communications regarding the individual who may be symptomatic.

- The President/Principal will then distribute this notification to school staff members and families.

- The President/Principal will follow all health department directives on school closures, because of COVID-19.

- The President/Principal will coordinate with the appropriate vendor for disinfection procedures and timelines according to CDC guidance.

- Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days. In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed.

- Cardinal Spellman High School will take extreme and extenuating measures to protect the identity of the individual and not foster gossip or watercooler talk. This is a critical violation of a person’s civil rights, and appropriate action for the failure to do so will result in disciplinary action up to and including termination.

CLEANING & DISINFECTING PROTOCOLS

These are arrangements that can be considered to reduce transmission of infection:

SCHEDULING AND ROUTINE:

- Throughout the workday, the custodial staff will implement a routine of surface cleaning in the major touch point areas discussed such as restrooms. Custodial shifts will apply the full standard cleaning of all areas to be ready for the next day.

DEEP CLEANING:

- If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes.

- To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.

- Alcohol-Based Hand Rub Dispensers: will be installed in rooms and corridors in limited quantities.

- CDC has a list of approved disinfectants will be used to disinfect all shared spaces.
The Guidance Department will develop a screening tool that, administered with parental consent and student assent, can assist the school with identifying the needs of returning students.

Guidance Counselors, Social Worker and Mental Health clinician will meet with students and provide resources and referrals to address mental health, behavioral, and emotional support services and programs when necessary.
ADDITIONAL RESOURCES

OPERATIONAL & SAFETY-BASED RESOURCES:

NYS DOH Guidance for Pre-K to Grade Twelve Schools


CDC Guidelines for Healthy, Safe, and Effective School Environments


New York State Center for School Health

https://www.schoolhealthny.com/coronavirus

New York State Health Department

https://coronavirus.health.ny.gov/home

New York State Education Department

http://www.nysed.gov/coronavirus/guidance-p-12-schools

New York City Department of Health

https://www1.nyc.gov/site/doh/covid/covid-19-main.page

Recovering, Rebuilding, and Renewing the Spirit of New York State Schools


TRAINING, INFORMATIONAL KNOWLEDGE, AND PROFESSIONAL DEVELOPMENT:

All staff are expected to be trained in practices conducive to any and all protocols related to the safe and responsible process of opening schools. This includes training on the use of practical, logistical, safety, and educational materials. Enhanced sanitation practices and trainings include the following:

Mental Health & Family Resources- Superintendent of Schools Office

https://catholicschoolsny.org/covid-19/#resources

K-12 Teaching & Learning Resources

http://www.nysed.gov/edtech/educator-resources
ADDITIONAL RESOURCES (CONTINUED):

The Center for Disease and Control


Archcare

The healthcare agency of the Archdiocese of New York, has established a 24-hour hotline to assist with any aspect of the coronavirus. If you have questions or other health-related concerns, call their hotline at 877-239-1998.

Catholic Charities

If you are experiencing financial or social challenges, Catholic Charities of the Archdiocese of New York stands ready to lend assistance wherever possible. Do not hesitate to call them at 888-744-7900.

Child Mind Institute


The City Bar Justice Center


The College Board (Advanced Placement Information)

https://apcoronavirusupdates.collegeboard.org/students

The College Board YouTube Channel to help student prepare for AP Exams

https://www.youtube.com/user/advancedplacement

The New York Library - Remote Learning Resources available through our Public Library

https://www.nypl.org/about/remote-resources/kids-and-teens/high-school
CARDINAL SPELLMAN HIGH SCHOOL
ONE CARDINAL SPELLMAN PLACE
BRONX, N.Y. 10466-5897
PHONE: (718)881-8000 FAX: (718)515-6615
cardinalsspellman.org