

From Mrs. Martha Eadie, Principal
Important Parent/Guardian Information for School Re-Opening

The health and safety of the children and adults in our school is of high importance to all of us. Health and safety considerations will come first in every action taken in our school. OLBR School is following all the recommendations and guidelines published by health authorities to aid in preventative actions.

Daily Temperature Checks

Temperatures will be taken at designated entryways prior to entering the general areas of the facility. Any person (students, teachers, staff) that registers a temperature of 100.0°F or higher will not be allowed in the building. Students will be sent home with parents/guardians (if driven by private vehicle to school). If any student arrives by school bus and presents a temperature, he/she will be escorted to the health office isolation area on the second floor. The school nurse will contact parents/guardians to pick up their child. The nurse will continue to monitor the student in the health office isolation room until parents/guardians return to pick up their child. Staff members will be trained and assigned to take daily temperatures and the nurse will be required to wear a face shield, disposable gloves, and face mask.

COVID-19 in children, although similar, is not always the same as in adults. Children may be less likely to have a fever, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. The school will remind parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

Hand Sanitizing

All individuals (students, teachers, staff) entering the building will be required to use the touchless hand sanitizer that will be placed at every building entrance point. These hand sanitizer stations will be placed throughout the building, and inside and outside of the cafeteria. Every room (classroom) will have a sanitizer station that will include a hand sanitizer pump bottle, alcohol wipes, paper towels, disinfectant spray, and paper towels. Students will be properly instructed

by teachers and the school nurse in protocols for hand sanitizing using soap and water (lavatory) as well as using hand sanitizing stations/pumps.

Alcohol-Based Hand Sanitizing Dispensers

Touchless hand sanitizing dispensers will be installed at all building entrances and cafeteria in accordance with the 2020 Fire Code of New York State (FCNYS) Section 5705.5. Not in every classroom, but at every school entrance, and inside and outside the cafeteria. Individual bottle dispensers will be available in every classroom.

Social Distancing

When entering the building, or traveling within the school building, all individuals will always maintain 6 ft. distance unless traveling in a common area, or individuals are of the same household.

Personal Protective Equipment and Face Coverings

All individuals (over the age of 2) will be required to wear a face mask. In compliance with NYSED regulations and Executive Order 202.16. Disposable masks will be available to all students, faculty, staff, and essential visitors every day. Disposable masks will not be re-used, and extra disposable masks will be available for those who need a change of mask during the day. An individual may provide their own face covering for daily wear. For students wearing masks during the school day, teachers can allow mask breaks as needed. The laundering and cleaning of face coverings provided by individuals must be maintained on a regular basis. Staff members trained and assigned to take daily temperatures and the nurse will be required to wear a face shield, disposable gloves, and face mask.

Management of Ill Persons

In the event of a confirmed COVID19 diagnosis by an employee, student, or family member, the COVID19 Administrator will follow all protocols for reporting and contact tracing with the CDC and DOH. Confidentiality will be maintained for the protection of individuals and required by federal and state laws

Student Illness Before School

Parents must screen their children before leaving for school (check temperature and observe for symptoms consistent with COVID19). If a child is ill, the

parents/guardians will inform the school main office. Any child showing symptoms of COVID19 (reference CDC and DOH guidelines for COVID19 symptoms) must not come to school.

Student Illness During the School Day

A student who becomes ill during the school day will be escorted to the school health office. The nurse will check for fever and other symptoms. If the symptoms are consistent with COVID19, parents/guardians will be contacted immediately to come to school and pick up their child. The ill child will stay in the isolation area/health office and will be monitored by the nurse or OLBR trained staff member until they are picked up from school. Nurse will be in the school building every day during school hours.

School Building Guidance

Parents/guardians/other family members will not be allowed access into the school building at any time.

When students and staff return to the school building for in-person instruction, physical spaces have been configured and maintained in a way to provide the maximum possible protection from spreading COVID19.

OLBR School has rearranged physical spaces and existing spaces as necessary while following all guidance related to health and safety. Non-essential classroom furniture has been moved and stored in the school building; health office is in art room; old nurse's office is a teacher only area.

Emergency Drills

OLBR School will conduct regular fire drills and lock down drills as required by Education Law and regulation and the Fire Code without exception. OLBR will follow all procedures using safe social distancing practices.

Means to Control Infection

Schedules for student arrival, dismissal, and lunch will be staggered to reduce student use of the corridors. Students will report to their homeroom and will remain with their teacher for all instruction. Special area teachers will travel to classrooms instead of students traveling in the corridors. For now, all specials teachers will move to classrooms, including PE.

Doors on the inside of the building will be set to the open position. This will alleviate the touching of door levers and knobs. This does not apply to fire doors. The use of light-transmitting plastics will be used in locations where social distance and masks cannot be easily regulated. Some of these areas include but are not limited to cafeteria, main school office, and health office. All light transmitting plastics used will comply with Building Code Section 2606.

Ventilation

Opening windows throughout the building to increase the fresh air ventilation rate will be utilized to the greatest extent possible. Classrooms will be required to keep a minimum of 1 window open whenever students are present in classrooms. Classroom doors must always remain in the open position.

Breakfast and Lunch: Meal Service

Breakfast will be available for all students as a grab and go meal. Students will pick up a pre-packed meal after entering the building, using social distancing, and following health check in. A cafeteria staff member will follow procedures for POS reporting. Students will report to their homeroom and will consume their meal at their seat, socially distanced 6 ft. apart from other students.

Lunch will be served to student cohorts, in the cafeteria. Staggered lunch periods will allow for smaller groups to social distance at designated tables. Before entering and upon exiting the cafeteria, students will utilize the touchless hand sanitizing dispensers. Lunches will be served to the students while seated. Closed containers with meals will be served to each student by a cafeteria staff member. Sharing of food and beverages will not be allowed. At the end of the lunch period, students will be dismissed in an orderly fashion using social distancing measures for the safety of all students. Time will be allotted for cafeteria staff to remove student trash from tables and to clean and disinfect the cafeteria area for the next lunch period.

All meals will follow Child Nutrition Program guidelines. Students with dietary restrictions or allergies will be provided meals appropriate to their nutrition needs.

Families who choose home remote instruction for their children are eligible to receive breakfast and lunch meals as part of our school meal program. There will be a schedule of days and times when these meals will be available for pick up.

Transportation

Bus transportation is provided for OLBR students by the Buffalo Public Schools through First Student Transportation. This bus issue has NOT been resolved. As of now, it has not been confirmed when bus transportation will begin for our students. You will be informed by a letter from Buffalo Transportation when buses will begin. It may NOT be available on the first days of school. This means parents/guardians will have to bring their children to school by car until the buses start their routes.

All students are required to wear a mask on the school bus and should maintain appropriate social distancing. Children living in the same household can sit together on the bus. The only exception to the mask requirement is that students whose physical and mental health would be impaired by wearing a mask will not be required to do so but must maintain social distancing from other individuals on the bus. A note from a physician will be required for this to happen.

Arrival to School

Buses arrive at OLBR School for student disembarkation. An OLBR staff member will meet the students and lead them into the school building using 6 ft. social distancing. The staff member will lead students to one of the school entry doors where students will proceed with hand sanitizing and the daily health check. Students that are driven to school by parents/guardians: Driver will pull into school parking lot. They must wait in their vehicle (with their children) until temperature check is completed by an OLBR staff member.

The school building will be opened and health check areas will be ready at 7:30 AM until 8:00 AM every day.

School entrances: Peter St. Door (labeled door "D") and Door near UPK entrance (labeled Door "C"). The Main school door off the church parking lot will NOT be used for students entering the building.

Dismissal after school

Peter St door (labeled door "D") will be used for dismissal. Students will remain in their classrooms and will be called as buses (or parents) arrive, allowing time for social distancing

Dismissal will begin at 2:00 PM. Students will be called down (for buses) or parent pickup by name. Students remain in classrooms until they are called. Teachers must remain in classrooms with students until all are dismissed.

- All students going on a bus will stay in HR until bus is called. As a bus pulls up outside, it will be announced and only those students will be dismissed.
 - As a bus is called, students exit and go straight to the bus line up area (marked with tape on the first floor). Teacher/staff with the walkie leads the bus line out to the bus.
- Pickups - Students will remain in the classroom until all busses have left and their name has been called, indicating a parent has arrived and notified the office.
- Walkers - walkers will be dismissed as usual, through the Peter Street doors after all busses and picked up students have left.
- Boys and Girls Club members will be dismissed to the club level.

A staff member will be stationed at the doorway with walkie talkie to relay the bus number and in the hallway for corridor control. The next bus would not be called until the previous bus has left through the Peter St. parking lot and down the next street.

Parents will be asked to call the school office to notify the main office of a late drop off or early pick up of an older student. Parents will need to wait in their car, in the school parking lot for early or end of day pickup. Parents will not be allowed to enter the building to wait to pick up child.

Attendance

OLBR School will collect and report daily teacher/student engagement or attendance, regardless of instructional setting (in-person, or remote) using the e-School data collection system. Teachers/homeroom will do this daily. Students working from home will be required to do a morning attendance meeting on ZOOM with a teacher each day.

Daily student attendance is reported by teachers every morning on the e-school system. Student absences will be brought to the attention of the main school office. Contact will be made by the school to inquire about student absence from school. This attendance policy is in effect no matter what the manner of instruction is (in-person, or remote).

Teaching and Learning

OLBR School will provide 180 days or equivalency (invocation of waiver for days is implemented by NYS), of instruction to students whether in person, hybrid, or remote. Efforts will be made to acknowledge the importance of setting a positive routine and welcoming environment that supports all students. Student needs and equity will be at the heart of learning experiences. Flexibility is essential, and OLBR School will be prepared to shift to different models of instruction that is least disruptive to students.

Instruction will be aligned to the academic program and will include substantive interaction with a competent teacher regardless of delivery method (in person, or remote). A clear communication plan and contact information will be shared with families for addressing questions regarding instruction and/or technology.

In-Person Instruction

School will commence with all students (UPK-Grade 8) in the building, five days a week, for 6 hours a day. Students will be assigned a cohort and a teacher and will stay in the same space, using proper social distance, face mask protocols as outlined by the DOH. Special area teachers will travel from room to room for instruction. For now, all specials will be done with teacher moving from room to room.

Remote Instruction

Families who do not feel comfortable sending their children to school for in-person instruction can choose to keep their children at home. Instruction will be available on-line in one or more online platforms: Zoom, Google Classroom, or See Saw. Students working from home will have the same course requirements as students attending classes in person. Expectations for work completion and engagement with the teacher on a regular basis is mandatory. Computer devices have been ordered and will be at school sometime in October. Until then, we have a limited number of devices to lend out for student use. If you choose remote home instruction, you (parent/guardian) must complete a form requesting this. If you have technology devices at home, you need to inform us of this as well. Students who have damaged devices (previously lent out) may not be

allowed to borrow devices from the school. Some devices were returned to school with viruses and damaged keyboards, etc. A fee will be required of all students who will need to borrow a school device. If the device is damaged, the parent/guardian will be responsible for the full replacement cost of the device.

Full Remote Instruction

If the school is closed temporarily or for longer periods of time, all instruction will move to an on-line platform. Teachers will provide instruction that aligns with learning goals and objectives for their grade level. Instruction will include teachers and students engaging face to face on on-line.

Preparation for Short and Long Term School Closures

School Messenger school community messaging system will be used to notify parents, staff, and teachers of any changes in the schedule: school closures, transition to different instructional modes and any other important information that needs to be shared with school families.