



Stella Niagara Education Park Reopening Procedures 2020-2021 Academic Year

With full consideration of CDC guidelines, mandates and recommendations by New York State, Stella Niagara Education Park, SNEP, has implemented the following practices and procedures for the 2020-2021 academic year:

HEALTH AND SAFETY

Daily Health Checks:

- All students, faculty and staff will check their temperature at home before arriving at school. If an individual's temperature is greater than 100°F, he or she will not be permitted to enter the building.
- In addition to temperature checks, anyone entering the building will be asked to answer the series of questions presented on the Kinsa app on your smartphone. An answer of "yes" to any of these will result in the individual not being permitted to come to school. Please note that these questions may vary based on the age and gender of the student and will be updated in accordance with the CDC guidelines.
- To complete the temperature check and answer the questions, each family will be given a *Kinsa* thermometer and will download the corresponding app onto their smartphone. If you do not have access to a smartphone, please contact the school office. These checks must be completed daily, prior to arriving at school. If a student/family does not complete the daily screening, this procedure will be completed at the door before entering the building. (*More information on this program is forthcoming.*)
- Lastly, if any individual is exhibiting one or more of the COVID-19 symptoms listed above, they will not be permitted into the school.
- If one child in a multi-child home exhibits a COVID-19 symptom or a temperature greater than 100°F, only the student exhibiting the symptom is to remain at home. Siblings are assumed asymptomatic and may report to school.

Bus Procedures:

- Stella Niagara will follow all guidelines given from the Niagara Wheatfield, Niagara Falls Coach and Lewiston-Porter bus lines. These guidelines will be forwarded to parents prior to the start of the school year.
- If a student riding the bus tests positive for COVID-19, the Niagara County Department of Health (DOH) will contact and notify SNEP. Additional close contacts will be elicited, and



quarantine and/or notification may be determined by the DOH. The DOH will notify additional close contacts. SNEP will support the DOH contact tracing efforts with information relevant to who may have had contact at school with a confirmed case. Confidentiality will be maintained. The DOH will only discuss names of cases with appropriate school personnel. No other parents or other students will be informed of names or identifying information. SNEP will notify enrolled families that a student has tested positive for COVID-19 via email. *We are asking families of a SNEP student with a confirmed positive COVID-19 test to contact the SNEP administration with this information as soon as possible. We will formally be notified by the NCDOH, however, earlier notification is in the best interest of all of our students, staff and families.

Health Office:

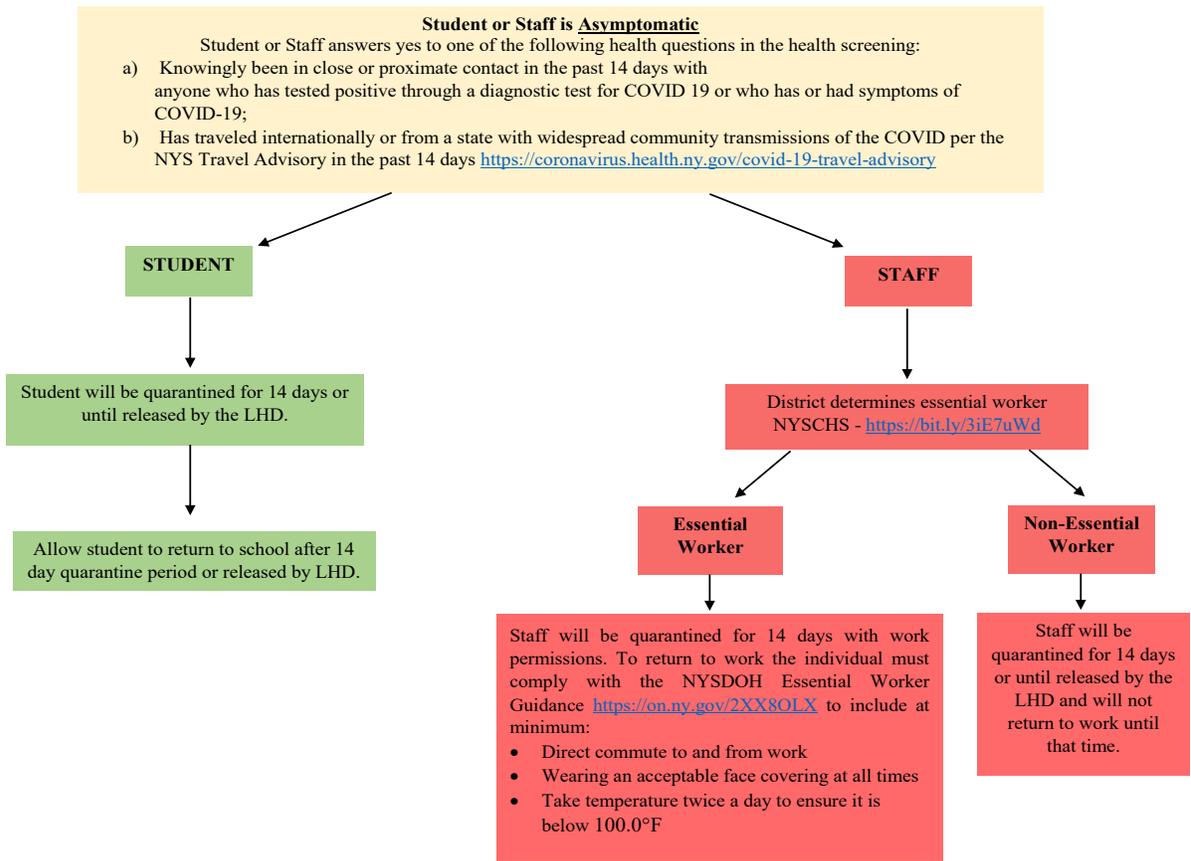
- The health office has been relocated to the first floor, (*previously the Key Event Room*), directly across from Door A. This room will be used for first aid and injuries. Additionally, this room has been partitioned to isolate a student exhibiting COVID-like symptoms. In this case, students' parents will be immediately contacted for pickup.

Possible COVID Exposure:

- If a student or staff member is sent home with symptoms of COVID-19, in order to return to the in-person learning environment, the individual will need at minimum, documentation of evaluation by a health care provider (health care provider note clearing a person to return to school) and a negative COVID-19 test as well as symptom resolution. If the COVID-19 test is positive, release from isolation for the student and contacts (household or otherwise) will be managed by the Niagara County Department of Health (in alignment with New York State Department of Health guidance).
- If a student tests positive for COVID-19, the Niagara County Department of Health (NCDOH) will contact and notify SNEP. Additional close contacts will be elicited, and quarantine and/or notification may be determined by the NCDOH. The NCDOH will notify additional close contacts. SNEP will support the NCDOH contact tracing efforts with information relevant to who may have had contact at school with a confirmed case. Confidentiality will be maintained. The NCDOH will only discuss names of cases with appropriate school personnel. No other parents or students will be informed of names or identifying information. SNEP will notify enrolled families that a student has tested positive for COVID-19 via email. *We are asking families of a SNEP student with a confirmed positive COVID-19 test to contact the SNEP administration with this information as soon as possible. We will formally be notified by the NCDOH, however, earlier notification is in the best interest of all of our students, staff and families.

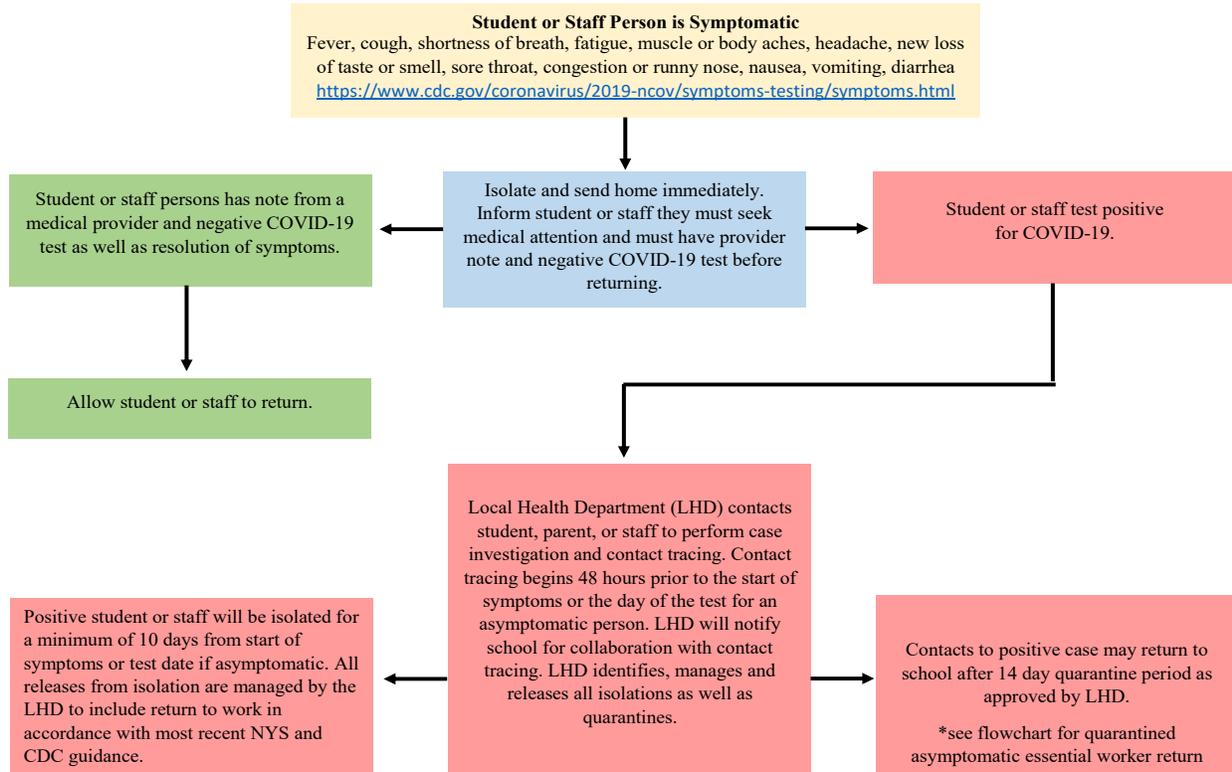
The following two images were shared with SNEP from the New York State Department of Health.

School Protocol for Asymptomatic Quarantined Student or Staff



Updated 8.13.2020

School Protocol for Symptomatic or Positive COVID-19 Student or Staff



Updated 8.13.2020

Safety Drills:

- Safety drills, including fire drills and lockdown drills, will continue to be conducted with modifications to minimize the risk of spreading infection.

Cleaning and Disinfecting:

- SNEP will be following guidelines from New York State, Niagara County Department of Health, and the CDC regarding cleaning and disinfecting.
- As SNEP is using a cohort model, cleaning and disinfection will be performed in between each group's use instead of individual's use.
- SNEP will not provide cleaning and disinfecting supplies to students, particularly younger students, nor will students be present when disinfectants are in use.



- SNEP will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. SNEP’s Housekeeping Supervisor will maintain ”cleaning logs” that include the date, time, and scope of cleaning and disinfection and will be kept in the Housekeeping Office. SNEP will identify cleaning and disinfection frequency for each facility type and assign responsibility.
- SNEP will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual use, if shared

Drinking Fountain:

- The drinking fountain will be used only as a water bottle refill station.

DAY TO DAY PROCEDURES

Arrival:

- Drop-off times will be staggered at the beginning of the academic year. All families have been assigned one of the following times: 7:55 a.m., 8:05 a.m. and 8:15 a.m. We ask that you please drop your students off promptly.
- In order to alleviate congestion upon entering the building each morning, we will utilize three entrances. As students enter, they will proceed directly to their classrooms.
 - Students in grades K, and 6-8 will enter through **Door A**
 - Students in grades 1-5 will enter through **Door B**
 - Montessori students will enter through the yellow **Center of Renewal Door**.
- Teachers will meet students at the cars in the drop-off line and guide them to their classrooms.
- We ask that you please remain in your car and do not walk your child up to the school building. This decision is temporary, and will be reverted when it is safe to do so.



Early Drop-Off:

- Drop-off services will begin at 7:15 a.m. If you will be utilizing this service, please call the school office to make arrangements prior to the start of the school year.
- Social distancing procedures will be maintained during this time.

Dismissal:

- **3:00 p.m.** Students who are not staying for after-school clubs will be dismissed at 3:00. These students will either board their bus or meet their parents at their cars at the pick-up line near the playground. Teachers have been assigned to supervise the students to ensure their safety.
- **4:00 p.m.** Dismissal from after-school clubs will be staggered. Each family has been assigned a designated pick-up time of either 3:50 p.m., 4:00 p.m. or 4:10 p.m. Parents will stay in their cars and drive through the pick-up line, and children will meet them at the cars. Teachers will be in the hallways, at the doors, and outside along the sidewalk guiding students to their cars.

After School Clubs:

- After-school Clubs at Stella Niagara Education Park will look very different this fall.
- Students will stay with their cohorts and in their homerooms.
- Social distancing, face coverings, and any other safety protocols will still be used during clubs.
- Clubs will be supervised by either a homeroom or specials teacher.
- Club teachers will decide what each day's club activity will be. Teachers may also offer more than *one* activity such as Drama, Study Hall, Movie Club and Free Draw.
- The school store will not be open to purchase snacks - students may bring snacks from home.

Extended Care:

- Extended Care will begin at 4:00 p.m. and continue until 5:45 p.m. Students will be outside, weather permitting.



PHYSICAL DISTANCING

Academic Spaces:

- Social distancing practices will be in place throughout Stella Niagara, meaning that all individuals must remain at a 6-foot distance.
- In each classroom, desks have been spaced 6 feet apart to ensure social distancing. Additionally, the first row of desks is placed 6-7 feet from the board to allow room for teachers.
- All students will face the same direction.
- Students will remain in their classrooms as teachers rotate through rooms. Specials teachers will be pushing into classrooms.
- Blessed with our 104-acre campus, teachers will be taking students outside for instruction as much as possible.

Additional Distancing Measures:

- Plexiglass sheets have been installed throughout the building to ensure the safety of all.
- Windows and classroom doors will be open as much as possible to provide fresh air in the classrooms.
- No sharing of supplies will take place. We ask that all students have their own pencils, pens, crayons, etc.

Face Masks:

- Students will be required to wear face masks while moving about the building.
- Clear protective shields, personal space dividers, have been added to each student's desk to further ensure the safety of all students. For younger students, the enclosure is 18.5 in. tall, and 23.6 in. for older students. This new addition to classrooms allows for students to remove masks while seated for instruction.
- Students have the opportunity to wear face masks at any point during the day.
- Teachers have the right to ask students to wear face masks at any point during the day.
- Students should bring at least two face masks each day. If a student forgets a mask, the school will provide the student with a disposable mask.



Lunch:

- Students have the choice of bringing their lunch from home, or purchasing hot or cold lunches at school.
- Students will be spaced 6 feet apart while waiting in line as well as when they are seated in the Children’s Dining Room.
- Weather permitting, students will have the opportunity to have lunch outside in their cohorts.
- There will not be ice cream sales at this time.
- All condiments, syrup, sauces and salad dressings will be individually packaged and served with the meals.

Birthday Celebrations:

- Students may bring in prepackaged treats to share with their classmates for their birthdays. They will not be permitted to travel around the building to deliver treats to members of other cohorts.

Lockers:

- Due to the proximity of lockers to one another, students will be storing backpacks, lunches and jackets in a designated spot in their classrooms.
- Lockers will be assigned to each student to store their outdoor education materials. Lockers for students who are in the same grade will be spaced 8 lockers apart, e.g.:

K	1	2	3	4	5	6	7	8	K	1	2	3	etc.
---	---	---	---	---	---	---	---	---	---	---	---	---	------

Mass & Prayer services:

- Due to the impossibility of social distancing in the chapel, SNEP will not have mass or prayer services at this time.
- Students preparing for the sacraments of First Communion and Reconciliation will be able to do so. Further information will be provided in due course.

Prayer Partners:

- Due to the fact that SNEP has adopted the cohort model, students will not be able to interact with prayer partners as in previous years.



Physical Education:

- On days that students have physical education, they will be permitted to wear their gym uniforms for the entire day. The gym uniform consists of sneakers, navy blue shorts and a gold t-shirt bearing the Stella Niagara logo. Gym uniforms may be purchased in the school store. In cold weather, navy sweatpants are permissible.
- Weather permitting, physical education will take place outside.
- Whenever engaged in physical activity, students will be spaced 12 feet apart from each another.

Outdoor Education:

- Students will be informed prior to their Outdoor Ed day which clothing should be worn. No change to clothes (school uniform), gym uniform, and garden clothes (long pants and Stella t-shirt) are three examples of what students may be asked to wear to school

Library Check-Out and Return Procedures

- When school reopens, students will not be allowed to enter the library to check-out books. We hope that as the year progresses, this restriction may be lifted. The two new check-out options are:
 1. Mrs. Trower will take a selection of age/interest appropriate books to the classrooms during Library Lessons. Books will be placed in small bins that will be spread out around the room. Children will be able to look through books after using hand sanitizer, and will be able to move about while wearing face coverings. There will only be one child at a bin at a time. Books will be checked out using the library software right in the classroom.
 2. Students will be able to request specific books from the library collection. Students will be instructed as to the use of our Library Online Public Access Catalog (OPAC) to look up books and then use a Google form to make the request. Links to the OPAC and Google form will be in the Library Virtual Classrooms and posted on the school website. When Mrs. Trower receives the request, the books will be pulled, placed in a paper bag, and delivered to the classroom.
- Parents may also use the OPAC and Request Form to check out books, which is new this year!
- The procedure to return books is as follows:
 1. Each morning, there will be a large bin on the first floor. Books can be returned here as students come into the building.
 2. Books can be returned to the library cart during Library Lessons.



3. At the end of each day, a lid will be placed on the bin, and it will remain sealed for at least 72 hours, as recommended by the American Library Association. At that point, books will be checked in and shelved.
4. There will be one bin for each day of the week.

Ballet:

- Ballet will not be offered this year.

Swim:

- Swim class will not be offered at this time.

Fall Sports:

- Fall interscholastic sports have either been postponed or canceled.

Private Music Lessons/Band/Choir:

- There will not be a band or choir at this time.
- Piano and voice lessons will be offered for an additional charge. Please make arrangements ahead of time if you are interested in enrolling your child. Arrangements can be made through the school office, or by emailing Marnie Aldrow, maldrow@stella-niagara.com

Guests:

- Stella Niagara is limiting all visitors and guests in the school building. Only visitors deemed essential to the operations of the school will be permitted to enter and will be subject to the health checks protocol upon entry.
- Most events that typically take place at Stella Niagara have been postponed or canceled. More information on events will be provided in the future.

Academics and Distant Learning:

- Stella Niagara will reopen with in-person instruction for all students, 5 days a week.
- Distance learning will be available for students who are absent from school for a COVID-deemed reason. In this event, accommodation will be facilitated between the family and the homeroom teacher.
 - COVID-deemed reason: exhibiting a symptom from the daily screening, coming in contact with someone who has tested positive for COVID-19



- If spikes in the infection rate in Western New York result in school closures mandated by New York State, faculty members will be fully prepared to move seamlessly to Distance Learning. These procedures are in our Continuity of Learning Plan which can be found on the school's website.
- If the state mandates a total shutdown of school for an extended period, this will result in a complete closure which would require remote learning. Attendance in remote classes will be taken each day to allow us to meet the state-mandated reporting requirement.
- For further details regarding distance learning, please refer to the Continuity of Learning Plan on the school's website.

Last updated September 3, 2020.

These procedures are subject to change.