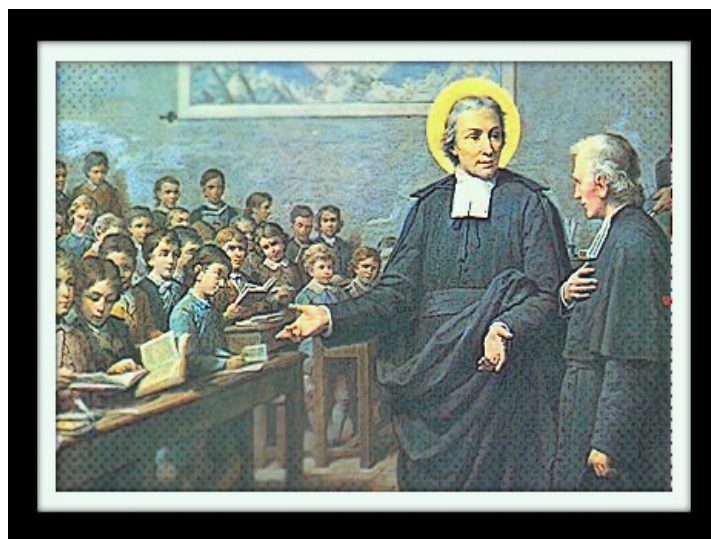


# LA SALLE ACADEMY



## *COVID-19 STRATEGIC PLAN*

2020-2021 Academic Year

Updated 1/28/21 9:42 PM

# STATEMENTS FROM OUR PRESIDENT and PRINCIPAL



Bro. Thomas Casey, FSC, President

Uncertainty is a real aspect of these unprecedented times. Two clear constants remain in focus at La Salle Academy, however, and both are grounded in our identity as a Lasallian school. One is to minimize the risk of disease for our students and the adults who serve them. The other is to ensure that a rigorous college preparatory education is not jeopardized. We care for one another and we want the best for each other.

I am appreciative of the cooperation of students and parents and the creativity and flexibility of teachers, staff members, and coaches. Bolstered by the support of so many, and appreciative of the time, expertise, and concern offered by La Salle Academy's COVID-19 Task Force, I am confident our actions going forward will be based on the science, prudence, and care that informed their work.



Ms. Kerry Conroy, Principal

The La Salle Academy COVID-19 Task Force has been hard at work developing a plan to protect the health of our students, faculty, and staff. While we have faced numerous challenges in the last six months, I have never been more confident in our community. Our faculty, staff, board members, alumni, benefactors, parents, and students have stepped up to every challenge and have demonstrated the strength of our 170+ year history. LSA continues to provide a top-notch education of the whole child, and this has not been interrupted during this time. I thank you for your patience and understanding of the shifts in modality of this education. Our goal is to enter a hybrid model when circumstances allow that to take place. We now know that this is a fluid process, and modalities may continue to shift throughout the year.

Your feedback has served to inform our decision making throughout this process and will continue to do so. Our families choose LSA for excellence in education grounded in faith, and that remains our standard. May God continue to bless each of you throughout this school year!

# LA SALLE ACADEMY MISSION

The mission of La Salle Academy, a rigorous college-preparatory high school, is to educate students of diverse cultural and socioeconomic backgrounds with special outreach to those most in need. We provide a nurturing environment, which fosters spiritual, moral, intellectual, emotional and physical growth in the Roman Catholic tradition and the Lasallian spirit, as embodied in Saint John Baptist de La Salle.

We create experiences of community within the school and encourage each student to develop his gifts and talents for his own growth, as well as to engage in the caring service of others, through academic, extra-curricular and spiritual programs.

## LA SALLE ACADEMY COVID-19 STRATEGIC PLAN OVERVIEW

The La Salle Academy COVID-19 Strategic Plan “LSACSP” is a living document and it is intended to be flexible as new information and direction are obtained during this pandemic and will be updated periodically to account for new data and policies. The “LSACSP” was formulated based on guidance from New York State Department of Health, the New York State Education Department, The Catholic Schools Office of the Archdiocese of New York, and the Centers for Disease Control and Prevention (CDC).

The “LSACSP” took into consideration the health and safety needs of our stakeholders and will be posted on our website [www.lasalleacademy.org](http://www.lasalleacademy.org), in our building, and will be made available to the La Salle community as needed.

Please note that the “LSACSP” and its policies are intended to limit the risk and spread of COVID-19. No single action or set of plans will completely eliminate the transmission of SARS-CoV-2, but the data shows that the implementation of coordinated efforts can greatly reduce the risk. It is our goal to keep our community as safe as possible, with the following plans, adherence to the guidelines and vigilance in our efforts.

# LSA COVID-19 TASK FORCE

The La Salle Academy COVID-19 Task Force (LSACTF) was convened by Ms. Conroy, Principal, to ensure that our stakeholders had input into how we address the unprecedented situation precipitated by the current pandemic. Per New York State guidelines, every school must have a COVID-19 Coordinator to lead efforts within the school community. Mr. Chris Washington, who also serves as the Director of the Academic Center/Assistant Athletics Director, assumed the role of La Salle's COVID-19 Coordinator. He can be reached via email at [cwashington@lasalleacademy.org](mailto:cwashington@lasalleacademy.org).

## *La Salle Academy COVID-19 Task Force*

Mr. Chris Washington, Chair  
Brother Thomas Casey, FSC, President  
Ms. Kerry Conroy, Principal  
Mr. Cliff Chatelain '21, Student Government President  
Mr. Martin J. Cottingham '88, Board of Trustees  
Mr. Vincent Estevez, Teachers Union  
Mr. Tom Issing '74, La Salle Alumni Association, Owner East Village Environmental, LLC  
Mr. Jerome Pannell, Staff  
Ms. Diane Roman-Worrell, Parents Association  
Dr. Ricardo Sequeira, MD '70

# ENTERING THE BUILDING DURING REMOTE LEARNING

During orientation and for the first quarter, the main entrance to La Salle on Taras Shevchenko Place (between 6<sup>th</sup> and 7<sup>th</sup> Streets) provides access to the building. ANYONE entering the building, including teachers, faculty, students, staff, delivery personnel and parents) MUST wear a mask or face covering. If a person does not have a mask, we will provide one at the security desk BEFORE the individual is permitted to proceed upstairs. Additionally, each person seeking entry will have his/her temperature taken at the door BEFORE entering the building. Anyone registering a temperature greater than or equal to 100.3°F degrees WILL NOT be allowed access to the building.

Any student who registers a temperature at or above 100.3°F degrees will be retained in our Cardinal "Wellness Area" on the first floor of the building until he is picked up by a parent, guardian or an individual named in his file as an emergency contact, unless some other arrangement has been made to return the student home safely. During this process, his parent(s)/guardian(s) will be advised to contact their health care provider for assessment and testing. Teachers, faculty and staff that register temperatures at or above 100.3°F degrees will be sent home immediately and will be advised to contact their health care provider for assessment and testing.

Added measures of safety will include a four-question screening questionnaire that will be required every day for faculty and staff and at least once a week for students if and when we return to the building for in-person learning. Please note that parents who are attempting to do school business MUST make an appointment FIRST with their respective party and fill out the screening information before being allowed to enter the building.

# ORIENTATION

In person orientation for students in September occurred on four consecutive days to maximize social distancing practices. The Freshmen came in on Tuesday, September 8<sup>th</sup> for a full day which included book and tablet pick up and tablet training. Sophomores were in on Wednesday, September 9<sup>th</sup>; Juniors on Thursday, September 10<sup>th</sup>; and Seniors, Friday, September 11<sup>th</sup>.

All students were temperature checked in our greeting area outside the building, additionally class parents were emailed a screening questionnaire, which was to have been completed on the morning of their son's respective orientation. Any students who arrived at La Salle without the screening being completed were held in our Cardinal Zone until a parent could be contacted to answer the screening questions. If a student had a "yes" response to any of the questions and still reported for orientation, he was held in the Cardinal Zone outside the building, tablet and book(s) were distributed and he was sent home after his parent/guardian was notified.

Upper class orientation was broken down into two parts to maximize social distancing. On each respective day, students were grouped alphabetically by last name with the first section coming in at 8:30 am and the second section at 11:30 am. The bigger classrooms on the 3<sup>rd</sup> floor were used and the desks were marked for use and non-use to maintain the social distance. Rooms and lavatories were sanitized between sessions and after the last session. Staggered dismissal minimized traffic leaving the building.

# SCHOOL VISITS

Prospective students and parents/guardians who would like to visit La Salle Academy must adhere to the following protocols and guidelines:

- Make an appointment with the Admissions Director, Mr. Anthony Chin – [achin@lasalleacademy.org](mailto:achin@lasalleacademy.org)
- Prior to arrival, fill out the La Salle Academy COVID-19 questionnaire for all members of the party (limit 3 per student, including perspective student)
- Leave a primary phone number and email address to use for contact tracing

Prospective students and parent/guardians must get temperature checked before being allowed into the building. If any member of the visiting group registers a temperature above 100.3°F, no one in the group will be allowed in the building and the individual with the high fever will be advised to see his/her local health care professional.



# 1<sup>ST</sup> SEMESTER REMOTE LEARNING

## SEPTEMBER 14<sup>TH</sup> – JANUARY 27, 2021

During the first semester of 2020-2021 academic year, La Salle Academy is providing remote education for all classes in all grade levels. This decision was made in response to the overall pandemic situation of New York City, and it has afforded the school leadership extra time to assess the climate and make a more informed decision about moving forward for our community.

In the first quarter, we moved away from our traditional six (6) day rotation, which we used during remote education for the final months of the last academic year, to a college type schedule consisting of Monday/Wednesday/Friday classes and Tuesday/Thursday classes. The M/W/F classes are one (1) hour long, while the T/TH classes are 90 minutes. A sample student schedule appears below.

Student Schedule La Salle Academy					
Year: 2020-2021: Q1 Grade: 12			Homeroom: Cygan, Robert (304)		
<b>Course</b>	<b>Section</b>	<b>Room</b>	<b>Instructor</b>		
Homeroom	12 HR-Mr. Cygan - 01	304	Cygan, Robert		
Criminal Law	CRIM. LAW-01	304	Cygan, Robert		
Finance and Economic Principles	FINANCE-01		Tavera, Daisy		
Participation in Government	GOVERNMENT-02	302	Murphy, Patrick		
Physical Education 12	PHYS ED 12-01	Gym	Schaller, Thomas		
Social Justice	SOC JUST-01	406	Estevez, Vincent		
Trigonometry	TRIG-02	504	Ritzliu, Ana-Maria		
World Literature	WORLD LIT-01	410	Giancaspro, Stacy		
	Monday	Tuesday	Wednesday	Thursday	Friday
HOMEROOM 08:00 AM-08:10 AM	12 HR-Mr. Cygan - 01 304	12 HR-Mr. Cygan - 01 304	12 HR-Mr. Cygan - 01 304	12 HR-Mr. Cygan - 01 304	12 HR-Mr. Cygan - 01 304
PERIOD A - M/W/F 08:15 AM-09:15 AM					
PERIOD B - M/W/F 09:30 AM-10:30 AM	WORLD LIT-01 410		WORLD LIT-01 410		WORLD LIT-01 410
PERIOD C - M/W/F 10:45 AM-11:45 AM	SOC JUST-01 406		SOC JUST-01 406		SOC JUST-01 406
PERIOD D - M/W/F 12:15 PM-01:15 PM	GOVERNMENT-02 302		GOVERNMENT-02 302		GOVERNMENT-02 302
PERIOD E - M/W/F 01:30 PM-02:30 PM	TRIG-02 504		TRIG-02 504		TRIG-02 504
PERIOD F - T/Th 08:15 AM-09:45 AM			PHYS ED 12-01 Gym		
PERIOD G - T/Th 10:15 AM-11:45 AM		CRIM. LAW-01 304	CRIM. LAW-01 304		
PERIOD H - T/Th 12:15 PM-01:45 PM		FINANCE-01	FINANCE-01		
PERIOD I - T/Th					

Printed Date: 10/01/2020

Attendance is taken at the start of each period by the subject teacher. Student classes meet via Microsoft Teams or Google Meet, which are preloaded on their school issued tablets. Assignments and homework may also be uploaded and turned in via Google Classroom.

Any student experiencing technology issues should contact Mr. Matthew Stark, Assistant Principal for Academic Affairs, at [mstark@lasalleacademy.org](mailto:mstark@lasalleacademy.org).



# LA SALLE ACADEMY

## CARDINALS COVID STRATEGY

easy as **L - S - A**



**L** - *LOCATION* (maintain proper distances  
inside AND outside the building)



**S** - *SAFETY* (Wear a Mask and Wash Hands  
Frequently)



**A** - *AWARENESS* (Attention to the COVID  
guidelines helps to keep our family SAFE)

# ATHLETICS



With the approval of low risk sports by New York State, the New York Catholic High School Athletic Association (CHSAA), State Officials and the CHSAA Principals, La Salle Academy is participating in the following fall 2020 sports: bowling, cross country, and soccer. Cross country and soccer began on Monday, September 21<sup>st</sup> for tryouts. Bowling began practice on Friday, September 25, 2020 and expects to start their season on October 20<sup>th</sup>.

All athletic tryouts, practices and games/matches/contests will follow standard COVID-19 policies and procedures set forth by NYS, CDC, CHSAA and La Salle Academy, including additional temperature checks, mask/face coverings and distance responsible practices. It should be noted that each individual sport will have its own guidelines and suggestions that will be provided by the commissioner of that particular sport.

Prior to each practice/game, all La Salle participants (players and coaches) will be temperature checked by the coaches and screened, if we are still in 100% virtual education mode. If we enter into a hybrid or full in-person learning student-athletes will be temperature checked, again, before each practice or game. The daily COVID-19 screening sheets completed by the coaches will be kept on file in the main office, with the Athletics Department, and COVID Coordinator in case the information is needed for contact tracing.

La Salle will provide athletic branded face masks and/or face coverings (i.e. gaiter) that will also serve as part of the team “uniform” and must be worn during designated times. The Athletics Department will also investigate any other type of uniform apparel that can be purchased to minimize skin to virus transmission and/or to better protect our student-athletes. All athletes must bring their own water bottles/drinks and towels, and there should be no sharing of personal equipment (e.g., helmets, shoes, etc.)

Students received the online signup sheet for all sports. Via email, parents received a COVID-19 release form to complete and submit to the Athletic Department. For a student to try out or participate on a team, the La Salle Academy physical and NYS Health form must also be on file with a printed date after July 1, 2020. Individual coaches will contact the students after the sign-up period has ended regarding pertinent details associated with the student’s involvement on the team.

To manage the amount of people, present during athletic contests, when spectators are permitted, individuals are asked to bring their own chair and maintain social distancing. Our hope is to have a system in place to broadcast La Salle games so that parents and fans can view from a safe distance or on any personal device.

All coaches of La Salle Academy teams are required to take the NFHS (National Federation of High Schools) COVID-19 Coaches Course and provide a certificate of completion. Each individual sport’s Return to Play (RTP) guidelines will be placed on the La Salle website and each coach will also have a copy. As of January 28, 2021 winter and/or high-risk sports (basketball, indoor track) are slated to begin on February 1<sup>st</sup>, pending approval of the New York City Department of Health. Spring sports (baseball, handball, outdoor track) are slated to begin on April 12<sup>th</sup>, again pending approval from NYCDOH.

## Head Coaches

Baseball & Soccer – Chris Washington

Basketball – Jerome Pannell (Varsity); Elvis Peralta (JV); Danny Colon (Freshmen)

Track & Cross Country – William Hackshaw

Bowling – Ron Anderson



# LA SALLE @2:30

We will offer a full set of after school clubs and programs virtually for the first quarter. A full list of activities with descriptions and teacher leaders was sent with a sign-up sheet inviting student participation.

- 3<sup>rd</sup> Quarter - Clubs will run. Those in person will attend in person. Those at home can participate online. However, clubs will not run in-person until we return from February break.

## CARDINAL RETURN TO BUILDING PLAN 3<sup>rd</sup> QUARTER February 2021

The Cardinal Return to Building Plan involves an optional hybrid educational system if the response from parents and current circumstances deems that arrangement feasible. As of January 28, 2021, we are planning to have students return to the building at the start of the 3<sup>rd</sup> quarter, if they choose. We are still collecting data and information to determine if and when that might happen. If we do decide to have students return to the building, we will switch to the CARDINAL HYBRID EDUCATION PLAN outlined below and in the next section, for the remainder of the school year. The class schedule as presented will remain in effect for the duration of the 2020-2021 academic year even if we at some point there is a return to a 100% remote modality.

Nasal swab COVID-19 testing will not be mandatory prior to returning to the building. However, such testing is available at one of the free testing sites in New York and New Jersey (see links section) and prior to returning to our building such testing is suggested.

Each student's temperature will be checked every day before he enters the building. Parents/guardians must fill out COVID-19 questionnaire every Monday morning. If they do not fill out the questionnaire, their son will not be allowed to attend class until a parent/guardian is contacted to respond to the questions and that student is cleared. Reminder notifications will be sent out on Sundays, reminding parents about the Monday questionnaire. The questionnaire will be sent out via email and text to the parents contact information in the FACTS student information system (SIS).

### ***CARDINAL HYBRID EDUCATION***

We will make slight adjustments in our current "Remote" schedule which calls for a M/W/F and T/Th schedule. We will incorporate the homeroom time into Period A, thereby eliminating one student transition during the day. The Cardinal Schedule will also allow enough time for desk sanitizing at the conclusion of the class period and for non-congested travel to the next classroom as well as allocating time for lunch.

### ***FACE MASK***

A La Salle face mask will be issued. It, or a standard issue surgical mask, is to be worn. If a student arrives without a mask or if his is lost or broken, a replacement standard issue mask will be available.

### ***ARRIVAL TIME***

The school door will open at 7:30 am. No student should arrive prior to that time. Once a student is cleared, he will be allowed to go to his locker and the room where his first class of the day occurs. Students will be supervised by an adult hall monitor. Study groups with teachers will be encouraged to take place via Microsoft Teams prior to the first class of the day. Depending on how many students are in the building on any particular morning, the cafeteria may be set up as a holding area until we have enough space in the upstairs halls.

### ***ENTRANCE FOR STUDENTS AT THE START OF THE SCHOOL DAY***

This will be done through the door on E 6th Street closest to 2<sup>nd</sup> Avenue that leads directly to the back of the cafeteria and into the gym. Tables will be set up for checking in and taking temperatures, and there will be space indoors to line the students up with appropriate distance between them if it is cold or raining. Once cleared, students will proceed upstairs to their locker and homeroom.

If a student arrives and his temperature registers at or above 100.3°F, he will be detained and allowed to rest and will be retested after 10 minutes. If a student is not cleared and/or his temperature is still exceeding the aforementioned threshold, he will be escorted into the “wellness area” until his parent, guardian, or emergency contact is reached, and an arrangement is made for the student to return home.

### ***WELLNESS AREA***

A wellness area (shared by La Salle Academy, St. George Academy, and the Daycare program) is on the 1<sup>st</sup> floor in a space designated as the “Medical Room.” Any individual who is in the room will be supervised by an adult member of the program that individual is associated with until a parent/guardian/emergency contact arrives to pick up their child or a decision is made with the parent(s)/guardian/emergency contact to return the student home safely.

### ***LOCKERS***

Lockers will be arranged and spaced for social distancing. Students will be able to go to their lockers in the morning and afternoon ONLY to drop off their coats and/or umbrellas, especially during the winter months. They will NOT be allowed to visit their lockers between classes or at lunch time. Umbrellas should be small to medium sizes so they can fit inside their lockers. Umbrella bags, if needed, will be placed by the entrance.

### ***FLOW OF STUDENTS IN HALLWAYS AND STAIRS***

Because of the size and layout of the hallways and building, it is necessary to have two-way traffic in the hallways and stairwells. Students will be cautioned to walk to the extreme right in each direction.

### ***DESK SANITIZING (Between Classes)***

Non-toxic hospital grade spray will be in each classroom and each student will wipe his desk before leaving the room. Plastic gloves and hand sanitizer will also be available for any student that wishes to use them during this process.

### ***GYM CLASS***

In addition to using the gym, if the weather is favorable, gym classes will take place outside at one of the local parks or on the roof of the building. On their “gym day,” students will be allowed to wear their gym uniform for the entire day. A modified sweat suit gym outfit will also be allowed during winter dress code and cooler days. Students should also bring an extra t-shirt/undershirt to change into after class and a plastic bag for their sweaty clothes.

### ***END OF THE DAY DISMISSAL***

Students will be dismissed by grade to minimize congestion in the hallway and exit door(s).

# THE CARDINAL HYBRID EDUCATION PLAN 3<sup>rd</sup> QUARTER February 2021

The following outlines our hybrid learning plan to commence at the beginning of the 2<sup>nd</sup> Semester/3<sup>rd</sup> Quarter, we will follow this plan for the remainder of the school year in all circumstances.

## Teacher's Only

- Feb 1-5 - **teachers only** in the building teaching from there for the week. This allows them to learn how to teach from the classroom, learn the new schedule, and get used to duties that will take place without students in the building. **Students will continue to learn from home this week.**

## Student's Return to the building

Feb 8-12 – students, who so choose may return to the building (all remote on Wednesdays)

- Feb 15- 19 - Winter break - no classes
- Feb 22 - back in school for students who chose this opportunity

## 3RD QUARTER SCHEDULE AND DETAILS

We will utilize a college type schedule of Monday/Wednesday/Friday and Tuesday/Thursday periods. All students will be remote on Wednesdays.

### *Schedule and School Day*

#### Monday/Wednesday/Friday

Home Room	8:00am - 8:10am
Period A	8:15am – 9:15am
Period B	9:25am – 10:25am
Period C	10:35am – 11:35am
Period D	11:45am – 12:45pm
Lunch	12:45pm - 1:20pm
Period E	1:30pm – 2:30pm

#### Tuesday/Thursday

Home Room	8:00am - 8:10am
Period F	8:15am – 9:45am
Period G	9:55am – 11:25am
Lunch	11:25am – 12:00pm
Period H	12:15pm – 1:45pm

- Homeroom will take place in a modified fashion, just before periods A and F. This eliminates a transition time and a cleaning session.
- We will work in a model that would probably not have more than 12 students in a room. Some rooms allow for more students, but we will work this out. Social distancing of desks will take place.
- After reviewing the responses from parents, students opting for in-person learning will likely come in 4 days of the week (Monday, Tuesday, Thursday, Friday). All students will be taught remotely on Wednesdays. Teachers can teach from home or school on Wednesdays. This may change depending on the number of students who want in-person learning.
- Students who have free periods will be assigned to a study hall. Those proctoring duties will be assigned to faculty. Seniors will not be allowed out of the building for free periods.
- The schedule presented will be in effect from the date we start hybrid education through the balance of the school year, regardless of whether we are fully remote, hybrid, or fully in person.

- Classes are taught synchronously to the students at home. They will use cameras on your tablets/laptops or webcams, and possibly mics. The exception for this is PE. Mr. Schaller will teach only the students in-person at the assigned time. The students learning remotely will be given assignments. The details of this will be discussed directly with Mr. Schaller.
- Students will be allowed to wear their gym clothes to school on the days they have PE. This will eliminate the need for the use of locker rooms/changing. They will be allowed to bring a shirt to change into after gym if they would like. Clothing guidelines will be provided to them.
- Teachers and counselors will be assigned various duties throughout their free periods. They will be allotted time for prep periods along with assigned duties. New duties are required in this model (monitors for transition periods among other things).
  - A sub schedule will be created

#### Entrance/Exit of The Building

- Students will enter the building through the fire exit on 6th Street. This is the stairwell at the back of the cafeteria (behind the back wall) that enters into the gym. Students will have their temperatures taken in the gym. Students who arrive early will stay in the cafeteria, socially distanced, until an appropriate time for them to be allowed upstairs. We will place the check-in table towards the middle of the gym or against the back wall. This will allow students indoor space to line up socially distanced for temp checks. If they do not meet the screening criteria, they will be sent home. They will not come upstairs to our floors. We are in the process of developing a La Salle app that will also be used for the students daily COVID-19 questionnaire screening.
- Students will exit through the doors on Taras Shevchenko Place.
- Faculty will need to report to the building by 7:45 am at the latest. They must be at their assigned post, ready to engage with students by 7:50 am. Teachers that arrive early by choice may be asked to assist with morning check-in duties. Private conversations will be had regarding this.
- Students will be allowed to use lockers for the storage of their coats/jackets, cell phones, shoes and umbrellas. No books will be stored there. They will only go to their lockers at the start of and end of day.

#### Lunch

- There is only one lunch period. This requires that some students eat in the cafeteria and some students eat in classrooms. We will try to only use classrooms without carpet. This is determined by how many students choose in-person learning.
- To create the lunch period, the time between classes had to be shortened. There are now 10 minutes between each period. This will allow time for staggered dismissals from the rooms between periods (different grade levels every minute or two). It will reduce the number of students in the hall at one time.
- Students must keep their masks on at all times except when they are eating lunch.
- Clubs will run. Those in person will attend in person. Those at home can participate online. However, clubs will not be in person until we return from February break.
- Faculty will continue to complete the FACTS COVID-19 questionnaire each day before they enter the building.
- If a student or faculty/staff member tests positive for COVID-19, the school will revert to remote education for 2 weeks. Deep cleaning and contact tracing will occur.
- There will be a room on the 1st floor designated for students who become ill during the day. This room will be shared by St. George and the pre-k.
- Dismissal will be staggered to avoid crowded halls.

# BUILDING SAFETY

It's important to note that La Salle Academy shares building space with St. George Academy and a Pre-school. Communication among the leadership of the three groups is ongoing. All parties have been diligent in their efforts to minimize risk to our respective students, faculty and staff. Additional measures have been implemented on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors which La Salle rents.

## ***Bathrooms***

Additional automatic soap dispensers have been added to each student bathroom, middle urinals and middle sinks have been taken offline for social distancing. Every other bathroom stall has been taken offline for social distancing; those offline stalls will rotate every week to help with cleaning.

## ***Building Cleaning***

By contract the landlord is responsible for the cleaning of the building. It was deep cleaned the week before faculty and staff orientation (August 31<sup>st</sup>). La Salle's on-site janitor /maintenance man, an employee of Parish Property Management, provides constant sanitizing measures throughout the day and more frequently in high traffic areas including bathrooms, hand railings and doorknobs. A log is kept of his activity. An outside service will monitor the thoroughness of the cleaning.

## ***Cafeteria***

Our food service provider will provide individual box lunches for students. Recommended social distancing will be in effect. The area where a student eats lunch will be cleaned prior to, and subsequent to, its use. Neither the vending machines nor a microwave will be available.

## ***Classrooms***

Classrooms have been configured to allow for social distancing. Desks have been marked to guarantee social distance. Desks will all be positioned in one direction to minimize face-to-face contact. Seating charts will be used in case contact tracing is needed. Additional air filters will be provided in each room to augment the fan function of the air conditioners for those days when the weather will not allow us to open the classroom windows.

## ***Hallways***

In addition to the social distance markers placed on the floors and the COVID-19 signage, additional automatic hand sanitizers have been installed.

## ***Locker Rooms***

Locker rooms will not be open. Students who have gym class will be allowed to wear their gym outfit for the entire day (see Gym Classes). For athletic events that may happen for a La Salle home game, we will designate our larger classrooms as changing space (masks must be worn while changing).

## ***Signage***

Signs have been placed at the La Salle entrance, stair wells, hallways, and floors emphasizing the importance of social distancing and overall COVID-19 safety. The school video screens will also display COVID-19 messaging and videos.

## ***Drinking Fountains***

The drinking fountains on the 3<sup>rd</sup> and 5<sup>th</sup> floors will be replaced to include hydration stations and the fountain portion of the one installed on the 4<sup>th</sup> floor will be disabled. Students may fill their personal water bottles at any one of stations using the bottle feature only.



# IMPORTANT DATES

January 25-29	Exam Week
February 1-5	Teachers Only in building
February 8-12	Students who opt in for in person instruction in building
February 15-19	Winter Break – No Classes
February 22	Back to School building for students who opted for that arrangement

# INFORMATION LINKS

New York State Department of Health - <https://coronavirus.health.ny.gov/home>

New York State Department of Education - <http://www.nysed.gov>

Centers for Disease Control - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

City of New York - <https://www1.nyc.gov/site/coronavirus/index.page>

Catholic School Reopening Plan - <https://catholicschoolsnyc.org/opening/>

NYS DOH - Interim COVID-19 guidance for Sports and Recreation -

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>

NYS Reopening Guidelines - <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

New Jersey Free COVID-19 Test Sites - <https://covid19.nj.gov/pages/testing>

# PARENTS ASSOCIATION

Parents/Guardians are encouraged to set up virtual meetings with teachers and administrators. All on-site appointments must be made in advance and must adhere to the on-site COVID-19 policies. Updates on the LSACSP will be made available prior to scheduled Parents Association Meetings.

# COVID-19 MESSEGING, MONITORING & PROCEDURES

La Salle Academy COVID-19 Coordinator – Mr. Chris Washington – [cwashington@lasalleacademy.org](mailto:cwashington@lasalleacademy.org)

If a student shows any symptoms of COVID-19 during the day he will be sent to the Cardinal Wellness Area, under supervision, until he is picked up by his parent/guardian/emergency contact, who will be advised to contact their health care provider for assessment and testing.

Classroom contact tracing will be used to determine the following steps of reassigning classes to be cleaned and disinfected and to inform students that were in close proximity for an extended period of time. ***If necessary, students will be sent home and the school will be closed and all classes will occur remotely.***

In case of a positive COVID-19 test within our school community, the NYC Board of Health will be notified, and a notice will be sent out by an administrator at La Salle Academy with details on next steps and procedures (see sample letter). The school will be closed. We will revert back to remote education, without changing the school day schedule, for the required amount of time as set forth by the New York State Department of Health. During this period, we will cooperate the appropriate civic officials in the process of contact tracing. The school will be thoroughly cleaned, and all students, faculty and staff will self-quarantine.

If any student, faculty, or staff member had a COVID-19 test administered, in any form, and tested positive the school must be notified of the result of the test immediately. In the case of a positive test result, local health departments will be notified by the agency that administered the test. The school will cooperate with local health departments with contact tracing as requested and required.

New York State mandates we submit a daily report, by 3:00 pm, to the New York State Department of Health regarding the COVID-19 screening of all students, faculty and staff; both on site and off site at school sponsored events. COVID-19 messaging will also be sent to the homeroom teachers for display during remote and in-person learning

## **GUIDANCE SUPPORT/CAMPUS MINISTRY**

Our counselors will be available to the students to discuss any COVID-19 related issues (stress, anxiety, fear, etc.).