

**Sacred Heart Villa School**  
***Sisters of the Sacred Heart of Jesus***

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PLAN FOR REOPENING OF SACRED HEART VILLA SCHOOL  
LEWISTON, NY 14092

Sacred Heart Villa School is a Co-Ed Private Day School – Pre-K 3yrs. To 5<sup>th</sup> Gr.  
Covid -19 administrator –Sr. Elizabeth Domin, SCGR Principal

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Main Phone—716-285-9257 where a message can be left / Second Phone –716-284-8273.

Fall 2020 Opening Day 9-9-2020 / Classes start for Pre-K to 5<sup>th</sup> Gr. 9:00 am to 3:00 pm.

Intended date for end of 10 Wks. 11/13/20, end of 20 Wks. 2/22/21, end of 30 Wks. 4/4/21, end of 40 Wks. 6/24/21.

Date plan submitted: July 30, 2020.

By: Sr. Elizabeth Domin, SCGR  
Principal

**PART I: REOPENING OF THE SCHOOL- MASKS REQUIRED WHEN DISTANCING CANNOT BE MAINTAINED.**

All 5 days in classroom for grades Pre-K 3 to 5<sup>th</sup> grade with their own teacher all day. Space is available for 6 foot distancing with spots for each child marked out. Students in Pre-K 3 and Pre-K 4 will enter by main entrance to the school. This is the closest entrance to their classrooms and they will leave by the same entrance. Their dismissal time will be at 2:40 pm to avoid contact with older students. Several playtimes are built into the day. If weather permits they can go outside and use the blacktop surface for movement activities. In bad weather they can use the Gym which will be marked for distance. During instruction and areas where distancing can be maintained students will be allowed to take a break from their mask.

STUDENTS FROM Kdgn. to 5<sup>th</sup> grade will enter and leave school by the usual school entrance at the south end of the building. The information about distancing

recess time, & lunch time is the same for both groups. The older students will be dismissed at 3:00 pm. **Parents will not be able to enter the building.**

LUNCH & SNACK TIME: Lunch room is postponed for start of the school year or if need the entire year. Students will eat in the class room and desks or tables will be wiped down before and after lunch or snack. Students will be discouraged from sharing food. Any Birthday Parties during the year ONLY food from the store will be allowed. No homemade food is allowed at this time.

USE OF BATHROOM: Depending on the size of the class, students can use the bathroom individually or the teacher can take the entire class to the facility and supervise them, then bring them all back at once. Students will be instructed on the use of proper hand washing, this is something that is already done at SHV.

WATER FOUNTAINS are postponed for now to avoid having the younger and even some older students putting their face on the water spout when they drink. Parents are being instructed to purchase drinking bottles and the staff will fill the bottle, as needed, from the water fountain so the students can drink fresh cold water during the day.

OTHER ACTIVITIES POSTPONED: Due to the fact that these are multiage classes we are postponing these activities for now until we get more clearance from the government. These are: No SCHOOL Mass UNTIL WE HEAR DIFFERENTLY, Gym, fund raisers involving students, Foreign Language, Ballet, Music, Indoor Soccer or special parties for the children.

In person field trips will also be on hold. The school will look into getting on line field trips that will be age appropriate for the children.

If we're still in school, in the spring, we may try to do something in the spring depending what the Governor says.

There will be no sports which involve close contact with other individuals or outside teams. Parents will be advised against any domestic travel to or through states that are HOT SPOTS because they will be required to complete a two week isolation period. This will be required of both students and faculty. This also includes international travel.

**PART II: MONITORING HEALTH OF STUDENTS AND FACULTY**

**IF ANYONE FEELS ILL OR SHOWS SIGNS OF COVID-19 OR ANY OTHER ILLNESS THEY ARE ADVISED TO STAY HOME.**

Family should check the temperature of children at home. It will also be checked by the teacher when the student arrives at school and again at lunch, after recess and at dismissal. The faculty will also check their temperature. If anyone becomes ill during the day they will have their temperature taken and if 100 degrees or more the child will be isolated and parents called. The parent will be advised to go see their doctor. The isolation area will be in the Nurse's room. They will need a note from the doctor before returning. Temperature checks will be several times a day and they will be recorded by the teacher. The parents will be notified to arrange to pick up the child and have him/her checked by the doctor.

The coordinator and liaison with other coordinators and the Health Department is Sr. Elizabeth Domin.

Students and faculty should notify the coordinator if they or a family member tests positive for Covid-19. If someone is found to have the symptoms of the virus they will be quarantined and the parent will be called to pick up the child. A child who is isolated or quarantined for 14 days will be given home work over the email or by mail and the assigned work will be returned by email or mail for correcting, then new work will be assigned by email or mail.

**MANDATORY DRILLS & SAFETY EGRESSES FOLLOWED:** Safety drills will be done. These are the fire drills and lock down drills . Also to minimize the need to touch door knobs or handles, classroom doors will remain open. The state is encouraging the opening of windows when temperatures are above 45 degrees to allow for the exchange of air in the building.

**IF STATEWIDE SHUTDOWN OCCURS** Sacred Heart Villa will follow the directives of the State Education Department and the DOH as well as the Governor's recommendations. Students will return to distant learning either by use of Google Classroom or Zoom or another set up the teacher has. They will receive assignments via email or mail and return finished work the same way. This will be the safest way for all concerned.

**HYBRID SET UP:** If we have to use the combination of in school and online teaching we will keep the Pre-K to Third Grade in school because they need more one on one learning and then Grade 4 and up will do online instruction.

**TRANSPORTATION:** Students taking buses will have to wear face masks on the bus and sit one person to a seat. Students from the same family can sit two in a seat.

If the district has separations on the seat then they can sit two on a seat. Students will have to follow the rules of the bus driver, or bus aide. At SHV we will try to have the bus children dropped off and picked up at the school entrance at the south end parking lot. If it does not work, we will put the pickup area back to the drive way near the mail box.

The Pre-K students are transported to & from school by their parents. This is why we split the pickup area to lessen the congestion.

Sr. Elizabeth Domin, SCGR  
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