

Cristo Rey Brooklyn High School
Protocols and Procedures for Restarting School Operations as Required
by the New York State Department of Health

Capacity

- For the Fall 2021, we are planning a full reopening. Students will attend academic classes four days a week, and participate in the CWSP program one day a week, either on-site, at CRB, or remotely. Classrooms can hold a maximum of 27-28 students (depending on the room), while allowing the recommended 3' of distance between students. In a typical year, our class sizes don't exceed 28 students, and so we are able to plan for a full reopening.
- All persons entering the school building will be required to wear a mask. This will be monitored by staff at the entrances of the school in the morning, by the Office Manager and entire faculty and staff throughout the rest of the day. If an individual does not have a mask, they will be able to obtain one from the Main Office or the School Nurse.
- Hand sanitizer will be available at all entrances, and in all classes.

Social Distancing

- As stated above, classroom work stations (desks) will be placed a minimum of 3' apart.
- We will use two designated entrances for entry into the building in the morning to reduce traffic congestion. The same applies for dismissal. Staff will also use a separate entrance.
- Upon dismissal, students will use separate stairwells and exits.

PPE and Face Coverings

- Every person who enters CRB must wear a surgical mask or cloth face covering.
 - Surgical masks and KN95 masks provide the greatest protection against the spread of COVID-19, and are therefore recommended.
 - Alternatively, community members may choose to wear cloth masks that have two layers. Please note that cloth masks with exhalation/respirator valves are not permitted, as they do not prevent the wearer from spreading the virus.
 - Bandanas, neck gaiters, and handkerchiefs are not permitted, as they are much less efficient at preventing spread.
 - Plastic face shields are not permitted unless they are used in addition to a mask. Face shields are not nearly as effective in stopping virus transmission.
- The covering must be worn so that it covers the mouth and nose entirely and minimizes gapping along the sides of the mask.
- If someone arrives at school without a mask, they may obtain a mask from the Main Office.
- Ideally, cloth masks will be used for a single day and then put into the laundry for cleaning. Disposable masks should also be used for a single day.

- If masks need to be reused, it is advised that you let the masks sit for a few days before reusing it. This will effectively allow any virus on the mask to die off.
- The best effort possible should be made not to touch masks with your hands (especially if they are not clean/sanitized) throughout the day.
- Masks may be removed during the 30-minute lunch period, at which time all persons must maintain strict physical distancing of 6' feet.
- In accordance with CDC and NYS guidelines, masks are no longer required outdoors, as long as distancing of 3' can be maintained.
- If a student or staff member is medically unable to wear a mask, the individual must present a doctor's note stating why, to be delivered to the Main Office.

Operational Activity

- Given the size of the gymnasium, there will be no issue for students to distance in that space. PE classes can also be conducted outdoors, weather permitting.
- The cafeteria and auditorium will be used for student lunches. Additionally, there will be four lunch periods to ensure that smaller groups of students remain in a designated section with their cohort to limit cross-exposure.
- For academic classes, students will remain with the same group of students all day, to the greatest extent possible.
 - Exceptions include for seniors - it is impossible to cohort seniors and allow them to take the proper academic classes.
 - Additionally, there may be fewer exceptions for juniors and sophomores who may need to switch cohorts 2 times a week in order to participate in an Honors course.
- Teachers will rotate in/out of the classroom in most situations, as opposed to students.

Restart Operations

- Independent contractor to perform a full cleaning accompanied by a full facility disinfecting spraying in August.
- All classrooms are equipped with a HEPA filter appropriate for the size of the room. These filters will be running at all times during the school day.
- Classroom and office windows will be opened, weather permitting, and remain open throughout the working day. These windows will be closed by evening cleaning company nightly, approx midnight.
- Water systems and other key facility systems are currently operational and will be operational at the time of reopening.

Hygiene, Cleaning, and Disinfection

- Teachers and Staff will be responsible for cleaning their individual working spaces. Teachers should wipe down their work area before transitioning to the next classroom. The Custodian will be responsible for cleaning/sanitizing other commonly used spaces such as doors, lights, windows and equipment. CRB will retain use of our evening cleaning company on a daily basis. This independent company cleans and disinfects the entirety of the facility nightly.
- Students, Faculty and Staff will be urged to provide their own PPE supplies, however, the facility will be equipped with a supply of materials for distribution to those that have lost or broken their items.
- Teachers should get in the habit of wiping down keyboards, desktop and any shared equipment when transitioning from room to room. If you notice that your room(s) need additional disinfectant supplies, please notify our team from Facilities.

Extracurriculars

- Fall Sports are officially permitted to resume on 8/23/21.
- Safety guidelines stated in the NYSPHSAA RTP plan are being followed. Some of those safety guidelines include, but are not limited to:
 - In accordance with NYSDOH guidance, student-athletes must wear acceptable face coverings, as tolerable, if a distance of at least six feet cannot be maintained, whether inside or outside.
 - Coaches, managers and other staff are required to wear a face covering when a distance of six feet cannot be maintained.
 - Students should tell coaches immediately when they are not feeling well.
 - All student-athletes, coaches, staff, officials and guests will be screened for Covid-19 (questionnaire and temperature check) prior to the start of any practice or event.
 - Any person who has Covid-19 symptoms will not be allowed to participate in practice or games/ meets. If a student-athlete shows signs or symptoms of Covid-19 or a temperature over 100.0 degrees Fahrenheit, their parent will immediately be notified and the parent will be directed to pick up their child. If the parent can't pick up the child the child will be directed to go home immediately.
 - Students must bring their own water bottle. Water bottles must not be shared.
 - Hydration stations may be used but must be cleaned after every practice/event.

Transportation

- Students will be instructed of [appropriate safety precautions to be taken if they take public transportation](#).

Food Services

- Breakfast and lunch will be provided by the school.
- Prior to entering the cafeteria for lunch, students will be required to use hand sanitizer as supervised by staff.
- Students will eat their meals in the cafeteria or auditorium and will be instructed to sit with only their assigned cohort - no mixing of groups.
- Students will all be seated at least 6' apart from one another when eating.
- Staff in the cafeteria and auditorium will monitor and discourage the sharing of food. They will also ensure fidelity of implementation.

Mental Health, Behavioral, and Emotional Support Services and Programs

- All students are eligible for in-person and virtual counseling services as offered by the Director of Social Work, Social Work Interns, and the College Guidance Department.
- Social workers and counselors will refer families to appropriate services (eg: housing, food, psychiatric services, etc) as-needed. Staff will share relevant resources related to COVID-19 as they emerge.
- Social workers and counselors will collaborate with administration to identify at-risk students through participation in the Student Support and Accountability Team, weekly advisories, academic support services, and individual referrals. Social workers will also collaborate to embed social emotional learning in classroom curriculum (in person and remote) to better identify issues during school day.
- The Director of Social Work will provide on-going professional development at the start of the school year and each quarter thereafter, as well plan an advisory curriculum that focuses on issues of trauma, anxiety, grief, loss, coping, and resilience to support staff and students over the course of the school year.

Screening

- Anyone displaying symptoms will be asked not to come to school.
- Staff will be given resources on symptoms and will be instructed to continue to monitor students for any relevant symptoms throughout the day.
- School will administer a screening questionnaire to all students, staff, visitors, guests, contractors and vendors before they are admitted into the building.

Testing Protocols

- All community members that are not considered fully vaccinated are required to participate in weekly COVID-19 testing at CRB. These individuals are required to participate in CRB's on-site COVID-19 testing by signing up through the [online portal](#).

- The testing requirement DOES apply to those who are partially vaccinated (e.g., having received only one dose, or not yet having reached two weeks after their second dose).
- In accordance with CDC Guidelines, community members who are fully vaccinated are exempt from testing requirements when [community transmission rates](#) fall at either “Moderate” or “Low” for Kings County. However, if community transmission rates for Kings County fall at either “Substantial” or “Moderate”, vaccinated community members may be required to follow the same testing protocols as unvaccinated community members.

Testing Responsibility

- As stated above, all community members that are not fully vaccinated, and anyone else requiring a COVID-19 test, are required to use CRB’s on-site testing.

Early Warning Signs

- If an individual presents symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea upon entry to the building, they will be asked to stay home except to get medical care separate themselves from other people and monitor their systems.

School Health Offices

- If a community member develops symptoms during the school day, that person should notify the School Nurse immediately, and report directly to the Isolation Room.

Isolation

- Staff will be given resources on symptoms and will be instructed to continue to monitor students for any relevant symptoms throughout the day.
- Any community member displaying symptoms will be isolated in the Isolation Room (Chapel).

Collection

- If a student is displaying symptoms, then the student is escorted to the Chapel to meet with the School Nurse. The Office Manager will be directed to contact the family and arrange for the student to return home.
- Parents of students displaying symptoms will be contacted to pick them up and the student will be released to the parent or guardian outside of the school building. Symptomatic students and/or staff will be sent home for follow up with a healthcare provider.

Infected Individuals

- If an adult member of the school community tests positive for COVID-19, this person must report such information to his/her direct supervisor.
- The supervisor will then notify the Principal who is responsible for contacting the DOH.
- The school Nurse will follow up with the individual, and inform all other persons who may have been in contact with the person.
- Students should report a positive test result to the Principal or Assistant Principal.
- If an individual in the school community tests positive for COVID-19, this person will have to quarantine according to guidance from the Department of Health.
 - This means that infected individuals with no symptoms may return after 10 days of isolation.
 - Symptomatic individuals should be isolated for 14 days, and are able to return to work/school after that point, and once symptoms improve.

Exposed Individuals

- Close contacts who remain asymptomatic:
 - May return after 10 days of quarantine, with continued monitoring of symptoms through the end of Day 14.
 - Alternatively, these individuals may quarantine for 7 days, and present a negative test result that was taken after Day 5.
 - Fully vaccinated individuals who were deemed to be close contacts are not required to quarantine.

Hygiene, Cleaning, and Disinfection:

- Teachers and Staff will be responsible for cleaning their individual working spaces. Teachers should wipe down their work area prior to switching to a different classroom.
- The Custodian will be responsible for cleaning/sanitizing other commonly used spaces such as doors, lights, windows and equipment.
- CRB will retain use of our evening cleaning company on a daily basis. This independent company cleans the entirety of the facility nightly. They will also be performing a full cleaning accompanied by a full facility disinfecting spraying in August.
- Exterior and Interior Signage is placed throughout the building.

Contact Tracing

- Once notified of a positive test result, the School Nurse will inquire with the individual about Close Contacts - people with whom the individual has been within 3' for 15+ minutes - that occurred up to 2 days prior to the positive test result. Please note that "close contact" no longer includes student-to-student contact that involves proper and consistent mask usage, so long as students remain 3' apart from one another.

- The School Nurse will communicate this information to the Principal, who will in turn, report case(s) to DOH Reporting Hotline and provide contact information for all identified Close Contacts, and forward this information.
- School Nurse will then contact all Close Contacts (including parents if students were exposed), informing them of possible exposure.
- On a monthly basis, the Director of Mission, Ministry, and School Culture will send an email to all community members summarizing the total number of positive cases(s) to date.
- DOH will follow up with all Close Contacts individually as well.

Communication

- Parents must all submit a signed protocol document outlining safety protocols and precautions, as well as monitoring of symptoms, in addition to a Consent Form for COVID-19 testing.
- Signs will also be posted throughout the building about proper safety precautions and monitoring of symptoms, etc.
- Families will have the opportunity to ask questions during a “Town Hall” prior to the start of school.

Closure Triggers

- If any individual in the school community tests positive for COVID-19, close contacts will be notified as soon as possible.
 - Those close contacts, if they are not fully vaccinated, will be asked to quarantine for the length of time determined by the DOH (usually 10 days).
 - Fully vaccinated close contacts may continue to attend work and school, but should monitor their symptoms, and a COVID-19 test is recommended as a precaution, although not required.
- If three students within a particular cohort test positive within a two-week period of time, that cohort will temporarily move to remote learning for a period of two weeks.
 - The same holds true for any sports team, extracurricular activity, or CWSP remote workers that work out of CRB.