

**Plan for Reopening
Corning Christian Academy and Little Lambs Preschool
2020-21 School Year**

Purpose

This plan for in-person instruction has been established in accordance with guidance produced by the NYS Department of Health. The principles, protocols, and practices outlined in this plan are an effort to help protect the students, families, employees, and guests of CCA against the spread of COVID-19 as we provide instruction to our students in the 2020-2021 school year. School officials at CCA acknowledge that no school activities can operate without meeting minimum State guidance. Yet more than the desire to meet a minimum set of standards, the desire of CCA officials is to provide our students and families with an education that is physically safe, emotionally supportive, socially enriching, and spiritually challenging.

In accordance with direction from government officials and the department of health, this plan will cover the following four components:

- 1) Reentry (reopening) of CCA facilities for in-person instruction,
- 2) Monitoring of health conditions,
- 3) Containment of potential transmission of COVID-19, and
- 4) Closure of school facilities and in-person instruction, if necessary, by widespread virus transmission.

Each of the four components will be incorporated in and organized around three categories: people, places, and processes.

Safety Principles and Definitions:

- **COVID-19 Coordinator:** The COVID-19 coordinator (hereafter referred to simply as the coordinator) is the individual responsible to both the CCA school community and to state and local authorities that we, at CCA, will adhere to the guidance from the NYSDOH. Our school administrator, Keila Underwood, is our school's coordinator.
- **Face Coverings:** The coordinator must maintain protocols and procedures to ensure that all individuals - students, employees, and guests - use appropriate personal protective equipment (PPE). Specifically, appropriate PPE means, at least, an acceptable face covering which is required to be worn any time or place that individuals cannot maintain appropriate physical distance. Acceptable face coverings include but are not limited to cloth-based face coverings (homemade, sewn, bandana, etc.) and surgical masks that cover both the mouth and the nose.
- **Physical Distancing:** Some may refer to this as social distancing, yet we are social individuals and we want to encourage socializing. Therefore, socializing can take place as long as there exists six feet of space (e.g. physical distance) in all directions between

individuals. When physical distancing is not likely to be maintained, all individuals must wear face coverings.

- **Hygiene, Cleaning, and Disinfection:** All students, employees, and guests at CCA must follow proper hand and respiratory hygiene. All should wash hands regularly and apply hand sanitizer often. The staff of CCA will clean and disinfect the facility daily, and high-touch areas will be cleaned and disinfected multiple times during the day.
- **Transportation:** Consistent with state-issued guidance, all students must always wear face coverings on school buses. Students are expected to follow directions from district personnel when boarding, riding, and exiting the school bus.

I. PEOPLE

A. Social (Physical) Distancing and Face Coverings

Physical Distancing:

- Students and staff must maintain appropriate physical distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday.
- Specifically, appropriate physical distancing means six (6) feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect airflow, heating, cooling or ventilation, or otherwise present a health of safety risk (these may include strip curtains, Plexiglas or similar materials, or other impermeable divider or partition).
- With the common areas of the building (e.g., hallways, bathrooms), students will be encouraged to maintain appropriate distances from one another. Staff will monitor, remind, and correct students as needed during passing periods and other times when students are in common areas.

Face Coverings:

- Staff will be required to wear approved face masks during school hours while inside the building in common areas. Once staff are in their respective work areas (teachers = classrooms, administration = office, etc.), staff may remove their mask if they choose, provided students are not present and physical distancing can be maintained.
- Students will need to wear face masks where physical distancing is not possible (hallways, bathrooms, group projects, etc.). Classroom desks and tables will be situated and equipped for physical distancing, so students may remove their face coverings while seated at their desk or table for class instruction. Face masks for younger students will be addressed considering developmental appropriateness and feasibility.
- All staff and students will be prepared to put on a face covering if another person unexpectedly cannot physically distance.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the

required use of a face covering. A note from a health care provider to clarify the medical condition must be on file in the school office.

- Training for staff and students will be provided on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- CCA will purchase cloth masks for all staff members to utilize in common areas and or their classrooms. CCA will provide disposable face masks to visitors who must be in the building and do not have a face mask upon entering the school and any staff, or students who do not have a face covering.
- Visitors in the building will be required to wear a face mask while in the building (limited volunteers, UPS/FedEx deliveries, maintenance workers, etc.).
- After Care/Clubhouse programs will follow the same protocols as staff and students during the school hours.

Physical Distancing for Certain Activities:

- For activities that require projecting the voice (e.g. singing) or that result in heavy breathing (e.g. participation in gym class), a physical distance of twelve feet is to be maintained.

Space Configurations:

- With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday. Classroom spaces within our building will be modified or reconfigured to allow six (6) feet of physical distance between each student or will utilize a physical barrier between students.
- Shared surfaces such as workstations, desks, and tables, will be cleaned and disinfected between classes/students.
- The main hallways of the building will be lined with arrows to indicate traffic flow patterns. Students will follow traffic flow while moving from place to place in the hallways.
- Signage and distance markers will be placed denoting spaces of six feet in the cafeteria, as well as any space where a line would be formed.
- Locker use only applies to students in grades 9-12 and will be limited throughout the day. To minimize congestion in our locker hallway, students will be assigned specific times that they can go to their lockers, according to their grade level.
- CCA will limit entry to the building to students, staff, and essential visitors only (needed volunteers, deliveries, maintenance, etc.). Essential visitors and volunteers will be subject to the same guidelines (i.e., health screening, mask usage, etc.) required during school operations.

Schedules:

- CCA will use staggered arrival and pick-up times to facilitate proper social distancing;
- Lockers will be assigned by cohorts for grades 9-12. Students will be allowed to use lockers at staggered times determined by staff, to facilitate proper distancing and masks will be required any time a student is in the hallway.

Signage:

- Signs will be displayed throughout the school building and will be shared with our school community, consistent with DOH COVID-19 signage. Signs will include, but are not limited to the following recommendations:
 - ✓ Stay home if you feel sick
 - ✓ Cover your nose and mouth with an acceptable face covering when unable to maintain physical distance from others
 - ✓ Proper storage and disposal of PPE.
 - ✓ Adhere to physical distancing instructions
 - ✓ Report symptoms and/or exposure to COVID-19 to school administrator/nurse
 - ✓ Follow hand hygiene, and cleaning/disinfecting guidelines
 - ✓ Follow respiratory hygiene and cough etiquette.

B. Gatherings**Meals:**

- Lunch periods will be staggered.
- Students who wish to purchase a hot lunch will pre-order. Lunch orders will be delivered to classrooms at lunch time or students will be able to pick up their meal tray at the lunch counter, while physically distancing in line.
- Prior to all meals and snacks, and immediately after, staff will encourage all students to take a handwashing break. Hand sanitizer will be made available in the cafeteria at the beginning of the food line and on tables.
- Sharing of food and beverages is prohibited unless individuals are members of the same household.
- Staff who will be eating in classrooms with or supervising students during meals will be made aware of any food allergies and trained on signs, symptoms, and care for students with food allergies.
- Students do not need to wear face coverings once seated and eating so long as they are appropriately physically distanced or physical barriers are in place.
- Students will be monitored to ensure an appropriate distance from one another.
- All lunches will be in classrooms, outdoors, or in the gymnasium (physically distanced).
- Staff will properly clean and disinfect lunch tables and chairs in between lunch periods with EPA products that meet CDC guidelines for COVID-19.

Small Spaces:

- Small spaces will have limited gathering capacity of 50% of the maximum capacity of the space. These areas include staff lounge, copy room, and supply room.
- Staff using these spaces will maintain physical distancing and/or wear a face covering.

Staff Meetings:

- Staff meetings prior to the reopening of school will take place via video conferencing.
- If in-person meetings are preferable, all parties will maintain appropriate physical distance and/or wear a face covering if unable to physically distance.
- Staff meetings during the 2020-21 school year will be held in an open, well-ventilated space and individuals who attend will maintain appropriate physical distance.

Ventilation:

- CCA will increase ventilation with outdoor air to the greatest extent possible (opening doors and windows) while maintaining health and safety protocols, particularly for younger students.

Common Areas:

- Common areas, such as the copy room, staff room, and office, will have hand sanitizer and disinfecting wipes available to clean hard surfaces in between staff use. In these areas, signage will be added to restrict occupancy and encourage physical distancing.
- Break/lunch schedules for staff will be staggered to reduce density and allow for physical distancing in our staff room.
- Student restrooms that would typically allow for multiple users will be limited to ensure physical distancing. If the posted number of occupants is maximized, those who desire to use the restroom will wait until sufficient occupancy is reached.
- Changing facilities (e.g. gym class): To reduce the potential congestion in restrooms, students will not use the restrooms to change clothes for gym class. Students should come to school on days they have gym wearing their gym clothes. If students desire to wear gym shorts for gym class, they must wear athletic pants, sweatpants, etc., at all times outside of gym class.

C. Operational Activity**Cohorts:**

- Cohorts will be utilized throughout our school day and will be grouped according to their grade level.
- K-8th grade will be in self-contained classrooms, with limited classroom changes throughout the day.
- 9-12th grade will continue to change classes in our high school wing, while maintaining physical distance in hallways whenever possible AND wearing a face covering. Cohorts in our high school will also be based on grade level of students, with accommodations for single students needing a particular class subject/level.
- All cohorts can be together in a classroom, based on classroom size and student count, allowing for physical distancing of *at least* six (6) feet, or while using a physical barrier.

In-Person Instruction:

- As much as we are allowed by law, CCA plans to host in-person instruction five days a week, while following the guidance from NYSDOH and that which is laid out in this plan document.
- With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday. Due to an implemented enrollment cap per class for the 2020-21 school year, a hybrid-approach will not be used.
- Class/work hours may be adjusted and/or staggered where appropriate and possible to decrease density in our school facility.
- Class schedules have been modified to reduce congestion in the hallways and building.
- When active cases of COVID-19 are present in Steuben County, CCA will continue to operate. If students or staff have been directly exposed to individuals with the virus, those individuals should seek care with their local health care provider, self-report to the School Administrator, and self-quarantine until advised by a doctor they are allowed to return to school.
- If students or staff contract the virus, CCA will consult with local and state health offices and determine all appropriate next steps. CCA will close short term for cleaning and disinfecting of the school building and require students/classes directly exposed to self-quarantine and move to distance learning (other students/classes not directly impacted will be able to return to the building for direct, in-person instruction).
- If the total number of students and/or staff directly infected with COVID-19 is >10%, CCA will consult with local and state health officials, and if state or local health officials deem conditions warrant, and closures are mandated, CCA will implement distance learning protocols.

D. Movement and Commerce***Student Drop-Off and Pick-Up:***

- CCA has established designated areas for student drop-off and pick-up, at the front door as well as the gym door. Using these two entrances will limit contact and entry of parents/legal guardians into the building, to the greatest extent possible.
- Parents will not be provided entry to the school during drop-off or pick-up times unless deemed necessary and will follow all entry protocols before coming into the building (health screening, temperature check, and face covering).

Deliveries:

- All deliveries to our school shall be received at the lobby door. Food deliveries will be received at the exterior kitchen door. Any deliveries requiring admittance to the building will be required to comply with a health check, temperature screening, and face covering.

Staff Entrances and Exits:

- Staff will enter through the front door or the gym door in order to follow health screening and temperature check protocols.
- All doors will be utilized for exiting the building.

Shared Objects:

- Students are to arrive at school with a personal supply of all the necessary school supplies. The sharing of supplies will be limited.
- Any items requiring students to share will be accompanied by proper hand hygiene before and after use of shared supplies.
- All shared items will be properly cleaned and disinfected.

II. PLACES**A. Personal Protective Equipment**

- Acceptable face coverings include, but are not limited to, cloth face coverings and surgical masks that cover both the mouth and nose. Face shields are optional but must be used with a mask. Staff may also use alternate PPE, such as face coverings that are transparent at or around the mouth, when deemed appropriate and beneficial to student learning.
- In acceptance with Executive Order 202.16, CCA will obtain necessary PPE and offer it to staff who directly interact with students at no cost to the staff member.
- Staff and students will be allowed to wear their own acceptable face coverings provided they meet minimum standards of protection.
- Staff will not be required to supply their own face coverings, unless they prefer to provide their own and it meets minimum guidelines for protection.
- CCA will request that students provide their own face coverings but will provide it to any student who does not have their own, at no cost to the student.
- An adequate supply of face coverings, masks, and other required PPE will be on hand for staff and students.
- Staff, students, and necessary visitors will be advised that they are required to wear face coverings whenever physical distancing can not be applied, such as hallways, bathrooms, and entering/exiting classrooms.
- Staff and students will be encouraged to clean or replace face coverings after use and advised that they should not be shared.

B. Hygiene, Cleaning and Disinfection**Hygiene:**

- CCA 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.

- CCA will maintain logs that include the date, time, and scope of cleaning and disinfection of our facility and assign responsibility.
- Staff and students will be trained on proper hand and respiratory hygiene and will provide information to parents and/or legal guardians on ways to reinforce this at home.
- Receptacles will be placed around the school and in each classroom for disposal of soiled items, including paper towels and PPE.
- CCA will provide and maintain hand hygiene stations around the school as follows:
 - ✓ For handwashing in bathrooms: soap, running warm water, and disposable paper towels.
 - ✓ For hand sanitizing: an alcohol-based sanitizer containing at least 60% alcohol for areas where handwashing facilities are not available.
 - Parents of students who are unable to use alcohol-based hand sanitizers may inform the school by sending a written notice. CCA will provide accommodations for these students to use the bathroom sinks for hand washing instead of using hand sanitizer.
 - Students will be supervised by adults when using sanitizer to minimize accidental ingestion and promote safe usage. Supervision is required for elementary students.
 - ✓ Hand sanitizer will be available throughout common areas. It will be placed in convenient locations including, but not limited to, entrances and exits. Hand sanitizer dispensers are installed in each classroom.
 - Staff will remind students that visibly soiled hands should be washed with soap and water, instead of using hand-sanitizer.
 - Staff will remind students that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of the facility.

Cleaning and Disinfection:

- CCA will ensure that cleaning and disinfection are the primary responsibility of the custodial staff.
- Staff will be provided with appropriate cleaning and disinfection supplies for shared and frequently touched surfaces.
 - ✓ Disinfecting wipes will be provided to staff for commonly used surfaces (e.g., keyboards, desks, remote controls) where they can be wiped down before and/or after use, followed by hand hygiene.
 - ✓ Hand sanitizers will be available near high-touch surfaces such as trash receptacles and paper towel dispensers.
 - ✓ Drinking fountains in the school will be closed and staff and students will be encouraged to bring their own water bottles.
- CCA will conduct regular cleaning and disinfecting of the facility and more frequent cleaning of high-risk areas used by many individuals. Frequently touched surfaces, including student desk and cafeteria tables, will be cleaned and disinfected between each individual's use, or between each cohort's use. Cleaning and disinfecting will be rigorous and ongoing, and will occur at least daily, or more frequently as needed.

- Restrooms will be cleaned and disinfected regularly, or more often depending on frequency of use.
 - ✓ Restrooms will also use signage and reminders from staff to ensure physical distancing rules are being applied.
 - ✓ Physical barriers will be installed in between toilets.
 - ✓ All staff and students will be required to wear a face mask in the bathrooms at all times.
- Materials and tools used by staff will be regularly cleaned and disinfected.
- Napping materials for preschool and kindergarten students will be sanitized daily and assigned to specific students for the school year.

Cleaning and Disinfecting Following Suspected or Confirmed COVID-19 Case:

- CCA will provide cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with focus on exposed areas including heavy transit areas and high-touch surfaces.
- CCA will follow CDC guidelines if someone is suspected or confirmed to have COVID-19. These guidelines will include, but are not limited to, the following:
 - ✓ Areas used by the person who is suspected or confirmed to have COVID-19 will be closed off. Affected areas can include, but are not limited to, classrooms, restrooms, and hallways.
 - ✓ Outside doors and windows will be opened to increase air circulation in the area as applicable.
 - ✓ If possible, the area will be left for 24 hours untouched before cleaning and disinfecting. If 24 hours is unreasonable, the area will be left for as long as possible without interfering with the function of the facility.
 - ✓ All areas used by the person will be cleaned and disinfected.
 - ✓ Once an area has been properly cleaned and disinfected, it will be reopened.
 - ✓ Individuals without close or proximate contact with the person suspected or confirmed to COVID-19 can return to the area and resume school activities immediately after disinfection.
 - ✓ If more than seven (7) days have passed since the person who is suspected or confirmed to have COVID-19 used the facility, additional cleaning and disinfection is not necessary.

C. Coordination and Phased Reopening

- CCA has designated our administrator, Keila Underwood, as our COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

D. Communication Plans

- CCA affirms that we have reviewed and understand the State-issued industry guidelines and will submit this reopening plan prior to reopening.
- CCA has engaged with school stakeholders and community members in developing this plan. Key stakeholders include, but are not limited to, our administrator, staff, students, parents/legal guardians of students, the Steuben County Health Department, local health care providers, and local leaders/government officials.
- CCA has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Modes of communication include, but are not limited to, parent/staff emails, our school website (www.corningchristianacademy.com), our school's Facebook page, our internal parent/staff online portal (Sycamore Education), SchoolReach phone messaging system, and monthly newsletter "The Lion's Roar".
- CCA students will be educated by staff on how to follow new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, physical distancing, and respiratory hygiene.
- CCA will encourage all students, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when physical distancing cannot be maintained.
- CCA administrator, Keila Underwood, will be the coordinator along with Nicole O'Rourke (Office Manager). Keila Underwood will serve as the main contact upon the identification of positive COVID-19 cases and is responsible for subsequent communications. Keila Underwood and Nicole O'Rourke will be responsible for answering questions from students, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

E. Residential Living Considerations

- *Does not apply to CCA*

III. PROCESSES

A. Screening and Testing

Health Screening and Temperature Checks:

- CCA will implement mandatory health screenings, including temperature checks, and conduct a brief COVID-19 survey of all students, staff, and visitors entering the building at the gym and front doors prior to entering the building.
 - ✓ An individual (staff, students, or visitor) who present with a temperature at or above 100.0°F or who answers YES to any of the survey questions will not be allowed to enter the building.

- ✓ In the case of students whose parents may have left campus, the student will be isolated, and parent(s) called to pick up their child.
- ✓ Health screening results will be maintained as records that confirm individuals were screened and the results of such screening (e.g., cleared/not cleared). Specific health data, such as specific temperature of the individual, is prohibited and will not be kept.
- ✓ Parents or legal guardians of students will be strongly encouraged to fever screen their child at home before school and keep their child home if they are not feeling well or have any symptoms of COVID-19.
- ✓ Screening for all staff, students, and visitors will include a questionnaire that determines whether the individual has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days; and/or
 - has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Positive Screen Protocols:

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at school, will immediately be sent home with instructions to contact their health care provider for an assessment and testing.
 - ✓ Students being sent home because of a positive screen (e.g., onset of COVID-19 symptoms, fever) will be immediately separated from other students and supervised in the nurse's office until their parent/legal guardian or emergency contact can retrieve them from school.
 - ✓ CCA will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- CCA will require individuals (staff, students, visitors) to immediately disclose when their responses to any of the aforementioned questions change, such as if they begin to experience symptoms during or outside of school hours.
- CCA will consult with Steuben County Health Department about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.
- Our administrator, Keila Underwood, will be our central point of contact responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also

identified as the party for individuals to inform if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

In-Person Screenings:

- All personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the school, and will be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or face shield, as applicable.

B. School Health Offices

- CCA has developed protocols for caring for a student and/or staff member who develops COVID-19 symptoms during the school day, as outlined in the following procedures:
 - ✓ Students with symptoms of COVID-19 will be separated from others in the nurse's office under adult supervision of a staff member until they can go home or to a health facility, depending on the severity of illness.
 - ✓ Staff members providing supervision of a student with symptoms of COVID-19 will be provided with appropriate PPE, which at a minimum will include disposable face masks and gloves. Additional PPE, including gowns and eye protection will be provided where appropriate.
 - ✓ Staff with symptoms of COVID-19 will be asked to immediately leave the school grounds and a substitute will be provided for their class.
 - ✓ All areas used by the student or staff with symptoms of COVID-19, including classrooms, common areas, and/or the nurse's office, will be thoroughly cleaned and disinfected using EPA approved products that meet CDC guidelines for COVID-19.
- CCA does not have a need to develop protocols for asthma-related acute respiratory treatment care.

C. Tracing and Tracking

Metrics:

- CCA has identified clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by New York State and Steuben County Health Department, as outlined in the following:
 - ✓ When active cases of COVID-19 are present in Steuben County, CCA will continue to operate with face-to-face classes. If students or staff have been directly exposed to individuals with the virus, those individuals should seek care with their local health care provider, self-report to the Keila Underwood (School Administrator), and self-quarantine until advised by a doctor that they are allowed to return to school.

- ✓ If/when COVID-19 cases are discovered at school, CCA will consult with local and state health offices and determine all appropriate next steps. CCA will close short term for cleaning and disinfecting of the school building and require students/classes directly exposed to self-quarantine and move to remote learning (other students/classes not directly impacted will be able to return to the building for direct, in-person instruction).

Notification:

- CCA will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school or on school grounds, including staff, students, and visitors.

Tracing Support:

- In the event of an individual testing positive, CCA will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. CCA will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- CCA will partner with local health departments to train older students, faculty, and staff to undertake contract tracing efforts for populations in school facilities and on school grounds, where feasible.

Quarantine, Isolation, and Return to School:

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- CCA will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, through the COVID-19 tracing implemented by the Steuben County Department of Health.
- CCA will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19.

**Addendums
based on**

New Guidelines Released by NYSED on July 27, 2020

Addendum A

Fire/Lockdown Drills:

- Drills will be conducted in conjunction with our state and local requirements, with modifications needed to ensure physical distancing.

- Fire Drills: Students will be required to wear a face covering while participating in the fire drills. Staff will encourage students to remain physically distanced while exiting the building according to fire drill routes. Students will remain physically distanced six (6) feet apart in lines by classroom for the duration of the drill until allowed to reenter the building. Students may remove masks once outdoors and physically distanced.
- Lock Down Drills: Drill will be conducted following our school protocol without “hiding”/”sheltering”. Teachers and staff will provide an overview of how to shelter or hide in the classroom.

Addendum B

Attendance:

- CCA will collect and report daily teacher/student engagement or attendance, through our internal school portal, Sycamore Education, based on student attendance at the school building, or student engagement in online classes if distance learning.

Addendum C

Fire Code Compliance and Doorways:

- CCA will not be constructing, altering, relocating, enlarging, replacing, repairing, removing, or demolishing our current school building so we will not need to provide plans for Fire Code compliance in conjunction with any of the preceding building changes.
- We will remain in Fire Code Compliance for our current structure in accordance with local fire codes.
- Our building does not have stair or corridor doors with automatic hold opens.

Addendum D

School Schedule:

It is our current intention to open with a fully in-person learning experience on September 9, 2020. We will follow all guidelines provided by the New York State Department of Health as outlined in this reopening plan. However, we understand that our school is subject to the discretion of the Governor, who will determine the path of learning for our school this year. Given this understanding, we are planning and preparing for the possibility of both

scenarios, both in-person and distance learning. We also acknowledge the possibility of alternating between these two options based on active COVID-19 cases in our county, state, and country. We will follow the mandates of the Governor, as well as recommendations from the Steuben County Department of Health, in determining the delivery of our academic program.

CCA is also planning for the possibility of a “hybrid approach”, which we define as a distance learning opportunity for students who meet one of the following criteria; (1) due to medical reasons is unable to return to school to participate in in-person learning, (2) is not allowed to return for a specified time to in-person learning due to possible exposure and quarantine, or fever/illness, or (3) is uncomfortable returning to a fully in-person learning experience.

These three school schedules are outlined in the following:

- In-Person:
 - School day will be from 8am to 3pm, with early drop-off at 7:30 and extended care for Preschool through sixth grade from 3pm to 5:30pm.
 - All staff and students will follow guidelines and protocols as outlined in this plan.
- Hybrid-approach:
 - When students are distance learning from home due to one of the above stated reasons, it is expected that a student will keep up with classwork and assignments.
 - Work will be provided to students through the Google for Education platform.
 - All students in grades 6-12 will have their school-issued laptop to use while at home. Students in elementary grades will be provided with a school-owned device if necessary (i.e. they do not have one at home).
 - Class lessons, in many cases, will be recorded by the teacher and then shared within 24 hours with the student. When the class lesson is such that a recording is not necessary (e.g. an in-class workday, quiz/test day, classmates’ presentations, etc.), assignments other than class videos will be shared with the student who is distance learning.
- Distance Learning (due to school-wide closure):
 - If a situation arises such that a government authority (e.g. health department) issues a mandatory closure for 24 hours, students will remain at home. No remote education will take place and the day will be treated as a snow day. Students will return to school the following day.
 - In the event that the mandatory closure is extended beyond 24 hours, distance learning will commence on the second day of the closure.

- If the closure is extended for a week or more, we will follow a 4 + 1 mode of education with 4 days of instruction and 1 day as a teacher preparation day.
- During the school closure period, all students will follow an abbreviated school schedule with assigned class times. This will be more structured than what was experienced in the spring of 2020.
 - The schedule will begin at 9am. Daily (distance) attendance will be kept.
 - The schedule will include both synchronous (live) and asynchronous (not live/prerecorded) classes. Attendance at synchronous classes is required. Asynchronous classes will provide instructions for students for required assignments.
- Once the required period of school-wide closure has ended, in-person education will continue at CCA.

Each delivery method outlined for academic instruction aligned to our academic program will include regular and substantive interaction with a competent teacher.

Addendum E

Preschool:

Little Lambs Preschool is owned and operated by Corning Christian Academy (CCA) within the same building. Little Lambs Preschool is **not** licensed or registered by New York State as a daycare, and therefore will follow the same guidelines as Corning Christian Academy as laid out in this reopening plan, with the following exception:

- Preschool classes will not transition to distance learning if the school building is closed. Distance learning for preschool classes will consist of authentic learning activities at home.