

OUR LADY OF MERCY
2020 REOPENING PLAN
Subject to Change
Revised 7/31/20

When the 2020-21 school year begins, Mercy will look much different than faculty, staff and students have been used to due to the new health and safety measures outlined in this Reopening Plan. Moreover, Mercy will likely need to adapt this Reopening Plan to the evolving guidance from health officials. This Reopening Plan is the critical first step to ensuring that the proper health and safety measures have been considered, addressed and implemented and that they can be clearly communicated to the Mercy community.

Overview

Mercy has established a COVID-19 Response Team, which is comprised of local health experts, business professionals, and members of the school administration, including: President Baker, Principal Kilbridge, Dr. Maxwell, Dr. Davis, Mr. Waters, Athletic Director Yandek, Dean Diodato, Dean Horn, Dean Whipple, Nurse Borrelli, Ms. Edom, Mr. Laudisi and Ms. Moore. Mr. Yandek is the Coronavirus Coordination Officer, who will be responsible for the overall coordination and enforcement of Mercy's Coronavirus policies and procedures. The Coronavirus Coordination Officer will also serve as a point of contact for students, faculty and staff for information relating to Mercy's Coronavirus plans and procedures.

As Mercy plans to reopen for the fall, it is important to note that the School will continue to coordinate with local public health authorities to determine the extent to which reopening can safely occur. Even absent community spread of the virus, Mercy may need to partially or fully suspend on campus operations if a member of the campus community becomes infected. Thus, plans to re-open must be flexible, and the institution must maintain the flexibility to pivot to remote learning options if necessary.

This Reopening Plan has been developed with the input of local health experts, business professionals, representatives from the Board of Trustees, students, parents, faculty and staff. Surveys were also sent to a broad number of members of the Mercy community and input provided from survey responses have been incorporated into this Reopening Plan.

Throughout this Reopening Plan, links are provided to relevant state and federal agency regulations and guidance. These regulations and guidance are being supplemented and updated regularly so the COVID-19 Reentry Advisory Task Force should stay up-to-date on what's happening.

Key resources include:

Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency.

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

New York State Reopening Guidance for Religious and Independent Schools.

<http://www.p12.nysed.gov/nonpub/documents/reopening-guidance-religious-and-independent-schools.pdf>

Interim Guidance for Food Services During the COVID-19 Health Emergency

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor and Outdoor Food Services Detailed Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf)

Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency.

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PublicTransportation MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PublicTransportationMasterGuidance.pdf)

Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance_traveladvisory.pdf

New York State Department of Health Novel Coronavirus (COVID-19) website

<https://coronavirus.health.ny.gov/home>

Centers for Disease Control and Prevention Coronavirus (COVID-19) website

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 website

<https://www.osha.gov/SLTC/covid-19/>

I. PEOPLE

A. Physical Distancing

1. Faculty, staff and students will remain six (6) feet from one another whenever possible. It is understood that, at times, six (6) feet of social distance cannot be maintained. Any time faculty, staff or students are less than six (6) feet apart from one another, they must wear acceptable face coverings. Face coverings will be required to be worn while indoors unless otherwise noted. As discussed below, acceptable face coverings will be supplied by Mercy. (see Section II. A, below). In addition, faculty and staff may use their own acceptable face coverings.

Social distancing of twelve (12) feet in all directions must be maintained between individuals while participating in activities requiring the projection of voice (e.g. singing, drama), playing wind instruments or aerobic activity.

2. Tightly confined spaces, such as elevators or storage rooms, will be occupied by only one individual at a time, unless all occupants are wearing face coverings. Time spent in tightly confined spaces by multiple people will be limited to the greatest extent possible.
3. Restrooms will allow for only those number of people where 6 feet of social distancing will be possible. Signs on restrooms will state the maximum number of persons allowed in the restroom and require that all additional people wait outside, socially distanced from others, until entry is permitted.
4. Mercy's path to returning to school in September is guided by two principles: the continuity of our academic mission and protecting the health and safety of our community of students, faculty and staff. An Instructional Program Subcommittee to the COVID -19 Reentry Advisory Task Force comprised of teachers, parents, students, and administrators met to carefully consider how students should return to school.

Mercy has developed a hybrid model with two student cohorts attending in-person instruction, while the other half will be participating online with live-streaming technology or pursuing class work in a mode designed by the teacher. One cohort (Faith) will attend in-person on Mondays and Tuesdays and the other cohort (Hope) will attend on Thursdays and Fridays. Wednesdays will be devoted to building Mercy culture, enhanced additional support for students and a deep clean of the facility.

This hybrid plan using two student cohorts allows for clustering students to limit any possible spread of the COVID-19 virus. The hybrid plan also permits every student to experience every class in-person, reduces screen

time for both students and faculty, allows families to rely on a regular pattern of attendance, allows for appropriate cleaning between cohort groups and allows online learning to continue to be largely synchronous.

The hybrid plan also allows for a smooth transition to total online learning if necessary.

Because of the loss of instructional time due to Wednesdays being dropped from instruction time, Mercy has adjusted its school calendar and slightly adjusted daily instructional time to add instructional hours.

To maximize in-person instruction, Mercy has considered all reasonable measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, and those measures have been implemented in this Reopening Plan, or in the protocols and procedures developed or in development under this Reopening Plan.

5. Social distancing markers that denote six (6) feet of spaces will be used in common areas such as break rooms, cafeteria and any reception desk.
6. Whenever possible, all Mercy meetings/presentations will be conducted remotely, via teleconference or videoconference. Furthermore, for any training/workshop that cannot be conducted remotely, Mercy will limit attendance to allow for safe social distancing.
7. Loading and Unloading of buses; Student drop-off.
 - a. Mercy relies on districts of residence to provide transportation. Each district will develop its own protocols.
 - b. Students are expected to wear masks on buses.
 - c. Hand-sanitizing stations will be available as students unload from buses and hand sanitizing will be mandatory.
 - d. Students will maintain social distancing while lining up to load and unload from buses.
 - e. Student drop-off will occur so that students will unload from cars in a way that allows for social distancing.
8. Pick-up and deliveries at Mercy will be made at one of two designated locations, service lift entrance or the visitors' entrance. Pick-up and delivery persons will be instructed to exchange packages at the designated entrance with designated Mercy personnel. The designated Mercy personnel will be trained to wear a mask and disposable gloves (or will hand sanitize after handling packages) when interacting with pick-up and delivery persons, who will not be allowed inside the building for any

purposes. Signs informing pick-up and delivery persons of the designated service entrance will be posted on all doors to the building.

9. Additional social distancing measures include:
 - a. Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction.
 - b. Shift adjustments: where people-density might be a concern, shifts of faculty, staff and students will be staggered to reduce the number of people in Mercy's facilities at the same time. Currently, no changes to staff scheduling are being planned but this may change as Mercy's COVID-19 Reentry Advisory Task Force assesses traffic flow inside the building. Student scheduling is covered elsewhere in this Reopening Plan.

10. Travel Restrictions: Non-essential school-related travel is not permitted. School-related travel that is essential to the operations of the institution may be permitted with approval from President Baker. Personal travel is discouraged.

All personal or essential work-related travel of 100 miles or more undertaken by faculty, staff or students will be documented via the Travel Registry Form. Faculty, staff and students who travel more than 100 miles away will be instructed to alert the Coronavirus Coordination Officer, who will maintain the Registry. The Coronavirus Coordination Officer will check New York State Guidance to ascertain whether the individual is traveling to a location where there is a quarantine restriction. After travel, faculty, staff or students may be asked to stay home and monitor their health before returning to Mercy. Specifically, all faculty, staff and students who travel out-of-state will be expected to follow the *Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel*.

11. Work Station Spacing: All workspaces will be arranged so staff are able to maintain safe separation – i.e. the required minimum six (6) feet apart. Faculty and staff should limit or avoid being in a shared, closed office space with others when possible. Furniture will be moved as necessary to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces will be installed.
12. Face coverings: Faculty, staff and students must wear face coverings in common areas and when traveling through the school. Faculty, staff and students will be trained on how to adequately put on, take off and wear masks. Face coverings are strongly recommended at all times, except for

meals and instruction with appropriate social distancing. Reminders of the recommended and required use of face coverings will be made with signage and refreshed written and oral communications.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. Any faculty, staff or student who is unable to medically tolerate a face covering is not subject to the required use of a face covering, and such persons should notify Ms. Borrelli of such fact. Reasonable accommodation will be made for those individuals.

13. Shielding: Partitions or barriers will be installed, if needed, in workspaces that include face-to-face interaction (such as the reception desks, counseling offices, information desk, etc.). Shielding will be installed in compliance with OSHA standards.
14. Meeting Rooms: Chairs and tables in any meeting room will be removed or arranged to support the minimum required six (6) feet physical distance. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space. Signage will be posted in all meeting rooms noting the maximum occupancy. Ventilation with outdoor air will be increased to the greatest extent possible.
15. Classrooms. Classrooms will be reconfigured to maintain at least the required six (6) feet of social distance between students. This will be achieved by using visual cues (colored tape, etc.) and marking off desks or chairs that are not to be used. Ventilation with outdoor air will be increased to the greatest extent possible.
16. Cafeteria. Cafeteria will be reconfigured to maintain at least the required six (6) feet of social distance between students. Individual desks will replace larger tables in the cafeteria and additional seating locations will be identified. Lunch times will be staggered to reduce the number of people in the cafeteria at any one time. Ventilation with outdoor air will be increased to the greatest extent possible. Cleaning and disinfecting between shifts of students will be required as set forth in Section II.B. below.
17. Faculty should maintain six (6) feet of social distance from students while in classrooms. If six (6) feet of distance cannot be maintained, masks will be required. Teachers will be permitted to remove their masks while standing behind the plexiglass teaching barriers installed in each classroom.
18. Common/Shared Areas. Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required six (6) feet

minimum distance between individuals. This may include the removal of furniture. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space. In some instances, common areas will be closed for use and will be clearly marked as restricted. Ventilation with outdoor air will be increased to the greatest extent possible.

19. Traffic Management: Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance / exits, where possible. Clear signage and floor markings will indicate the designated traffic flow.
20. Occupancy: Signage will be posted noting the maximum occupancy of rooms.
21. Documented Student Health Monitoring will be done each of the two days in a week that the student's cohort is attending school by requiring a parent/guardian to complete the online screening tool discussed in III.B. below. Parents/guardians will be regularly reminded that students may not attend school if they have a temperature greater than 100.0° F at any time in the past 14 days and that parents/guardians should monitor the symptoms and temperature of their student daily. Students will not be permitted to enter the school building, other than the designated isolation area, if the online screening tool was not completed by the parent or guardian prior to the student arriving at school. Designated school personnel will be prepared to check the student's temperature and assist in the completion of the health screening using appropriate PPE.
22. Visitors. Mercy will be closed to visitors. However, a protocol has been developed in the event extenuating circumstances require a visitor to enter Mercy. The protocol provides for (a) approval of the Coronavirus Coordination Officer, the President, or Principal for the visitor's access to Mercy, (b) a required health screening of the visitor, (c) a record of where the visitor went in the building and the date and time of the visit, and (c) a requirement that the visitor wear a mask at all times while in the building.

These requirements will be communicated to faculty, staff and students through written and oral communications done pursuant to a comprehensive Communication Plan referenced in Section II. E. of this Reopening Plan.

23. Signage. Signs must be posted throughout Mercy consistent with the Department of Health's COVID-19 signage (https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf). Signage should remind individuals to (a) stay home if they feel sick, (b) cover nose and mouth

with a face covering when unable to maintain social distancing, (c) properly store, clean and, when necessary, discard face coverings, (d) adhere to social distancing rules, (e) report symptoms of, or exposure to, COVID-19, (f) follow good hand hygiene practices, and (g) follow respiratory hygiene and cough etiquette.

B. Student Activities

1. Student groupings (“cohorts”) have been designed so that the cohorts are static and have the same group(s) of students stay with the same faculty or staff whenever and wherever possible. However, students within a cohort will change classes as necessary to achieve appropriate academic learning outcomes but social distance will be maintained in classrooms through the use of cohorts.
2. Faculty and staff will focus on student activities and educational exercises with little or no physical contact.
3. For food service:
 - i. group tables will be replaced with individual desks six feet apart placed in the cafeteria and gallery area.
 - ii. masks may only be removed when students sit to eat. When students finish eating, they are to replace their masks, whether they have left their seat or not.
 - iii. individual portions will be served to students (e.g. no buffet-style meals where students serve themselves). All condiments and straws will be in single use disposable containers.
 - iv. silverware will be pre-packaged or pre-rolled in napkins; silverware pre-rolled must be done so wearing masks and gloves.
 - v. six feet social distancing between students in cafeteria lines will be maintained as well as students in eating areas.
 - vi. food service staff must wear gloves, aprons, and masks at all times, and gloves and aprons should be discarded and replaced as needed.
 - vii. tables/eating surfaces will be cleaned and disinfected after each student’s use.
 - viii. hand washing or sanitizing should be done by each student immediately prior to and after eating.
 - ix. students will be instructed and regularly reminded not to share food or beverages.
 - x. Dining activities will be considered and modified as appropriate for students with food allergies.

4. Transportation during school. If transportation of students is required during the school day, students should maintain six (6) feet of social distancing to the extent possible, face coverings should be worn at all times in a vehicle and the driver should maximize the air ventilation in the vehicle. Field trips will be on hold until further notice from Mercy as and when restrictions relax.
5. Theater, band/orchestra, chorus and science laboratories will be modified as appropriate to maintain social distancing and reduce the possibility of airborne virus. Social distancing of twelve (12) feet in all directions must be maintained between individuals while participating in activities requiring the projection of voice (e.g. singing, drama), playing wind instruments or aerobic activity.
6. Lockers. Lockers will be assigned alternating between cohorts so there is at least one locker between students within a cohort. The COVID-19 Reentry Advisory Task Force will monitor locker usage to ensure appropriate social distancing will be maintained and that students will not congregate around locker areas during transition times. This Reopening Plan will be modified as necessary to ensure social distancing is maintained during locker use to the extent possible. Face coverings will be required of students when they are at lockers.
7. Extracurricular activities and clubs. All extracurricular activities will need to be individually considered during the first few weeks of the school year with respect to social distancing, personal protective equipment, hygiene and cleaning and other safety and protective measures outlined in this Reopening Plan. Mercy will delay commencement of an extracurricular activity as necessary to comply with the general safety measures outlined in this Reopening Plan.
8. Library. The library will be closed to visitors. Students and staff will place holds on books and will retrieve them at the door of the library.
9. Athletics/sports will be available if social distancing is feasible and modifications made. Examples of sports that may be possible in the fall include cross country, track and field, tennis, swimming and diving and golf. The use of locker rooms will require physical distancing and careful hygiene and disinfecting. No guidance is currently available for this type of space. For some parallel guidance, see CDC's COVID-19 Guidance for Shared or Congregate Housing <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html> . Mercy will follow this guidance for locker room space to the extent applicable.

10. Mercy will work with local public health authorities to determine whether or to what extent it may host events on its campus and whether or to what extent it may host athletic events, practices and trainings.

11. Mercy will develop guidelines for student behaviors that reflect the expected behaviors set forth in this Reopening Plan.

C. Workplace Activities. Generally, measures will be taken to reduce interpersonal contact and congregation through such methods as, limiting presence to only those faculty and staff who are necessary to be on site, adjusting workplace hours, reducing on-site workforce or relocating workstations to accommodate physical distancing as necessary, staggering arrival and departure times, minimizing meetings that are not conducted remotely.

Reference is made to the CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>. Mercy will follow this Guidance to the extent applicable.

D. Movement and Commerce

1. Mercy shall prohibit non-essential visitors and vendors onsite to the extent possible.
2. Mercy shall establish designated areas for pickup and deliveries of physical items and students, limiting contact to the extent possible. See I.A.8 for detailed plans for deliveries and pickup.
3. Persons handling deliveries should practice hand hygiene before and after deliveries.
4. Where practicable and compliant with safety codes and regulations, Mercy will limit the number of entrances in order to manage the flow of traffic into the building and facilitate health screenings, while remaining in compliance with fire safety and other applicable regulations.

E. Vulnerable Populations. Vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness (see https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html), and individuals who may not feel comfortable returning to an in-person educational environment will be permitted to participate in educational activities and Mercy

will accommodate their specific circumstances. These accommodations may include, but are not limited to, remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Mercy will also develop any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss or are unable to wear face coverings for medical reasons ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

II. PLACES

A. Personal Protective Equipment

1. Mercy will provide all faculty, staff and students with a reusable cloth face covering at no cost. Mercy will also maintain an adequate supply of disposable coverings in case of replacement. Faculty and staff may use the Mercy-provided face covering or their own face covering. Mercy should have an adequate supply of face coverings on hand should any faculty, staff or student need a replacement.
2. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Single use surgical masks should be discarded after each use.
3. Faculty, staff and students will be discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.
4. Cafeteria Staff. As set forth in I.B.3., food service staff wear will be required to wear face coverings at all times as well as gloves and aprons that are changed regularly between tasks.

B. Hygiene, Cleaning and Disinfecting

1. Mercy will follow guidance from federal and state governments and agencies regarding cleaning and disinfecting facilities. See CDC's Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html> and DOH's Interim Guidance for "Cleaning and Disinfection of Public and Private Facilities for COVID-19" https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf .
2. Mercy's facilities will be cleaned and disinfected daily by facilities staff who will be trained to following guidance referenced above. In addition, faculty will be provided a checklist of items that must be cleaned and disinfected at the end of each workday in the classroom. Faculty will be given the cleaning supplies necessary to complete this task.

3. Common areas or high-use areas such as bathrooms and dining areas will be cleaned frequently, as will be high-touch areas such as door pulls.
4. Mercy will maintain an electronic cleaning log for each of its facilities, which will be maintained by the facilities staff and shared electronically with the school administration. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.
5. Mercy will encourage good employee hygiene by providing the following: Hand sanitizer for all faculty to keep at their desk; Disinfecting wipes in all break rooms, bathrooms and meeting rooms; Hand sanitizer stations at each entrance to a campus building; and Hand soap and hand sanitizer in each break room, bathroom and meeting room.
6. Signage will be placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water.
7. Faculty, staff, and students should practice hand hygiene upon arrival to campus, between all program activities, after using the restroom, before eating, and before departing the campus.

C. Classrooms, Gyms, Labs, Lockers and Cafeteria

1. Outside windows and doors will be opened to increase air circulation to the extent practicable while maintaining all health and safety standards.
2. Shared food and beverages and buffet service will be prohibited.
3. Science laboratories will be modified to allow for social distancing or otherwise provided remotely. Plexiglass barriers will divide lab stations.
4. Mercy will work with local health authorities and Section V directors to determine whether and to what extent it may host athletic events, practices and trainings.
5. Mercy will develop protocols after guidance is received from state or local health authorities for the requirements for social distancing, masking and cleaning that will be required for locker rooms.

D. Phased Reopening

1. As more fully outlined in I.A.4 above, Mercy will have a hybrid model for student attendance with two student cohorts attending in-person two days in a row and learning online two days in a row. Half of our students will be attending in-person instruction, while the other half will be participating online with live-streaming technology or pursuing class work in a mode designed by the teacher. Wednesdays will be devoted to building Mercy culture, enhanced student support as needed and a deep cleaning of the facility.

E. Communication and Training Plan

1. Mercy will post signage throughout its facilities to remind everyone to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
2. Public Plans: Mercy's Reopening Plan(s) will be made public on its website at www.mercyhs.com. Any updates to the Reopening Plan will be clearly communicated to the Mercy community and will be filed with the New York State Department of Health and Education Department.
3. Signage: Signage will be posted at entrances indicating how to proceed to enter campus for visitors and delivery personnel. Signage will also be posted in classrooms, common spaces and other Mercy facilities indicating occupancy. Signage on COVID-19 safety will also be posted as described elsewhere in this Reopening Plan.
4. All faculty, staff and students will be trained on the applicable portions of this Reopening Plan. Training will happen remotely and in-person using social distancing rules.
5. Communication Plan: A clear, ongoing communication plan using multiple channels (email, web, social media, signage) will be established and regularly refreshed to help students, faculty, staff and community members understand Mercy's plans to reopen and operating status, and the health and safety measures Mercy has and will be implemented and will be implementing.

III. PROCESSES

A. Screening and Testing

1. Students

- a. Before returning to campus, all students (or their parent/guardian) will be required to answer specific screening questions including questions about whether: (1) the student has a fever above 100.0° F or is experiencing any symptoms of COVID-19; (2) the student has tested positive for COVID-19 in the past fourteen (14) days; (3) the student has been in close contact with someone who has tested positive for, or has or had symptoms of, COVID-19 within the past fourteen (14) days; and (4) whether the student has visited any state covered by the New York COVID-19 Travel Advisory. Students will be required to complete the Online Screening Tool daily before returning to campus. Students will show the results of their screening at the entrance to the school building. Students who do not complete the required Online Screening Tool questionnaire will be required to complete the questionnaire upon arrival, before they may enter the building.
- b. If a student tests positive for COVID-19, Mercy will follow the steps identified in its Infection Control Plan detailed below.
- c. All students will be required to complete the Online Screening Tool on each day that their cohort is attending school while Mercy is in session, although parents/guardians should be instructed and regularly reminded to monitor temperature and assess for other symptoms of COVID-19 daily. Mercy will monitor and review student responses each morning. If a student indicates that they have symptoms of COVID-19, have tested positive for COVID-19 or had close contact with someone who has tested positive for, or has or had symptoms of, COVID-19, Mercy will follow the steps identified in its Infection Control Plan.
- d. If a student has traveled internationally or from a state with widespread community transmission of COVID-19 pursuant to the New York State Travel Advisory in the past 14 days, the student will be required to quarantine for 14 days as stipulated in the Travel Advisory.

2. Faculty and Staff

- a. All faculty and staff will be required to complete the Online Screening Tool daily (Monday through Friday) while Mercy is in session prior to entering the school building. Mercy will monitor and review faculty and staff responses daily (and will designate appropriate points of contact to do so). If any faculty or staff indicates that they have symptoms of COVID-19, have tested positive for COVID-19 or had close contact with someone who has tested positive for, or has or had symptoms of, COVID-19, Mercy will follow the steps identified in its Infection Control Plan detailed below.
 - b. If a faculty or staff member has traveled internationally or from a state with widespread community transmission of COVID-19 pursuant to the New York State Travel Advisory in the past 14 days, the employee will be required to quarantine for 14 days as stipulated in the Travel Advisory.
3. Visitors, vendors, contractors. Visitors, vendors, and contractors will be limited to those who must come to Mercy's campus for essential reasons. Those who must enter Mercy's campus due to extenuating circumstance will complete a health screening questionnaire immediately upon arrival and will always be required to hand sanitize and wear a mask while on Mercy's campus. The Coronavirus Coordination Officer will keep a log of any visitors (including delivery personnel, vendors or visitors) noting the dates and times of the visit. See I.A.8 and I.A.22 of this Reopening Plan for additional detail.
 4. Any faculty, staff, or student who screens positive for COVID-19 symptoms while at school will be isolated and supervised until they can leave for home. Isolation will occur in an identified room. Personal protective equipment for those supervising will be provided and should include face covering, face shield, gloves and a gown. The room will be cleaned and disinfected in accordance with CDC's guidelines on "*Cleaning and Disinfecting Your Facility.*"
 5. Mercy will develop a protocol for asthma- related acute respiratory treatment care using up-to-date standards of care. Nebulizer and sanctioning treatments will require N-95 masking by the health care provider. Mercy shall consult with the student healthcare provider for alternative asthma medication delivery systems.

B. Infection Control Plan

Generally, Mercy will refer to NYS Department of Health's Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf .

For the purposes of the Infection Control Plan "close personal contact" means someone who was within six (6) feet of an infected person for 10 minutes or more starting from 48 hours before illness onset until the person was isolated.

1. Faculty and Staff Infection Control Plan. Any Mercy faculty or staff who has a positive COVID-19 laboratory result is referred to as a "Personnel Confirmed Case".
 - a. Faculty or Staff who test positive for COVID-19.
 - i. Faculty or staff actions. If any faculty or staff is a Personnel Confirmed Case, they must:
 1. Notify the Coronavirus Coordination Officer immediately.
 2. Remain out of Mercy until they are allowed to return based on the Return to Work in Section a.iii. below.
 3. Communicate regularly with the Coronavirus Coordination Officer regarding their recovery.
 - ii. Mercy actions. When Mercy is notified about a Personnel Confirmed Case, it will:
 1. Communicate with the appropriate local health authority about the Personnel Confirmed Case.
 2. Communicate with other faculty, staff, students, parents or visitors about the Personnel Confirmed Case on a de-identified basis as deemed necessary and appropriate.
 3. Communicate with the Personnel Confirmed Case about symptoms, progress, recovery, and discussions with local health authority and others in the Mercy community.
 4. The Coronavirus Coordination Officer will work with the Personnel Confirmed Case to identify faculty, staff, students, or visitors who may have had close personal contact with the Personnel Confirmed Case.
 5. The Coronavirus Coordination Officer will work with New York State or local government contact tracers as necessary to complete contact tracing.

6. Mercy will close area(s) where the infected faculty or staff was and clean and disinfect all areas where the faculty or staff worked and any common areas where they would have been following CDC's guidelines on "Cleaning and Disinfecting Your Facility".
7. Mercy will maintain documentation of all prior steps above.
8. Mercy will determine whether the infection should be recorded pursuant to OSHA regulations.

iii. Return to Work

Personnel Confirmed Cases may only return to work on campus with approval of the Coronavirus Coordination Officer. At a minimum, Personnel Confirmed Cases will be required to self-quarantine for at least 10 days after illness onset and at least 3 days after recovery. At the conclusion of this period, the Personnel Confirmed Case should obtain a COVID-19 test that shows a negative result or, if no test is feasible, a doctor's note releasing the Personnel Confirmed Case to return to work. The Coronavirus Coordination Officer or a designee will work with Monroe County Health Department to assess the requirements for determining when a faculty or staff member can return to Mercy.

- b. Faculty or Staff who are experiencing symptoms of COVID-19 but have not tested positive.
 - i. Faculty or staff who are experiencing symptoms of COVID-19 must report that they are experiencing symptoms through the Online Screening Tool or directly to the Coronavirus Coordination Officer. If symptoms develop while on campus, the faculty or staff member will be immediately sent home.
 - ii. Faculty or Staff who are experiencing symptoms of COVID-19 are prohibited from coming to campus.
 - iii. Faculty or staff who are experiencing symptoms of COVID-19 will be directed to see their health care provider and obtain a COVID-19 test. If the faculty or staff tests positive for COVID-19, they are a Personnel Confirmed Case and the steps identified in Section III.B.1.a above will be followed, including the procedure for "Return to Work". If the faculty or staff test comes back negative, they will be able to return to campus after being fever free for 72 hours without medication.

- c. Faculty or Staff who are asymptomatic but have had close contact with someone who tested positive for COVID-19.
 - i. Faculty or staff who have had close contact with someone who is a confirmed case must report that they have had close contact through the Online Screening Tool or directly to the Coronavirus Coordination Officer.
 - ii. The determination of whether exposed, asymptomatic faculty or staff may continue working at Mercy will be made by Coronavirus Coordination Officer. Generally, the faculty or staff member may return to work upon completing 14 days of self-quarantine or work remotely. Any exposed asymptomatic faculty or staff who are permitted to continue working on campus will be required to undertake additional precautions, including regular monitoring for symptoms and temperature, required face covering at all times, and appropriate social distancing.

- d. Monitoring infection level

The Coronavirus Coordination Officer will monitor the number and location of Personnel Confirmed Cases and will be responsible for reporting on the statistics to the COVID-19 Reentry Advisory Task Force. The COVID-19 Response Team will consult with the Monroe County Health Department to determine if infection is increasing on campus beyond an acceptable level and will take any appropriate action.

- 2. Student Infection Control Plan. Any Mercy student who has a positive COVID-19 laboratory test result is referred to as a “Student Confirmed Case”.
 - a. Student who tests positive for COVID-19.
 - i. Student actions. If any student is a Student Confirmed Case they must:
 - 1. Notify the Coronavirus Coordination Officer immediately.
 - 2. Remain out of school until they are allowed to return based on the Return to Mercy Section a.iii. below.
 - ii. Mercy actions. When Mercy is notified about a Student Confirmed Case, it will:
 - 1. Communicate with the appropriate local health authority about the Student Confirmed Case.
 - 2. Communicate with other faculty, staff, students, parents, or visitors about the Student Confirmed Case

on a de-identified basis as it deems necessary and appropriate.

3. Communicate with the Student Confirmed Case or her parents about symptoms, progress, recovery, and discussions with local health authority.
4. The Coronavirus Coordination Officer will work with the Student Confirmed Case to identify faculty, staff, students or visitors who may have had close personal contact with the Student Confirmed Case.
5. The Coronavirus Coordination Officer will work with New York State or local government contact tracers as necessary to complete contact tracing.
6. Mercy will close area(s) where the infected student was, and clean and disinfect those areas and any common areas where they would have been.
7. Mercy will maintain documentation of all prior steps above.

iii. Return to Mercy.

Student Confirmed Cases may only return to campus with approval of the Coronavirus Coordination Officer. At a minimum, Student Confirmed Cases will be required to self-quarantine for at least 10 days after illness onset and at least 3 days after recovery. At the conclusion of this period, the Student Confirmed Case should obtain a COVID-19 test that shows a negative result or, if no test is feasible, a doctor's note releasing the Student Confirmed Case to return to campus. The Coronavirus Coordination Officer or a designee will work with the County Health Department to assess the requirements for determining when a student can return to Mercy. During any required quarantine period, students will be able to participate in learning remotely.

- b. Student who is experiencing symptoms of COVID-19 but has not tested positive.
 - i. Students who are experiencing symptoms of COVID-19 must report that they are experiencing symptoms through the Online Screening Tool or directly to the Coronavirus Coordination Officer. If symptoms develop while on campus, the student will be immediately separated from other students and supervised in a quarantined space until a responsible adult can pick them up.
 - ii. Students who are experiencing symptoms of COVID-19 are prohibited from coming to campus.

- iii. Students who are experiencing symptoms of COVID-19 will be directed to see their health care provider and obtain a COVID-19 test. If the student tests positive for COVID-19, they are a Student Confirmed Case and the steps identified in Section III.B.2.a above will be followed, including the procedure for “Return to Campus”. If the student test comes back negative, they will be able to return to campus after being fever free for 72 hours without medication.
- c. Student who is asymptomatic but has had close contact with someone who tested positive for COVID-19.
 - i. Any student who has had close contact with someone who is a confirmed case must report that they have had close contact through the Online Screening Tool or directly to the Coronavirus Coordination Officer.
 - ii. The determination of whether exposed, asymptomatic students may continue coming to campus will be made by Coronavirus Coordination Officer. Generally, the student may return to school upon completing 14 days of self-quarantine. Any exposed asymptomatic student who is permitted to continue coming to campus will be required to undertake additional precautions, including regular monitoring for symptoms and temperature, required face covering at all times, and appropriate social distancing.
- d. Monitoring infection level.

The Coronavirus Coordination Officer will monitor the number and location of Personnel Confirmed Cases and will be responsible for reporting on the statistics to the COVID-19 Reentry Advisory Task Force. The COVID-19 Response Team will consult with the Monroe County Health Department to determine if infection is increasing on campus beyond an acceptable level and will take any appropriate action.

- 3. Any personnel performing in-person screening activities, including temperature checks, must be appropriately protected from exposure to potentially infectious individuals. Screeners will be trained on CDC and DOH protocols and will be provided with appropriate personal protective equipment, which will include face covering, shield, and gloves.

C. Tracing and Tracking.

1. The Coronavirus Coordination Officer must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by a faculty or staff member or student.
2. Mercy will cooperate with the state and local health department as required to trace all contacts in school. Confidentiality will be maintained as required by federal and state law and regulations.
3. Any faculty, staff, or student who has been alerted that they have come into close personal contact with a person with COVID-19 and have been alerted via tracing, tracking or other method, are required to self-report to Mercy at the time of alert and shall follow the protocol referenced above.

Modified Operations Plan Unique to Schools

Student Services; Social Emotional Well-Being.

Students will continue to require academic advising and counseling services as the campus reopens. Mercy will provide these through virtual or telephonic means if services can be effectively provided remotely. For in-person visits, masking, the installation of shields and social distancing will be implemented, as appropriate.

The impact of social distancing restrictions will overwhelm the coping skills of some students. In addition, the limitations placed on extracurricular activities will also impede the ability of students to engage with each other. Mercy will develop a taskforce to regularly consider whether additional resources may be required for the social-emotional support for students. Considerations for Reopening Plans for Social Emotional Well-Being set forth in the New York State Reopening Guidance for Religious and Independent Schools will be reviewed periodically to help inform any necessary revisions to our Reopening Plan for student services.

Mercy will consider and make available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Mercy will provide training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.

Students with Individualized Education Program (IEP) or Other Needs

Equity issues are a significant concern for Mercy. Students with IEPs, ESL or other learning circumstances may be admitted to campus daily. When their cohort is at home using online instruction, these students will be located in designated areas participating in online instruction with any needed supervision and assistance.

Accommodation of Students with Medical Issues.

For students who are in the high-risk category for COVID-19 transmission, remote learning will be possible.

Accommodations for students with medical issues who wish to come to campus with their cohort will be made on a case-by-case basis.

Faculty and Staff with Medical Issues.

Plans for faculty and staff who are in the high-risk category for COVID-19 transmission and who do not want to return to on campus work will be carefully considered. Where appropriate, staff will be able to telework and faculty will be able to teach from home.

Students who come to school with their cohort but whose teacher remains at home will report to their classroom where, under supervision of a paraprofessional, their teacher will provide remote instruction.

Safety Drills.

Mercy will conduct standard operations and procedures regarding emergency drills to the best of its ability without deviating from current requirements. Fire (evacuation) drills and Lockdown drills, as required by the Education Law and regulation and the Fire Code, will be conducted. Students will be required to wear masks at all times during such drills and social distancing will be maintained to the extent possible while the drill is in process.

Faculty and Staff Well Being.

Mercy will support access to mental health and other supports for adults in the school community. Professional development will be offered to faculty and staff who need assistance in adjusting to the new work and learning environment set forth in this Reopening Plan.

Continuity of Learning Plan.

Mercy has developed a continuity of learning plan. Through initial implementation of a hybrid model where a cohort of students is in the classroom and the other cohort is learning remotely, Mercy will have the ability to convert to wholly remote learning if necessary, which will include regular and substantive interaction with the teacher.